

Ordinary Council Meeting

20 December 2023

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 dates in the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566.



Suzie Haslehurst

CHIEF EXECUTIVE OFFICER



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.

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

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CONTENTS

| | | |
|-------|--|----|
| 1 | DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS | 1 |
| 2 | RECORDS OF ATTENDANCE | 1 |
| 2.1 | APOLOGIES | 1 |
| 2.2 | APPROVED LEAVE OF ABSENCE | 1 |
| 2.3 | APPLICATIONS FOR LEAVE OF ABSENCE | 1 |
| 3 | DISCLOSURE OF INTERESTS | 2 |
| 4 | PUBLIC QUESTIONS | 3 |
| 4.1 | RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE | 3 |
| 4.1.1 | Questions taken on notice at the November 2023 Council Meeting | 3 |
| 4.2 | PUBLIC QUESTION TIME | 5 |
| 4.2.1 | R Mills | 5 |
| 4.2.2 | B Ruthven | 5 |
| 4.2.3 | M Madacsi | 6 |
| 4.2.4 | R Mills (continued) | 6 |
| 4.2.5 | B Ruthven (Continued) | 7 |
| 5 | CONFIRMATION OF MINUTES | 11 |
| 5.1 | Ordinary Meeting of Council held on 22 November 2023 | 11 |
| 5.2 | Agenda Briefing held on 13 December 2023 | 12 |
| 6 | PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS | 12 |
| 6.1 | PETITIONS | 12 |
| 6.2 | DEPUTATIONS | 12 |
| 6.3 | PRESENTATIONS | 12 |
| 6.4 | SUBMISSIONS | 13 |
| 6.4.1 | W Fletcher - Toodyay Agricultural Society | 13 |
| 7 | BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED) | 13 |
| 8 | ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) | 13 |
| 9 | OFFICER REPORTS | 14 |
| 9.1 | DEVELOPMENT AND REGULATION | 14 |
| 9.1.1 | Proposed Scheme Amendment No. 12 - Additional Use Proposed Additional Use “Brewery, Cidery or Distillery, | |

| | | |
|-------|--|----|
| | Restaurant Café, Tourist Development.” Lot 4 (447) Morangup Road, Morangup | 14 |
| 9.1.2 | Returned and Services League (RSL) Toodyay Sub branch - request for support from Shire of Toodyay | 21 |
| 9.2 | CORPORATE AND COMMUNITY SERVICES | 25 |
| 9.2.1 | Monthly Financial Statements - November 2023 | 25 |
| 9.2.2 | List of Payments - November 2023 | 28 |
| 9.2.3 | Request for Write Off of Rates RT.300107 | 31 |
| 9.3 | EXECUTIVE SERVICES | 34 |
| 9.3.1 | CEO Recruitment Process | 34 |
| 9.3.2 | Expression of Interest to lease Old Tennis Club Facilities | 35 |
| 9.4 | INFRASTRUCTURE AND ASSETS | 40 |
| 9.4.1 | Vehicle Crossover Policy (including Specifications and SOT Drawings | 40 |
| 9.4.2 | Showgrounds Bar Building | 42 |
| 9.5 | COMMITTEE REPORTS | 45 |
| 10 | MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN | 45 |
| 11 | NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING | 45 |
| 12 | QUESTIONS OF MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN | 45 |
| 12.1 | Questions taken on notice during November 2023 Council Meeting | 45 |
| 12.2 | Questions from Cr Madacsi | 47 |
| 13 | NEXT MEETINGS | 48 |
| 14 | CLOSURE OF MEETING | 49 |

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 21 December 2023.



Suzie Haslehurst

CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 28 February 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 M McKeown, Shire President, declared the meeting open at 1.00pm 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 Shire President read through other preliminaries.

2 RECORDS OF ATTENDANCEMembers

| | |
|----------------|------------------------|
| Cr M McKeown | Shire President |
| Cr S Dival | Deputy Shire President |
| Cr C Duri | Councillor |
| Cr R Madacsi | Councillor |
| Cr S McCormick | Councillor |
| Cr J Prater | Councillor |

Staff

| | |
|-----------------|---|
| Ms S Haslehurst | Chief Executive Officer |
| Ms T Bateman | Executive Manager Corporate and Community Services |
| Mr H de Vos | Executive Manager Development and Regulation |
| Mr C Sullivan | Executive Manager Infrastructure, Assets & Services |
| Mrs W Cowley | Governance Coordinator |
| Mrs N Mwale | Finance Coordinator |
| Mr M Werder | Project Manager |
| Mrs M Rebane | Executive Assistant |

Visitors

| | |
|------------|------------|
| R Mills | M Madacsi |
| P Ruthven | B Ruthven |
| W Fletcher | S Hefferon |

2.1 APOLOGIES

Nil

2.2 APPROVED LEAVE OF ABSENCE

Nil

2.3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

3 DISCLOSURE OF INTERESTS

The Chief Executive Officer advised that no disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting as follows:

Cr S McCormick declared an Impartiality Interest pursuant to regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021 in Agenda Item 9.3.2 Expression of interest to lease Tennis Club facilities as he is a Toodyay Tennis Club member.

Cr J Prater declared an Impartiality Interest pursuant to regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021 in Agenda Item 13.2.1 Toodyay Race Club – Racecourse Precinct as he is a past President of the Toodyay Race Club, no longer on the Race Club Committee; however still a life member of the Toodyay Race Club.

Cr Dival declared an Impartiality Interest pursuant to regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021 in Agenda Item 9.3.2 Expression of interest to lease Tennis Club facilities as she is a Toodyay Tennis Club member.

Cr Madacsi declared an Impartiality Interest pursuant to regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021 in Agenda Item 9.3.2 Expression of interest to lease Tennis Club facilities as her husband is a member of the Moondyne Men.

4 PUBLIC QUESTIONS

4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Ordinary Meeting of Council held on 22 November 2023, the following questions were taken on notice:

4.1.1 Questions taken on notice at the November 2023 Council Meeting

The following question on notice was received from B Ruthven.

Question Seven

The Special Council Meeting held on 8 November 2023 was open to the public, so as Presiding Member why did you not ensure that the public was notified as required by regulation 12(4) of the *Local Government (Administration) Regulations 1996*?

Response from Chief Executive Officer

The Special Meeting was called by a third of the Councillors: Cr McKeown, Cr McCormick and Cr Madacsi towards the end of the 8 November 2023 workshop at 2.35pm.

Officers had less than 30 minutes to prepare for the meeting. There was no time for the creation of an agenda for the meeting, which meant there was no time for notification of the public. The only detail provided at the meeting was the following paragraph:

Following workshop discussions with councillors, Officers recommended Council advertise for expressions of interest from community members of the Audit and Risk Committee and the Environmental Advisory Committee so when Council considers appointments to committees at the November 2023 Ordinary Council Meeting, they will have in writing, expressions of interest from community members to consider at the same time.

The two councillors who were not at the workshop were notified by phone and the meeting was livestreamed.

Response from Shire President

Regulation 12(4) of the Local Government (Administration) Regulations 1996 states:

“If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government’s official website as soon as practicable after the decision is made”

The responsibility for notifying the public lies with the CEO, and not with the President.

The following question on notice was received from R Mills.

Question One

At the Ordinary Council meeting on 22 February 2023 Council resolved to advertise its intention to review the local laws (especially the dogs local law) and invite public submissions regarding the Shire of Toodyay’s current local laws closing on 20 April 2023. There is a public workshop on 7 February 2024 to obviously go through the draft dogs local law but is there any way we can review that draft before it comes to the workshop to see what they are going to put in there.

Can the draft have community feedback before it goes to a workshop?

Response from the Executive Assistant

It is not appropriate for the community to see the draft local laws before the Council sees the draft local laws because s.2.10 of the Local Government Act 1995 (Councillors role) states “a Councillor:

- (a) represents the interests of electors, ratepayers and residents of the district; and*
- (b) provides leadership and guidance to the community in the district; and*
- (c) facilitates communication between the community and the council; and*
- (d) participates in the local government’s decision-making processes at council and committee meetings; and*
- (e) performs such other functions as are given to a councillor by this Act or any other written law.”*

There are no public workshops planned for 2024 in regard to amendment of the local laws.

The process the Shire will follow, following the resolution made by Council is that nine local laws will be workshopped with Councillors over the next few months.

Once the amended local laws are workshopped with Council, they will be brought to future Council Meetings and Council will follow the statutory procedures checklists (specifically the Flow-chart of local law making process) pertaining to Section 3.12(1) of the Local Government Act 1995. This information is available at this link on the Department’s website: <https://www.dlgsc.wa.gov.au/local-government/local-governments/local-laws>

That process requires the Shire to give local public notice of the proposed local law and invite submissions from the public for a minimum of 42 days, however the Shire will add an extra week to cover public holidays, printing delays and other potential issues, in line with the flow-chart provided by the Department. This will be the time when the Shire will provide copies of the proposed local laws to the public.

4.2 PUBLIC QUESTION TIME

4.2.1 R Mills

Question One

Given the recent front page of the Toodyay Herald with respect to the allegations of bullying, abuse, and denigration, I would like to ask some questions of the Madam CEO, through the Chair.

Under the *Work Health and Safety Act 2020* it states that you are empowered to implement policies to appropriately address workplace issues such as bullying, abuse and denigration. Are there any policies where staff can report and address incidences of bullying, abuse, or denigration address from members of the community?

CEO response:

Yes, however they do not apply to the CEO.

Question Two

Have there been any reported incidences of abuse?

CEO response:

I am not at liberty to provide that information.

Question Three

Have staff been provided with training, support or tools to deal with incidences of bullying, abuse or denigration?

CEO response:

Yes

4.2.2 B Ruthven

Question One

At the November 2023 Ordinary Council Meeting, item no. 9.3.3 Establishment of committees why was the discussion of the entire item conducted behind closed doors when out of nine Officer Recommendations only the appointment of members to the Audit and Risk Committee and the Environmental Advisory Committee met the legislative criteria for confidentiality?

Shire President response:

As far as I know there are no criteria for confidentiality.

Question Two

Why did you go behind closed doors?

Shire President response:

Section 5.23 of the Act allows Council to go behind closed doors under certain circumstances. One of the provisions of that is the personal affairs of any person.

Question Three

There were nine Officer Recommendations and only two of them had criteria for confidentiality. Why was the entire item discussed behind closed doors?

Shire President response:

Because Council chose to do so.

4.2.3 M MadacsiQuestion One

Is there any money allocated in the Shire budget to educate Councillors?

CEO response:

There is an allocation in the Annual Budget for training and skills development of Councillors

Question One

Is there any chance to send some Councillors for an education course to teach them how to treat officers in here and other Councillors and some public as well because I noticed that the rudeness of some Councillors is unacceptable.

Shire President response:

I rule that the question is out of order.

Question One

Is the deputy president going to have the decency to apologise to the public and other councillors in regard to statements made during her election campaign?

Shire President response:

I rule that the question is out of order.

4.2.4 R Mills (continued)Question Four

I wish to ask questions regarding your statements in the recent article in the Toodyay Herald regarding Councillors and staff.

The Shire President sought leave of Mr Mills, to consult with the CEO.

Shire President statement:

Questions are not questions of Council if they are directed at Councillors. This is Public Question Time for Council and not Councillors.

Question Four - continued

I am seeking a response about statements made in the public. There were statements in regard to bullying, abuse, and denigration being going over a long time and the unacceptable behaviour; we have lost a lot of staff and you have had

intimate involvement. Have any of these incidences been reported to Council or to the CEO by yourself?

[Response from Cr Madacsi](#)

Yes they have been going on for a long time and not just the last Council, but the Councils before that as well. It is very long-standing is what I have been saying. Have they been reported to Council? Directly no, but indirectly yes because in the CEO briefings; in conversations in workshops; we have even had training on conduct. People are very aware of certain correspondence being received, certain attitudes around such issues in Council. We were aware of the turnover. Maybe all of Council was not aware, but I certainly was aware of the reason for some of the turnover of staff.

Question Five

The comment made was that it is time for Council to act and that the Council has a duty of care. Given that you and other Councillors have been elected members for a number of years; yourself having been the past President, why is it now the time to act?

[Response from Cr Madacsi](#)

There has been an ongoing effort from the time that I came on board as Shire President to address people without the use of breaching; to ask courteously of people in the gallery who did lean in that direction to modify their behaviour. I have written on a number of occasions to certain people in the community who were persistently breaching. I also had verbal conversations explaining the situation; so we tried a passive approach without humiliating people in the community or Councillors however it has not been sufficient. Now we need to escalate it to the next level.

4.2.5 B Ruthven (Continued)

Question Four

In regard to Agenda Item 9.1.2, the Shire has received a proposal from the Moondyne Men regarding the use of the old tennis courts as their headquarters and a community garden. Why isn't the suitability of both sites being determined before making any commitment on this proposal to the RSL?

[Shire President response:](#)

Who has determined what?

Question Five

The Council's plan for the future includes at 2.21 the action which is to support the formation of a community driven Youth Advisory Group. Is Council aware of the already established youth hall at the showgrounds?

[Shire President response:](#)

Yes we are aware of that hall.

Question Six

If the RSL obtain funding based on a letter of support from the Council and the Chief Executive Officer will the Council's implied commitment to identify and work with the groups who will establish and run a Youth Advisory Group and a community garden be binding on the Shire or Council?

Shire President response:

We may but I cannot commit Council to anything.

Question Seven

The officer report suggests there will be future Shire involvement and/or financial commitment required if this recommendation is passed by Council.

Shire President response:

I have to stop you there because this recommendation has not been passed by Council yet.

Question Eight

Are you saying I cannot ask these questions?

Shire President response:

No but your questions have to be relevant to the item without assuming that we have resolved the recommendation made.

Question Nine

I wish to ask questions to provoke thought when Council considers these items.

Shire President response:

Ask the question again.

Question Ten

The officer report suggests that there will be future shire involvement and/or financial commitment required if this proposal from the RSL is successful. The Council which resolved to construct the Toodyay Recreation Centre did not consider the ongoing and future costs of running the centre. So if Council is to be held to this commitment by the RSL and is exercising sound financial management what consideration has Council given, or will they give, to the possible future establishment costs and risks prior to agreeing to this proposal?

Shire President response:

I cannot answer that question as the matter has not been considered by Council. We have not considered it yet. I cannot make a prediction on something that has not happened yet.

Question Eleven

If Council agree that the CEO is to write a letter of support, what commitment is attached to that letter?

Shire President response:

I do not know.

Question Twelve

Shouldn't that be considered?

Shire President response:

I am not going to debate it with you. You asked me a question and I gave you an answer.

Question Thirteen

In regard to the CEO recruitment process will Expressions of Interest be requested for independent panel members?

Shire President response:

Yes but to bring you up to date the item has been withdrawn from today's agenda.

Question Fourteen

In regard to the Expression of interest to lease the Tennis Club Facilities, when did the Toodyay Tennis Club stop using the Fiennes Street facilities?

Shire President response:

They have not stopped using the facilities.

Question Fifteen

Are they still paying for the use of the facilities?

Shire President response:

Yes as far as I know.

Question Sixteen

Is tennis being played there?

Shire President response:

At the moment no.

Question Seventeen

Do they have a lease of any sort?

CEO response:

It is on a month by month basis. There was an agreement in place until February this year until such time as Council determined what the future use of the old tennis club facility would be and that has not yet been determined by Council.

Question Eighteen

Can you confirm that the property is crown land vested in the Shire for community use?

CEO response:

The CEO deferred to the Executive Manager Development and Regulation.

Executive Manager Development and Regulation response:

Yes that is correct. It is a Crown reserve set aside for Parks and Recreation under a vesting order with the Shire of Toodyay.

Question Nineteen

Why are the Moondyne men, a not-for-profit group of over 40 members, which helps the community are being made to wait for a four months before Council discusses their expression of interest for use of the facility?

Shire President response:

We aren't. It is on the agenda for today.

Question Twenty

It is on the agenda to defer it to February. Why is it being deferred to February?

Shire President response:

Once again, we have not made a decision and it is on the agenda for today. I will provide clarification during discussion of that item.

Question Twenty-one

Question 13.2.1 Toodyay Race Club; Council was told some time ago that the Race Club had applied, or was going to apply for a grant to pay for repairs? Was the application for the grant submitted; or was it successful?

Shire President response:

I do not recollect Council ever being told that.

Question Twenty-two

The Shire had been asking Toodyay Race Club for about a year to provide information about their contribution to the repairs to the facility. Can you explain why they have left their urgent request for such a huge commitment from Council until halfway through the budget year?

Shire President response:

No.

Question Twenty-three

Bearing in mind that the money put aside into the reserves has been contributed by ratepayers, please explain how it is responsible financial management by Council to approve an unspecified financial and shire labour commitment to Race Course repairs without knowing the full cost for an event which happens once a year?

Shire President response:

Council has not decided to do that at the moment.

Question Twenty-four

If Council does go down that path, what other projects will have to be deferred or cancelled if Council agree with the Race Club's request?

Shire President response:

I do not know.

5 CONFIRMATION OF MINUTES**5.1 Ordinary Meeting of Council held on 22 November 2023**

Cr McCormick moved the Officer's Recommendation.

Cr Dival seconded the motion.

Clarification was sought.

Cr Prater moved an amendment to the motion as follows:

That the words "subject to a reason for each decision having been made under r.11(da) of the Local Government (Administration) Regulations 1996 being included for Agenda Item 9.3.3. where names contained in the Agenda were different from those names resolved by Council at the meeting (OCM283/11/23) and the reason being: originally Cr Dival had nominated for the Development Assessment Panels however Cr Wrench advised she had also nominated for the panel therefore Cr Dival was happy to be deputy delegate" be inserted at the end of the Officer's recommendation.

Cr Madacsi seconded the amendment.

The amendment was put.

AMENDMENT/COUNCIL RESOLUTION NO. OCM288/12/23

MOVED Cr J Prater

SECONDED Cr R Madacsi

That the words "subject to a reason for each decision having been made under r.11(da) of the *Local Government (Administration) Regulations 1996* being included for Agenda Item 9.3.3. where names contained in the Agenda were different from those names resolved by Council at the meeting (OCM283/11/23) and the reason being: originally Cr Dival had nominated for the Development Assessment Panel however Cr Wrench advised she had also nominated for the panel therefore Cr Dival was happy to be deputy delegate" be inserted at the end of the Officer's recommendation.

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

Voted Against: Nil

MOTION CARRIED 6/0

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM289/12/23**MOVED** Cr S McCormick**SECONDED** Cr S Dival

That the Unconfirmed Minutes of the Ordinary Council Meeting held on 22 November 2023 be confirmed, subject to a reason for each decision having been made under r.11(da) of the *Local Government (Administration) Regulations 1996* being included for Agenda Item 9.3.3. where names contained in the Agenda were different from those names resolved by Council at the meeting (OCM283/11/23) and the reason being: originally Cr Dival had nominated for the DAP however Cr Wrench advised she had also nominated for the panel therefore Cr Dival was happy to be deputy delegate.

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

Voted Against: Nil

MOTION CARRIED 6/0**5.2 Agenda Briefing held on 13 December 2023****OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM290/12/23****MOVED** Cr C Duri**SECONDED** Cr J Prater

That the Notes of the Agenda Briefing held on 13 December 2023 be received.

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

Voted Against: Nil

MOTION CARRIED 6/0**Attachments**

1 Agenda Briefing Notes - held 13 December 2023.

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

Nil.

6.2 DEPUTATIONS

Nil.

6.3 PRESENTATIONS

Nil.

6.4 SUBMISSIONS

6.4.1 W Fletcher - Toodyay Agricultural Society

The recommendation of the agenda item 9.4.2 is that Council receive the report and note its contents. Further to this, Toodyay Agricultural Society (TAS) would like to ask that Council move to hand over responsibility of the bar repairs to TAS.

TAS will commit to overseeing the repair work and ensure that this is done within the guidelines of the Building Code of Australia and gain necessary building approvals through the Shire for the work. We will also ensure that proposed structural work is ratified by a building engineer. Cosmetic and non-structural work such as bar refurbishments and painting can be completed by our volunteers to reduce costs (we have our own PL insurance to cover our volunteers). TAS will contribute some funds, and will undertake fundraising and seek sponsorship to help fund repair costs. Finally, the completed project will be handed back to the Shire for them to engage a building surveyor to ensure have been completed to the standard.

7 BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED)

Nil.

8 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

The Shire President made an announcement, in accordance with the *Shire of Toodyay Standing Orders Local Law 2008* (Section 4.3) as follows:

Since the last Ordinary Council Meeting, the Shire President:

- attended the WALGA Avon-Midland Country Zone meeting at the Shire of Goomalling on 24 November 2023;
- met, together with Shire staff, with Chalice Mining on 27 November 2023;
- met, together with the CEO, with the editor of the Toodyay Herald on 28 November 2023;
- attended the handover, by Darren West MLC and Commissioner Klemm from DFES at Bejoording, of new 4.4 fire-fighting appliances to Bejoording and Jennacubbine Volunteer Bush Fire Brigades, on 2 December 2023;
- Attended meeting of the Audit and Risk Committee on 6 December 2023;
- Recorded two "Around the Towns" segments for Triple M radio;
- met, together with Shire staff, with Chalice Mining on 11 December 2023;
- attended, together with Cr Dival, the end of year presentations at the Toodyay District High School on 12 December 2023; and
- attended the Shire of Toodyay Christmas Party on 14 December 2023.

9 OFFICER REPORTS

9.1 DEVELOPMENT AND REGULATION

9.1.1 Proposed Scheme Amendment No. 12 - Additional Use Proposed Additional Use “Brewery, Cidery or Distillery, Restaurant Café, Tourist Development.” Lot 4 (447) Morangup Road, Morangup

| | |
|----------------------------------|---|
| Date of Report: | 5 December 2023 |
| File Reference: | PLA1 |
| Author: | H de Vos – Executive Manager Development and Regulation |
| Responsible Officer: | H de Vos – Executive Manager Development and Regulation |
| Previously Before Council: | Item 9.1.3 OCM 26 April 2023 |
| Author’s Disclosure of Interest: | Nil |
| Council’s Role in the matter: | Quasi-Judicial |
| Attachments: | <ol style="list-style-type: none"> 1. Item 9.1.4 OCM 23 August 2023 ⇒ 2. Amended Scheme Amendment 12 proposal ⇒ 3. Submissions ⇒ |

SUMMARY

| | |
|------------|---|
| Applicant: | Land Insights / Toutikian |
| Owner: | HK & S Toutikian |
| Proposal: | Scheme Amendment – Proposed Additional Use “Brewery, Cidery or Distillery, Restaurant Café, Tourist Development.” |
| Location: | Lot 4 (447) Morangup Road, Morangup |

PURPOSE OF THE REPORT

Council is requested to consider an application to re-initiate a Scheme Amendment process for a proposed additional use “Brewery, Cidery or Distillery, Restaurant Café, Tourist Development.” at Lot 4 (447) Morangup Road in Morangup.

BACKGROUND

Scheme Amendment History

This matter was last discussed at the Ordinary Council Meeting held on 23 August where Council resolved to initiate the Scheme Amendment for the purpose of advertising. For more details, please refer to **Attachment 1** – Item 9.1.4 OCM 23 August 2023.

Modified Proposal

The modified proposal is now as follows:

The Land

Lot 4 (447) Morangup Road, Morangup is located in the Gidgegannup Springs subdivision estate. The lot is zoned Rural Residential under the Shire of Toodyay's *Local Planning Scheme No. 4*.

Development history

A small-batch distillery was approved and built at Lot 4 Morangup Road Morangup in the Shire of Toodyay. It has operated for several years as a Home Business within the Rural Residential zone.

The Shire of Toodyay is responsible for the approval and management of development which relates to Scheme permitted uses. Expansion or change would require development assessment and approval.

Site activity combines the orchard produce (operated on the site for decades), with other ingredients to make small-batch liquor products.

The orchard, distillery and associated land use of Lot 4 has been established for several years without detriment or report of impact to natural waterways and drainage or nearby bushland reserve.

Proposal

The operator of the business seeks to open the premises to tourism visitors, to showcase local production and build an awareness of Toodyay as a location of fine quality produce. A tasting room is to be developed where sampling of produce and accompanying food from the site can occur (a cellar-door operation).

This is similar to businesses which operate throughout other rural production areas and is intended to build the Shire economy based upon existing business enterprise.

The Scheme is proposed to be modified to introduce the uses of Tourism Development and Restaurant Café and recognise the current Distillery (which has been operating with Shire approval as a discretionary use within the Rural Residential zone) on the site.

Potential for Environmental Effect

The land is zoned Rural Residential, and the Scheme Amendment will add three selected uses to formalise what is an operating and approved business on the property, to better control development and to recognise the potential for development to boost tourism attraction for the Shire.

The distillery operates subject to the current Shire and Scheme controls, including a need to obtain a planning approval for any further development on the site. To achieve the proposed tourism cellar door operation will require development of an enlarged shed to adequately provide shelter and space for visitors, a tasting area and logistics associated with the business.

A constructed car park will formalise what is currently a cleared and unestablished yard and manoeuvring area. All works will be on Lot 4, a site which has been substantially cleared and used for orchard and home business purposes for many years.

Vegetation will be protected on the site- replanting can be done to reinforce and buffer adjacent remnant species.

Water management of any stormwater run-off will collect and infiltrate/distribute within the site. The distillery operates as a small scale (300 litres capacity still) boutique operation of

up to 5 runs per week. Waste is managed by feeding recovered solids to livestock on the farm, and wastewater (up to 800 litres) is discharged to site via the current on-site wastewater system managed by the owner to the approval of the Shire's Environmental Health officer (2 x 1800 mm leach drain).

For more details, please refer **Attachment 2**.

COMMENTS AND DETAILS

It is acknowledged that the community in Morangup is underserved when it comes to this sort of development. While the intent as a tourism venue is to attract visitors into the Shire, the proposal will also provide options for the local community to enjoy.

Transition to Local Planning Scheme No. 5

One issue being considered are the implications relating to the adopted *Local Planning Scheme No. 5*.

At a Special Council Meeting on 29 March 2023, the Council adopted the Draft *Local Planning Scheme No. 5* and this has now been sent to the Western Australian Planning Commission (WAPC) for review and ultimately it is expected that the Minister for Planning will sign off on it. The Shire has been advised that this process may take up to six months and potentially more.

The applicant is taking a risk to request a Scheme amendment under the current Scheme as outlined in the following possible scenarios:

Scenario 1

If this Scheme Amendment progresses smoothly and is finalised prior to the *Local Planning Scheme No. 5* coming into effect, then the amendment will be incorporated into the *Local Planning Scheme No. 5* as part of the WAPC processing.

Or

Scenario 2

If this Scheme Amendment process is stalled (perhaps due to delays with the EPA referral) and is not resolved when the *Local Planning Scheme No. 5* comes into effect, then this amendment will be dead, and the applicant will be required to start the process all over again.

This has been conveyed to the applicant (Land Insights) who has subsequently sought instruction from the owner, who has requested that the proposal to initiate the Scheme Amendment should proceed.

It should also be noted that this Scheme Amendment process will have no impact on the passage of the *Local Planning Scheme No. 5*.

With there being no planning reasons identified to not proceed with the initiation of this amendment, it is recommended that the Council resolves to proceed to allow advertising to occur.

IMPLICATIONS TO CONSIDER

Consultative:

Council resolved to initiate the amendment for the purposes of advertising. The Shire prepared the amendment documents by way of a report and plans depicting existing and proposed zoning based on the proposal submitted. No changes were required by Council.

Advertising (applicable to standard and complex amendments only)

The Shire arranged advertising in accordance with the Regulations.

According to the *Planning and Development (Local Planning Schemes) Regulations 2015*, a complex amendment is for scheme amendments that are significant in scale and/or inconsistent with the planning framework.

This Scheme amendment fits the definition of a complex amendment and therefore the consultation period was for 60 days.

The Regulations require the amendment to be advertised in the following manner:

- publish on the website of the Shire of Toodyay;
- make a copy of the document available for public inspection at a place in the Administration Office during normal business hours;
- publish a notice in the Toodyay Herald; and
- mail out to affected landowners and stakeholders.

The advertising period concluded on 5 December 2023.

The Shire received two submissions, both from Government agencies.

The Department of Biodiversity, Conservation and Attractions (DBCA) advised that they had no comments.

The Department of Water and Environmental Regulation (DWER) advised that they had no objection to the proposal.

Council should note these responses which can be viewed as **Attachment 3 – Submissions**.

Final determination

The WAPC will make a recommendation to the Minister for Planning who makes the final determination on all scheme amendment applications. If the Minister agrees to grant final approval, the Shire will then arrange for the scheme amendment to be published in the Government Gazette, at which point it legally comes into effect.

Strategic:

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

Outcome 5. High quality town planning complements our rural ambience and heritage.

O5.1. Provide responsible planning and development.

Outcome 8. Toodyay is a popular tourism destination.

O8.1. Collaborate with local businesses to promote and deliver exceptional tourism experiences.

Shire of Toodyay Local Planning Strategy 2017

Clause 5.2 of the Local Planning Strategy (LPS) relates to the objectives of the strategy with the following being applicable to the proposed scheme amendment:

- *provide for economic diversification in rural and rural living areas by providing small scale and business opportunities compatible with the surrounding areas;*
- *retain, enhance, protect and promote the ecological integrity and biological diversity of the Shire;*

Clause 2.3.2.1 relates to Rural Tourism and states;

This Strategy recognises the importance of tourism to the local economy as consistent with the objective to encourage farm diversification, acknowledges that tourism may, where appropriate, form part of farm diversification activities. These activities may include short-term accommodation, cafes and restaurants, and recreation facilities.

The proposed scheme amendment provides for achievement of these objectives for economic diversification within a rural living area. It would enable a small-scale business opportunity to be established using produce grown on the subject site and for this to be part of a tourism industry featuring food and related products.

Policy related:

[Local Planning Policy – Advertising of Planning Proposals](#)

[State Planning Policy 2.5 – Rural Planning](#)

[State Planning Policy 3.7 – Planning in Bushfire Prone Areas](#)

[Government Sewerage Policy](#)

[Draft Position Statement – Planning for Tourism](#)

Financial:

The cost of a scheme amendment application depends on its complexity. Following preliminary review of the amendment, an invoice is sent to the applicant. The most recent applications have incurred fees of approximately \$3,500.

The fees cover the costs associated with the progressing the amendment such as:

- Assessing the scheme amendment application including carrying out relevant research, a site inspection and if necessary, meetings with the applicant to discuss the amendment;
- Preparing the reports to Council pre and post advertising, and analysing the submissions received;
- Preparing the scheme amendment documents;
- Amending maps or scheme text; and
- Responding to public enquiries during the advertising period.

Should a scheme amendment be initiated for public consultation, the costs associated with the advertising processes will also apply, including letters to affected landowners, notices in the newspaper and Government Gazette, and on-site signs.

The external peer review of technical reports that are submitted as part of the scheme amendment proposal may be required. This will occur where the Shire does not have the appropriate technical expertise to assess the reports, and the external review will be organised by the Shire at the cost of the applicant.

Processing fees for a Scheme Amendment are in accordance with [Reg 48\(3\)](#) of the *Planning and Development Regulations 2009*.

Legal and Statutory:

[Planning and Development Act 2005](#)

[Planning and Development Regulations 2009](#)

[Planning and Development \(Local Planning Schemes\) Regulations 2015](#)

When undertaking a scheme amendment, the Shire must follow the process contained in the State Government's *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations).

Risk related:

Should Council elect not to proceed with the amendment, the amendment will not progress any further unless Council is directed by the Minister for Planning under Section 76 of the *Planning and Development Act 2005*. Were this to happen, it would be insignificant to our reputation (1) and in saying that this would usually only occur in exceptional circumstances (1). This equates to a low risk score with this item.

Workforce related:

Generally, the amount of administrative work associated with a Scheme Amendment is a higher burden on workforce resources.

VOTING REQUIREMENTS

Simple Majority

| OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM291/12/23 | | | |
|---|---|--|---|
| MOVED | Cr R Madacsi | | |
| SECONDED | Cr S Dival | | |
| That Council: | | | |
| 1. Notes the submissions received during the formal consultation period for Amendment 12 to the Shire of Toodyay Local Planning Scheme No. 4. | | | |
| 2. Supports Amendment 12 with as per Attachment 2 in accordance with Regulation 41(3)(a) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> to amend the Shire of Toodyay Local Planning Scheme No. 4 as follows: | | | |
| a. Insert additional use No. 12 in Schedule 2 – Additional Uses as follows: | | | |
| No | Description of Land | Additional Use | Conditions |
| 12 | Lot 4 (447) Morangup Road, Morangup | Brewery, Cidery or Distillery (D) Restaurant/Café (I) Tourist Development (I) | a) Development shall be in accordance with site plans approved by local government and will require the issue of development approval. b) Each additional use requires development approval of the Local Government. c) Car parking and service access and loading requirement will be determined by local government as a condition of development approval, considering the number of |

| | | | |
|--|--|--|--|
| | | | <p>spaces estimated to be necessary. Commercial vehicles would not enter or leave the premises earlier than 9:00am or later than 5:00pm on Monday to Saturdays. No freight access to occur on Sundays.</p> |
| <p>b. amend the Scheme Map to designate the Additional Use by including an 'A12' notation over Lot 4 (447) Morangup Road, Morangup; and</p> <p>3. Notes that Amendment 12 will be forwarded to the Western Australian Planning Commission for a final decision by the Minister for Planning.</p> <p><u>Voted For:</u> Crs R Madacsi, C Duri, S McCormick, M McKeown, S Dival and J Prater</p> <p><u>Voted Against:</u> Nil</p> <p style="text-align: right;">MOTION CARRIED 6/0</p> | | | |

9.1.2 Returned and Services League (RSL) Toodyay Sub branch - request for support from Shire of Toodyay

| | |
|----------------------------------|---|
| Date of Report: | 7 December 2023 |
| Applicant or Proponent: | RSL Toodyay Subbranch / Shire of Toodyay |
| File Reference: | PLA1 |
| Author: | H de Vos – Executive Manager Development and Regulation |
| Responsible Officer: | H de Vos – Executive Manager Development and Regulation |
| Previously Before Council: | Nil |
| Author's Disclosure of Interest: | Nil |
| Council's Role in the matter: | Advocacy |
| Attachments: | 1. RSL Brief to Shire of Toodyay ↗ |

PURPOSE OF THE REPORT

To consider a request from the Returned and Services League (RSL) Toodyay Subbranch for the Shire of Toodyay to provide in principle support for a proposal to develop a facility suitable for various community uses.

BACKGROUND

Toodyay RSL representatives have approached the Shire of Toodyay to request support for a proposal for the RSL Centenary House project to be located on Clinton Street to also be made suitable for various community uses.

In the submission provided to the Shire, the RSL has indicated that in order to gain funding from the Bendigo Bank and/or Lotterywest, any proposal must demonstrate a broader benefit to the Toodyay community. The RSL has been advised in their initial application to these organisations that their focus is too narrow. For more details, please see **Attachment 1 – RSL Brief to Shire of Toodyay**.

The RSL initially suggested that a Memorandum of Understanding (MOU) be signed by the Shire, however after discussion at the November Council Concept Forum, it is agreed that a more appropriate response is to provide a letter from the Shire providing in principle support.

COMMENTS AND DETAILS

The Shire has consistently demonstrated a willingness to support the RSL's vision for the Centenary House project on Clinton Street. The most recent support has been to gift the land to the RSL. It is recognised that funding is the key factor that is required to see these projects realised and that grants are vital to the success. The Shire has an opportunity to assist the RSL in its application to acquire funding from external sources by providing written support for the proposal.

IMPLICATIONS TO CONSIDER**Consultative:**

The matter was presented to elected members at the Council Concept Forum on 15 November 2023. The type of support being requested was discussed and the MOU was rejected in favour of a letter of support. However, as this was just an information session, it does not constitute a decision of Council. Therefore, Council is invited to consider the proposal at this meeting.

Strategic:***Plan for the future – Shire of Toodyay Council Plan 2023-2033******Outcome 2. An inclusive, connected community.***

O2.1. Support older people to age safely, happily, with dignity and respect.

O2.2. Support families, children, and young people to flourish.

Policy related:***Risk Management***

This policy is intended to commit to organisation-wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes.

A more detailed examination of risk associated with this proposal is found in the Risk section of this report.

Financial:

There are no immediate financial implications associated with this proposal at this time. It is noted that further consideration of Shire involvement/financial commitment will be required if and when the Shire of Toodyay is presented with a more detailed proposal from the RSL outlining these requests.

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

Section 2.7 – Role of Council.

Section 3.1 – General function

Risk related:

In accordance with the Shire of Toodyay's Risk Management Policy the following risks have been identified:

| Risk Type | Risk | Likelihood | Consequence | Score |
|------------------|--|-------------------|--------------------|--------------|
| Reputational | The RSL project is quite a visible one and represents a strong collaborative effort between the Shire and the RSL. If the Shire were to choose to not publicly support | Possible (3) | Moderate (3) | Moderate |

| Risk Type | Risk | Likelihood | Consequence | Score |
|-----------|---|------------|-------------|-------|
| | this proposal, it would open itself up to potential scrutiny, adverse reflection and reputational issues. | | | |

Workforce related:

The workforce involvement in this proposal is administrative (drafting a letter) and considered minor.

VOTING REQUIREMENTS

Simple Majority

Cr Dival moved the Officer’s Recommendation 1.
 Cr Prater seconded the motion.
 Clarification was sought.
 Cr Madacsi moved an amendment to the motion as follows:
 That a Point 3 be inserted to read as follows:
 3. Notes the support does not include a financial commitment from the Shire at this time.
 Clarification was sought.
 Cr Madacsi amended her amendment to the motion to read as follows:
 That a Point 3 be inserted to read as follows:
 3. Notes the support does not indicate a financial commitment from the Shire.
 Cr Duri seconded the amendment.
 The amendment was put.

AMENDMENT/COUNCIL RESOLUTION NO. OCM292/12/23
MOVED Cr R Madacsi
SECONDED Cr C Duri
 That a Point 3 be inserted to read as follows:
 3. Notes the support does not indicate a financial commitment from the Shire.

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

MOTION CARRIED 6/0

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM293/12/23**MOVED** Cr S Dival**SECONDED** Cr J Prater

That Council

1. Notes the submission from the Returned and Services League (RSL) Toodyay Sub-branch requesting support from the Shire of Toodyay regarding the proposal to develop a facility suitable for various community uses as contained in Attachment 1 of this report.
2. Requests the CEO to prepare and send a letter of support to the Returned and Services League (RSL) Toodyay Sub-branch within 7 days of the date of this resolution.
3. Notes the support does not indicate a financial commitment from the Shire.

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

9.2 CORPORATE AND COMMUNITY SERVICES

9.2.1 Monthly Financial Statements - November 2023

| | |
|----------------------------------|--|
| Date of Report: | 1 December 2023 |
| Applicant or Proponent: | Shire of Toodyay |
| File Reference: | FIN30 |
| Author: | N Mwale – Finance Coordinator |
| Responsible Officer: | T Bateman – Executive Manager Corporate and Community Services |
| 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"> 1. Supplementary Information as at 30 November 2023 ⇒ 2. Monthly Financial Statement as at 30 November 2023 ⇒ |

PURPOSE OF THE REPORT

This report provides Council with financial information for the period ending 30 November 2023.

BACKGROUND

Local governments are required to prepare general purpose financial reports in accordance with the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* and the *Australian Accounting Standards*.

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 are 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. In accordance with *FM Regulation 34(1)* this statement is to include comparisons with the annual budget and the year-to-date budget. 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 30 November 2023.

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 by four instalments. The revised due dates for 2023/24 are as follows:

| Instalment | Due Date |
|-------------------|-----------------|
| 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 November 2023 was \$3,983,997.36 compared to the October 2023 closing balance of \$4,552,870.50.

Outstanding Sundry Debtors

The total outstanding sundry debtors balance at the end of November 2023 was \$192,781.09 broken down as follows:

| Category | 31/10/2023 | 30/11/2023 |
|--------------------|---------------------|---------------------|
| > 90 days and over | \$ 103,447.62 | \$ 6,779.25 |
| > 60 days and over | \$ 782.69 | \$ 7,418.82 |
| > 30 days and over | \$ 13,807.18 | \$ 125,595.66 |
| Current | \$ 146,793.18 | \$ 52,987.36 |
| TOTAL | \$264,830.67 | \$192,781.09 |

The table above shows a decrease in the outstanding sundry debtor's balance.

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.

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 30 November 2023, the balance of funds held in the Shire’s operating accounts was \$287,275.14 and the total of all interest bearing term deposits invested for the period ended 30 November 2023 was \$6,158,159.53
 Of the \$6,158,159.53 invested in interest bearing deposits, \$2,496,888.90 relates to reserve funds.

Workforce related:

Nil.

VOTING REQUIREMENTS

Simple Majority

Cr Duri moved the Officer’s Recommendation.
 Clarification was sought.
 Cr Madacsi seconded the motion.
 The motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM294/12/23

MOVED Cr C Duri

SECONDED Cr R Madacsi

That Council receives, for the month ending 30 November 2023 the following:

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

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

Voted Against: Nil

MOTION CARRIED 6/0

9.2.2 List of Payments - November 2023

| | |
|----------------------------------|--|
| Date of Report: | 1 December 2023 |
| Applicant or Proponent: | Shire of Toodyay |
| File Reference: | FIN30 |
| Author: | N Mwale – Finance Coordinator |
| Responsible Officer: | T Bateman – Executive Manager Corporate and Community Services |
| Previously Before Council: | NA |
| Author's Disclosure of Interest: | Nil |
| Council's Role in the matter: | Legislative |
| Attachments: | 1. Creditors Payment Listing - November 2023 ⇒ |

PURPOSE OF THE REPORT

To present the list of payments raised during November 2023.

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 November 2023 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 November 2023 total \$2,324,945.23.

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

Cr Duri moved the Officer's Recommendation.

Cr Madacsi seconded the motion.

Clarification was sought.

The motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM295/12/23

MOVED Cr C Duri

SECONDED Cr R Madacsi

That Council notes as being paid, payments listed and presented for the month of November 2023 as attached to this report, summarised as follows:

| | |
|------------------------------------|---------------------|
| Municipal Cheques | 39,599.10 |
| Electronic Funds Transfer Payments | 2,023,486.74 |
| Direct Debits | - |
| Payroll | 254,096.12 |
| Purchasing Cards | 7,063.27 |
| TOTAL | 2,324,245.23 |

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

Voted Against: Nil

MOTION CARRIED 6/0

9.2.3 Request for Write Off of Rates RT.300107

| | |
|----------------------------------|--|
| Date of Report: | 4 December 2023 |
| Applicant or Proponent: | Shire of Toodyay |
| File Reference: | A1541/RT.300107 |
| Author: | K Christiansen – Rates Officer |
| Responsible Officer: | T Bateman – Executive Manager Corporate and Community Services |
| Previously Before Council: | No |
| Author's Disclosure of Interest: | Nil |
| Council's Role in the matter: | Executive |
| Attachments: | Nil |

PURPOSE OF THE REPORT

This report seeks Council's approval to write off outstanding rates and charges.

BACKGROUND

Officers are seeking approval to write off an outstanding balance of \$203.50 on rates account RT.300107 due to an administrative error which resulted in incorrect information being provided at the time of property settlement.

The property was sold on 17 November 2022. Prior to settlement, Officers prepare a statement detailing outstanding rates and charges on a property, referred to as Orders and Requisitions. In the event there's an outstanding balance on the account, this amount is held in trust by the settlement agent and cleared at the time of settlement. In this instance, the Orders and Requisitions were forwarded to the settlement agents with incorrect information, resulting in insufficient funds being held in trust.

COMMENTS AND DETAILS

Based on the information on the Orders and Requisitions, the incorrect amount was paid to the rates account at settlement, leaving a balance of \$203.50 outstanding on the rates account. This outstanding amount is preventing the process of transferring the property ownership in Datascape, and issuing the current year's rates notice to the new owners.

The settlement agents and the previous ratepayer, who is a pensioner, are refusing to pay claiming that as the error originated with the Shire, they are not responsible for the balance. Further, it would be unreasonable to expect the new owner to be responsible for the outstanding debt.

Officers have considered the costs and impacts of recovering the debt through a debt collection agency, however, are not recommending this approach on the basis that reputational risk would outweigh any financial risk. Additionally, the Shire may not be able to recover the costs associated with debt collection.

Since identifying this error, Officers have refined and improved procedures around the processing of Orders and Requisitions at settlement, now requiring the review of at least two Officers before sending to settlement agents.

IMPLICATIONS TO CONSIDER

Consultative:

Officers have consulted with the ratepayer, and the settlement agents involved.

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.

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

10.2 Deliver excellent customer service.

Policy related:

Delegation CS6 delegates authority to the CEO to defer, grant discounts, waive or write-off debts other than rates. As this request relates to the write-off of rates, Council is therefore required to consider and approve this request.

Financial:

The total financial impact to the Shire would be a reduction to rates income of \$203.50. This amount is considered immaterial.

Legal and Statutory:

Local Government Act 1995

6.12 Power to defer, grant discounts, waive or write off debts

Subject to subsection (2) and any other written law, a local government may —

- (1) (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*
 - (b) waive or grant concessions in relation to any amount of money; or*
 - (c) write off any amount of money,*
which is owed to the local government.
- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges*

Risk related:

Approval of this request could potentially set a precedence for future requests for write offs. However, Officers consider that the reputational risk to the Shire in this case outweighs the financial risk. To mitigate further risk, Officers have implemented robust procedures to prevent this error from occurring in the future.

Workforce related:

Officers have spent a significant amount of time liaising with the ratepayer and settlement agent on this matter.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM296/12/23

MOVED Cr S McCormick

SECONDED Cr S Dival

That Council approves the write off of rates and charges totalling \$203.50 on rates account RT.300107.

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

Voted Against: Nil

MOTION CARRIED 6/0 BY ABSOLUTE MAJORITY

The Chief Executive Officer departed Council Chambers at 2.10pm.

9.3 EXECUTIVE SERVICES

9.3.1 CEO Recruitment Process

| | |
|----------------------------------|---|
| Date of Report: | 30 November 2023 |
| Applicant or Proponent: | Shire of Toodyay |
| File Reference: | STR87 |
| Author: | M Rebane – Executive Assistant T Bateman – Executive Manager Corporate and Community Services |
| Responsible Officer: | S Haslehurst – Chief Executive Officer |
| Previously Before Council: | Item 9.3.1 OCM 22 November 2023 |
| Author's Disclosure of Interest: | Nil |
| Council's Role in the matter: | Executive |
| Attachments: | <ol style="list-style-type: none"> 1. Quotations received. (confidential) <i>Section 5.23(2)</i> <i>(b) the personal affairs of any person</i> <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> 2. Request for Quotation (Requested document) ⇒ |

The Shire President advised that this report has been withdrawn

9.3.2 Expression of Interest to lease Old Tennis Club Facilities

| | |
|----------------------------------|--|
| Date of Report: | 8 December 2023 |
| Applicant or Proponent: | Moondyne Men Inc |
| File Reference: | LEG113 |
| Author: | S Haslehurst – Chief Executive Officer |
| Responsible Officer: | S Haslehurst – Chief Executive Officer |
| Previously Before Council: | No |
| Author's Disclosure of Interest: | Nil |
| Council's Role in the matter: | Executive |
| Attachments: | <ol style="list-style-type: none"> 1. Expression of Interest 301023 ⇨ 2. Correspondence 301123 ⇨ |

PURPOSE OF THE REPORT

To seek Council's consideration of an expression of interest submitted by Moondyne Men Inc regarding the possible lease of the Old Tennis Club facilities.

BACKGROUND

The Old Tennis Club facilities (the Facilities) in Fiennes Street have long been occupied by the Toodyay Tennis Club. When the Toodyay Recreation Centre was opened in October 2020, it was anticipated that the TTC would relocate all of its activities to the new centre. However, in response to a request from the TTC in January 2021, the Shire entered into an agreement with the TTC to allow the TTC continued access to the Facilities until such time as Council determined its future use. The initial term of the agreement was for 2 years with a review proposed in February 2023. Council has not yet reviewed the agreement and the TTC continued to play at the Facilities until the beginning of the 2023 summer season. Games, training and events are now held at the Toodyay Recreation Centre.

Representatives of Moondyne Men approached the previous Shire President earlier this year regarding the possibility of leasing Shire property for their activities. Currently operating from the RSL building in Clinton Street, Moondyne Men are seeking a premises where they can have unrestricted access and oversight. Moondyne Men submitted an expression of interest to the Shire on 30 October 2023 (**Attachment 1**) to lease the Facilities.

On 30 November 2023, Moondyne Men wrote to all elected members (**Attachment 2**) informing Council that representatives had inspected the Facilities but had not received any response to their previous correspondence.

COMMENTS AND DETAILS

The period following the local government elections has been particularly busy. This coupled with the on-going work with Datascape and financial reporting have contributed to delays in managing officer workloads. Notwithstanding, officers contacted the Secretary of Moondyne

Men on 8 December 2023 to apologise for the delay and to inform him that the matter would be considered at the December 2023 Ordinary Council Meeting.

Officers are recommending however, that Council discusses the various possibilities for the future use of the Facilities as well as other relevant considerations at a Council workshop. Such additional factors include:

- The RSL's vision for broader community use of its proposed development at Clinton Street.
- Moondyne Men's proposal to establish a community garden.
- The future use, maintenance and oversight of the Old Tennis Club Facilities and associated on-going costs.
- The limitations on development of the site due to heritage considerations.
- The broader implications of and process for allocating Shire spaces for community use.

It is proposed that the matter be workshopped in early February before being brought to Council for consideration at the February 2024 Ordinary Council Meeting.

IMPLICATIONS TO CONSIDER

Consultative:

Officer informed the Secretary of Moondyne Men that they would be recommending that Council workshop the proposal before making a decision and that this would occur in February 2024.

Officers propose that the views of the TTC be sought prior to the workshop.

Strategic:

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

Outcome 2: An inclusive, connected community.

O2.1. Support older people to age safely, happily, with dignity and respect.

O2.6. Grow community capacity by attracting and supporting volunteers.

Outcome 9. Responsible and effective leadership and governance.

O9.2 Govern Shire finances, assets and operations responsibility.

Policy related:

Risk Management

This policy is intended to commit to organisation-wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes.

Financial:

There are no financial implications associated with this report. However, before a decision is made regarding the future use of the Facilities, the financial implications will need to be considered.

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

Section 2.7 – Role of Council.
Section 3.1 – General function

Risk related:

Should Council choose not to consider the expression of interest submitted by Moondyne Men, there is a reputational risk that is considered moderate (8). Should Council choose to consider the request without considering all of the implications, the reputational risk is considered moderate (6) and the financial risk could be considered moderate (5).

Workforce related:

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

VOTING REQUIREMENTS

Simple Majority

Cr Madacsi declared an Impartiality Interest pursuant to regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021 in Agenda Item 9.3.2 Expression of interest to lease Tennis Club facilities as she was referred to by name in the attached correspondence; and I am a partner of a member of the Moondyne Men. Cr Madacsi stated 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.”

The Presiding Member noted a disclosure of interest received by Cr Dival.

Cr McKeown read aloud the Officer's Recommendation as follows:

That Council:

- 1. Receives the expression of interest from Moondyne Men regarding possible lease of the Old Tennis Club Facilities in Fiennes Street, Toodyay.**
- 2. Requests the CEO to:**
 - (a) Liaise with Moondyne Men Inc. to seek further information regarding their proposal to lease the Old Tennis Club Facilities.**
 - (b) Liaise with the Toodyay Tennis Club to seek their views on the proposal by Moondyne Men Inc.**
 - (c) Bring the matter to a Council workshop in February 2024 for discussion.**
 - (d) Provide a report to the February 2024 Ordinary Council Meeting for Council's consideration.**

The Presiding Member proposed an alternative motion as follows:

That Council:

- 1. Receives the expression of interest from Moondyne Men regarding possible lease of the Old Tennis Club Facilities in Fiennes Street, Toodyay.**

2. **Notes that Moondyne Men have yet to receive a response from the Toodyay Tennis Club since their meeting on Thursday 16 Nov 2023; and**
3. **Notes that the Shire of Toodyay Recreation Strategy 2014 includes a provision that “There is some merit in relocating the tennis courts to the Toodyay Recreation and Sport Precinct and operating from shared club rooms. However the decision to relocate will have to come from the Tennis Club.”**

The Presiding Member sought a mover for the Original Officer’s Recommendation.

No Councillors moved the Officer’s Recommendation.

The Presiding Member sought a mover for the Alternate Motion.

Cr Prater moved the Alternate Motion.

Clarification was sought.

The CEO returned to Council Chambers at 2.17pm.

The Executive Manager Infrastructure and Assets departed Council Chambers at 2.17pm.

Cr Madacsi foreshadowed an alternate motion as follows:

That Council:

1. **Receives the expression of interest from Moondyne Men regarding possible lease of the Old Tennis Club Facilities in Fiennes Street, Toodyay.**
2. **Requests the CEO to:**
 - (a) **Liaise with Moondyne Men Inc. to seek further information regarding their proposal to lease the Old Tennis Club Facilities.**
 - (b) **Bring the matter to a Council workshop in February 2024 for discussion.**
 - (d) **Provide a report to the February 2024 Ordinary Council Meeting for Council’s consideration.**

Cr McKeown seconded the alternate motion.

Cr Madacsi objected to the motion.

Debate commenced.

The motion was put.

ALTERNATE MOTION/COUNCIL RESOLUTION NO. OCM297/12/23

MOVED Cr J Prater

SECONDED Cr M McKeown

That Council:

1. **Receives the expression of interest from Moondyne Men regarding possible lease of the Old Tennis Club Facilities in Fiennes Street, Toodyay.**
2. **Notes that Moondyne Men have yet to receive a response from the Toodyay Tennis Club since their meeting on Thursday 16 Nov 2023; and**

3. Notes that the Shire of Toodyay Recreation Strategy 2014 includes a provision that “There is some merit in relocating the tennis courts to the Toodyay Recreation and Sport Precinct and operating from shared club rooms. However the decision to relocate will have to come from the Tennis Club.”

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

Voted Against: Crs R Madacsi and C Duri

MOTION CARRIED 4/2

9.4 INFRASTRUCTURE AND ASSETS

9.4.1 Vehicle Crossover Policy (including Specifications and SOT Drawings)

| | |
|----------------------------------|--|
| Date of Report: | 9 November 2023 |
| Applicant or Proponent: | Shire of Toodyay |
| File Reference: | PCY2 |
| Author: | M Rebane – Executive Assistant |
| 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: | Executive |
| Attachments: | <ol style="list-style-type: none"> 1. CURRENT Vehicle Crossover Policy; and ⇒ 2. REVISED Vehicle Crossover Policy. ⇒ |

PURPOSE OF THE REPORT

To consider the adoption of the REVISED *Vehicle Crossover* policy.

BACKGROUND

The current *Vehicle Crossover* policy was reviewed and adopted by Council in June 2012 (refer to **Attachment 1**).

Council implemented a review of all Shire policies at an Ordinary Council Meeting held in February 2022.

COMMENTS AND DETAILS

Officers have reviewed the *Vehicle Crossover* policy and have made insignificant changes.

This policy removed the obligation of the local government authority to maintain drainage with the owner required to do that. There has been some editing, and it is more convenient to have the specifications as part of the policy.

The REVISED policy is provided at **Attachment 2** and is recommended for adoption.

IMPLICATIONS TO CONSIDER

Consultative:

The policy was provided to Councillors through Microsoft Teams on Tuesday 5 December 2023 and discussed at a workshop held on 6 December 2023 attended by six elected members.

Strategic:

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

Outcome 9 Responsible and effective leadership and governance.

O9.1 Provide strong, clear and accountable leadership

Policy related:

Verge Maintenance Policy

Financial:

Nil.

Legal and Statutory:

s.9.56 of the *Local Government Act 1995* (the Act).

s.3.1 of the Act provides that the general function of a local government is to provide for the good government of persons in its district.

Local Government Act 1995 and its subsidiary legislation.

Risk related:

The review of this policy is the role of Council and is essential to good governance as it demonstrates the Shire's ability to adapt to changing circumstances to ensure that its policies remain contemporary and relevant.

If the Shire ignores this requirement and does not engage in routine review of this policy it risks reputational damage which is considered a medium risk. This report mitigates the risk.

Workforce related:

The policy has been reviewed in-house within existing resources.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM298/12/23

MOVED Cr M McKeown

SECONDED Cr C Duri

That Council:

1. Adopts the REVISED Vehicle Crossover policy, as amended (**Attachment 2**); and
2. Authorises the Chief Executive Officer to make any necessary minor typographical changes to policy, prior to publication.

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

Voted Against: Nil

MOTION CARRIED 6/0

9.4.2 Showgrounds Bar Building

| | |
|----------------------------------|--|
| Date of Report: | 27 November 2023 |
| Applicant or Proponent: | Toodyay Agricultural Society |
| File Reference: | AGR4 |
| Author: | C Sullivan – Executive Manager Infrastructure, Assets & Services |
| Responsible Officer: | C Sullivan – Executive Manager Infrastructure, Assets & Services |
| Previously Before Council: | OCM 23 August 2023 Item 13.2.1 |
| Author's Disclosure of Interest: | Nil |
| Council's Role in the matter: | Executive |
| Attachments: | 1. Submission to Shire of Toodyay from TAS ⇒ |

PURPOSE OF THE REPORT

This report is an update for Council on the matter of the existing Bar Building at the Toodyay Showgrounds.

BACKGROUND

Council previously considered reports on the building at Ordinary Council Meetings (OCM) held on 26 July 2023 and 23 August 2023.

At the OCM held on 26 July 2023, Council resolved to:

1. Approve the deconstruction and storage of the bar structure at the Toodyay Showgrounds before the Toodyay Annual 2023 Agricultural Show Day; and
2. Request the Chief Executive Officer to liaise with the Toodyay Agricultural Society about the need for a new structure or reconstruction and schedule for discussions at a Council workshop no later than 31 December 2023.

At the OCM held on 28 August 2023, Council resolved as follows:

That Council

1. Revokes Council Resolution No. OCM170/07/23 regarding the deconstruction of the bar structure at the Toodyay Showgrounds in accordance with Shire of Toodyay Standing Orders Local Law 15.1 and Regulation 10 of the Local Government (Administration) Regulations 1996.
2. Notes that the Shire will erect barrier fencing around the bar structure to mitigate risks to public safety during the 2023 Agricultural Show; and
3. Requests the Chief Executive Officer to further discuss the future of the bar structure with the Toodyay Agricultural Society in relation to possible repairs and report back to Council by 30 November 2023.

COMMENTS AND DETAILS

The Toodyay Agricultural Society expressed a desire to preserve the existing Bar Building and discussions have been had with Shire Officers on site on 9 November 2023 and 30 November 2023. Shire Officers met with a registered builder (W. Gibbs and Son) on 16 November 2023 on site to examine the state of the building and discuss options.

A submission to the Shire of Toodyay has been received from the Toodyay Agricultural Society (Showgrounds Bar Restoration Working Group) and is attached for reference (refer Attachment 1).

At the time of writing this report there has been no position put forward from the Agricultural Society on the future of the building. Until the Agricultural Society provides a definite proposal, no budgetary decisions can be made.

Therefore, this report is provided for Council's information. It is recommended that Council receives the submission from the Toodyay Agricultural Society.

IMPLICATIONS TO CONSIDER

Consultative:

Officers have consulted with the Shire's insurers, industry professionals and Shire management.

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

Risk related:

The current condition of the bar warrants action to address risks to public safety which is considered moderate (9) and requires adequate controls to be put in place. Fencing of the building 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

Cr McKeown moved the Officer's Recommendation.

Cr McKeown moved an amendment to the motion as follows:

That following the words "that Council" that become Point 1 and a new Point 2 be inserted to read as follows:

- 2. Authorises the Toodyay Agricultural Society to undertake repair works to the Showgrounds Bar to the satisfaction of the local government.**

Cr Duri seconded the amendment.

The amendment was put.

AMENDMENT/COUNCIL RESOLUTION NO. OCM299/12/23

MOVED Cr M McKeown

SECONDED Cr C Duri

That following the words "that Council" that become Point 1 and a new Point 2 be inserted to read as follows:

2. Authorises the Toodyay Agricultural Society to undertake repair works to the Showgrounds Bar to the satisfaction of the local government.

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

Voted Against: Nil

MOTION CARRIED 6/0

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM300/12/23

MOVED Cr M McKeown

SECONDED Cr R Madacsi

That Council:

1. Receives the submission as attached (**Attachment 1**) and notes the content of the Officer's report.
2. Authorises the Toodyay Agricultural Society to undertake repair works to the Showgrounds Bar to the satisfaction of the local government.

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

Voted Against: Nil

MOTION CARRIED 6/0

The Shire President adjourned the meeting at 2.31pm.

The Shire President resumed the meeting at 2.45pm.

9.5 COMMITTEE REPORTS

Nil.

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

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 Questions taken on notice during November 2023 Council Meeting |
|---|

The following question on notice was received from Councillor McCormick.

Question

Does a third party maintain the cricket pitch?

Response from the Executive Manager Infrastructure, Assets and Services

I will take the question on notice.

Further response from the Executive Manager Infrastructure, Assets and Services:

The Cricket Club has a curator who maintains the turf pitch. The Shire is not a party or privy to any arrangement between the Club and the curator.

Question

Why was paint and a hose spray nozzle purchased from Bunnings Midland?

Response from Executive Manager Infrastructure, Assets and Services

If I can get the detail of the actual payment I can get the details

- Item 75 for 6 nylex trigger sprays \$22.68*
- Item 75 on page 77 for dulux paint for Butterly House \$81.00*
- Bunting for the Ag Show page 82, item 75.*

The Presiding Member took the question on notice.

Further response from the Executive Manager Infrastructure, Assets and Services:

These items were purchased at Bunnings Midland due to the fact that the items could not be obtained locally in Toodyay or at the Bunnings at Northam.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM301/12/23**MOVED** Cr S McCormick**SECONDED** Cr C Duri

That the response to the questions regarding list of payments raised by Councillor McCormick be received and noted.

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

Voted Against: Nil

MOTION CARRIED 6/0

12.2 Questions from Cr Madacsi

The following questions on notice were received from Councillor Madacsi.

Question One

On the 1 December 2023 I emailed five questions pertaining to the Confidential Shire President and CEO Briefing Notes of the 28 November and included all councillors.

Please explain why has there not been a response given to two of the questions related to risk management for the Shire of Toodyay?

Response from the CEO

The Shire President provided a response to all questions as part of the Confidential SP/CEO Briefing Notes distributed to elected members via email on 17 December 2023.

Question Two

Regarding the Expression of Interest (EOI) received from the Toodyay Moondyne Men on the 30 October.

- On the 13 November, councillors were informed the EOI had been received through internal Confidential Briefing Notes, no details were included.
- On the 15 November, the item *Moondyne Men - EOI to lease Old Tennis Club Facilities*, was raised at the Concept Forum but deferred, due to an unnamed process to go through.
- On the 30 November, in the morning I notified the CEO and Shire President I had been approached by Colin Bird, Secretary of the Moondyne Men, as to why their proposal was not in the November Agenda and when were they were likely to receive a response. I requested a copy of the EOI of the 30 October.
- Later that day, Moondyne Men notified councillors they had submitted an EOI to the Shire of Toodyay regarding leasing the Old Tennis Club Facilities and had not received acknowledgement or advice as to how such a submission is processed. The letter of the 30 October was attached. This letter included a statement, they would pursue the possibility of leasing the Old Toodyay Tennis Club rooms in conjunction with the Toodyay Tennis Club and the Shire of Toodyay and their interest in a community garden at the site if it were to materialise.

Please explain why the Moondyne Men need to liaise with the Toodyay Tennis Club and to what extent, given the Tennis Club tenure has ended and activities have relocated to the Toodyay Recreation centre?

Shire President response

The Moondyne Men met with the Toodyay Tennis Club on 16 November 2023 and the reason nothing came to Council in November because the 16th was the day after the Agenda Briefing and the Agenda had already been formulated.

Response from the CEO

The Toodyay Tennis Club currently still occupies and has a long history at the premises. Officers are proposing liaison as a means of encouraging communication between affected stakeholders.

Cr McCormick departed Council Chambers at 2.57pm

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM302/12/23

MOVED Cr J Prater

SECONDED Cr S Dival

That the responses to the questions raised by Councillor Madacsi be received and noted.

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

Voted Against: Nil

MOTION CARRIED 6/0

PROCEDURAL MOTION (10.1(F) – MEETING NOW ADJOURN/COUNCIL RESOLUTION NO. OCM303/12/23

MOVED Cr M McKeown

SECONDED Cr S Dival

That the meeting now adjourn at 2.57pm on Wednesday 20 December 2023 to Thursday 21 December 2023 at 1.00pm in accordance with Standing Order 10.1(f).

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

Voted Against: Nil

MOTION CARRIED 6/0

13 NEXT MEETINGS

| | |
|--|------------------|
| Environment Advisory Committee Meeting | 10 January 2024 |
| Bushfire Advisory Committee Meeting | 7 February 2024 |
| Heritage Advisory Committee Meeting | 14 February 2024 |
| Agenda Briefing | 21 February 2024 |
| Ordinary Council Meeting | 28 February 2024 |
| Audit & Risk Committee Meeting | 6 March 2024 |
| Local Emergency Management Committee Meeting | 13 March 2024 |

14 CLOSURE OF MEETING

The Shire President declared the meeting closed at 2.58pm.

NOTATION REGARDING THE ADJOURNMENT OF THE COUNCIL MEETING

On 20 December 2023, due to the West Toodyay/Julimar fire emergency, the December Ordinary Council Meeting was adjourned until 1.00pm on Thursday 21 December 2023.

However, due to on-going emergency commitments, the meeting was cancelled.

The business left over from the December 2023 meeting was as follows:

- Item 13.2.1 Toodyay Race Club – Racecourse Precinct Remediations;
- Item 13.2.2 ARC recommendations from meeting held on 6 December 2023;
- Item 13.2.3 HAC recommendations from meeting held on 6 December 2023 – *withdrawn from consideration at an Agenda Briefing held on 13 Dec 2023*;
- Item 13.2.4 In-Principle Agreement – Fallen Riders Wall of Remembrance; and
- Item 13.2.5 Lot 109 MacDonald Retreat, Dumbarton - Request to extend time to vacate outbuilding.

All outstanding items will be placed on the agenda for the February 2024 Ordinary Council Meeting. A Special Council Meeting may be called in January if necessary.



Suzie Haslehurst

Chief Executive Officer



ATTACHMENTS MINUTES

Ordinary Council Meeting

Wednesday, 20 December 2023

Table of Contents

| | | |
|-------|--|-----|
| 5.2 | Agenda Briefing - 13 December 2023 | |
| | Attachment 1 Agenda Briefing Notes - held 13 December 2023..... | 4 |
| 9.1.1 | Proposed Scheme Amendment No. 12 - Additional Use Proposed Additional Use "Brewery, Cidery or Distillery, Restaurant Café, Tourist Development." Lot 4 (447) Morangup Road, Morangup | |
| | Attachment 1 Item 9.1.4 OCM 23 August 2023..... | 16 |
| | Attachment 2 Amended Scheme Amendment 12 proposal..... | 24 |
| | Attachment 3 Submissions..... | 46 |
| 9.1.2 | Returned and Services League (RSL) Toodyay Sub branch - request for support from Shire of Toodyay | |
| | Attachment 1 RSL Brief to Shire of Toodyay..... | 48 |
| 9.2.1 | Monthly Financial Statements - November 2023 | |
| | Attachment 1 Supplementary Information as at 30 November 2023..... | 52 |
| | Attachment 2 Monthly Financial Statement as at 30 November 2023..... | 60 |
| 9.2.2 | List of Payments - November 2023 | |
| | Attachment 1 Creditors Payment Listing - November 2023 | 68 |
| 9.3.2 | Expression of Interest to lease Old Tennis Club Facilities | |
| | Attachment 1 Expression of Interest 301023 | 82 |
| | Attachment 2 Correspondence 301123..... | 83 |
| 9.4.1 | Vehicle Crossover Policy (including Specifications and SOT Drawings) | |
| | Attachment 1 CURRENT Vehicle Crossover Policy; and..... | 84 |
| | Attachment 2 REVISED Vehicle Crossover Policy..... | 100 |
| 9.4.2 | Showgrounds Bar Building | |
| | Attachment 1 Submission to Shire of Toodyay from TAS | 118 |



Agenda Briefing

13 December 2023

Notes

Unconfirmed Notes

These notes were approved for distribution on 14 December 2023.


Suzie Haslehurst
CHIEF EXECUTIVE OFFICER

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 20 December 2023.

Signed: 

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

CONTENTS

| | | |
|-------|--|---|
| 1 | DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS | 1 |
| 2 | RECORDS OF ATTENDANCE..... | 1 |
| 2.1 | APOLOGIES | 1 |
| 2.2 | APPROVED LEAVE OF ABSENCE | 1 |
| 2.3 | APPLICATIONS FOR LEAVE OF ABSENCE | 1 |
| 3 | DISCLOSURE OF INTERESTS..... | 1 |
| 4 | PUBLIC QUESTIONS..... | 2 |
| 4.1 | RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE | 2 |
| 4.2 | PUBLIC QUESTION TIME | 2 |
| 5 | CONFIRMATION OF MINUTES | 3 |
| 6 | PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS..... | 3 |
| 6.1 | PETITIONS..... | 3 |
| 6.2 | DEPUTATIONS..... | 3 |
| 6.3 | PRESENTATIONS | 3 |
| 6.4 | SUBMISSIONS..... | 3 |
| 7 | BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED)..... | 3 |
| 8 | ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)..... | 3 |
| 9 | OFFICER REPORTS | 3 |
| 9.1 | DEVELOPMENT AND REGULATION | 3 |
| 9.1.1 | Proposed Scheme Amendment No. 12 - Additional Use Proposed Additional Use "Brewery, Cidery or Distillery, Restaurant Café, Tourist Development." Lot 4 (447) Morangup Road, Morangup | 3 |
| 9.1.2 | Returned and Services League (RSL) Toodyay Sub branch - request for support from Shire of Toodyay | 3 |
| 9.2 | CORPORATE AND COMMUNITY SERVICES..... | 4 |
| 9.2.1 | Monthly Financial Statements - November 2023..... | 4 |
| 9.2.2 | List of Payments - November 2023 | 4 |
| 9.2.3 | Request for Write Off of Rates RT.300107 | 6 |
| 9.3 | EXECUTIVE SERVICES | 6 |
| 9.3.1 | CEO Recruitment Process | 6 |
| 9.3.2 | Expression of Interest to lease Old Tennis Club Facilities | 6 |
| 9.4 | INFRASTRUCTURE AND ASSETS..... | 7 |

AGENDA BRIEFING NOTES

13 DECEMBER 2023

| | | |
|--------|--|---|
| 9.4.1 | Vehicle Crossover Policy (including Specifications and SOT Drawings | 7 |
| 9.4.2 | Showgrounds Bar Building..... | 7 |
| 9.5 | COMMITTEE REPORTS..... | 7 |
| 10 | MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN | 7 |
| 11 | NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING | 7 |
| 12 | QUESTIONS OF MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN | 7 |
| 12.1 | Questions taken on notice during November 2023 Council Meeting..... | 7 |
| 12.2 | Questions from Cr Madacsi | 7 |
| 13 | NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING | 8 |
| 13.1 | MEMBERS | 8 |
| 13.2 | EMPLOYEES | 8 |
| 13.2.1 | Toodyay Race Club - Racecourse Precinct Remediations | 8 |
| 13.2.2 | ARC recommendations from meeting held on 6 Dec 2023 | 8 |
| 13.2.3 | HAC recommendations from meeting held on 6 Dec 2023 | 9 |
| 14 | CONFIDENTIAL BUSINESS | 9 |
| 15 | NEXT MEETINGS | 9 |
| 16 | CLOSURE OF MEETING..... | 9 |

AGENDA BRIEFING NOTES

13 DECEMBER 2023

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr M McKeown, Shire President, declared the meeting open at 1.04pm.

2 RECORDS OF ATTENDANCEMembers

| | |
|----------------|------------------------|
| Cr C Duri | Councillor |
| Cr S McCormick | Councillor |
| Cr M McKeown | Shire President |
| Cr D Wrench | Councillor (via zoom) |
| Cr S Dival | Deputy Shire President |
| Cr J Prater | Councillor |

Staff

| | |
|---------------|---|
| Mr H de Vos | Executive Manager Development and Regulation |
| Mr C Sullivan | Executive Manager Infrastructure, Assets & Services |
| Ms T Bateman | Executive Manager Corporate and Community Services |
| Mrs N Mwale | Finance Coordinator |
| Mr M Werder | Project Manager |
| Mrs W Cowley | Governance Coordinator |
| Mrs M Rebane | Executive Assistant |

VisitorsR. Mills**2.1 APOLOGIES**

Cr R Madacsi Councillor

2.2 APPROVED LEAVE OF ABSENCE

Nil

2.3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

3 DISCLOSURE OF INTERESTS

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

Cr J Prater declared an Impartiality Interest pursuant to regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021 in Agenda Item 13.2.1 Toodyay Race Club – Racecourse Precinct as he is a past President of the Toodyay Race Club, no longer on the Race Club Committee; however still a life member of the Toodyay Race Club.

AGENDA BRIEFING NOTES**13 DECEMBER 2023****4 PUBLIC QUESTIONS****4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

As per Council Meeting Agenda.

4.2 PUBLIC QUESTION TIME

R Mills

Question One

In response to question from last OCM to being able to view the draft Local Laws for the dog local law. The amended local laws will be workshopped under 6.12 which is new local laws, but at the end of the day isn't it 3.16 for the review of the Local Laws?

Executive Manager Development and Regulation response

The correspondence we sent out is correct because the review of the local laws under section 3.16 has already been done.

Question Two

Once the amended local laws are workshopped with Council it will be brought back to Council pertaining to section 3.12 and the process requires the Shire to give local public notice of six weeks but it was done in March. Is that paragraph relevant to that response?

Executive Assistant response

The response is accurate because we are no longer talking about the review of the local laws. We are actually talking about the local laws that Council, at a meeting in November, resolved that they would workshop. Once the workshops have occurred with Council each of those local laws, as amended, will come to a future Council Meeting for adoption for advertising. Everything that occurred in March was part of a different process - the periodic review of the local laws. This is an entirely new process. When Council adopts the amended local laws it is making a new local law. Once a new local law is adopted by Council it will go out for public advertising and then come back to Council after the 42 day consultation period. Assuming we do not receive any submissions that will change the newly adopted local law, then that law would be gazetted as per s.3.12 of the Local Government Act 1995.

Question Three

Section 3.16 requires that a maximum eight years to do a review on an existing law so under section 1 the Council determines whether it remains the same or is repealed. Section 2 says the Local Government will then give notice. Section 3 says after the last day submissions are received a report will be generated for Council for review. Section 4 then the Council considers the review, whether amended or repealed. In regards to 5.94 the public can inspect local government information and under section (q) any report of a local law can be viewed by the public. Was a report done or amended?

AGENDA BRIEFING NOTES**13 DECEMBER 2023***Executive Assistant response**The review occurred and the report about the review was provided to Council at the November 2023 meeting.*

Mr Mills made a statement. The Shire President advised his statement was entering into debate and offered Mr Mills an opportunity to discuss the matter off-line. Mr Mills accepted the offer.

5 CONFIRMATION OF MINUTES

As per Council Meeting Agenda

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

Nil.

6.2 DEPUTATIONS

Nil.

6.3 PRESENTATIONS

Nil.

6.4 SUBMISSIONS

Nil.

7 BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED)

Nil.

8 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Nil.

9 OFFICER REPORTS**9.1 DEVELOPMENT AND REGULATION**

| |
|---|
| 9.1.1 Proposed Scheme Amendment No. 12 - Additional Use Proposed Additional Use "Brewery, Cidery or Distillery, Restaurant Café, Tourist Development." Lot 4 (447) Morangup Road, Morangup |
|---|

Nil.

| |
|--|
| 9.1.2 Returned and Services League (RSL) Toodyay Sub branch - request for support from Shire of Toodyay |
|--|

NIL.

AGENDA BRIEFING NOTES

13 DECEMBER 2023

9.2 CORPORATE AND COMMUNITY SERVICES

9.2.1 Monthly Financial Statements - November 2023

| 9.2.1 - Questions and Points raised | | |
|-------------------------------------|---|---|
| Councillor | Discussion | Response from Executive Manager Corporate and Community Services unless otherwise specified |
| <i>Dival</i> | Trust accounts – Bank account numbers do not give clear indication of what they are. Is it possible to include the name of the accounts in the report | <i>We can review the list and provide more information.</i> |

9.2.2 List of Payments - November 2023

| 9.2.2 - Questions and Points raised | | |
|-------------------------------------|--|--|
| Councillor | Discussion | Response from Executive Manager Corporate and Community Services unless otherwise specified |
| <i>Duri</i> | Payment 46 15.11.23 – Cadd's Fashions Sports – can the officer please advise what the wording SQWINXHWE QWIKSTICKS means? \$110.00 Page 73 | <i>Sqwincher Qwiksticks are electrolyte hydration sachets. They are purchased specifically for our outside workers who are often exposed to prolonged periods of work in the heat.</i> |
| <i>Prater</i> | Ref 44 Butterly's Cottage Paint bought in Midland and Northam. Why was it not brought through local here? | <i>My understanding is that we try to get it from the two stores in Toodyay first and the next stop is Bunnings in Northam and if that fails, it is Bunnings in Midland.</i> |
| <i>Prater</i> | Is the Butterly Cottage Fence finished? | <u><i>Executive Manager Infrastructure Assets and Services response:</i></u> <i>This is completed. There is a bit more work to do in surrounding area which is being done today. One small section has bunting protection at the corner of the property which requires levelling.</i> |
| <i>Prater</i> | 172 Payment for fence. Is the contractor not in his contract Were they not | <u><i>Executive Manager Infrastructure Assets and Services response:</i></u> |

Page 4

AGENDA BRIEFING NOTES

13 DECEMBER 2023

| 9.2.2 - Questions and Points raised | | |
|-------------------------------------|--|--|
| Councillor | Discussion | Response from Executive Manager Corporate and Community Services unless otherwise specified |
| | required to supply paint to do the job? | <i>No we supplied the materials including paint and timber and the contractor was doing installation.</i> |
| <i>McCormick</i> | Page 80, line item 208 five solar pro street lights. What are they and where are they going? | <u><i>Executive Manager Infrastructure Assets and Services response:</i></u> <i>Those are the solar lights being replaced in Charcoal Lane between Piesse Street and Duke Street North. The installation was intended to be completed by Christmas, but delays in supply has postponed the installation to 18th January 2024..</i> |
| <i>Dival</i> | Line item 72 to 74, 218, 219 and 2020 relating to travel expenses. Expenses with Datacom and if additional fees were occurring other than a monthly fee. | <i>The payments that are in the list of payments related to period in Jan / Feb 23 when Wayne Jensen came on site. He was here for 3 days and Datacom had not sent us an invoice until this recently.</i> |
| <i>Dival</i> | Why is this an additional expense? Was there a change in agreement? | <i>There was no change to the agreement. Payments in addition to the monthly fees will be applicable in the event the Shire engages Datacom to undertake specific tasks where we do not have in-house capacity, purchase orders are raised accordingly. As conveyed to the to Audit and Risk Committee, in relation to the most recent visit by Datacom consultants, all associated costs were borne by Datacom.</i> |
| <i>Dival</i> | Are these expenses relating to the failure of Datascape or are they additional modules? | <i>The payments relate to specific processes, for example, in terms of the rates strike, Datacom were engaged to manage the process because we were in between a person leaving and a person who had not undertaken that role before.</i> |
| <i>Dival</i> | Credit card payments: 335, MCCS. Amount for rope barriers of \$591.78. Why did we spend this money on a red rope? | <u><i>Response after the meeting:</i></u> <i>The recent purchase of rope barriers for the Council Chambers was implemented to establish a barrier between the gallery and the Council table. This measure serves as a gentle reminder to members of the gallery about the importance of respecting this boundary and ensures they do not</i> |

AGENDA BRIEFING NOTES

13 DECEMBER 2023

| 9.2.2 - Questions and Points raised | | |
|-------------------------------------|--|---|
| Councillor | Discussion | Response from Executive Manager Corporate and Community Services unless otherwise specified |
| | | <i>inadvertently approach areas where sensitive information may be handled.</i> |
| <i>Dival</i> | Did anything happen to prompt this decision being made? | <u>Executive Manager Development and Regulation response:</u> <u>Response after the meeting:</u> <i>Yes – it is noted that a member of the gallery approached the Council table to confer with a Councillor.</i> |
| <i>Prater</i> | Purchase of 233 rifle and scope with two magazines. Gun case, cleaning kit etc. was there a need to purchase this? | <u>Executive Manager Development and Regulation response:</u> <i>The Rangers advised that the other firearm was unusable due to deterioration of the barrel. We did have discussion about it and the consensus was that it was required.</i> |
| <i>Prater</i> | Was the purchase a private sale? | <u>Executive Manager Development and Regulation response:</u> <i>The Rangers spoke to the gunsmiths to see what was available and came to me with a quotation.</i> |
| <i>Prater</i> | Was it a second hand one? | <u>Executive Manager Development and Regulation response:</u> <i>No. It was not. It was purchased through a gun supplier.</i> |

9.2.3 Request for Write Off of Rates RT.300107

Nil.

9.3 EXECUTIVE SERVICES**9.3.1 CEO Recruitment Process**

Questions were asked behind closed doors during confidential business.

9.3.2 Expression of Interest to lease Old Tennis Club Facilities

Nil.

AGENDA BRIEFING NOTES

13 DECEMBER 2023

9.4 INFRASTRUCTURE AND ASSETS**9.4.1 Vehicle Crossover Policy (including Specifications and SOT Drawings)**

Nil.

9.4.2 Showgrounds Bar Building

NIL.

9.5 COMMITTEE REPORTS

Nil.

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

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 Questions taken on notice during November 2023 Council Meeting**

As per Council Meeting Agenda with responses provided in the Council Meeting minutes.

12.2 Questions from Cr Madacsi

THE FOLLOWING QUESTIONS ON NOTICE WERE RECEIVED FROM COUNCILLOR MADACSI.

QUESTION ONE

ON THE 1 DECEMBER 2023 I EMAILED FIVE QUESTIONS PERTAINING TO THE CONFIDENTIAL SHIRE PRESIDENT AND CEO BRIEFING NOTES OF THE 28 NOVEMBER AND INCLUDED ALL COUNCILLORS.

PLEASE EXPLAIN WHY HAS THERE NOT BEEN A RESPONSE GIVEN TWO OF THE QUESTIONS RELATED TO RISK MANAGEMENT FOR THE SHIRE OF TOODYAY?

RESPONSES TO BE PROVIDED IN THE COUNCIL MEETING MINUTES**QUESTION TWO**

REGARDING THE EXPRESSION OF INTEREST (EOI) RECEIVED FROM THE TOODYAY MOONDYNE MEN ON THE 30 OCTOBER.

- ON THE 13 NOVEMBER, COUNCILLORS WERE INFORMED THE EOI HAD BEEN RECEIVED THROUGH INTERNAL CONFIDENTIAL BRIEFING NOTES, NO DETAILS WERE INCLUDED.

AGENDA BRIEFING NOTES

13 DECEMBER 2023

- ON THE 15 NOVEMBER, THE ITEM *MOONDYNE MEN - EOI TO LEASE OLD TENNIS CLUB FACILITIES*, WAS RAISED AT THE CONCEPT FORUM BUT DEFERRED, DUE TO AN UNNAMED PROCESS TO GO THROUGH.
- ON THE 30 NOVEMBER, IN THE MORNING I NOTIFIED THE CEO AND SHIRE PRESIDENT I HAD BEEN APPROACHED BY COLIN BIRD, SECRETARY OF THE MOONDYNE MEN, AS TO WHY THEIR PROPOSAL WAS NOT IN THE NOVEMBER AGENDA AND WHEN WERE THEY WERE LIKELY TO RECEIVE A RESPONSE. I REQUESTED A COPY OF THE EOI OF THE 30 OCTOBER.
- LATER THAT DAY, MOONDYNE MEN NOTIFIED COUNCILLORS THEY HAD SUBMITTED AN EOI TO THE SHIRE OF TOODYAY REGARDING LEASING THE OLD TENNIS CLUB FACILITIES AND HAD NOT RECEIVED ACKNOWLEDGEMENT OR ADVICE AS TO HOW SUCH A SUBMISSION IS PROCESSED. THE LETTER OF THE 30 OCTOBER WAS ATTACHED. THIS LETTER INCLUDED A STATEMENT, THEY WOULD PURSUE THE POSSIBILITY OF LEASING THE OLD TOODYAY TENNIS CLUB ROOMS IN CONJUNCTION WITH THE TOODYAY TENNIS CLUB AND THE SHIRE OF TOODYAY AND THEIR INTEREST IN A COMMUNITY GARDEN AT THE SITE IF IT WERE TO MATERIALISE.

PLEASE EXPLAIN WHY THE MOONDYNE MEN NEED TO LIAISE WITH THE TOODYAY TENNIS CLUB AND TO WHAT EXTENT, GIVEN THE TENNIS CLUB TENURE HAS ENDED AND ACTIVITIES HAVE RELOCATED TO THE TOODYAY RECREATION CENTRE?

RESPONSES TO BE PROVIDED IN THE COUNCIL MEETING MINUTES

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

13.1 MEMBERS

Nil.

13.2 EMPLOYEES

13.2.1 Toodyay Race Club - Racecourse Precinct Remediations

Nil.

13.2.2 ARC recommendations from meeting held on 6 Dec 2023

| 13.2.2 - Questions and Points raised | | |
|--------------------------------------|--|--|
| Councillor | Discussion | Response from the Executive Manager Corporate and Community Services unless otherwise specified. |
| <i>Dival</i> | DRAFT Annual Report – page 108 – the attachments. Some prescribed information is to be supplied. \$130,000 or more – one person listed. That one position – what | <i>Question Two: the \$170-179,000 relates to the CEO.</i> <i>The <u>total</u> remuneration package is included at question Five.</i> |

Page 8

AGENDA BRIEFING NOTES

13 DECEMBER 2023

| 13.2.2 - Questions and Points raised | | |
|--------------------------------------|--|--|
| Councillor | Discussion | Response from the Executive Manager Corporate and Community Services unless otherwise specified. |
| | position is that that those questions relate to. | |
| <i>Dival</i> | Page 156 of the attachments regarding reserve accounts. There were a few that had money moved out of the accounts in the 2022 financial year. Can you provide the resolution number and the clause under the financial regulations that resolved to move the money and the explanation for the money movement. | <i>Movements were managed through adoption of the annual budget process. The resolution that adopted the Annual Budget was SCM007/08/22.</i> |
| <i>Dival</i> | Would the motion In the budget motion cover the requirements in financial regs in terms of money being moved in and out of reserve accounts | <i>Yes is would because Council determines the review and uses funds identified for that purpose.</i> |

13.2.3 HAC recommendations from meeting held on 6 Dec 2023

This item has been withdrawn by the CEO.

14 CONFIDENTIAL BUSINESS

The Shire President ruled at 1.38pm that the meeting go behind closed doors so that the meeting could discuss or take questions about the CEO

The Shire President ruled the meeting return at 1.44pm.

15 NEXT MEETINGS

As per Council Meeting Agenda.

16 CLOSURE OF MEETING

The Shire President declared the meeting closed at 1.45pm.

ORDINARY COUNCIL MEETING MINUTES

23 AUGUST 2023

| |
|--|
| <p>9.1.4 Proposed Scheme Amendment No. 12 - Additional Use Proposed Additional Use "Brewery, Cidery or Distillery, Restaurant Café, Tourist Development." Lot 4 (447) Morangup Road, Morangup</p> |
|--|

| | |
|----------------------------------|---|
| Date of Report: | 7 August 2023 |
| File Reference: | PLA1 |
| Author: | H de Vos – Executive Manager Development and Regulation |
| Responsible Officer: | H de Vos – Executive Manager Development and Regulation |
| Previously Before Council: | Item 9.1.3 OCM 26 April 2023 |
| Author's Disclosure of Interest: | Nil |
| Council's Role in the matter: | Quasi-Judicial |
| Attachments: | <ol style="list-style-type: none"> Item 9.1.3 OCM 26 April 2023; and ⇒ Amended Scheme Amendment 12 proposal ⇒ |

SUMMARY

| | |
|------------|---|
| Applicant: | Land Insights / Toutikian |
| Owner: | HK & S Toutikian |
| Proposal: | Scheme Amendment – Proposed Additional Use "Brewery, Cidery or Distillery, Restaurant Café, Tourist Development." |
| Location: | Lot 4 (447) Morangup Road, Morangup |

PURPOSE OF THE REPORT

Council is requested to consider an application to re-initiate a Scheme Amendment process for a proposed additional use "Brewery, Cidery or Distillery, Restaurant Café, Tourist Development." at Lot 4 (447) Morangup Road in Morangup.

BACKGROUNDScheme Amendment History

This matter was last discussed at the Ordinary Council Meeting held on 26 April 2023 where Council resolved to initiate the Scheme Amendment for the purpose of advertising. For more details, please refer to **Attachment 1** – Item 9.1.3 OCM 26 April 2023.

Subsequent to this resolution, the Scheme Amendment was then required to be submitted to the Environmental Protection Authority (EPA) pursuant to section 48A of the *Environmental Protection Act 1986* (EP Act).

Despite the Shire submitting all available information supplied with the application, the advice received from the Department of Water and Environmental Regulation (DWER) on

ORDINARY COUNCIL MEETING MINUTES

23 AUGUST 2023

6 June 2023 was that the information supplied was insufficient for the EPA to comply with section 48A.

Accordingly, the Shire, DWER and applicants had further discussions which has resulted in a modified proposal.

Modified Proposal

The modified proposal is now as follows:

The Land

Lot 4 (447) Morangup Road, Morangup is located in the Gidgegannup Springs subdivision estate. The lot is zoned Rural Residential under the Shire of Toodyay's *Local Planning Scheme No. 4*.

Development history

A small-batch distillery was approved and built at Lot 4 Morangup Road Morangup in the Shire of Toodyay. It has operated for several years as a Home Business within the Rural Residential zone.

The Shire of Toodyay is responsible for the approval and management of development which relates to Scheme permitted uses. Expansion or change would require development assessment and approval.

Site activity combines the orchard produce (operated on the site for decades), with other ingredients to make small-batch liquor products.

The orchard, distillery and associated land use of Lot 4 has been established for several years without detriment or report of impact to natural waterways and drainage or nearby bushland reserve.

Proposal

The operator of the business seeks to open the premises to tourism visitors, to showcase local production and build an awareness of Toodyay as a location of fine quality produce. A tasting room is to be developed where sampling of produce and accompanying food from the site can occur (a cellar-door operation).

This is similar to businesses which operate throughout other rural production areas and is intended to build the Shire economy based upon existing business enterprise.

The Scheme is to be modified to introduce the uses of Tourism Development and Restaurant Café and recognise the current Distillery (which has been operating with Shire approval as a discretionary use within the Rural Residential zone) on the site.

Potential for Environmental Effect

The land is zoned Rural Residential, and the Scheme Amendment will add three selected uses to formalise what is an operating and approved business on the property, to better control development and to recognise the potential for development to boost tourism attraction for the Shire.

The distillery operates subject to the current Shire and Scheme controls, including a need to obtain a planning approval for any further development on the site. To achieve the proposed tourism cellar door operation will require development of an enlarged shed to adequately provide shelter and space for visitors, a tasting area and logistics associated with the business.

ORDINARY COUNCIL MEETING MINUTES**23 AUGUST 2023**

A constructed car park will formalise what is currently a cleared and unestablished yard and manoeuvring area. All works will be on Lot 4, a site which has been substantially cleared and used for orchard and home business purposes for many years.

Vegetation will be protected on the site- replanting can be done to reinforce and buffer adjacent remnant species.

Water management of any stormwater run-off will collect and infiltrate/distribute within the site. The distillery operates as a small scale (300 litres capacity still) boutique operation of up to 5 runs per week. Waste is managed by feeding recovered solids to livestock on the farm, and wastewater (up to 800 litres) is discharged to site via the current on-site wastewater system managed by the owner to the approval of the Shire's Environmental Health officer (2 x 1800 mm leach drain).

For more details please refer **Attachment 2**.

Requirement to reinitiate modified scheme amendment.

The Department notified the Shire on 20 July 2023 that it is the EPA's preference for the modified amendment to be taken back to Council for formalisation, prior to resubmission. This would allow the vegetated Lot 5 Morangup Road to be omitted from the amendment, thereby removing the need to demonstrate management of impacts to threatened fauna on Lot 5.

COMMENTS AND DETAILS

It is acknowledged that the community in Morangup is underserved when it comes to this sort of development. Where the intent as a tourism venue is to attract visitors into the Shire, the proposal will provide options for the local community to enjoy.

Transition to Local Planning Scheme No. 5

One issue being considered are the implications relating to the adopted *Local Planning Scheme No. 5*.

At a Special Council Meeting on 29 March 2023, the Council adopted the Draft *Local Planning Scheme No. 5* and this has now been sent to the Western Australian Planning Commission (WAPC) for review and ultimately it is expected that the Minister for Planning will sign off on it. The Shire has been advised that this process may take up to six months and potentially more.

The applicant is taking a risk to request a Scheme amendment under the current Scheme as outlined in the following possible scenarios:

Scenario 1

If this Scheme Amendment progresses smoothly and is finalised prior to the *Local Planning Scheme No. 5* coming into effect, then the amendment will be incorporated into the *Local Planning Scheme No. 5* as part of the WAPC processing.

Or

Scenario 2

If this Scheme Amendment process is stalled (perhaps due to delays with the EPA referral and is not resolved when the *Local Planning Scheme No. 5* comes into effect, then this amendment will be dead, and the applicant will be required to start the process all over again.

ORDINARY COUNCIL MEETING MINUTES**23 AUGUST 2023**

This has been conveyed to the applicant (Land Insights) who have subsequently sought instruction from the owner who has requested that the proposal to initiate the Scheme Amendment should proceed.

It should also be noted that this Scheme Amendment process will have no impact on the passage of the *Local Planning Scheme No. 5*.

With there being no planning reasons identified to not proceed with the initiation of this amendment, it is recommended that the Council resolves to proceed to allow advertising to occur.

IMPLICATIONS TO CONSIDER**Consultative:**

If Council considers this application has merit, it may resolve to initiate a scheme amendment for the purposes of public advertising.

Referral to State Government agencies

If Council resolves to initiate the amendment for the purposes of advertising, the Shire will prepare the amendment documents by way of a report and plans depicting existing and proposed zoning based on the proposal submitted and any changes required by Council.

The amendment documents will then be referred to the Environmental Protection Authority (EPA) to determine whether there is a need for an environmental assessment to be undertaken and to seek approval to advertise the proposed amendment.

If it is determined that the amendment is a complex amendment, the Shire must also seek approval to advertise from the Western Australian Planning Commission (WAPC).

Advertising (applicable to standard and complex amendments only)

On receipt of approval to advertise the amendment, the Shire will arrange advertising in accordance with the Regulations. The consultation period is a minimum of 42 days in the case of a standard amendment, and a minimum of 60 days in the case of a complex amendment.

The Regulations require the amendment to be advertised in the following manner:

- publish on the website of the Shire of Toodyay;
- make a copy of the document available for public inspection at a place in the Administration Office during normal business hours;
- publish a notice in the Toodyay Herald; and
- mail out to affected landowners and stakeholders.

In this case, it is also recommended that a sign be erected advertising the Scheme amendment outside the property. This is to be done at the applicant's expense.

According to the Planning and Development (Local Planning Schemes) Regulations 2015, a complex amendment is for scheme amendments that are significant in scale and/or inconsistent with the planning framework.

This Scheme amendment fits the definition of a complex amendment and therefore the consultation period will be for 60 days.

Report of the submissions received during public advertising.

Following the advertising period, a report on any submissions received will be prepared and referred to Council. Should Council resolve to adopt the scheme amendment with or without

ORDINARY COUNCIL MEETING MINUTES**23 AUGUST 2023**

modifications, the Shire will forward the submissions together with Council's comments and recommendations to the WAPC. Should Council resolve not to adopt the scheme amendment, documentation must still be submitted to the WAPC.

Final determination

The WAPC will make a recommendation to the Minister for Planning who makes the final determination on all scheme amendment applications. If the Minister agrees to grant final approval, the Shire will then arrange for the scheme amendment to be published in the Government Gazette, at which point it legally comes into effect.

Strategic:**Plan for the future – Shire of Toodyay Council Plan 2023-2033****Outcome 5. High quality town planning complements our rural ambience and heritage.**

O5.1. Provide responsible planning and development.

Outcome 8. Toodyay is a popular tourism destination.

O8.1. Collaborate with local businesses to promote and deliver exceptional tourism experiences.

Shire of Toodyay Local Planning Strategy 2017

Clause 5.2 of the Local Planning Strategy (LPS) relates to the objectives of the strategy with the following being applicable to the proposed scheme amendment:

- *provide for economic diversification in rural and rural living areas by providing small scale and business opportunities compatible with the surrounding areas;*
- *retain, enhance, protect and promote the ecological integrity and biological diversity of the Shire;*

Clause 2.3.2.1 relates to Rural Tourism and states;

This Strategy recognises the importance of tourism to the local economy as consistent with the objective to encourage farm diversification, acknowledges that tourism may, where appropriate, form part of farm diversification activities. These activities may include short-term accommodation, cafes and restaurants, and recreation facilities.

The proposed scheme amendment provides for achievement of these objectives for economic diversification within a rural living area. It would enable a small-scale business opportunity to be established using produce grown on the subject site and for this to be part of a tourism industry featuring food and related products.

Policy related:

[Local Planning Policy – Advertising of Planning Proposals](#)

[State Planning Policy 2.5 – Rural Planning](#)

[State Planning Policy 3.7 – Planning in Bushfire Prone Areas](#)

[Government Sewerage Policy](#)

[Draft Position Statement – Planning for Tourism](#)

ORDINARY COUNCIL MEETING MINUTES**23 AUGUST 2023****Financial:**

The cost of a scheme amendment application depends on its complexity. Following preliminary review of the amendment, an invoice is sent. The most recent applications have incurred fees of approximately \$3,500.

The fees cover the costs associated with the progressing the amendment such as:

- Assessing the scheme amendment application including carrying out relevant research, a site inspection and if necessary meetings with the applicant to discuss the amendment;
- Preparing the reports to Council pre and post advertising, and analysing the submissions received;
- Preparing the scheme amendment documents;
- Amending maps or scheme text; and
- Responding to public enquiries during the advertising period.

Should a scheme amendment be initiated for public consultation, the costs associated with the advertising processes will also apply, including letters to affected landowners, notices in the newspaper and Government Gazette, and on-site signs.

The external peer review of technical reports that are submitted as part of the scheme amendment proposal may be required. This will occur where the Shire does not have the appropriate technical expertise to assess the reports, and the external review will be organised by the Shire at the cost of the applicant.

Processing fees for a Scheme Amendment are in accordance with [Reg 48\(3\)](#) of the *Planning and Development Regulations 2009*.

Legal and Statutory:

[Planning and Development Act 2005](#)

[Planning and Development Regulations 2009](#)

[Planning and Development \(Local Planning Schemes\) Regulations 2015](#)

When undertaking a scheme amendment, the Shire must follow the process contained in the State Government's *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations).

The Regulations identify three different scheme amendment streams, as follows:

- Basic amendment – a streamlined process for predominantly administrative scheme amendments;
- Standard amendment – for scheme amendments of less strategic significance or complexity that are neither a basic or complex amendment; and
- Complex amendment – for scheme amendments that are significant in scale and/or inconsistent with the planning framework.

According to the Planning and Development Act Regulations criteria this amendment is deemed to be a complex amendment because the proposed use for the site is one not contemplated in the Local Planning Strategy when it was last prepared by the Shire. The procedure applies to its initiation and advertisement for public comment.

Shire of Toodyay Local Planning Scheme No. 4

ORDINARY COUNCIL MEETING MINUTES

23 AUGUST 2023

Risk related:

Should Council elect not to proceed to advertise the amendment, the amendment will not progress any further unless Council is directed by the Minister for Planning under Section 76 of the *Planning and Development Act 2005*. Were this to happen, it would be insignificant to our reputation (1) and in saying that this would usually only occur in exceptional circumstances (1). This equates to a low risk score with this item.

Workforce related:

Generally, the amount of administrative work associated with a Scheme Amendment is a higher burden on workforce resources.

VOTING REQUIREMENTS

Simple Majority

Clarification was sought.

| OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM183/08/23 | | | |
|---|---|--|---|
| MOVED Cr B Ruthven | | | |
| That Council: | | | |
| 1. In accordance with section 75 of the <i>Planning and Development Act 2005</i> and Regulation 35 (1) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> , adopts for the purposes of advertising, an amendment to the Shire of Toodyay <i>Local Planning Scheme No. 4</i> to: | | | |
| 1.1. insert additional use No. 11 in Schedule 2 – Additional Uses as follows: | | | |
| No | Description of Land | Additional Use | Conditions |
| 12 | Lot 4 (447) Morangup Road, Morangup | Brewery, Cidery or Distillery (D) Restaurant/Café (I) Tourist Development (I) | a) Development shall be in accordance with site plans approved by local government and will require the issue of development approval. b) Each additional use requires development approval of the Local Government. c) Car parking and service access and loading requirement will be determined by local government as a condition of development approval, considering the number of spaces estimated to be necessary. Commercial vehicles would not enter or leave the premises earlier than 9:00am or later than 5:00pm on Monday to |

ORDINARY COUNCIL MEETING MINUTES

23 AUGUST 2023

| | | | |
|---|--|--|---|
| | | | Saturdays. No freight access to occur on Sundays. |
| <p>1.2. amend the Scheme Map to designate the Additional Use by including an 'A12' notation over Lot 4 (447) Morangup Road, Morangup; and</p> <p>2. In accordance with Regulation 35(2) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> determines that the Scheme amendment is a complex amendment as the proposed use for the site is one not contemplated in the Local Planning Strategy when it was last prepared by the Shire.</p> <p>3. Requests the CEO to advertise the proposed Scheme amendment for a period of 60 days and bring a report to the December 2023 Ordinary Council Meeting to consider submissions received.</p> <p><u>Voted For:</u> Crs R Madacsi, B Ruthven, C Duri, P Hart, S McCormick, M McKeown and S Pearce</p> <p><u>Voted Against:</u> Nil</p> <p style="text-align: right;">MOTION CARRIED 7/0</p> | | | |



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Your ref:
Our ref: 1080

CEO – Shire of Toodyay
PO Box 96
TOODYAY WA 6566

Attention – Mr. Hugo de Vos: Manager - Development Services.
Via email – planner@toodyay.gov.au

Dear Hugo

Subject - Local Planning Scheme 4; Amendment 12– Additional Uses
Location – Rural Residential zone - Lot 4 & 5 Morangup Road Morangup.

Further to our recent telephone discussion I would like to re-submit the revised Scheme Amendment report and documents to reflect necessary changes following written officer comment received by the Shire from the Department of Water and Environmental Regulation (Officers O'Brien and Pond).

The officers raised concerns about potential of the Additional Uses to impact: -

- Underground water quality
- Flora, vegetation, and fauna (habitat).

I discussed the feedback with Ms. Fiona Pond and Mr. Gerard O'Brien of the Department of Water and Environmental Regulation and established, their comments arose due a misunderstanding about the distillery. Officers did not understand it has been approved by the Shire as a home business, built and operated at the site for several years, and did not appreciate there was also an orchard operating on the land for many years.

I explained that the distillery had been operating for several years. The distillery is an approved Home Business, that the Scheme Amendment did not contemplate an expansion of the distillery in capacity other than to allow for tourism visitor facilities to provide for on-site sampling and sale, as well as accompanying food and beverage services for this trade.

Officers explained concern about possible impacts on remnant vegetation and the vegetation and habitat on adjacent properties, Mr. O'Brien indicated they are primarily concerned about the potential for clearing on Lot 5 (notwithstanding its current Rural Residential zoning). He advised that unless there are studies undertaken of the site and impacts on adjacent site, DWER would not recommend EPA support for the Scheme amendment to proceed to advertise.

This reticence was in consideration of the proposed Additional Uses of Farm Stay/Host Farm, and Reception Centre, uses which he considered would be likely to increase the overall footprint and impact to extend over Lot 5.

1

LPS 4 - Amendment 12 | June 2023



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Whilst there has been no development application devised or submitted yet, (lest it pre-empt the Scheme amendment process) we suggest the DWER concerns can be immediately addressed by

- deleting Lot 5 from the proposed amendment, and
- removing the additional uses of *Farm Stay/Host Farm* and *Reception Centre*, from the Additional Uses Schedule.

The property owner confirmed support for those modifications. I have prepared a supplementary information sheet to assist in the referral to DWER describing what is located and approved to be operating on Lot 4 (noting this information may be useful to inform the DWER officers as to the scope and scale of the current site development so they can more accurately gauge the impact rather than presume a more extensive redevelopment of the site).

I anticipate this modification to fulfill the DWER requirement for adequate referral to proceed via s.48 and the Additional Use amendment to the Scheme be advertised.

As to the question of statutory process regarding an initiated Scheme amendment, I understand it rightly contemplates the Shire may receive initial advice from DWER and on that basis might adjust the initiated Amendment accordingly. The adjusted amendment may then be re-submitted to obtain a s.48 appraisal. (The legislation contemplates referral prior to public advertisement might result in improvements/modifications being made to the proposal).

You may wish to update and confirm with the CEO the Council is willing to continue the amendment in this modified form.

To assist in that decision, I provide you with a revised set of plans and Scheme Amendment description.

Yours sincerely,

Ross Montgomery – Principal

Land Insights
Planning – Design – Environment

19 September 2023

Scheme Amendment -12 – Shire of Toodyay Local Planning Scheme No.4.FI - Proposal Summary Description**Background**

A small-batch distillery was approved, built at Lot 4 Morangup Road Morangup in the Shire of Toodyay and operated for several years as a Home Business within the Rural Residential zone.

The Shire of Toodyay is responsible for the approval and management of development which relates to Scheme permitted uses.

Site activity uses the orchard produce (operated on the site for decades), with other ingredients to make small-batch liquor products.

The orchard, distillery and associated land use of Lot 4 has been established for several years without detriment or report of impact to natural waterways and drainage or nearby bushland reserve.

Proposal

The operator of the business seeks to open the premises to tourism visitors, to showcase local production and build an awareness of Toodyay as a location of fine quality produce. A tasting room is to be developed where sampling of produce and accompanying food from the site can occur (a cellar-door operation).

This is like businesses which operate throughout other rural production areas and is intended to build the Shire economy based upon existing business enterprise.

The Scheme is to be modified to introduce the uses of *Tourism Development* and *Restaurant Café* and recognize the current *Distillery* (which has been operating with Shire approval as a discretionary use within the Rural Residential zone) on the site.

Potential for Environmental Affect

The land is zoned Rural Residential, and the Scheme Amendment will add three selected uses to formalize what is an operating and approved business on the property, to better control development and to recognize the potential for development to boost tourism attraction for the Shire.

The distillery operates subject to the current Shire and scheme controls, including a need to obtain a planning approval for any further development on the site. To achieve the proposed tourism cellar door operation will require development of an enlarged shed to adequately provide shelter and space for visitors, a tasting area and logistics associated with the business.

A constructed car park will formalize what is currently a cleared and unestablished yard and maneuvering area. All works will be on Lot 4, the site which has been substantially cleared and used for orchard and home business purposes for many years.

Vegetation will be protected on the site- replanting can be done to reinforce remnant species.

Water management of any stormwater run-off will collect and infiltrate/distribute within the site.

The distillery and uses will be served by the current on-site wastewater system managed by the owner to the approval of the Shire. Environmental Health office.

Shire of Toodyay
Local Planning Scheme No. 4

Shire of Toodyay
Local Planning Scheme No. 4

Amendment No. 12

*Scheme Amendment to Schedule 2 of Local Planning Scheme No.4 to add the following
Additional Uses to the Rural Residential zoned lots at Lot 4 (447) Morangup Road, Morangup:-*

- *Brewery, Cidery or Distillery,*
- *Restaurant Café,*
- *Tourist Development.*

FORM 2A

Planning and Development Act 2005

**RESOLUTION TO PREPARE AMENDMENT
TO LOCAL PLANNING SCHEME**

*[Shire of Toodyay – Local Planning Scheme No.4]
[Amendment Number 12]*

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

The addition of and Additional Uses Brewery, Cidery or Distillery, Restaurant Café, Tourist development under Schedule 2 of Local Planning Scheme No.4.

The amendment is deemed complex under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

The Scheme Amendment proposes to add several additional Uses on Lot 4 Morangup Road Morangup to facilitate the development of a tourism-oriented business related to a distillery and Tasting/Sales room and associated site-related tourism and hospitality uses.

Dated this _____ day of _____ 20__

(Chief Executive Officer)

1.0 INTRODUCTION

Land Insights acts on behalf of the landowner TBO Enterprises Pty Ltd, the proponent, to initiate a scheme amendment to the Shire of Toodyay Local Planning Scheme No.4 (LPS4) to allow for the specified additional uses within the Rural Residential zone to apply at Lot 4 (447) Morangup Road, Morangup (subject site).

The proposed amendment will insert several additional use notations into Schedule 2 of the Shire of Toodyay's (Shire) Local Planning Scheme No.4 to specifically apply to Lot 4 within the Rural Residential zone. The amendment for additional uses of a boutique small distillery and associated tasting/sales room and other associated tourism and hospitality-oriented uses to be considered by Council.

The proposed development will process products from the subject site and surrounding areas through a distillery to make spirits (including, gin, limoncello, vodka and whisky). The associated proposed uses will also allow incidental tourism uses to operate on the subject alongside the currently operating distillery and associated biodynamic farming currently occurring on the subject site.

According to the Planning and Development Act Regulations criteria this amendment is deemed to be a complex amendment because the proposed use for the site is one not contemplated in the Local Planning Strategy when it was last prepared by the Shire. The procedure applies to its initiation and advertisement for public comment.

1.0 BACKGROUND

The current owners have farmed the land as an established orchard farm since 1984. They initially planted grapes, citrus, fruit trees and seasonal vegetables and tended to chickens and pigs. The switch to biodynamic farming practice occurred in the past 20 years to produce organic seasonal crops to a standard certified by the National Association for Sustainable Agriculture Australia (NASAA).

The distillery currently operates with a development approval from the Shire as a 'Home Business' (granted on the 15th of October 2021). This approval allows for the operations at the site subject to the following:

- *The home business shall not employ any person (no more than 2 persons) who is (are) not a member of the occupier's household;*
- *The home business shall not exceed 50 m² ;*
- *The home business shall not involve the retail sale, display, or hire of any goods unless the sale, display or hire is done only by means of the internet;*
- *The home business shall not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight;*

The distillery operates successfully as a home occupation with no problem or issues. The proposed scheme amendment is to transition from a home occupation into a distillery and associated uses which can build tourist attraction for the locality and the Shire.

Once the amendment has been initiated by the Shire, the applicant will prepare detailed development applications to outline a staged plan to develop enhanced tourist facilities at the site to welcome visitors. These development applications will be assessed in the context of the Scheme and the additional uses.

Site Details

The subject site is located at Lot 4 (447) Morangup Road, Morangup.

Refer to **Table 1** below for land tenure details.

| Lot | Deposited Plan | Volume | Folio | Area (Ha) |
|-----|----------------|--------|-------|-----------|
| 4 | 14524 | 1664 | 730 | 10.0033ha |

Table 1 – Lot Details

Refer to **Attachment A** for a copy of the Certificate of Titles

Location

The subject site is located approximately 20km to the south west of the Toodyay townsite with access directly to Morangup Road. This connects with Toodyay Road to the south. Toodyay Road connects Perth to Toodyay townsite.

The subject site is generally flat with slight undulation and has been substantially cleared and graded. It is currently used for low scale bio-dynamic agricultural farming and the approved Home Business. The land is part of a larger Rural Residential zone area with similar small scale uses in the surrounding area. The Morangup Nature Reserve is nearby but separate, located on the eastern side of Morangup Road in this locality.

Refer to **Figure 1** below for an aerial photograph depicting the subject site and its surrounds.



Figure 1 – Aerial Photograph – Subject Site and Surrounds (Source PlanWA)

3.0 PLANNING CONTEXT

Statutory Planning Framework

3.1 Shire of Toodyay Local Planning Scheme No.4 (LPS4)

The subject site is zoned 'Rural Residential' under the Shire's Local Planning Scheme No.4 (LPS4) refer to **Figure 2**, zoning map below. The zones and use of the land are set out under Part 3 of the LPS4 and clause 3.2(h) relates to the objectives of the Rural Residential Zone which are;

- i. Provide for a range of lifestyle opportunities as permitted under the zoning table and other provisions of the scheme,*
- ii. Maintain and enhance the character and amenity of the locality.*
- iii. Enhance the districts social and economic structure without detrimentally affecting the landscape, environment and existing agricultural activity.*
- iv. Ensure the protection and conservation of native vegetation;*
- v. Ensure that lot sizes and shapes are rationally related to the topography and state of land development; and*
- vi. Have regard for the visual aspect of the site in considering development applications.*

The zoning table of LPS4, identifies that uses such as 'Restaurant/Café', 'Shop', 'Showroom', 'Small Bar', 'Tavern' and 'Winery' are all 'X' uses in the Rural Residential zone, meaning that these uses are not permitted and therefore development consistent with these definitions cannot be considered by Council.

Given the tourist appeal of these uses and the potential for tourism businesses to stimulate the local economy, the Council may consider an amendment to the LPS4 to add the specific additional uses is warranted for the subject site to improve the tourism potential of the approved home business - distillery. Amendment to LPS4 will add associated tourism and hospitality-oriented uses (such as a tasting/sales room and related uses) to operate in conjunction with the approved distillery. These will add to the tourism appeal of the distillery on the site.

Additional uses of 'Tourist Development' will augment the visitor experience of the distillery and the biodynamic farming produce of the site to create further tourist attractions. A visitor experience would include opportunity to sample, consume and purchase biodynamic produce from the premises and to take tours of the business and property (production of the spirits on site and the processes involved in the biodynamic farming practices).

All development will be contained to Lot 4 (No.447) Morangup Road Morangup.

In terms of the Tourist Development, the proponent is proposing to welcome tourists to visit the site to learn about the biodynamic operations on the farm.

The proposal aligns with the Scheme objectives of the 'Rural Residential' zone because the proposal will:

- Increase the range of lifestyle opportunities on the subject site and locally,
- Maintain and enhance the character and amenity of the locality by creating a tourist attraction that is comparable to its surroundings,
- Enhances the district's social and economic structure but does not detrimentally affect the landscape, environment or the existing activity within the existing Rural Residential Area,
- The proposal will not clear any current native vegetation,

- Not involve further subdivision of the subject site as proposed.

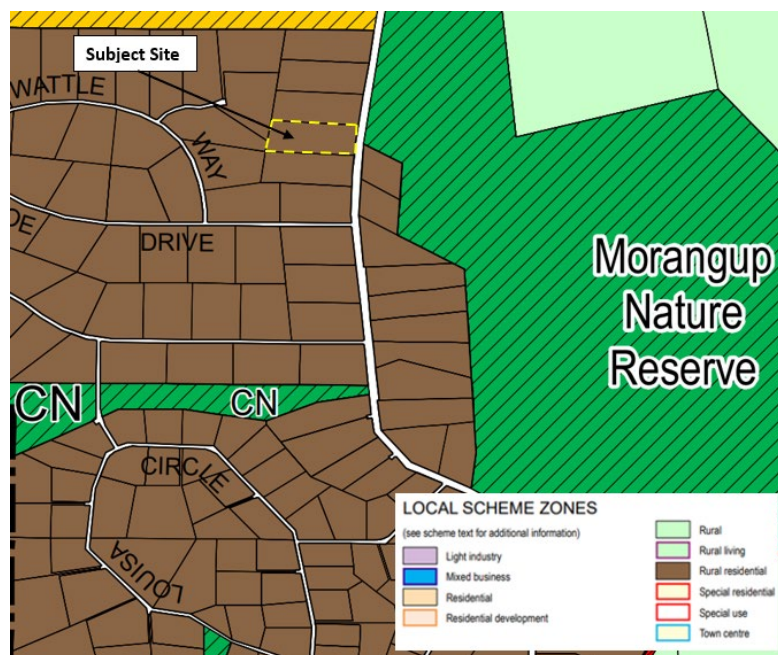


Figure 2 – Zoning Map (Source – Department for Planning Lands and Heritage)

3.2 State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP3.7)

Bushfire risk and management is typically assessed as a part of a development application. Following amendment of the Scheme the proponent may lodge a development application for works that are to occur on the subject site in relation to any of the approved additional uses under this proposed amendment. The bushfire management plan is related to the development rather than the use of the site and therefore detailed plans would be assessed as part of that process.

The site (like much of the locality and the Shire) is wholly within a designated bushfire prone area and therefore a development application assessment should include bushfire risk assessment and a risk management plan to be addressed in the layout of the site and buildings. The additional uses to increase tourist visits may slightly elevate the risk per-se, however the design and layout of the development to manage this risk and a fire management plan can be assessed in the overall development application assessment process before any approval is to be issued.

The lodgement of a development application with the Shire, would therefore be accompanied by the production of a bushfire risk assessment and management plan consistent with SPP 3.7 in relation to the development and operations that will be occurring on site and do not form part of this application.

4.0 Strategic Planning Framework

4.1 Shire of Toodyay Local Planning Strategy (2017)

Clause 5.2 of the Local Planning Strategy (LPS) relates to the objectives of the strategy with the following being applicable to the proposed scheme amendment:

- *provide for economic diversification in rural and rural living areas by providing small scale and business opportunities compatible with the surrounding areas;*
- *retain, enhance, protect and promote the ecological integrity and biological diversity of the Shire;*

The proposed scheme amendment provides for achievement of these objectives for economic diversification within a rural living area. It would enable a small-scale business opportunity to be established using produce grown on the subject site and for this to be part of a tourism industry featuring food and related products.

The proposed additional uses on the subject site combined with the bio-dynamic practices will retain, enhance, protect, and promote the ecological integrity and biological diversity of the Shire and showcase this to tourists.

Consumption of quality produce grown and produced on the site can make a strong association with Toodyay as a quality produce district. A Restaurant/Café is also proposed as part of the tourist facility. Tourists, visiting for the day can learn about the biodynamic processes and taste local grown produce. This experience will grow the overall tourist appeal for Toodyay and stimulate growth in tourism associated jobs.

Clause 6.3 of the LPS relates to Tourism and states that:

Tourism is a major contributor to the economy of the Shire and growth in the sector is expected in all areas. In order to accommodate this growth and to encourage the creation of tourism related business, flexibility for usage in rural land use zones is encouraged.

It further states that:

It is important that LPS5 promotes flexibility and diversification in commercial and rural areas, including heritage places, to facilitate the growth of the tourism sector.

The site is in the Rural Residential zone but produces rural goods from its farm activities. Therefore, the objectives of the strategy relate to both rural and rural living areas within the Shire. The proposed amendment will herald development that can bring tourists into the rural living area as a tourist destination. This may in time attract small tourism businesses to the area to boost the Shire economy.

The enhanced distillery and associated tasting/sales room will compliment nearby tourism attractors within the area to promote the Shire as a tourism and quality food destination.

Clause 7 of the LPS relates to tourism, and sets out the Strategic Directions and Strategies and Actions for the Shire. Clause 7.3 relates to tourism and this proposed scheme amendment as follows:

Strategic Directions and Strategies

- a. *Encourage diversification of agricultural activities by permitting ancillary use, such as home business and tourism.*

Actions

- a. *The General Agriculture zone should be flexible to accommodate appropriate tourism uses to enable farmers to diversify their activities to ensure sustainable development of the Shire. (ONGOING)*
- b. *Identify appropriate tourist land uses to be included in LPS5. The use classes, in most cases, should be a 'D' or 'A' use in zones considered acceptable for each specific tourist land use. (SHORT TERM)*

Although the site is not located within the General Agriculture zone, the distillery and tasting/sales room (along with the other proposed additional tourism uses) are ancillary and linked to the promotion of biodynamic agricultural produce currently occurring at the site. Visitors to the farm see the production of the spirits onsite and can consume this in the Reception Centre and Restaurant/Cafe.

The LPS objectives refer to both rural and rural living areas and the proposed new Scheme LPS5 promotes opportunities for small businesses that are compatible with the surrounding area and encourage tourism within the Shire should also be considered as a 'D' or 'A' use also within the rural living area.

Part 2 of the strategy – Background information and analysis Clause 2.3.2 relates to tourism and states:

Tourism activity in the Shire has been traditionally focussed in the Toodyay townsite, which contains several visitor attraction and accommodation options. This assumes a nexus with commercial or retail zoning however, in this case and others the nexus applies between the growing and processing of the produce at the site. In those cases, rural residential or cottage tourism initiatives are being successfully conducted alongside traditional farming activities.

Clause 2.3.2.1 relates to Rural Tourism and states;

This Strategy recognises the importance of tourism to the local economy as consistent with the objective to encourage farm diversification, acknowledges that tourism may, where appropriate, form part of farm diversification activities. These activities may include short-term accommodation, cafes and restaurants, and recreation facilities.

Some of those land uses are included in the Local Planning Scheme as discretionary permissible uses, whereas large scale tourism proposals that will become the predominant use of land zoned General Agriculture will require rezoning by seeking an amendment to the Local Planning Scheme.

This Strategy encourages private tourism businesses outside of the Toodyay townsite, closer to source or to landscape resources attributed to the attraction itself (such as wineries, cafes, private gardens, artisan crafts, public farms, golfing, and an archery park).

The proposed scheme amendment will facilitate several ancillary uses on the subject site outside of the Toodyay townsite and this aligns with Clause 2.3.2.1 and will also allow for diversification of uses to complement the bio-dynamic farm operating at this site.

4.2 Shire of Toodyay Strategic Community Plan to 2028

Reference below is made to the Economic – Business and jobs in the community section of the plan objectives and measures (as outlined for the Shire). The following relate to this scheme amendment:

| Objective 1 – Encourage and support investment into new and existing businesses in Toodyay. | Response |
|--|---|
| S1.1 Promote environmentally sustainable development that is consistent with our rural setting. | The proposed scheme amendment will support an environmentally sustainable business to produce gin onsite with flavouring using the biodynamic produce that is grown onsite. |
| S1.2 Work collaboratively with business stakeholders to minimise impediments. | The Shire adoption of the scheme amendment would allow a new tourism attractor to expand into and operate within the Shire |
| S1.3 Encourage new businesses and new business sectors to come to Toodyay. | The proposed scheme amendment will allow a gin distillery and tasting rooms as a pioneering business venture to locate and operate within the Shire and become a tourism accelerator. |

5.0 LOCAL PLANNING POLICIES

5.1 Local Planning Policy No.9 Amendments to the Shires Local Planning Scheme (Including Rezoning) (LPP9)

The purpose of LPP 9 is to define the process by which the Shire of Toodyay LPS can be amended.

This report addresses the requirements of this policy and is sufficient for it to proceed. The attendant Scheme development application process requires further design and works will ensue at the development application assessment stage.

6.0 PROPOSAL

6.1 Proposed Development

A summary of the anticipated development forms part of the proposed scheme amendment to sufficiently describe the operations on the subject site and how these may address the requirement for Shires current LPS4, however it is noted a development application will be required to be considered prior to approval to buildings and related works on the site.

All additional development to accommodate these uses will require separate development assessment by the Shire when applications are submitted for each component.

Further detailed design as part of a development application will resolve where the buildings will be located on Lot 4, and designed, and operated (details such as how many people will be onsite, servicing,

car parking, bushfire, and other related matters) to be dealt with at the development application stage once bushfire and related design studies are concluded.

The currently operating single-still micro-distillery will be augmented with tourism-related features such as a tasting area and formalised visitor parking. The distillation of spirits is flavoured by botanicals and other products produced on-site and this makes it distinct to the Toodyay region. A small tasting room is proposed at the distillery for visitors to taste and be briefed about the production of the spirit. The farm produces bio-organic produce which when combined with local spirits will be offered for sale following sample tasting. All development related to this amendment will be contained to Lot 4.

When the Shire formally assesses the design and location of the development to implement the related additional uses it will require that issues such as bushfire, parking, licences, operations, and other matters deemed significant by the Shire are addressed.

The proposed development will use recycled materials of a farming vernacular for much of the development to blend with the agricultural and bush land surrounds.

Any signage for the proposal will be kept to a size that does not dominate the rural landscape (less than 2m²) and located near the gate at the front fence of the property.

The boutique distillery and associated tasting/sales room and associated consumption of alcohol are contained entirely on the subject site. In addition to the requirements for development approval the consumption of liquor on site requires a Liquor Licence to be approved. That Licence would detail business hours as accepted by the Shire and approved by the Western Australian Planning Commission (WAPC).

Food handling associated with processing and service of food for on-site consumption is likewise controlled by local laws under the Health Act.

These are independent of the amendment process; however, Council will manage and control these further stages of approved operation.

6.2 Scheme Amendment – Text Addition

To facilitate the development and use control of the premises the Amendment will insert an Additional Use notation into Schedule 2 of LPS4 as follows:

Schedule 2

| No | Description of Land | Additional Use | Conditions |
|----|--|---|--|
| 12 | Lot 4 (447) Morangup Road, Morangup | Brewery, Cidery or Distillery (D) Restaurant/Café (I) Tourist Development (I) | <p>a) Development shall be in accordance with site plans approved by local government and will require the issue of development approval.</p> <p>b) Each additional use requires development approval of the Local Government.</p> <p>c) Car parking and service access and loading requirement will be determined by local government as a condition of development approval, considering the number of spaces estimated to be necessary.</p> <p>d) Commercial vehicles would not enter or leave the premises earlier than 9:00am or later than 5:00pm on Monday to Saturdays. No freight access to occur on Sundays.</p> |

The above proposed amendment allows for the distillery to produce spirits on the subject site at a scale which is aligned to a tourist facility and for the development of the proposed co-located tasting/sales room for visitor experience and incidental sales. As other proposed uses are developed over time they will be assessed subject to Scheme control to allow for the site to become a major tourist attractor within the locality and the Shire of Toodyay.

7.0 CONCLUSION

The proposal to amend the LPS 4 for additional uses for the 'Rural Residential' zone for Lots 4 Morangup Road in Morangup; will permit Council to consider the further development of the farm and distillery into a local tourism business, by adding a tasting room and incidental sales and associated tourism and hospitality uses. The owner indicates intention to develop a business which showcases local produce and processing into fine quality food and beverages. This will create the farm as a tourism attractor referencing agricultural product from the site, thereby associating fine quality food products with the Toodyay region.

The requested Scheme Amendment will enable the Shire to approve the development of a home scaled business into a tourist-oriented distillery to deliver economic growth and tourist activity for the locality and the Shire.

This report confirms the proposed scheme amendment meets the requirements of the Shire's statutory and strategic planning framework.

The proposed scheme amendment adds additional uses on the subject site (Lot 4) which are considered suitable for the existing Rural Residential zone. The development potential and benefit for the Shire warrants Council to initiate and advertise this Scheme amendment for public comment.

FORM 4A

Planning and Development Act 2005
RESOLUTION TO AMEND LOCAL PLANNING SCHEME

Shire of Toodyay Local Planning Scheme No.4
[Amendment Number 12]

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

The addition of Additional Uses being 'Brewery, Cidery or Distillery', 'Restaurant/Café', and 'Tourist Development' in Schedule 2 of Local Planning Scheme No.4.

Note to Shire : DO NOT INCLUDE ANY MODIFICATIONS AS ADOPTED BY COUNCIL - TO BE INCLUDED IN SCHEDULE OF MODIFICATIONS AND NOT IN RESOLUTION]

Following forms to be completed by Shire upon adoption

FORM 5A

COUNCIL ADOPTION

This Complex Amendment was adopted by resolution of the Council of the Shire of Toodyay at the [NAME] Meeting of the Council held on the [day] day of [month], 2023

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

by resolution of the Council of the Shire of Toodyay at the [NAME] Meeting of the Council held on the [day] day of [month], 2023 proceed to advertise this Amendment.

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended for [approval/refusal] by resolution of the Shire of Toodyay at the [NAME] Meeting of the Council held on the [number] day of [month], 2023 and the Common Seal of the [LOCAL GOVERNMENT] was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

WAPC RECOMMENDATION FOR APPROVAL

.....
DELEGATED UNDER S.16 OF
THE P&D ACT 2005

DATE.....
FORM 5A - CONTINUED

APPROVAL GRANTED

.....
MINISTER FOR PLANNING

DATE.....

Appendix

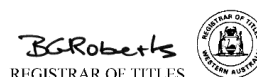
Subject Amendment Site - Land Title Identification.

| | |
|------------------------------------|-------------------------------------|
| REGISTER NUMBER 4/P14524 | |
| DUPLICATE EDITION N/A | DATE DUPLICATE ISSUED N/A |
| VOLUME 1664 | FOLIO 730 |

WESTERN AUSTRALIA

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

**LAND DESCRIPTION:**

LOT 4 ON PLAN 14524

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

HAROTIANE KIRAP TOUTIKIAN
SONA TOUTIKIAN
BOTH OF 17 HOLLETT ROAD, MORLEY
AS JOINT TENANTS

(T F840615) REGISTERED 29/3/1995

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

- EXCEPT AND RESERVING METALS, MINERALS, GEMS AND MINERAL OIL SPECIFIED IN TRANSFER 18843/1957.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1664-730 (4/P14524)
PREVIOUS TITLE: 1664-726
PROPERTY STREET ADDRESS: 447 MORANGUP RD, MORANGUP.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF TOODYAY

LANDGATE COPY OF ORIGINAL NOT TO SCALE 13/03/2023 03:19 PM Request number: 64827091



Hugo de Vos

From: Kelly Stevens
Sent: Tuesday, 7 November 2023 4:41 PM
To: Hugo de Vos; Tobie Prater
Subject: FW: ICR92974 - [External]-Shire of Toodyay local Planning Scheme no. 4 - Scheme Amendment No. 12 - LPS4/12

From: Lorraine Hort <L.Hort@toodyay.wa.gov.au>
Sent: Tuesday, 7 November 2023 4:39 PM
To: Kelly Stevens <K.Stevens@toodyay.wa.gov.au>
Subject: FW: ICR92974 - [External]-Shire of Toodyay local Planning Scheme no. 4 - Scheme Amendment No. 12 - LPS4/12

From: Bree Lyons <bree.lyons@dwer.wa.gov.au>
Sent: Monday, 6 November 2023 12:30 PM
To: Records Officer <records@toodyay.wa.gov.au>
Subject: ICR92974 - [External]-Shire of Toodyay local Planning Scheme no. 4 - Scheme Amendment No. 12 - LPS4/12

Attention: Tobie Prater

To whom it may concern,

The Department of Water and Environmental Regulation has assessed the proposed Local Planning Scheme Amendment and has no objections.

Kind regards,

Bree Lyons
Senior Natural Resource Management Officer
Swan Avon Planning Advice

Please note I work Monday and Wednesday

Department of Water and Environmental Regulation
Swan Avon Region
7 Ellam St, Victoria Park, WA 6100
T: (08) 6250 8035 | F: (08) 6250 8050
E: bree.lyons@dwer.wa.gov.au | www.dwer.wa.gov.au
Twitter: [@DWER WA](https://twitter.com/DWER_WA)

From: [Hugo de Vos](#)
To: [Hugo de Vos](#)
Subject: FW: ICR93062 - [External]-RE: Lot_4_Morangup_Rd_Local_Planning_Scheme_Amendment_Number_12
Date: Wednesday, 6 December 2023 9:31:22 AM
Attachments: [image002.png](#)

From: Jacqui Clinton <jacqui.clinton@dbca.wa.gov.au>
Sent: Monday, 13 November 2023 10:09 AM
To: Records Officer <records@toodyay.wa.gov.au>
Subject: ICR93062 - [External]-RE:
Lot_4_Morangup_Rd_Local_Planning_Scheme_Amendment_Number_12

To whom it may concern,

DBCA has reviewed the above local planning scheme amendment and have no comments to make on this occasion.

For your information – further planning referrals to the DBCA Swan Region should be directed to the email address: swanregionlanduseplanning@dbca.wa.gov.au to expediate review and response times and avoid the referral being sent to the wrong area of DBCA.

Regards

Jacqui Clinton

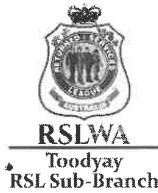
Senior Planning Officer
Swan Region
Parks and Wildlife Service
Department of Biodiversity, Conservation and Attractions
Phone: (08) 9442 0312 Mobile:0439 977 455
Email: jacqui.clinton@dbca.wa.gov.au

** I currently work part-time Monday to Thursday*



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** This message has been scanned by the XL2 spam filtering system.*



Discussion of Co-design and community collaboration.



How the Toodyay RSL Sub-branch and the Shire of Toodyay can partner together to each achieve their individual aims?

What are the RSL trying to achieve?

The RSL Toodyay Sub-branch are working towards establishing a facility, known as the RSL Centenary House project, to carry out the aims and objectives of the RSL while also providing a facility suitable for various community uses.

RSL Toodyay, Centenary House project – funding opportunities

- We have entered into a draft agreement with the Wheatbelt Development Commission for a grant of \$100,000.
- Raised \$50,000 + through sub-branch activities.
- Currently we have grant opportunities identified with:
 - Bendigo & Community Bank for \$350,000
 - LotteryWest for \$150,000
 - Chalice Mining for \$10,000.
- Should these grants all be approved, we will have a war chest in excess of \$660,000 to fund our building project.
- We also acknowledge the Shire of Toodyay for the generous gift of the Clinton St property to RSLWA.

RSL Toodyay, Centenary House project - funding challenges

- Department of Veterans Affairs do not fund building projects or capital works except under specific circumstances.
No DVA grants suitable for this project are available at the present time.
- Both Bendigo Bank and LotteryWest have indicated to us that our focus is too narrow and requires a broader benefit to the Toodyay community.

- While the sub-branch intend to make the new facility available to community groups, there are not enough firm commitments from interested local groups to satisfy that requirement.
- To make our grant applications more likely to be successful, we need to demonstrate a greater benefit to the Toodyay Community.

So how does the RSL demonstrate a commitment of greater community use?

We apply the principles from LotteryWest's five steps of co-design and community collaboration.

Step 1:

Understanding and identifying the community's needs and priorities.

- Source – *Shire of Toodyay - Council Plan 2023 – 2033*
"Plan for the future"
- This plan addresses three key areas for the Shire:
 - Where are we now?
 - Where do we want to be?
 - How do we get there?
- The plan describes:
 - A future vision for the Shire of Toodyay
 - How the Shire will achieve and resource its objectives
 - How success will be measured and reported

How does the RSL, a respected community organization since 1919, play a part in delivering this plan? Referring to the above document;

- Page 17 of the Shire's '*Plan for the future*' document makes the following statement:
 - *The community would like improved access to services and facilities for families, children and young people. A youth centre has been suggested to provide young people with a safe space to meet, socialize and access support services.*
- *And on page 20 – An inclusive, connected community. Objective 2.1.4*
 - *Explore opportunities to deliver more meeting places and activities for seniors, such as a community garden and craft groups.*

- The proposed development by the RSL is able to provide a facility to meet those two previously identified needs.
- The land area is just over one acre in total with possibly one third being able to be utilized for a community garden space.
- The building; comprising a meeting hall, small kitchen, privacy office and café area would be ideal for use as a youth club.
There may be opportunities to use the larger, existing building for indoor sports, eg '5 a side soccer' or 'Beach volleyball' by the youth club.
(Obviously this would require further development of that building.)

Step 2:

Potential partners and collaborators – mutual obligations

- The Shire will identify and work with community groups who will:
 - Establish and run the youth group,
 - Establish and run the community garden.
- The RSL will design into their facility suitable spaces for a youth club and space for a community garden.

Step 3:

Develop an initiative plan that incorporates community input.

RSL Toodyay project – community input

- Interested community members (identified in Step 2) will determine:
 - The size of and facilities needed for a youth club meeting hall and what specific requirements such a group would need.
 - The assessment of whether the available land at the Clinton Street facility would be suitable for a community garden and how such a venture may come to be a reality.
- The RSL has neither the resources nor expertise to manage these community activities. What we are doing is providing an environment where community groups can deliver their own programs.
- RSL may need to revisit fund raising depending on the requirements of the two community groups.
- RSL will not be in a position to outfit the identified groups with equipment, specific infrastructure etc.
Each group will need to fundraise for their own needs.

- Each community group will need to be self-supporting, both financially and operationally.
- RSL will need to cover their costs by charging a suitable fee for the use of the premises.

Summary of steps 1, 2 & 3

☞ The Shire need

- A place to host a Youth Club
- An area suitable for a Community Garden
- Suitable meeting place for seniors

The RSL can provide

- New, up to date class 9b building, suitable for:
 - Youth Club
 - Seniors meeting
 - Approximately 1/3 acre for a Community Garden space

☞ Step 4:

Test and refine the initiative plan.

To be completed following community groups expectations being developed.

Step 5:

Implement and evaluate the initiative.

To be completed following community groups expectations being developed.

Conclusion - What is the RSL asking the Shire to do?

- ☞ • By entering into a MOU to develop the two initiatives, identified above, the RSL can progress their funding applications while the 2 community opportunities are further developed by their respective groups. This will demonstrate, via collaboration between Shire and the RSL, a commitment to achieve their respective aims which will give confidence to our funding partners.
- Give permission for the RSL to include either the Shire's planning document or relevant excerpts in our funding applications.

02 November 2023

**SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION**
For the Period Ended 30 NOVEMBER 20

**OPERATING ACTIVITIES
SH AND FINANCIAL ASSETS**

| Description | Interest Rate | Unrestricted | Restricted | Trust | Total | | Maturity Date |
|---------------------------|---------------|------------------|------------------|------------------|------------------|--------------|---------------|
| | | | | | Cash | Institution | |
| Cash Deposits | | | | | | | |
| Municipal | | 3,948,548 | | | 3,948,548 | Bendigo Bank | |
| Trust-633 000 110 482 783 | | | | 163,226 | 163,226 | Bendigo Bank | |
| Reserve Account | 0.40% | | 2,496,887 | | 2,496,887 | Bendigo Bank | |
| 633 000 137 945 127 | 0.35% | | | 143,027 | 143,027 | Bendigo Bank | |
| 633 000 152 237 145 | 0.35% | | | 49,968 | 49,968 | Bendigo Bank | |
| 633 000 152 238 135 | 0.35% | | | 126,340 | 126,340 | Bendigo Bank | |
| 633 000 152 238 176 | 0.35% | | | 210,469 | 210,469 | Bendigo Bank | |
| 633 000 152 238 218 | 0.35% | | | 456,303 | 456,303 | Bendigo Bank | |
| 633 000 152 240 834 | 0.35% | | | 33,214 | 33,214 | Bendigo Bank | |
| 633 000 158 622 795 | 0.35% | | | 25,104 | 25,104 | Bendigo Bank | |
| 633 000 165 467 309 | 0.35% | | | 127,175 | 127,175 | Bendigo Bank | |
| 633 000 173 945 890 | 0.35% | | | 9,628 | 9,628 | Bendigo Bank | |
| 633 000 184 647 550 | 0.35% | | | 10,132 | 10,132 | Bendigo Bank | |
| SHIRE OF TOODYAY | | | | | | | |
| Total | | 3,948,548 | 2,496,887 | 1,354,586 | 7,800,021 | | |
| Comprising | | | | | | | |
| Cash and cash equivalents | | 3,948,548 | 2,496,887 | 1,354,586 | 7,800,021 | | |
| | | 3,948,548 | 2,496,887 | 1,354,586 | 7,800,021 | | |

KEY INFORMATION

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.

**SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION**

| Debtors Account Reconciliation As At 30 NOVEMBER 2023 | | | | | |
|--|------------------|-------------------|-------------------|---------------------|-------------------|
| Description | Current | 31-59 Days | 60-89 Days | Over 90 Days | Balance |
| Debtor Control-Miscellaneous Debtors | 49,542.16 | 125,509.46 | 4,605.17 | 6,382.13 | 186,038.92 |
| Debtor Control-Libraries | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Debtor Control-Community Services | 1,598.70 | 86.20 | 817.15 | 187.27 | 2,689.32 |
| Debtor Control-Infringements | 0.00 | 0.00 | 131.00 | 109.85 | 240.85 |
| Debtor Control-Waste Management | 0.00 | 0.00 | 190.00 | 0.00 | 190.00 |
| Cemetry Fees | 1,846.50 | 0.00 | 1,675.50 | 0 | 3,522.00 |
| Dog Registration | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 |
| Total | 52,987.36 | 125,595.66 | 7,418.82 | 6,779.25 | 192,781.09 |

| Account Reconciliation | |
|--------------------------------|-------------|
| Debtors Accounts Total | 192,781.09 |
| Debtors Control Accounts Total | 192,781.09 |
| Variance | 0.00 |

Comments/Notes-Receiveable 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 30 NOVEMBER 2023

| | Current Overdue | Arrears- Year 1 | Arrears- Year 2 | Arrears-Year 3 and over | Deferments | Total Balance | Variance |
|------------------|---------------------|-------------------|-------------------|-------------------------|-------------------|---------------------|-------------|
| Rates Control | 3,411,405.07 | 322,309.02 | 118,048.20 | 132,235.07 | 0.00 | 3,983,997.36 | 0.00 |
| Rates Deferment | 0.00 | 0.00 | 0.00 | 0.00 | 343,462.45 | 343,462.45 | 0.00 |
| Rates PrePayment | -343,462.45 | 0.00 | 0.00 | 0.00 | 0.00 | -343,462.45 | 0.00 |
| Total | 3,067,942.62 | 322,309.02 | 118,048.20 | 132,235.07 | 343,462.45 | 3,983,997.36 | 0.00 |

Account Reconciliation

| | |
|------------------------------|--------------|
| Rates Accounts Total | 3,983,997.36 |
| Rates Control Accounts Total | 3,983,997.36 |
| Variance | 0.00 |

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 30 NOVEMBER 2023

RESERVE ACCOUNTS

Reserve Accounts - Movement

| | 2023/24 Actual Opening Balance | 2023/24 Actual Transfer to | 2023/24 Actual Transfer (from) | 2023/24 Actual Closing Balance | 2023/24 Budget Opening Balance | 2023/24 Budget Transfer to | 2023/24 Budget Transfer (from) | 2023/24 Budget Closing Balance | 2022/23 Actual Opening Balance | 2022/23 Actual Transfer to | 2022/23 Actual Transfer (from) | 2022/23 Actual Closing Balance |
|--|---|----------------------------------|---|---|---|----------------------------------|---|---|---|----------------------------------|---|---|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Restricted by council | | | | | | | | | | | | |
| (a) Employee Entitlement Reserve | 278,697 | 3,772 | 0 | 282,469 | 272,430 | 0 | 0 | 272,430 | 247,692 | 31,005 | 0 | 278,697 |
| (b) Asset Development Reserve | 612,919 | 8,237 | 0 | 621,215 | 604,608 | 0 | (145,000) | 459,608 | 328,417 | 284,502 | 0 | 612,919 |
| (c) CCTV Reserve | 27,802 | 376 | 0 | 28,178 | 27,116 | 0 | 0 | 27,116 | 27,144 | 658 | 0 | 27,802 |
| (d) Emergency Management Reserve | 77,258 | 1,046 | 0 | 78,303 | 75,350 | 0 | 0 | 75,350 | 75,429 | 1,829 | 0 | 77,258 |
| (e) Newcastle Footbridge & Pedestrian Overpass Reserve | 44,470 | 602 | 0 | 45,072 | 43,494 | 0 | 0 | 43,494 | 38,536 | 5,934 | 0 | 44,470 |
| (f) Heritage Reserve | 11,449 | 155 | 0 | 11,604 | 11,166 | 0 | (10,000) | 1,166 | 11,178 | 271 | 0 | 11,449 |
| (g) Plant Reserve | 155,855 | 2,110 | 0 | 157,965 | 152,005 | 0 | 0 | 152,005 | 152,166 | 3,689 | 0 | 155,855 |
| (h) Recreation Development Reserve | 261,628 | 3,541 | 0 | 265,169 | 255,411 | 10,000 | 0 | 265,411 | 245,672 | 15,956 | 0 | 261,628 |
| (i) Refuse Reserve | 118,301 | 1,601 | 0 | 119,902 | 115,379 | 0 | 0 | 115,379 | 115,501 | 2,800 | 0 | 118,301 |
| (j) Road Contribution Reserve | 381,346 | 5,162 | 0 | 386,508 | 376,345 | 150,000 | (50,000) | 476,345 | 197,676 | 203,670 | (20,000) | 381,346 |
| (k) Strategic Access & Egress Reserve | 340,255 | 4,606 | 0 | 344,860 | 334,319 | 50,000 | (156,440) | 227,879 | 234,568 | 105,687 | 0 | 340,255 |
| (l) Drainage and Sewerage Reserve | 132,561 | 1,794 | 0 | 134,356 | 129,780 | 20,000 | 0 | 149,780 | 109,897 | 22,664 | 0 | 132,561 |
| (m) Biosecurity Reserve | 1,000 | 14 | 0 | 1,014 | 1,000 | 5,000 | 0 | 6,000 | 0 | 1,000 | 0 | 1,000 |
| (n) Roads Reserve | 20,000 | 271 | 0 | 20,271 | 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 | 80,000 | 0 | 0 | 80,000 | 0 | 0 | 0 | 0 |
| | 2,463,540 | 33,346.67 | 0 | 2,496,887.04 | 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 |
| (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 30 NOVEMBER 2023

BORROWINGS

| Purpose | Loan Number | Institution | Interest Rate | 2023/2024 | | 2023/2024 | | Actual | | 2023/2024 | | Budget | | 2023/2024 | | Budget | | 2023/2024 | | 2022/2023 | | 2022/2023 | | Actual | | 2022/2023 | | |
|--------------------------------|-------------|-------------|---------------|------------------------------|------------------|-----------------------------|--|----------------------------|----------------------------|------------------|-----------------------------|--|----------------------------|------------------------------|------------------|-----------------------------|--|----------------------------|----------------------------|------------------|-----------------------------|--|----------------------------|------------------------------|------------------|-----------------------------|--|----------------------------|
| | | | | Actual Principal 1 July 2023 | Actual New Loans | Actual Principal Repayments | Actual Principal outstanding 2023/2024 | Actual Interest Repayments | Budget Principal 2023/2024 | Budget New Loans | Budget Principal Repayments | Budget Principal outstanding 2023/2024 | Budget Interest Repayments | Actual Principal 1 July 2022 | Actual New Loans | Actual Principal Repayments | Actual Principal outstanding 2022/2023 | Actual Interest Repayments | Budget Principal 2022/2023 | Budget New Loans | Budget Principal Repayments | Budget Principal outstanding 2022/2023 | Budget Interest Repayments | Actual Principal 1 July 2022 | Actual New Loans | Actual Principal Repayments | Actual Principal outstanding 2022/2023 | Actual Interest Repayments |
| Loan 67 - Library Upgrade | 67 | WATC | 6.6% | 50,504 | 0 | 0 | 0 | 0 | 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 | 0 | 0 | 0 | 655,959 | 0 | (48,673) | 606,156 | (26,624) | 655,959 | 0 | (47,371) | 608,288 | 28,656 | | | | | | | | | | |
| Loan 75B - Recreation Precinct | 75B | WATC | 2.31% | 4,137,043 | 0 | 0 | 0 | 0 | 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 | 0 | 0 | 0 | 516,577 | 0 | (41,230) | 475,347 | (21,106) | 516,578 | 0 | (39,427) | 477,150 | 22,909 | | | | | | | | | | |
| | | 0.37% | | 5,272,985 | 0 | 0 | 0 | 0 | 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 30 NOVEMBER 2023

LEASE LIABILITIES

| Purpose | Institution | Lease Interest Rate | Lease Term | 2023/24 | Actual | 2023/24 | Budget | 2023/24 | Budget | 2022/23 | Actual | 2022/23 | |
|------------------------------|-------------------|---------------------|------------|------------------------------|---|--|---------------------------------------|------------------------------|-----------------------------|------------------------------|---------------------------|-----------|---------|
| | | | | Actual Principal 1 July 2023 | Lease Principal repayments 30 June 2024 | Lease Principal outstanding 30 June 2024 | Lease Interest repayments 1 July 2023 | Lease Principal 30 June 2024 | Lease Principal 1 July 2022 | Lease Principal 30 June 2023 | Lease Interest repayments | | |
| ESRI Mapping Software | Commonwealth Bank | 1.70% | 36 months | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 8,673 | \$ (8,673) | \$ 0 | |
| Drum Roller | Gear Select | 1.50% | 60 months | 42,208 | 0 | 42,208 | 0 | 42,208 | (25,056) | 17,152 | 67,060 | (24,852) | 42,208 |
| IVECO Truck | CNH Capital | 4.30% | 60 months | 0 | 0 | 0 | 0 | 0 | (50,000) | (50,000) | 23,747 | (23,747) | 0 |
| Front Wheel Loader | Komatsu | 1.50% | 60 months | 87,758 | 0 | 87,758 | 0 | 87,758 | (53,472) | 34,286 | 137,162 | (49,404) | 87,758 |
| Grader | Komatsu | 0.37% | 60 months | 0 | 0 | 0 | 0 | 0 | (59,000) | (59,000) | 28,037 | (28,037) | 0 |
| Photocopier | WOBM | | 60 months | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Solar Proposal Library/Depot | All Leasing | | 84 months | 5,462 | 0 | 5,462 | 0 | 5,462 | 0 | 5,462 | 10,411 | (4,949) | 5,462 |
| Hino Truck | | | | 0 | 0 | 0 | 0 | 0 | (50,000) | (50,000) | 0 | 0 | 0 |
| | | | | 135,428 | 0 | 135,428 | 0 | 135,428 | (237,528) | (102,100) | 275,090 | (139,662) | 135,428 |
| | | | | | | | | | | | | | (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, the Shire uses its incremental borrowing rate. 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 30 NOVEMBER 2023

CAPITAL ACQUISITIONS

| CAPITAL ACQUISITIONS | 2023/24 Adopted | | | Variance (Under)/Over (F)-(E) |
|--|-----------------|-------------|------------------|----------------------------------|
| | Budget | YTD Budget | YTD Actual Total | |
| | \$ | \$ | \$ | \$ |
| Land and Buildings | (501,539) | (208,975) | (16,143) | (192,832) |
| Plant and Equipment | (766,034) | (319,181) | (174,662) | (144,519) |
| Infrastructure Assets - Roads | (4,403,977) | (1,834,990) | (1,004,787) | (830,203) |
| Infrastructure Assets - Footpaths | (335,000) | (139,583) | (23,721) | (115,863) |
| Infrastructure Assets - Drainage & Bridges | (580,006) | (241,669) | (335,750) | 94,081 |
| Infrastructure Assets - Other | (167,940) | (167,940) | (203,441) | 35,501 |
| | (6,754,496) | (2,912,338) | (1,758,503) | (1,153,835) |

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 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 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,

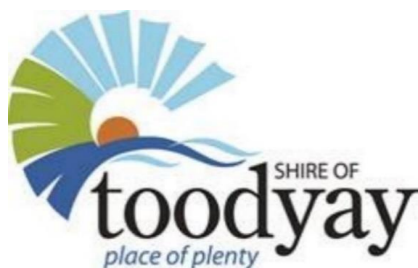
SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

CAPITAL ACQUISITIONS

| | 2023/24 Adopted Budget | YTD Budget | YTD Actual Total | YTD Variance |
|--|---------------------------|------------------|------------------|--------------------|
| LAND AND BUILDINGS | 501,539 | 70,045 | 16,143 | (485,396) |
| Butterfly House - Veranda Repairs | 10,000 | 4,167 | 0 | (10,000) |
| Butterfly House - Replacement of Front Fence | 0 | 0 | 7,961 | 7,961 |
| Morangup Hall - Commercial Kitchen and Floor Sealing | 5,000 | 0 | 0 | (5,000) |
| Donegans Cottage - Structural Repair | 30,000 | 12,500 | 0 | (30,000) |
| Library Drainage & Brickwork Repair and Painting | 25,000 | 10,417 | 0 | (25,000) |
| Parkers Cottage - Structural Repair | 6,000 | 2,500 | 0 | (6,000) |
| Clinton Street Duplex - Seal Roof | 10,000 | 4,167 | 8,182 | (1,818) |
| Visitors Centre - Security/Duress Alarms | 5,000 | 2,083 | 0 | (5,000) |
| PLANT AND EQUIPMENT | 766,034 | 319,181 | 174,662 | (591,372) |
| HEAVY VEHICLE/PLANT REPLACEMENT SCHEDULE | 716,769 | 298,654 | 0 | (716,769) |
| John Deere 670GP | 400,000 | 166,667 | 0 | (400,000) |
| Skid Steer Broom | 7,000 | 2,917 | 0 | (7,000) |
| Evac Centre Generator | 154,769 | 64,487 | 0 | (154,769) |
| LIGHT VEHICLE REPLACEMENT SCHEDULE | 49,265 | 20,527 | 174,662 | 125,397 |
| Isuzu MUX - T0000 | 49,265 | 20,527 | 49,755 | 490 |
| Isuzu D-Max Space Cab Chassis-T0001 | 0 | 0 | 53,324 | 53,324 |
| New Isuzu D-Max 4x4 Dual Cab utility-T0023 | 0 | 0 | 54,647 | 54,647 |
| | 0 | 0 | 16,936 | 16,936 |
| INFRASTRUCTURE | 5,486,923 | 2,286,218 | 1,567,699 | (3,919,224) |
| ROADS | 4,403,977 | 1,834,990 | 1,004,787 | (3,399,190) |
| Bejoording Road - Widening - SLK 9.34 - 12.30 | 50,000 | 20,833 | 0 | (50,000) |
| Telegraph Rd - Bindi Bindi Toodyay Road(From Connor St)SLK 0.00-3.00 -30000189(Federal Black Sport Funding | 0 | 0 | 3,850 | 3,850 |
| Bindi Bindi Toodyay Road - SLK 2.86 - 6.56 - Wheel Path Pavement Repairs | 180,000 | 75,000 | 0 | (180,000) |
| Bindi Bindi Toodyay Road - Reseal & Linemarking - SLK 11.08 - 13.45 | 229,976 | 95,823 | 3,324 | (226,652) |
| Julimar Road Rehabilitation - RRG - SLK 17.56 - 19.81(Regional Roads group) | 649,746 | 270,728 | 592,654 | (57,092) |
| Julimar Road Rehabilitation -RRG Black Spot - SLK 14.11 - 15.96(Regional Roads group) | 1,031,716 | 429,882 | 76,542 | (955,174) |
| Chitty Road Upgrade - R2R SLK 4.34 - 6.75(Roads to Recovery) | 180,000 | 75,000 | 21,856 | (158,144) |
| Julimar Road - RRG-SLK 19.81 - 22.52 (Regional Roads Groups) | 819,759 | 341,566 | 120,007 | (699,752) |
| Clackline Toodyay Road - Reseal & Linemarking -SLK 5.55- SLK 10.55 | 473,500 | 197,292 | 0 | (473,500) |
| Asphalt Repairs - Hamersley, Clinton, Fiennes & Anzac | 73,650 | 30,688 | 0 | (73,650) |
| Maintenance of Roadside Vegetation - Contract Works | 70,000 | 29,167 | 42,570 | (27,430) |
| WSFN Project Development - Bindoon Dewars Pool Road | 180,000 | 75,000 | 0 | (180,000) |
| Nottingham Road - Section 2 - SLK 0.29 - 0.50 | 166,976 | 69,573 | 0 | (166,976) |
| Budget for significant edgebreaks - profiling | 152,751 | 63,646 | 143,984 | (8,767) |
| North Street - Road Upgrade - SLK 0.44 - 0.60 | 145,903 | 60,793 | 0 | (145,903) |
| BRIDGES | 580,006 | 241,669 | 335,750 | (244,256) |
| Bridge No. 0698 - Bindi Bindi Toodyay Road - Picnic Hill - Bridge Repair | 20,000 | 8,333 | 0 | (20,000) |
| Bridge No. 0697 - Bindi Bindi Toodyay Road - Waters Brook - Bridge Repairs | 20,000 | 8,333 | 0 | (20,000) |
| Bridge No. 4080 - Julimar Road - West Toodyay | 181,836 | 75,765 | 166,150 | (15,686) |
| Bridge No. 4085 - Slaughterhouse Bridge | 79,123 | 32,968 | 71,930 | (7,193) |
| Bridge No. 0702 - Bindi Bindi Toodyay Road - Connor Road | 17,000 | 7,083 | 0 | (17,000) |
| Bridge No. 0708 - Bindoon Dewars Pool Road | 20,000 | 8,333 | 10,750 | (9,250) |
| Bridge No. 4085 - Slaughterhouse Bridge - MRWA Design | 90,000 | 37,500 | 16,480 | (73,520) |
| Bridge No. 9025 - Newcastle Pedestrian Footbridge - Pile Replacement | 93,445 | 38,935 | 12,000 | (81,445) |
| Bridge No. 4084 - Dumbarton Bridge | 58,602 | 24,418 | 58,440 | (162) |
| FOOTPATHS | 335,000 | 139,583 | 23,721 | (311,279) |
| Stirling Terrace & Goomalling Toodyay Road Kerb & Pram Ramp replacement | 15,000 | 6,250 | 19,070 | 4,070 |
| Townsite - Heavy Haulage - Footpath Corrective Action | 40,000 | 16,667 | 4,651 | (35,349) |
| Toodyay Street - Shared Pathway | 98,000 | 40,833 | 0 | (98,000) |
| Jubilee Street - Shared Pathway | 182,000 | 75,833 | 0 | (182,000) |
| OTHER INFRASTRUCTURE | 167,940 | 65,808 | 203,441 | 35,501 |
| Fire Water tanks various (DFES funded 21/22 c/fwd) | 24,340 | 10,142 | 10,025 | (14,315) |
| Installation of Water Tanks - Recreation Centre | 105,600 | 44,000 | 0 | (105,600) |
| Charcoal Lane Lighting | 20,000 | 8,333 | 13,641 | (6,359) |
| Depot Material Bunkers | 8,000 | 3,333 | 0 | (8,000) |
| Newcastle Park - Upgrade | 0 | 0 | 179,694 | 179,694 |
| Community Standpipe Shade structure | 10,000 | 4,167 | 81 | (9,919) |
| TOTAL CAPITAL EXPENDITURE | 6,754,496 | 2,675,444 | 1,758,503 | (4,995,993) |

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

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 30 NOVEMBER 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statements required by regulation

| | |
|--|---|
| Statement of Comprehensive Income-By Nature | 2 |
| Statement of Financial Activity | 3 |
| Statement of Financial Position | 4 |
| Note 1 Basis of Preparation | 5 |
| Note 2 Statement of Financial Activity Information | 6 |
| Note 3 Explanation of Material Variances | 7 |

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 30 NOVEMBER 2023

| | 2023/24 | 2023/24 | 2023/24 | 2022/23 | Var.\$ | Var.% |
|---|------------------|--------------------|------------------|------------------|----------------|-------------|
| | Actual(a) | Budget | YTD Budget(b) | Actual | (b)-(a) | (b)-(a)/(a) |
| Rates | 7,598,663 | 7,580,930 | 7,580,930 | 7,077,262 | 17,733 | 0% |
| Operating Grants, subsidies and contributions | 734,177 | 711,860 | 363,650 | 3,376,535 | 370,527 | 102% |
| Fees and charges | 1,208,508 | 1,445,030 | 1,096,140 | 1,411,331 | 112,368 | 10% |
| Interest revenue | 61,320 | 165,000 | 45,290 | 169,450 | 16,030 | 35% |
| Other revenue | 161,565 | 352,098 | 97,902 | 365,040 | 63,663 | 65% |
| | 9,764,233 | 10,254,918 | 9,183,912 | 12,399,618 | 580,321 | 6% |
| Expenses | | | | | | |
| Employee costs | (1,717,520) | (4,107,947) | (1,545,850) | (4,143,284) | (171,670) | 11% |
| Materials and contracts | (2,066,498) | (4,427,628) | (1,717,160) | (4,226,669) | (349,338) | 20% |
| Utility charges | (108,771) | (437,903) | (124,460) | (447,625) | 15,689 | (13%) |
| Depreciation | 0 | (4,436,148) | (985,820) | (498,484) | 985,820 | (100%) |
| Finance costs | 0 | (144,447) | (32,120) | (159,147) | 32,120 | (100%) |
| Insurance | (394,896) | (414,597) | (240,283) | (381,879) | (154,613) | 64% |
| Other expenditure | (100,196) | (272,593) | (108,840) | (266,734) | 8,644 | (8%) |
| | (4,387,880) | (14,241,263) | (4,754,533) | (10,123,823) | 366,653 | (8%) |
| | 5,376,353 | (3,986,345) | 4,429,379 | 2,275,795 | 946,974 | 21% |
| Non Operating Grants, subsidies and contributions | 428,258 | 3,502,542 | 1,333,920 | 2,162,094 | (905,662) | (68%) |
| Loss on asset disposals | 0 | 0 | 0 | (163,164) | 0 | 0% |
| | 428,258 | 3,502,542 | 1,333,920 | 1,998,931 | (905,662) | (68%) |
| Net result for the period | 5,804,611 | (483,803) | 5,763,299 | 4,274,725 | 41,312 | 1% |
| Other comprehensive income | | | | | | |
| Total comprehensive income for the period | 5,804,611 | (483,803) | 5,763,299 | 4,274,725 | 41,312 | 1% |

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

SHIRE OF TOODYAY
STATEMENT OF FINANCIAL ACTIVITY

| | 2023/24 Actual(a) | 2023/24 Budget | 2023/24 YTD Budget(b) | 2022/2023 Actual |
|--|----------------------|--------------------|-----------------------------|---------------------|
| OPERATING ACTIVITIES | | | | |
| Revenue from Operating Activities | | \$ | | \$ |
| Rates | 7,598,663 | 7,580,930 | 0 | 7,077,262 |
| Operating Grants, subsidies and contributions | 734,177 | 711,860 | 296,608 | 3,376,535 |
| Fees and charges | 1,208,508 | 1,445,030 | 602,096 | 1,411,331 |
| Interest revenue | 61,320 | 165,000 | 68,750 | 169,450 |
| Other revenue | 161,565 | 352,098 | 146,708 | 365,040 |
| | 9,764,233 | 10,254,918 | 1,114,162 | 12,399,618 |
| Expenditure from Operating Activities | | | | |
| Employee costs | (1,717,520) | (4,107,947) | (1,711,645) | (4,143,284) |
| Materials and contracts | (2,066,498) | (4,427,628) | (1,844,845) | (4,226,669) |
| Utility charges | (108,771) | (437,903) | (182,460) | (447,625) |
| Depreciation | 0 | (4,436,148) | (1,848,395) | (498,484) |
| Finance costs | 0 | (144,447) | (60,186) | (159,147) |
| Insurance | (394,896) | (414,597) | (172,749) | (381,879) |
| Other expenditure | (100,196) | (272,593) | (113,580) | (266,734) |
| Loss on asset disposals | 0 | 0 | 0 | (163,164) |
| | (4,387,880) | (14,241,263) | (5,933,860) | (10,286,987) |
| Non-cash amounts excluded from operating activities | 0 | 4,436,148 | 1,848,395 | 498,484 |
| Amount attributable to operating activities | 5,376,353 | 449,803 | (2,971,303) | 2,611,115 |
| Cash Flows from Investing Activities | | | | |
| Non Operating Grants, subsidies and contributions | 428,258 | 3,502,542 | 1,459,393 | 2,162,094 |
| Proceeds from disposal of Assets | 12,410 | 240,000 | 100,000 | 231,129 |
| | 440,668 | 3,742,542 | 1,559,393 | 2,393,223 |
| Outflows from investing activities | | | | |
| Payments for Property, Plant and equipment | (174,662) | (766,034) | (319,181) | 0 |
| Payments for Land and Buildings | (16,143) | (501,539) | (208,975) | 0 |
| Payment for construction/purchase of Infrastructure | (1,567,699) | (5,486,923) | (2,286,218) | (3,973,572) |
| | (1,758,503) | (6,754,496) | (2,814,373) | (3,973,572) |
| Amount attributable to investing activities | (1,317,835) | (3,011,954) | (1,254,981) | (1,580,349) |
| FINANCING ACTIVITIES | | | | |
| Inflows from financing activities | | | | |
| Transfer from Reserves | 0 | 361,440 | 150,600 | 20,000 |
| Proceeds from Borrowings | 0 | 0 | 0 | 329,051 |
| | 0 | 361,440 | 150,600 | 349,051 |
| Outflows from financing activities | | | | |
| Principal elements of finance lease payments - separate from Capex | 0 | (237,528) | (98,970) | (139,662) |
| Repayment of Borrowings | 0 | (329,051) | (137,105) | (11,365) |
| Transfer to Reserves | 0 | (345,000) | (143,750) | (656,418) |
| | 0 | (911,579) | (379,825) | (807,445) |
| Amount attributable to financing activities | 0 | (550,139) | (229,225) | (458,394) |
| MOVEMENT IN SURPLUS OR DEFICIT | | | | |
| Surplus or deficit at the start of the financial year | 888,036 | 3,117,000 | 1,298,750 | 315,664 |
| Amount attributable to operating activities | 5,376,353 | 449,803 | 187,418 | 2,611,115 |
| Amount attributable to investing activities | (1,317,835) | (3,011,954) | (1,254,981) | (1,580,349) |
| Amount attributable to financing activities | 0 | (550,139) | (229,225) | (458,394) |
| Net current assets at end of financial year - surplus/(deficit) | 4,946,553 | 4,710 | 1,962 | 888,036 |

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

**SHIRE OF TOODYAY
STATEMENT OF FINANCIAL POSITION
AS AT 30 NOVEMBER 2023**

| | 2024 | 2023 |
|--------------------------------------|----------------------|----------------------|
| | \$ | \$ |
| CURRENT ASSETS | | |
| Cash and cash equivalents | 3,948,548 | 3,269,509 |
| Trade and other receivables | 4,336,678 | 863,893 |
| Inventories | 187,772 | 178,620 |
| TOTAL CURRENT ASSETS | 8,472,998 | 4,312,022 |
| NON-CURRENT ASSETS | | |
| Trade and other receivables | 343,462 | 343,462 |
| Other financial assets | 61,117 | 61,117 |
| Property, plant and equipment | 36,907,655 | 36,907,655 |
| Infrastructure | 148,186,339 | 148,198,749 |
| Capital WIP | 6,327,022 | 4,584,791 |
| Right-of-use assets | 138,808 | 138,808 |
| TOTAL NON-CURRENT ASSETS | 191,964,403 | 190,234,582 |
| TOTAL ASSETS | 200,437,401 | 194,546,604 |
| CURRENT LIABILITIES | | |
| Trade and other payables | 707,504 | 643,210 |
| Lease liabilities | 560,950 | 560,950 |
| Borrowings | 329,051 | 329,051 |
| Employee related provisions | 637,071 | 722,633 |
| TOTAL CURRENT LIABILITIES | 2,234,576 | 2,255,844 |
| NON-CURRENT LIABILITIES | | |
| Lease liabilities | 299,706 | 299,706 |
| Borrowings | 4,943,933 | 4,943,933 |
| Employee related provisions | 87,740 | 87,740 |
| TOTAL NON-CURRENT LIABILITIES | 5,331,379 | 5,331,379 |
| TOTAL LIABILITIES | 7,565,955 | 7,587,223 |
| NET ASSETS | 192,871,446 | 186,959,381 |
| EQUITY | | |
| Retained surplus | (77,015,035) | (71,136,316) |
| Reserve accounts | (2,496,887) | (2,463,541) |
| Revaluation surplus | (113,359,524) | (113,359,524) |
| TOTAL EQUITY | (192,871,446) | (186,959,381) |

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

**SHIRE OF TOODYAY
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

PREPARATION TIMING AND REVIEW

Prepared by: Finance Coordinator

Reviewed by: Executive Manager Corporate & Community Service

Composition of estimated net current assets

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.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its 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 30 NOVEMBER 2023

| | Last Years Closing 30/06/2023 | This Time last Year 30/11/2022 | Year to Date Actual 30/11/2023 |
|---|-------------------------------------|--------------------------------------|--------------------------------------|
| | \$ | \$ | \$ |
| Composition of estimated net current assets | | | |
| Current assets | | | |
| Cash Unrestricted | 3,038,176 | 4,121,654 | 3,948,548 |
| Cash Restricted-Reserves | 2,463,540 | 1,783,876 | 2,496,887 |
| Cash Restricted -Term Deposits | 1,187,534 | 1,180,136 | 1,191,360 |
| Cash Restricted - Trust | 163,226 | 1,365,563 | 163,226 |
| Receivables - Rates and Rubbish, ESL, Excess Rates | 806,081 | 3,511,750 | 3,983,997 |
| Receivables | 389,560 | 207,204 | 192,781 |
| Inventories | 178,620 | 161,333 | 187,772 |
| | <u>8,226,737</u> | <u>12,331,516</u> | <u>12,164,571</u> |
| Less: current liabilities | | | |
| Trade and other payables | (643,210) | (1,268,147) | (707,504) |
| Lease liabilities | (560,950) | (482,688) | (560,950) |
| Long term borrowings | (329,051) | (317,686) | (329,051) |
| Employee provisions | (722,633) | (661,488) | 637,071 |
| | <u>(2,255,844)</u> | <u>(2,730,009)</u> | <u>(960,434)</u> |
| Net current assets | <u>5,970,893</u> | <u>9,601,507</u> | <u>11,204,137</u> |
| Less: Total adjustments to net current assets | <u>(1,334,233)</u> | <u>(735,811)</u> | <u>(1,314,698)</u> |
| Net current assets used in the Statement of Financial Activity | <u>4,136,555</u> | <u>3,638,930</u> | <u>6,232,876</u> |
| Non-cash amounts excluded from operating activities | | | |
| 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> . | | | |
| | Last Years Closing 30/06/2023 | This Time last Year 30/11/2022 | Year to Date Actual 30/11/2023 |
| | \$ | | \$ |
| Adjustments to operating activities | | | |
| Add: Loss on asset disposals | 163,164 | 149,491 | 71,624 |
| Add: Depreciation | 498,484 | 113,033 | 0 |
| Movement in current employee provisions associated with restricted cash | (25,000) | (25,263) | 0 |
| - Pensioner deferred rates | 396,615 | 286,914 | 273,433 |
| | <u>4,987,836</u> | <u>3,432,300</u> | <u>5,111,018</u> |
| Non cash amounts excluded from operating activities | | | |
| Current assets and liabilities excluded from budgeted deficiency | | | |
| The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates. | | | |
| Adjustments to net current assets | | | |
| Less: Cash Restricted - Reserve accounts | (2,463,540) | (1,783,876) | (2,496,887) |
| 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 | 560,950 | 482,688 | 560,950 |
| - Current portion of employee benefit provisions held in reserve | 247,692 | 247,692 | 297,430 |
| Total adjustments to net current assets | <u>(1,334,233)</u> | <u>(735,811)</u> | <u>(1,314,698)</u> |

SHIRE OF TOODYAY
VARIANCE REPORT

FOR THE PERIOD ENDED 30 NOVEMBER 2023

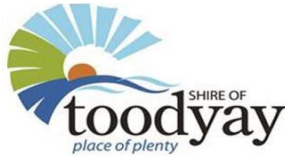
The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the the material variance adopted by Council for the current year is an Actual Variance exceeding 10% and a value greater than \$5,000.

Reporting Nature and Type

| Explanation of Variance | YTD | | VAR TO YTD | VAR TO YTD |
|---|-------------|-------------|------------|------------|
| | BUDGET | YTD ACTUALS | BUDGET | BUDGET |
| Revenue | | | \$ | % |
| Rates | 7,580,930 | 7,598,663 | 17,733 | 0.00% |
| Rates revenue is over budget by \$17,733 due to instalment | | | | |
| Fees and charges | 1,096,140 | 1,208,508 | 112,368 | 10.25% |
| Fees and Charges is over budget by \$112,368, the variance is mainly due to (\$879,772) Waste collection fees, and Bins charges raised and accumulative income from various income sources such as lease/rent,Visitors centre, building services levy and building application fees | | | | |
| Operating grants, subsidies and contributions | 363,650 | 734,177 | 370,527 | 101.89% |
| Favourable variance is mainly attributable to DFES Grant of \$68,721, RRG(WBN) Direct Grant for 2023/2024 for \$173,727, CRC Grants for \$57,122 and ESL grants of \$220,881 received. | | | | |
| Interest earnings | 45,290 | 61,320 | 16,030 | 35.39% |
| Interest income is over budget by \$16,030. The variance is mainly due to higher rates penalty interest earnings and higher interest income received on term deposits. | | | | |
| Other Revenue | 97,902 | 161,565 | 63,663 | 65.03% |
| workers compensation reimbursements, standpipe water usage and accumulative income from various revenue higher than the budget. A journal for(\$27,512.97) CESM to be posted to Operating grants. | | | | |
| | YTD | | VAR TO YTD | VAR TO YTD |
| | BUDGET | YTD ACTUALS | BUDGET | BUDGET |
| Expenses | | | \$ | % |
| Employee costs | (1,545,850) | (1,717,520) | (171,670) | 11.11% |
| Permanent /Timing variances relating to employment costs as a result of payroll costing allocations. | | | | |
| Materials and contracts | (1,717,160) | (2,066,498) | (349,338) | 20.34% |
| variance is as a result of timing issues and cost allocations of Plant and equipment. A journal of \$19,132 for finance leasing, is yet to be posted to Finance costs due to misposting | | | | |
| Utility charges | (124,460) | (108,771) | 15,689 | -12.61% |
| Utilities are under budget by \$15,689, the variance is mainly due to timing issues which is expected to align to budget as the year progresses. | | | | |
| Depreciation on non-current assets | (985,820) | 0 | 985,820 | -100.00% |
| YTD depreciation for assets not raised for November 2023 due to Financials for June 2023 not yet been finalised.Depreciation is non-cash and does not affect net surplus | | | | |
| Interest expenses | (32,120) | 0 | 32,120 | -100.00% |
| threshold by \$32,120 due to timing variance of loans repayments. A journal of \$19,132 for finance leasing is yet to be posted from Material and contracts expenditure due to misposting | | | | |
| Insurance expenses | (240,283) | (394,896) | (154,613) | 64.35% |
| Insurance Expenses is over budget by \$154,613 due to first insurance premium payment and non Scheme premiums(Income protection)paid to LGIS insurance. | | | | |
| Other expenditure | (108,840) | (100,196) | 8,644 | -7.94% |
| There is no material variance to report. | | | | |
| Non-operating grants | 1,333,920 | 428,258 | (905,662) | -67.89% |

There is unfavourable variance in non-operating grants and contributions of \$905,662 mainly due to the timing of works on Various roads capital projects. Some Projects are yet to be completed

| | YTD BUDGET | YTD ACTUALS | VAR TO YTD BUDGET | VAR TO YTD BUDGET |
|---|---------------|-------------|----------------------|----------------------|
| Capital Activities | | | | |
| Land and Buildings The total Capital Expenditure on Land and Building is under budget due to timing of construction work. | (208,975) | (16,143) | 192,832 | -92.28% |
| Infrastructure - Roads The total Capital Expenditure on Infrastructure Assets-Roads is under budget by \$830,203. This is predominantly due to timing issue with Construction work. | (1,834,990) | (1,004,787) | 830,203 | -45.24% |
| Infrastructure - Bridges & Drainage There is timing variance on Infrastructure Assets-Drainage & Bridges due to timing of construction work. | (241,669) | (335,750) | (94,081) | 38.93% |
| Infrastructure - Other The total Capital Expenditure on Infrastructure Assets-Others is tracking well. | (167,940) | (203,441) | (35,501) | 21.14% |
| Plant and Equipment Plant and equipment budget is under budget due to timing issues. | (319,181) | (174,662) | 144,519 | -45.28% |
| Loans Loan Repayments Principal and interest repayments for the period ending 30 September 2023 in accordance with WATC schedule is not yet processed due to timing of loans repayments. | (27,421) | 0 | 27,421 | -100.00% |
| Reserves Transfer from Reserves Projects are in the early phases and as expenditure progresses, this unfavourable variance is anticipated to reduce and align closer to budget during the Financial Year. | 30,120 | 0 | (30,120) | -100.00% |
| Transfer to Reserves No transfers to reserves required as yet. | (28,750) | 0 | 28,750 | -100.00% |



Creditor Payment Report

01 November 2023 to 30 November 2023

| Ref | Cheque | Payments | | | | | Inclusive Amount |
|---------------------|------------|------------|---|-------------------------|---|------------------|------------------|
| Date | Creditor | Invoice No | Creditor Name | Invoice Description | | | |
| 1 | 15-11-2023 | 190 | 1TPH749 | DEPARTMENT OF TRANSPORT | 12 Month Registration - 1TPH749 - 2023 | 25.30 | |
| 2 | 15-11-2023 | 190 | 1TRA386-1124 | DEPARTMENT OF TRANSPORT | 12 Month Registration - 1TRA386 | 25.30 | |
| 3 | 15-11-2023 | 190 | T0003-1124 | DEPARTMENT OF TRANSPORT | 12 Month Registration - T0003 | 415.70 | |
| 4 | 15-11-2023 | 190 | T00 Nov 2023 | DEPARTMENT OF TRANSPORT | 12 month Vehicle registration T00 | 415.70 | |
| 5 | 15-11-2023 | 190 | 1TJR184 - 2023 | DEPARTMENT OF TRANSPORT | 12 Moths Vehicle Registration 1TJR184 | 24.85 | |
| 6 | 15-11-2023 | 510 | Old Gaol Honorariums December 2023 | OLD GAOL MUSEUM | Old Gaol Honorariums December 2023 | 400.00 | |
| 7 | 15-11-2023 | 612 | Depot petty cash recoup October 2023 | SHIRE OF TOODYAY | Depot petty cash recoup October 2023 | 86.70 | |
| 8 | 15-11-2023 | 800 | 0132-9007931837 | WATER CORPORATION | Water account 9007931837 Newcastle park 88-90 Stirling Tce for the period 22 Aug 2023 - 17 Oct 23 | 154.82 | |
| 9 | 15-11-2023 | 800 | 0119-9008751598 Oct | WATER CORPORATION | Water account 9008751598 Waste transfer station Railway Rd Toodyay Lot for the period 21/08/2023 - 23/10/2023 | 291.95 | |
| 10 | 15-11-2023 | 800 | 0180-9007933760 | WATER CORPORATION | Water account 9007933760 Northam-Toodyay Rd Avon Hills (standpipe) for the period 4 Sep 2023 - 1 Nov 2023 | 35,659.50 | |
| 11 | 30-11-2023 | 190 | T4574 Nov 2023-2024 | DEPARTMENT OF TRANSPORT | 12 month vehicle registration T4574 | 25.30 | |
| 12 | 30-11-2023 | 190 | T4087 | DEPARTMENT OF TRANSPORT | 12 Month Registration T4087 | 25.30 | |
| 13 | 30-11-2023 | 190 | 1EPF060 Nov 2023 | DEPARTMENT OF TRANSPORT | 12 month Vehicle registration 1EPF060 | 415.70 | |
| 14 | 30-11-2023 | 800 | 0161-9007933744 | WATER CORPORATION | Water account 9007933744 - VC and Connors mill 22 Aug - 17 Oct 2023 | 204.56 | |
| 15 | 30-11-2023 | 800 | 0137 & 0138-9007934990 | WATER CORPORATION | Water account 9007934990 Anzac memorial park for the period 13 June - 24 Oct 2023 | 275.09 | |
| 16 | 30-11-2023 | 800 | 0138 & 139-9007935192 | WATER CORPORATION | Water account 9007935192 Shire offices Fiennes St for the period 13 Jun 2023 - 24 Oct 2023 | 70.70 | |
| 17 | 30-11-2023 | 800 | 0139-9007935205 | WATER CORPORATION | Water account 9007935205 Fiennes St Toodyay (admin garden) for the period 22 Aug - 24 Oct 2023 | 437.66 | |
| 18 | 30-11-2023 | 800 | 0144-9007935221 oct | WATER CORPORATION | Water account 9007935221 14 Clinton St Toodyay for the period 22 Aug 2023 - 24 Oct 2023 | 197.82 | |
| 19 | 30-11-2023 | 800 | 0164-9007935360 | WATER CORPORATION | Water account 9007935360 19A Clinton St for the period 1 Sept - 31 Oct 2023 | 292.33 | |
| 20 | 30-11-2023 | 800 | 0141-9007935635 | WATER CORPORATION | Water account 9007935635 Pelham reserve toilets Henry St West Toodyay for the period 23 Aug - 31 Oct 2023 | 154.82 | |
| Cheque Total | | | | | | 39,599.10 | |

| Ref | Electronic Funds Transfer Payments | | | | | |
|-----|------------------------------------|----------|--|-------------------------------------|--|------------------|
| | Date | Creditor | Invoice No | Creditor Name | Invoice Description | Inclusive Amount |
| 21 | 08-11-2023 | 915 | 5750 | JIVE MEDIA SOLUTIONS | 2024 Toodyay Tourism Brochure design and formatting | 2,613.60 |
| 22 | 08-11-2023 | 825 | Consignment September 2023 | Michael John WOOD | Consignment September 2023 | 25.00 |
| 23 | 08-11-2023 | 518 | 609227454 | OFFICEWORKS | Apple pen 2nd Gen | 7.95 |
| 24 | 08-11-2023 | 552 | INV-6332 | PERTH ARBOR SERVICES | Julimar Road SLK 17.56 to 19.81 - Clearing Vegetation - RRG | 19,250.00 |
| 25 | 08-11-2023 | 552 | INV-6333 | PERTH ARBOR SERVICES | Julimar Road SLK 17.56 to 19.81 - Clearing Vegetation - RRG | 15,400.00 |
| 26 | 15-11-2023 | 1421 | 630 | ALEX TIPPETT DOG TRAINING | Dog training voucher for Dog Confinement BBQ held by Rangers | 250.00 |
| 27 | 15-11-2023 | 1381 | Consignment sales Oct 2023 - Alexandra Jean Hurley | ALEXANDRA JEAN HURLEY | Consignment sales Oct 2023 | 132.00 |
| 28 | 15-11-2023 | 180 | Consignment sales Oct 2023 - Alison Downie | Alison Barbara DOWNIE | Consignment sales Oct 2023 | 69.05 |
| 29 | 15-11-2023 | 132 | Consignment sales Oct 2023 - Alison Cromb | Alison CROMB | Consignment sales Oct 2023 | 80.76 |
| 30 | 15-11-2023 | 1278 | SI-00014872 | ALL PARTS WA | Supply mud flaps for truck 9 | 163.12 |
| 31 | 15-11-2023 | 1401 | Consignment sales Oct 2023 - Allevare | ALLEVARE THE LABEL | Consignment sales Oct 2023 | 37.00 |
| 32 | 15-11-2023 | 43 | IN0040395 | ALLMARK & ASSOCIATES | Honour Board Slats - 30403959 | 258.50 |
| 33 | 15-11-2023 | 1437 | 00017903 | ARROWES ROADING SAFETY PTY LTD | Traffic Management - Portable Traffic Lights | 17,863.77 |
| 34 | 15-11-2023 | 1 | 1012809375 | AUSTRALIA POST | Postage charges October 2023 | 847.00 |
| 35 | 15-11-2023 | 1057 | Aug - Sept 2023 BAS | AUSTRALIAN TAXATION OFFICE - ALBURY | Aug-Sept 2023 BAS | 78,330.00 |
| 36 | 15-11-2023 | 14 | 2028 | AVON CONCRETE | Julimar Rd - SLK 19.81 – 22.52 - RRG - Hourly Rate Hire - Open Drainage Cleaning Works | 15,928.00 |
| 37 | 15-11-2023 | 5 | 12832 | AVON SKIP BINS | Skip bin empty Depot Oct 2023 | 60.00 |
| 38 | 15-11-2023 | 5 | 12811 | AVON SKIP BINS | Sportsground skip bin empty for Oct 2023 | 120.00 |
| 39 | 15-11-2023 | 5 | 12810 | AVON SKIP BINS | Memorial Hall empty for Oct 2023 | 300.00 |
| 40 | 15-11-2023 | 392 | Consignment sales Oct 2023 - Barry Keens | Barry Graham KEENS | Consignment sales Oct 2023 | 17.08 |
| 41 | 15-11-2023 | 1450 | 023/046 | BEN EDWARD WHITE | 1x Tikka T3X 223REM, \$1660.38 - 1x Leopold Picatinny Backcountry Rail \$108.00 - 2x Waters TX3 223REM 10RND Mags \$405.00 - 1x Blackout Case 48" \$71.25 - 1x Hoppes Cleaning kit 22CAL (223) \$45.00 | 2,289.00 |
| 42 | 15-11-2023 | 62 | 394 | BRODERICK WASTE SOLUTIONS | Management of waste transfer station and disposal of waste for Oct 2023 | 5,194.86 |
| 43 | 15-11-2023 | 62 | 393 | BRODERICK WASTE SOLUTIONS | Management of waste transfer station and disposal of waste for ended 31 October 2023 | 5,610.00 |
| 44 | 15-11-2023 | 75 | 2182/00229570 | BUNNINGS - MIDLAND | supply paints, and fixtures for feneing at butterfly house | 200.42 |
| 45 | 15-11-2023 | 1454 | 20989555 | BYPROGRESS PTY LTD | Toodyay Christmas Street Party - Bounce House and Bucking Bull (Fri 8th Dec) | 2,290.00 |
| 46 | 15-11-2023 | 996 | 23-00010179 | CADDS FASHIONS SPORTFIRST NORTHAM | SQWINCHER QWIKSTICKS | 110.00 |

| Ref # | Electronic Funds Transfer Payments | | | | | |
|-------|------------------------------------|----------|--------------------|-----------------------------------|--|------------------|
| | Date | Creditor | Invoice No | Creditor Name | Invoice Description | Inclusive Amount |
| 47 | 15-11-2023 | 996 | 20-00011653 | CADDS FASHIONS SPORTFIRST NORTHAM | PPE for Depot Staff | 2,896.33 |
| 48 | 15-11-2023 | 996 | 23-00011652 | CADDS FASHIONS SPORTFIRST NORTHAM | Service Coats - Mechanic/Workshop | 56.00 |
| 49 | 15-11-2023 | 1432 | 00046445 | CARRINGTON'S (WA) PTY LTD | Julimar Road SLK 14.11 - 15.96 - Traffic Management Implementation | 14,787.85 |
| 50 | 15-11-2023 | 1432 | 00046527 | CARRINGTON'S (WA) PTY LTD | Julimar Road - Edgebreaks - SLK 10.17 - 12.17 - TRAFFIC MANAGEMENT | 5,607.25 |
| 51 | 15-11-2023 | 1432 | 00046528 | CARRINGTON'S (WA) PTY LTD | Julimar Rd - SLK 19.81 – 22.52 - Traffic Management for Pruning | 2,631.75 |
| 52 | 15-11-2023 | 1432 | 00046529 | CARRINGTON'S (WA) PTY LTD | Julimar Road SLK 17.56 - 19.81 - Hire of Ligth Tower and Variable Message Board | 9,100.03 |
| 53 | 15-11-2023 | 1432 | 00046561 | CARRINGTON'S (WA) PTY LTD | Julimar Rd - SLK 19.81 – 22.52 - Traffic Management for Pruning | 6,856.85 |
| 54 | 15-11-2023 | 1432 | 00046569 | CARRINGTON'S (WA) PTY LTD | Julimar Rd - SLK 19.81 – 22.52 - Traffic Management for Pruning | 8,631.70 |
| 55 | 15-11-2023 | 1432 | 00046582 | CARRINGTON'S (WA) PTY LTD | Julimar Road SLK 17.56 - 19.81 - Hire of Ligth Tower and Variable Message Board | 2,506.64 |
| 56 | 15-11-2023 | 1432 | 00046583 | CARRINGTON'S (WA) PTY LTD | Julimar Road - Edgebreaks - SLK 10.17 - 12.17 - Traffic Management | 4,826.25 |
| 57 | 15-11-2023 | 1432 | 00046584 | CARRINGTON'S (WA) PTY LTD | Julimar Rd - SLK 19.81 – 22.52 - Traffic Management for Pruning | 2,235.75 |
| 58 | 15-11-2023 | 1432 | 00046560 | CARRINGTON'S (WA) PTY LTD | Julimar Road - Edgebreaks - SLK 10.17 - 12.17 - Traffic Management | 5,117.75 |
| 59 | 15-11-2023 | 877 | I0024155 | CENTRAL REGIONAL TAFE - GERALDTON | Traffic Control & Basic WTM Training - | 414.06 |
| 60 | 15-11-2023 | 154 | 00036353 | CHARLES SERVICE COMPANY | Cleaning of Big Meeting Room, Little Office and Computer Room - Community Centre - 18/9/23 to 20/10/23 | 1,452.00 |
| 61 | 15-11-2023 | 1423 | 24/10/2023 job#752 | CK CONCRETE PTY LTD | Stirling Terrace & Goomalling Toodyay Road Kerb & Concrete infill | 10,791.00 |
| 62 | 15-11-2023 | 159 | 00038821 | CLEANFLOW ENVIRONMENTAL SOLUTIONS | Julimar Rd - SLK 19.62 - Combination Pressure Jet & Vacuum | 3,569.50 |
| 63 | 15-11-2023 | 159 | 00038822 | CLEANFLOW ENVIRONMENTAL SOLUTIONS | Julimar Rd - SLK 19.62 - Combination Pressure Jet & Vacuum - Additional Works due to blockage | 2,271.50 |
| 64 | 15-11-2023 | 579 | SIN2311302100435 | COLAS WA | Julimar Rd Upgrade - SLK 17.56-19.81 - Seal Works | 179,672.32 |
| 65 | 15-11-2023 | 579 | SIN2311302100434 | COLAS WA | Julimar Road - Edgebreaks - SLK 10.17 - 12.17 - Shoulder Seal Works | 81,383.87 |
| 66 | 15-11-2023 | 119 | 00078591 | CORSIGN (WA) PTY LTD | Sign boards - multiple | 2,785.20 |
| 67 | 15-11-2023 | 119 | 00078596 | CORSIGN (WA) PTY LTD | 32 x Lateral Shift Chevron signs | 2,956.80 |
| 68 | 15-11-2023 | 119 | 00080118 | CORSIGN (WA) PTY LTD | Disable Parking Bay Signs and Bollards | 1,743.50 |
| 69 | 15-11-2023 | 100 | 218192 | COUNTRY COPIERS | CRC Printer - Meter Reading from 10/10 - 1/11 2023 | 274.75 |
| 70 | 15-11-2023 | 172 | 4990 - 14/11/2023 | D CLEMENTS SMASH REPAIRS | Insurance Excess - 1HQF952 - MCCS Vehicle - Damage to front Bumper | 300.00 |
| 71 | 15-11-2023 | 1442 | INV-0045 | D.E.C CONTRACTING PTY LTD | Julimar Rd - SLK 19.81 – 22.52 - Vegetation Pruning | 22,885.50 |
| 72 | 15-11-2023 | 182 | INV1405628 | DATACOM SOLUTIONS (AU) PTY LTD | Wayne Jensen - Datacom - Onsite visit - Travel Expenses | 398.29 |
| 73 | 15-11-2023 | 182 | INV1405565 | DATACOM SOLUTIONS (AU) PTY LTD | Wayne Jensen - Datacom - Onsite visit - Travel expenses | 1,459.79 |
| 74 | 15-11-2023 | 182 | INV1433462 | DATACOM SOLUTIONS (AU) PTY LTD | Datapay direct access monthly fee for Oct 2023 | 324.83 |

| Ref # | Electronic Funds Transfer Payments | | | | | |
|-------|------------------------------------|------------|--|--|---|------------|
| Date | Creditor | Invoice No | Creditor Name | Invoice Description | Inclusive Amount | |
| 75 | 15-11-2023 | 243 | 156032 | DEPARTMENT OF FIRE & EMERGENCY SERVICES | 2023/24 ESL Quarter 1 in accordance with the Department of Fire and Emergency Services of WA Act 1998 Part 6a - Emergency Services Levy - Section 36ZJ and Option B Agreement arrangements. | 95,685.60 |
| 76 | 15-11-2023 | 1262 | 774323 | DOWNER EDI WORKS LIMITED | Emergency Repairs - Bridge No. 4080, Julimar Rd Toodyay | 166,265.31 |
| 77 | 15-11-2023 | 683 | 3953 | EAG ELECTRICAL AIR-CONDITIONING & GAS | Replace damaged/faulty light with new LED light - 19B Clinton Street Unit | 240.00 |
| 78 | 15-11-2023 | 683 | 3968 | EAG ELECTRICAL AIR-CONDITIONING & GAS | Replace up-lights to Connors Mill | 2,006.40 |
| 79 | 15-11-2023 | 683 | 3958 | EAG ELECTRICAL AIR-CONDITIONING & GAS | Replace Hot Water System - Admin Staff Kitchen | 1,614.20 |
| 80 | 15-11-2023 | 219 | Consignment sales Oct 2023 - Esslemont Olives | ESSELMONT ESTATE | Consignment sales Oct 2023 | 36.81 |
| 81 | 15-11-2023 | 241 | 00000800 | FIRE MITIGATION SERVICES PTY LTD | Bushfire Mitigation Works: Toodyay Street Reserve + South Block + North Block | 4,928.00 |
| 82 | 15-11-2023 | 241 | 00000803 | FIRE MITIGATION SERVICES PTY LTD | Bushfire Mitigation Works for MAF GP 2022/23 Round 2 as Per TEN92-2023 - Morangup Community Facilities Fire Access Track | 9,770.20 |
| 83 | 15-11-2023 | 239 | INV-0154 | FRONT DOOR BUILDING DESIGN CONSULTING SERVICES | Project admin and communication - Community Centre Arts Project 2023 | 261.69 |
| 84 | 15-11-2023 | 230 | 79998 | FRONTLINE FIRE & RESCUE EQUIPMENT | 8 of the 10 x 76420 - Flame Decon, Shampoo + Body Wash 250ml | 308.00 |
| 85 | 15-11-2023 | 230 | 80184 | FRONTLINE FIRE & RESCUE EQUIPMENT | Investigate/Fix Deluge Sytem Leak - Coondle-Nunile 1.4 | 1,880.64 |
| 86 | 15-11-2023 | 311 | 39 -10/11/2023 | Gary HORSFIELD | VC and Community Centre Window cleaning | 450.00 |
| 87 | 15-11-2023 | 316 | 51918943 | HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD | R LIZARS W/E: 15 October 2023 | 2,513.78 |
| 88 | 15-11-2023 | 316 | 51931631 | HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD | Payroll Temp W/E 22/10/2023 | 1,614.18 |
| 89 | 15-11-2023 | 316 | 51944647 | HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD | Professional Services - Other | 1,988.90 |
| 90 | 15-11-2023 | 300 | 1146819 | HEARTLANDS VET HOSPITAL | INV-1146819 Stray Dog 16.10.23 (ID:43202) Day at vets for treatment | 345.75 |
| 91 | 15-11-2023 | 74 | Consignment sales Oct 2023 - Biblical Fruit | John BUTLER | Consignment sales Oct 2023 | 38.50 |
| 92 | 15-11-2023 | 1458 | 10001 | John MCMILLAN | Supply of base units for display shelving with draws and wheels, sanding and coating of all units withing the Visitors Centre | 2,900.00 |
| 93 | 15-11-2023 | 163 | 1329430 | LANDGATE | Toodyay townsite imagery SLIP Subscription service - Shire of Toodyay | 3,362.10 |
| 94 | 15-11-2023 | 163 | 388199 | LANDGATE | Valuations for 2023/2024 | 111.43 |
| 95 | 15-11-2023 | 1121 | 3159 | LEYLAND ENGINEERING SERVICES | service of 2 x trucks T0009 / T0011 | 880.00 |
| 96 | 15-11-2023 | 442 | 100-153978-02 | LGISWA | 2nd Instalment 2023/2024 - Property Insurance | 223,309.13 |
| 97 | 15-11-2023 | 881 | Consignment sales Oct 2023 - Lindsay Burke | Lindsay BURKE | Consignment sales Oct 2023 | 11.53 |
| 98 | 15-11-2023 | 1440 | Consignment sales Oct 2023 - Dew Natural Australia | MACDONALD, INGRID CATHERINE C | Consignment sales Oct 2023 | 75.00 |

| Ref # | Electronic Funds Transfer Payments | | | | | |
|-------|------------------------------------|-----------------|--|---|---|------------------|
| | Date | Creditor Number | Invoice No | Creditor Name | Invoice Description | Inclusive Amount |
| 99 | 15-11-2023 | 992 | Consignment sales Oct 2023 - Meg Bradford-Seeley | Margaret BRADFORD SEELEY | Consignment sales Oct 2023 | 50.78 |
| 100 | 15-11-2023 | 1388 | Expense Reimbursement 01/11/2023 M Coleman | Miya COLEMAN | Purchase of chrome cast for CRC | 59.00 |
| 101 | 15-11-2023 | 1240 | 00021473 | NATURAL AREA CONSULTING MANAGEMENT SERVICES | Chitty Road Upgrade - SLK 4.34-6.34 - Tree Inspection, Revegetation & Monitoring - Year 1 | 1,556.50 |
| 102 | 15-11-2023 | 1416 | Consignment sales Oct 2023 - Natural Intentions Beauty Range | NATURAL INTENTIONS BEAUTY RANGE | Consignment sales Oct 2023 | 58.00 |
| 103 | 15-11-2023 | 1229 | Consignment sales Oct 2023 - Nicola Cowie | Nicola COWIE | Consignment sales Oct 2023 | 70.77 |
| 104 | 15-11-2023 | 662 | 2023-015 | NORTHAMS AVON DESCENT ASSOCIATION | Annual Sponsorship of the 2023 Avon Descent event | 11,000.00 |
| 105 | 15-11-2023 | 515 | 203770 | OIL & ENERGY PTY LTD | 3 x 25 lt Carnet Jumbo LP | 705.01 |
| 106 | 15-11-2023 | 1375 | Consignment sales Oct 2023 - Oztrology | OZTROLOGY PTY LTD | Consignment sales Oct 2023 | 43.00 |
| 107 | 15-11-2023 | 1281 | 674378 | PENTANET LIMITED | NBN business unlimited data for 15 Fiennes St, 96 Stirling Tce, 67 Stirling Tce Nov 2023 | 818.90 |
| 108 | 15-11-2023 | 570 | Consignment sales Oct 2023 - Quilts by Robyn | QUILTS BY ROBYN | Consignment sales Oct 2023 | 260.00 |
| 109 | 15-11-2023 | 1022 | Consignment sales Oct 2023 - Robert Van Oosten | Robert VAN OOSTEN | Consignment sales Oct 2023 | 13.00 |
| 110 | 15-11-2023 | 697 | 28870 | SHIRE OF NORTHAM | Hire of Zero Turn Mower | 580.66 |
| 111 | 15-11-2023 | 697 | 29505 | SHIRE OF NORTHAM | Tipping fee for all waste apart from EWaste and recycling to be delivered to the Northam waste site on Old Quarry Rd Oct 2023 | 22,467.18 |
| 112 | 15-11-2023 | 575 | 7155688 | SOUTHERN CROSS AUSTEREO PTY LTD | Around the Towns 2023-2024 | 99.00 |
| 113 | 15-11-2023 | 1001 | Consignment sales Oct 2023 - Southern Sharpening | SOUTHERN SHARPENING SERVICES | Consignment sales Oct 2023 | 34.61 |
| 114 | 15-11-2023 | 690 | INV-0644 | SPACETOCO PTY LTD | Host ParterPro bundle online booking facilities for Oct 2023 | 165.00 |
| 115 | 15-11-2023 | 621 | FAINV01128838 | ST JOHN AMBULANCE WA | First Aid Training BFS - | 170.00 |
| 116 | 15-11-2023 | 637 | SIN-3758474 | STEWART & HEATON CLOTHING CO PTY LTD | BFS - PPE & PPC | 2,998.56 |
| 117 | 15-11-2023 | 944 | Consignment sales Oct 2023 - Swan Genalogy | SWAN GENEALOGY | Consignment sales Oct 2023 | 26.92 |
| 118 | 15-11-2023 | 617 | 17377 | SWAN MARQUEES & PARTY HIRE (SWAN EVENTS) | Extra costs for TIFF - Chairs, Festoon lights and second stage area TIFF2023 | 1,643.00 |
| 119 | 15-11-2023 | 815 | 2077955190 | SYNERGY | Streetlights, electricity account 17458579025 for period from 25 Aug 2023 to 24 Sept 2023 | 4,204.94 |
| 120 | 15-11-2023 | 815 | 2077955191 | SYNERGY | Streetlights, electricity account 17458579025 for period from 25 Sept 2023 to 24 Oct 2023 | 4,028.08 |
| 121 | 15-11-2023 | 815 | 3000208751 | SYNERGY | Synergy Grouped Account 802970900 for period from 10 Aug 2023 to 11 Oct 2023 | 810.19 |
| 122 | 15-11-2023 | 774 | INV-16724 | TABORDA CONTRACTING PTY LTD | Julimar Road SLK 17.56 - 19.81 - Traffic management | 8,127.92 |

| Ref # | Electronic Funds Transfer Payments | | | | | |
|-------|------------------------------------|------------|---|--|---|----------|
| Date | Creditor | Invoice No | Creditor Name | Invoice Description | Inclusive Amount | |
| 123 | 15-11-2023 | 704 | Consignment sales Oct 2023 - Tammam Publications | TAMMAR PUBLICATIONS | Consignment sales Oct 2023 | 14.00 |
| 124 | 15-11-2023 | 688 | Consignment sales Oct 2023 - Tanya Stuart | Tanya Michelle STUART | Consignment sales Oct 2023 | 53.86 |
| 125 | 15-11-2023 | 1363 | 0554-S587470 | TEAM GLOBAL EXPRESS PTY LTD | Freight for BFB & SES | 35.07 |
| 126 | 15-11-2023 | 725 | K 658 869 621-4 & K 970 614 621-1 | TELSTRA CORPORATION LTD | Telstra account 7852285500 services and equipment rental to 01 November 2023 | 108.40 |
| 127 | 15-11-2023 | 725 | T311 - Oct & Sept 2023 | TELSTRA CORPORATION LTD | Telstra mobiles and data account 2608284176 Oct & Sept 2023 | 2,674.67 |
| 128 | 15-11-2023 | 1280 | S-18637 | THE DOG LINE PTY LTD | 3X Dangerous Dog Signs- 1X Dangerous Dog Collar - Medium 25mm width x1 Dangerous Dog Collar Large 50mm width 1x Muzzle Silicon Overhead - Medium #4 1x Muzzle Silicon Overhead - Large #5 | 195.00 |
| 129 | 15-11-2023 | 721 | Consignment sales Oct 2023 - Toodyay Historical Society | THE TOODYAY HISTORICAL SOCIETY INC | Consignment sales Oct 2023 | 60.00 |
| 130 | 15-11-2023 | 757 | PURCHASER SHIRE OF TOODYAY | TOODYAY GARDEN & OUTDOOR CENTRE - ALAN | Citizenship Plants | 36.00 |
| 131 | 15-11-2023 | 303 | 10644286 | TOODYAY HARDWARE & FARM | supply 10l white paint and bolts for Butterfly House fence replacement. | 179.95 |
| 132 | 15-11-2023 | 303 | 10644815 | TOODYAY HARDWARE & FARM | E size onegas 52 bottle exchange for Mig Welder | 160.00 |
| 133 | 15-11-2023 | 303 | 10646691 | TOODYAY HARDWARE & FARM | Nipple/PVC Elbow | 4.90 |
| 134 | 15-11-2023 | 303 | 10645508 | TOODYAY HARDWARE & FARM | Sprinkler | 55.90 |
| 135 | 15-11-2023 | 303 | 10646423 | TOODYAY HARDWARE & FARM | Stop connector/tap adaptor | 15.70 |
| 136 | 15-11-2023 | 303 | 10646477 | TOODYAY HARDWARE & FARM | Clamp/Battery/Connector | 50.80 |
| 137 | 15-11-2023 | 303 | 10646956 | TOODYAY HARDWARE & FARM | Gal bolts x 25 | 42.50 |
| 138 | 15-11-2023 | 303 | 10648194 | TOODYAY HARDWARE & FARM | Bin garbage black 75L | 26.45 |
| 139 | 15-11-2023 | 303 | 10644801 | TOODYAY HARDWARE & FARM | Supply new Silvan smooth flow 200 litre spray tank | 950.00 |
| 140 | 15-11-2023 | 303 | 10649874 | TOODYAY HARDWARE & FARM | Anchor Spot Mark Fluro Yellow x 1. Spray & Mark Fluro Pink 350g | 23.90 |
| 141 | 15-11-2023 | 303 | 10646838 | TOODYAY HARDWARE & FARM | 3 x Kwikset Concrete 20 kg. 1 x PVC Waste Cap Push on 100mm | 26.70 |
| 142 | 15-11-2023 | 303 | 10645845 | TOODYAY HARDWARE & FARM | Home Brew Tap and sediment Trap Loose - for CESM vehicle | 9.90 |
| 143 | 15-11-2023 | 303 | 10649437 | TOODYAY HARDWARE & FARM | Drill bit coach screw | 33.75 |
| 144 | 15-11-2023 | 303 | 10648988 | TOODYAY HARDWARE & FARM | coupling hose, hose fitted jade | 45.20 |
| 145 | 15-11-2023 | 303 | 10648954 | TOODYAY HARDWARE & FARM | Joiner repairer hose | 8.25 |
| 146 | 15-11-2023 | 303 | 10649053 | TOODYAY HARDWARE & FARM | Antex granules | 10.75 |
| 147 | 15-11-2023 | 303 | 10649003 | TOODYAY HARDWARE & FARM | Lubricant, thread seal tape, straps | 45.25 |
| 148 | 15-11-2023 | 705 | 133 | TOODYAY IGA | Staff Amenities October 2023 | 1,300.62 |
| 149 | 15-11-2023 | 751 | INV-7936 | TOODYAY TYRE & EXHAUST | Supply and fit new tyre to plant trailer | 271.00 |
| 150 | 15-11-2023 | 751 | INV-809 | TOODYAY TYRE & EXHAUST | Puncture Repair - T0012 | 75.00 |

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| | Date | Creditor | Invoice No | Creditor Name | Invoice Description | Inclusive Amount |
| 151 | 15-11-2023 | 1403 | 000100000138 | TOTAL WORKPLACE SAFETY COMPLIANCE PTY LTD | Compliance - Seminar / Workshops LG | 874.50 |
| 152 | 15-11-2023 | 778 | INV-4236 | TRANSWEST WA | Julimar Road SLK 17.56 - 19.81 - Drainage Rock Supply - 40to70mm size | 2,678.94 |
| 153 | 15-11-2023 | 1424 | INV-4412 | TRAVELWEST PUBLICATIONS WA PTY LTD | Hello Perth advertising of the Toodyay Museums | 665.50 |
| 154 | 15-11-2023 | 1021 | 23000064 | UNIFORMS @ WORK | Staff - Uniforms | 391.50 |
| 155 | 15-11-2023 | 884 | #81220 | URL NETWORKS PTY LTD | Calls - Shire of Toodyay business numbers - Linked to our Phone management system | 322.94 |
| 156 | 15-11-2023 | 789 | 00040030 | VANGUARD PRESS | 2024 Print of Toodyay Tourist Calendar to sell in the Visitors Centre and part of the VC partnership advertising | 572.00 |
| 157 | 15-11-2023 | 806 | 301725 | WA HINO & SALES | Supply new drivers side mirror .T0011 | 1,129.17 |
| 158 | 15-11-2023 | 840 | 00001034 | WACWIL LANDSCAPING & EARTHWORKS PTY LTD | Julimar Road - Edgebreaks - SLK 10.17 - 12.17 - Earthworks | 49,500.00 |
| 159 | 15-11-2023 | 840 | 00001033 | WACWIL LANDSCAPING & EARTHWORKS PTY LTD | Grading Maintenance October 2023 - Wet Hire of Operator | 16,082.00 |
| 160 | 15-11-2023 | 801 | 25395 | WALGA | Training - Effective Supervision Training | 1,089.00 |
| 161 | 15-11-2023 | 801 | SI-006676 & SI-006678 | WALGA | CEO Performance Review Training | 1,166.00 |
| 162 | 15-11-2023 | 801 | 25407 | WALGA | Emergency Management Foundations for Local Government | 759.00 |
| 163 | 15-11-2023 | 801 | SI-006345 | WALGA | WALGA LG climate risk assessment training | 638.00 |
| 164 | 15-11-2023 | 801 | 25101 | WALGA | Charles Sullivan - Local Recovery Coordinator Training | 1,089.00 |
| 165 | 15-11-2023 | 829 | INV-16148 | WEST WIDE AUTO ELECTRICS | Replace revolving lights on T0026 | 752.50 |
| 166 | 15-11-2023 | 829 | INV-16146 | WEST WIDE AUTO ELECTRICS | Replace antenna and starter motor on T0017 | 457.50 |
| 167 | 15-11-2023 | 829 | INV-16147 | WEST WIDE AUTO ELECTRICS | Replace revolving lights on T0003 | 752.50 |
| 168 | 15-11-2023 | 1174 | Invoice No. 9 (for) 2023/2024 | WITHERS & ASSOCIATES PTY LTD | Preparation of the Shire of Toodyay Public Health Plan | 4,125.00 |
| 169 | 15-11-2023 | 821 | IN-218300 | WOBM - WHEATBELT OFFICE OF BUSINESS MACHINES - NORTHAM | Library monthly rental of photocopier October 2023 | 117.59 |
| 170 | 15-11-2023 | 810 | 4320662523 | WURTH AUSTRALIA P/TY LTD | Supply store items//supply safe gear | 1,259.70 |
| 171 | 15-11-2023 | 810 | 4320725806 | WURTH AUSTRALIA P/TY LTD | supply store items. | 558.50 |
| 172 | 17-11-2023 | 208 | 28 10/11/2023 | EZI-FIX WELDING & HANDYMAN SERVICES | Front fence replacement Butterly House picket fence | 3,300.00 |
| 173 | 30-11-2023 | 1461 | 000107 | Alexander Elliot COOMBES | Stage Sound and Lighting - Toodyay Christmas Street Party 8 Dec 2023 | 1,965.00 |
| 174 | 30-11-2023 | 6 | 1104823 | AUTOPRO NORTHAM | 4WD Service Kit - MV169 | 128.00 |
| 175 | 30-11-2023 | 6 | E1099128 & E1099264 | AUTOPRO NORTHAM | Supply service kits for T0011 and light vehicles. | 540.71 |
| 176 | 30-11-2023 | 5 | 13212 | AVON SKIP BINS | Depot skip bin hire and empty for 10/11/2023 | 60.00 |
| 177 | 30-11-2023 | 5 | 13217 | AVON SKIP BINS | Oval skip bin hire and empty for November 2023 | 180.00 |
| 178 | 30-11-2023 | 5 | 13218 | AVON SKIP BINS | Skip bin empty Depot, Memorial Hall, sportsground 2023/2024 | 240.00 |

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| Date | Creditor | Invoice No | Creditor Name | Invoice Description | Inclusive Amount | |
| 179 | 30-11-2023 | 19 | 00059490 | AVON WASTE - STONDON PTY LTD | Fortnightly rubbish collection charges for 23/10/2023 to 03/11/2023 | 17,233.99 |
| 180 | 30-11-2023 | 19 | 00059507 | AVON WASTE - STONDON PTY LTD | Fortnightly rubbish collection charges for 06/11/2023 -17/11/2023 | 17,115.04 |
| 181 | 30-11-2023 | 1132 | SOT036 | AVON YARD & MAINTENANCE SERVICES | Hazard reduction - Reserve 43412, Ferguson Rd. | 1,320.00 |
| 182 | 30-11-2023 | 1132 | SOT037 | AVON YARD & MAINTENANCE SERVICES | Pelham Buffer - Hazard Reduction | 780.00 |
| 183 | 30-11-2023 | 22 | 00000386 | AVON-MIDLAND COUNTRY ZONE WALGA | Avon Midland Zone Membership Subscription 2023/2024 | 2,420.00 |
| 184 | 30-11-2023 | 897 | 25566 | BARTCO TRAFFIC EQUIPMENT | Annual License Fee Web Studio Fire Danger Rating Sign 15.10.23-14.10.24 | 726.00 |
| 185 | 30-11-2023 | 62 | 396 | BRODERICK WASTE SOLUTIONS | Management of waste transfer station and disposal of waste for fortnight ended 14 November 2023 | 5,610.00 |
| 186 | 30-11-2023 | 62 | 397 | BRODERICK WASTE SOLUTIONS | Management of waste transfer station and disposal of waste for 2023/2024 | 5,610.00 |
| 187 | 30-11-2023 | 75 | 2440/00131790 | BUNNINGS - MIDLAND | Replacement toilet seat for females at charcoal lane. I/N 0331900 | 177.30 |
| 188 | 30-11-2023 | 75 | 2406/00132103 | BUNNINGS - MIDLAND | Supply 25 fence pickets for butterfly house fence repairs. | 104.25 |
| 189 | 30-11-2023 | 1200 | 2365 | B-VEC ELECTRICAL | Audio visual equipment for Memorial Hall | 1,124.75 |
| 190 | 30-11-2023 | 1454 | 20989555 (additional) | BYPROGRESS PTY LTD | Additional Generator for Bounce House - Christmas Street Party (Fri Dec 8) | 132.00 |
| 191 | 30-11-2023 | 151 | INV-4489 | C & F BUILDING APPROVALS | Issue of building permit, NCC compliance assessment and issue of class 10A | 1,320.00 |
| 192 | 30-11-2023 | 151 | INV-4439 | C & F BUILDING APPROVALS | Issue of building permit, NCC compliance assessment and issue of class 10A | 1,320.00 |
| 193 | 30-11-2023 | 151 | INV-4335 | C & F BUILDING APPROVALS | NCC Compliance & Issue of Class 10a CDC | 385.00 |
| 194 | 30-11-2023 | 151 | INV-4403 | C & F BUILDING APPROVALS | NCC Compliance and Issue of Class 10a CDC | 1,540.00 |
| 195 | 30-11-2023 | 151 | INV-4462 | C & F BUILDING APPROVALS | NCC Compliance & Issue of Class 10a CDC, Issue of Building Permits | 1,320.00 |
| 196 | 30-11-2023 | 151 | INV-4297 | C & F BUILDING APPROVALS | NCC Compliance/Building Permit on pre-certified applications x 9 | 3,245.00 |
| 197 | 30-11-2023 | 1455 | WAN1068 | CALRACH PTY LTD | Toodyay Christmas Street Party - Old Macdonalds Travelling Farm (Fri 8th Dec) | 880.00 |
| 198 | 30-11-2023 | 1432 | 00046629 | CARRINGTON'S (WA) PTY LTD | Julimar Rd Traffic Management 6/11-10/11/23 | 14,155.63 |
| 199 | 30-11-2023 | 1432 | 00046627 | CARRINGTON'S (WA) PTY LTD | Julimar Rd TM 6/11/23 - Docket 289/290 | 2,972.75 |
| 200 | 30-11-2023 | 1432 | 00046630 | CARRINGTON'S (WA) PTY LTD | Julimar Rd 7/11-10/11/23 - Dockets 291-294 | 7,712.24 |
| 201 | 30-11-2023 | 1432 | 00046632 | CARRINGTON'S (WA) PTY LTD | Julimar Rd TM 11/11/2023 - docket 295 | 2,113.38 |
| 202 | 30-11-2023 | 1432 | 00046626 | CARRINGTON'S (WA) PTY LTD | Julimar Rd TM 6/11-8/11/23 - Dkts 391-394 | 2,506.63 |
| 203 | 30-11-2023 | 1432 | 00046631 | CARRINGTON'S (WA) PTY LTD | Julimar Rd TM 9/11-10/11/23 Docket 395 | 2,119.15 |
| 204 | 30-11-2023 | 154 | 00036425 | CHARLES SERVICE COMPANY | Cleaning Comm Ctre 23/10-17/11/23 | 1,452.00 |
| 205 | 30-11-2023 | 154 | 00036424 | CHARLES SERVICE COMPANY | Youth Hall - Addnl Serv 3 days, 1 hr - 23/10-17/11/2023 | 580.80 |

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|-------|------------------------------------|------------|----------------------|--|---|------------|
| Date | Creditor | Invoice No | Creditor Name | Invoice Description | Inclusive Amount | |
| 206 | 30-11-2023 | 154 | 00036398 | CHARLES SERVICE COMPANY | Monthly Cleaning Serv - November 2023 | 11,215.39 |
| 207 | 30-11-2023 | 154 | 00036426 | CHARLES SERVICE COMPANY | Addnl Cleaning - Admin Building 23/10-17/11/2023 | 1,548.80 |
| 208 | 30-11-2023 | 1393 | MID/083913 | CITY ELECTRIC SUPPLY PTY LTD | 5x Solar Pro street lights | 15,004.88 |
| 209 | 30-11-2023 | 1247 | 4686 | CLOUD COLLECTIONS PTY LTD | Solicitor, Process Service & Lodgement Fees | 9,188.08 |
| 210 | 30-11-2023 | 1247 | INV-0414 | CLOUD COLLECTIONS PTY LTD | Court Filing Fees | 7,542.00 |
| 211 | 30-11-2023 | 107 | 22760762 | COATES HIRE | Lighting Tower and 20KVA Generator for Toodyay Agricultural Show 2023 | 2,351.82 |
| 212 | 30-11-2023 | 107 | 22755265 | COATES HIRE | Extra 8 toilets for Toodyay Ag Show 2023 | 1,895.36 |
| 213 | 30-11-2023 | 137 | 428462 | CONPLANT PTY LTD | supply new mirror for steel drum roller | 266.46 |
| 214 | 30-11-2023 | 119 | 00080187 | CORSIGN (WA) PTY LTD | 'Local Traffic Only' sign + 37 galvanised posts | 2,126.30 |
| 215 | 30-11-2023 | 119 | 00080935 | CORSIGN (WA) PTY LTD | 5 x Street name plates - Mt Anderson/Pritchard/Francis/Smokebush | 247.50 |
| 216 | 30-11-2023 | 1384 | 21048 | D&L STUDIO PTY LTD | 3 name plates for executive managers | 52.80 |
| 217 | 30-11-2023 | 182 | INV1431222 | DATACOM SOLUTIONS (AU) PTY LTD | Datascape monthly SaaS fees October 2023, AvePoint Annual SaaS Fee Period of Cover October 2023 to September 2024 | 6,708.68 |
| 218 | 30-11-2023 | 182 | INV1405565(1) | DATACOM SOLUTIONS (AU) PTY LTD | Datacom - Onsite visit - Travel expenses - GST | 145.98 |
| 219 | 30-11-2023 | 182 | INV1405628(1) | DATACOM SOLUTIONS (AU) PTY LTD | Datacom - Onsite visit - Travel Expenses-GST | 39.85 |
| 220 | 30-11-2023 | 182 | INV1442379 | DATACOM SOLUTIONS (AU) PTY LTD | Undertake Rates End of Year Processing | 1,540.00 |
| 221 | 30-11-2023 | 1459 | C10008929 | DEPARTMENT OF COMMUNITIES | Repay unspent grant funds - COVID-19 Youth Recovery Grant 2020-21 | 2,652.76 |
| 222 | 30-11-2023 | 243 | 000487 | DEPARTMENT OF FIRE & EMERGENCY SERVICES | 2021-22 BRM Planning LG Grant Agreement (BRPC) - Unspent funds Refund | 51,604.00 |
| 223 | 30-11-2023 | 243 | 156612 | DEPARTMENT OF FIRE & EMERGENCY SERVICES | 2023/24 ESL Quarter 2 in accordance with the Department of Fire and Emergency Services of WA Act 1998 Part 6a - Emergency Services Levy - Section 36ZJ and Option B Agreement arrangements. | 100,123.03 |
| 224 | 30-11-2023 | 95 | BSL levies Sept 2023 | DEPARTMENT OF MINES INDUSTRY REGULATION & SAFETY | BSL levies Sept 2023 | 3,091.97 |
| 225 | 30-11-2023 | 1187 | 400028770 | DEPARTMENT OF REGIONAL NSW - PRIMARY INDUSTRIES | 2 x RHDV Rabbit Virus | 319.00 |
| 226 | 30-11-2023 | 882 | INV-10105 | DESTINATION PERTH | Reprint of Avon Valley Brochure - 7,500 copies - 1/5 contribution as part of Avon Valley Alliance 2024 | 1,518.00 |
| 227 | 30-11-2023 | 1262 | 780347 | DOWNER EDI WORKS LIMITED | Bridge # 9025 - Newcastle Pedestrian Footbridge - Pile Replacement | 13,200.00 |
| 228 | 30-11-2023 | 1262 | 780614 | DOWNER EDI WORKS LIMITED | Julimar Road - SLK 14.11 to 15.96 - Vegetation Pruning - Variation | 6,778.02 |
| 229 | 30-11-2023 | 1262 | 780613 | DOWNER EDI WORKS LIMITED | Julimar Road slk 14.44 to 15.96 - Vegetation Clearing | 33,550.00 |
| 230 | 30-11-2023 | 683 | 3989 | EAG ELECTRICAL AIR-CONDITIONING & GAS | Coondle FS - Bore/Comms Cabinet/Power Point | 4,708.00 |
| 231 | 30-11-2023 | 683 | 4005 | EAG ELECTRICAL AIR-CONDITIONING & GAS | REPAIR DAMAGED POWER POINT AT CONNORS MILL | 215.60 |

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| | Date | Creditor | Invoice No | Creditor Name | Invoice Description | Inclusive Amount |
| 232 | 30-11-2023 | 221 | PPE 10/10/2023 | EASIFLEET | Payroll salary deductions PPE 11/10/2023 | 498.10 |
| 233 | 30-11-2023 | 221 | PPE 24/10/2023 | EASIFLEET | Payroll salary deductions PPE 24/10/2023 | 498.10 |
| 234 | 30-11-2023 | 221 | PPE 7/11/2023 | EASIFLEET | Payroll salary deductions PPE 7/11/2023 | 498.10 |
| 235 | 30-11-2023 | 221 | PPE 21/11/2023 | EASIFLEET | Payroll salary deductions PPE 21/11/2023 | 498.10 |
| 236 | 30-11-2023 | 1248 | INV-0541 | ENCHANTED STILTWALKING | Stilt Duo for Christmas Party Dec 8th | 1,666.50 |
| 237 | 30-11-2023 | 1462 | 3696 | ENVIROPATH PTY LTD | Fan for Green Machine Air Sweeper | 497.20 |
| 238 | 30-11-2023 | 1460 | INV-0013 | Felicity Anne WILSON | Water Used for job Julimar Road SLK 19.81-22.52 - Lot 500 Harders Chitty Road, Julimar - Dam Oct/Nov 23 | 12,040.02 |
| 239 | 30-11-2023 | 230 | 80341 | FRONTLINE FIRE & RESCUE EQUIPMENT | 72 x Decontamination Wipes | 1,425.60 |
| 240 | 30-11-2023 | 311 | 77 | Gary HORSFIELD | Library Windows Nov 2023 | 560.00 |
| 241 | 30-11-2023 | 316 | 51980049 | HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD | Temp Payroll Officer w/e 19/11/2023 | 1,737.52 |
| 242 | 30-11-2023 | 316 | 51968536 | HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD | Temp Payroll Officer - w/e 12.11.2023 | 1,709.37 |
| 243 | 30-11-2023 | 316 | 51956726 | HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD | Temp Payroll Officer w/e 5/11/2023 | 770.89 |
| 244 | 30-11-2023 | 316 | 30058039 | HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD | Recruitment Services for Governance Officer | 4,950.00 |
| 245 | 30-11-2023 | 316 | 30059378 | HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD | Recruitment Services for Governance Officer - Stage 2 | 4,950.00 |
| 246 | 30-11-2023 | 316 | 52000208 | HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD | Finance Officer-Payroll Temp W/E 26/11/2023 | 2,301.28 |
| 247 | 30-11-2023 | 1070 | SH48825 | HERSEY SAFETY PTY LTD | Safety Consumables for Depot - masks/sunscreen/batteries/rags/tape measures/cable ties etc | 1,299.38 |
| 248 | 30-11-2023 | 338 | 166871 | INSTANT PRODUCTS HIRE | Extra toilets to be ordered for Ag show due to local supplier unable to provide | 1,339.72 |
| 249 | 30-11-2023 | 368 | IN0489 | JOMAR (WA) PTY LTD | BN4085 - (Slaughterhouse Bridge) - Toodyay West Rd Toodyay - Emergency Propping | 60,995.00 |
| 250 | 30-11-2023 | 1180 | 11777 | KAKADU TRADERS (WG TRUNK CO) | Australian kangaroo leather hats for sale in the Visitors Centre | 653.51 |
| 251 | 30-11-2023 | 376 | 4539623 | KLEENHEAT GAS | LPG Bottle rental at 5 Piesse Street - Connors Cottage | 100.10 |
| 252 | 30-11-2023 | 436 | 3427 | MEGAVISION SOUND & LIGHTING | Snow Machine for Winter Wonderland - Christmas Street Party | 567.00 |
| 253 | 30-11-2023 | 438 | 00004162 | MM MECHANICAL PTY LTD | Repairs to passenger side of Bejording 4.4 Tatra truck | 811.80 |
| 254 | 30-11-2023 | 438 | 00004222 | MM MECHANICAL PTY LTD | Truck repairs Morangup 1.4 | 3,536.70 |
| 255 | 30-11-2023 | 1465 | 0011 | Nathan Allan COLEMAN | Stage Entertainment - Toodyay Christmas Street Party (Fri Dec 8) | 150.00 |
| 256 | 30-11-2023 | 1240 | 00021535 | NATURAL AREA CONSULTING MANAGEMENT SERVICES | Detailed survey - Bindi Bindi Rd - Flora and Cockatoo Habitat Assessment - QN 2023 03 035 | 3,542.00 |
| 257 | 30-11-2023 | 726 | 412944049 | NUTRIEN WATER - MIDLAND | 3 x 80 mm T-Piece (PVC) for Showgrounds Oval | 51.05 |
| 258 | 30-11-2023 | 726 | 412944046 | NUTRIEN WATER - MIDLAND | DV100 Solenoid Valve x 2, 2 inch Brass Ball Valve, 3 inch Brass Ball Valves | 441.78 |

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| | Date | Creditor | Invoice No | Creditor Name | Invoice Description | Inclusive Amount |
| 259 | 30-11-2023 | 1448 | 66604-1 | OFFROAD TRUCKS AUSTRALIA PTY LTD | Travel for Tatra training Bejoording 4.4 Oct 2023 | 243.10 |
| 260 | 30-11-2023 | 1448 | 67193-1 | OFFROAD TRUCKS AUSTRALIA PTY LTD | Side indicator lamp/Lamp Protections - Fire Truck Bejoording 4.4 | 344.63 |
| 261 | 30-11-2023 | 1434 | 395084 | PINE TIMBER PRODUCTS PTY. LTD. | Supply new beams for deck at pool. | 1,962.58 |
| 262 | 30-11-2023 | 536 | 28036M | PROFESSIONAL PC SUPPORT PTY LTD (XL2) | Managed phone agreement December 2023 | 1,244.03 |
| 263 | 30-11-2023 | 536 | 28035 | PROFESSIONAL PC SUPPORT PTY LTD (XL2) | Managed ITC agreement December 2024 | 11,261.43 |
| 264 | 30-11-2023 | 536 | 28105 | PROFESSIONAL PC SUPPORT PTY LTD (XL2) | Managed ITC agreement 2023 - 2024 | 660.00 |
| 265 | 30-11-2023 | 558 | 651655 | PUBLIC TRANSPORT AUTHORITY OF WA | TransWA ticket sales for Sept 2023 | 762.82 |
| 266 | 30-11-2023 | 572 | 12712 | QUANTIFIED TREE RISK ASSESSMENT | QTRA User registration renewal from 05/11/2023 to 05/11/2024 | 181.50 |
| 267 | 30-11-2023 | 577 | 00000251 | RURAL WATER COUNCIL OF WA INC | Rural Water Council Membership Subscription 2023 | 300.00 |
| 268 | 30-11-2023 | 660 | 700207174 | SEEK LTD | Advertisement of AMO job vacancy, October 2023 | 401.50 |
| 269 | 30-11-2023 | 676 | 13706 | SEPMAR PTY LTD | Half Yearly inspection/testing of eye wash/showers | 987.36 |
| 270 | 30-11-2023 | 635 | F069-214365 | SNAP PRINTING MIDLAND | 2 x A3 signs (each different) for museum display about textiles, colour 1 side on 3mm Forex with strut adhered, quote no. F069-14853, 22/11/23 | 85.00 |
| 271 | 30-11-2023 | 1456 | 12709-D | SREWA PTY LTD | Festoon Lighting along Stirling Terrace - Toodyay Christmas Street Party 2023 (Fri 8 Dec) - Deposit | 554.93 |
| 272 | 30-11-2023 | 637 | SIN-3814559 | STEWART & HEATON CLOTHING CO PTY LTD | BFS - Tshirts | 264.62 |
| 273 | 30-11-2023 | 637 | SIN-3816001 | STEWART & HEATON CLOTHING CO PTY LTD | Name badges | 8.40 |
| 274 | 30-11-2023 | 815 | 3000207237 | SYNERGY | Synergy Grouped Account 802970900 for period from 1027 Jul 2023 21 Sep 2023 | 11,811.87 |
| 275 | 30-11-2023 | 815 | 2065966819 | SYNERGY | Electricity account 149993610, lot 301 Railway Rd for period from 12 Oct 2023 - 08 Nov 2023 | 882.07 |
| 276 | 30-11-2023 | 774 | INV-16782 | TABORDA CONTRACTING PTY LTD | Julimar Rd/Timberden Dr TM 6/11-10/11/2023 | 12,795.75 |
| 277 | 30-11-2023 | 774 | INV-15451 | TABORDA CONTRACTING PTY LTD | Traffic Management Plan - Toodyay Christmas Street Party 2023 | 209.00 |
| 278 | 30-11-2023 | 1363 | 0560-S587470 | TEAM GLOBAL EXPRESS PTY LTD | Freight charges | 67.75 |
| 279 | 30-11-2023 | 1363 | 0559-S587470 | TEAM GLOBAL EXPRESS PTY LTD | Freight charges | 174.10 |
| 280 | 30-11-2023 | 1363 | 0558-S587470 | TEAM GLOBAL EXPRESS PTY LTD | Freight charges | 396.97 |
| 281 | 30-11-2023 | 1363 | 0561-S587470 | TEAM GLOBAL EXPRESS PTY LTD | Freight for BFB/SES & Works/Services | 104.20 |
| 282 | 30-11-2023 | 725 | K 358 643 031-3 | TELSTRA CORPORATION LTD | Telstra account telephone and internet 0293288400 to 01 November 2023 | 2,491.16 |
| 283 | 30-11-2023 | 1441 | 1645 | THE TRUSTEE FOR CINLAN TRUST | Coondle FS - Grundfos Pump - Supply/Install | 3,833.54 |
| 284 | 30-11-2023 | 1457 | N1049303 | THE TRUSTEE FOR HARRISON REYNOLDS FAMILY TRUST | Spika Strike Gaiters - Olive x 2 | 311.85 |

| Ref # | Electronic Funds Transfer Payments | | | | | |
|-------|------------------------------------|------------|---|--|--|------------|
| Date | Creditor | Invoice No | Creditor Name | Invoice Description | Inclusive Amount | |
| 285 | 30-11-2023 | 1444 | 510245 | THE TRUSTEE FOR THE LACHLAN SMITH FAMILY TRUST | Rates Notice Mailing 2023 | 7,768.88 |
| 286 | 30-11-2023 | 710 | 11-17.11.2023 | TOODYAY DISTRICT HIGH SCHOOL | Year 6 Academic Achievement Award | 300.00 |
| 287 | 30-11-2023 | 1471 | #301 | TOODYAY EARLY LEARNING CENTRE PTY LTD | Face painting and glitter tattoos for Toodyay Christmas Street Party | 650.00 |
| 288 | 30-11-2023 | 303 | 10650046 | TOODYAY HARDWARE & FARM | 4 x Key Tags | 11.60 |
| 289 | 30-11-2023 | 303 | 10650177 | TOODYAY HARDWARE & FARM | KOCH - 2 x PVC Joiner 90mm. PVC Pipe Stormwater 90mm | 47.80 |
| 290 | 30-11-2023 | 303 | 10651545 | TOODYAY HARDWARE & FARM | INV: 10651545 - R.Koch - 2 x Kwik Grip - Contact adhesive 50ml | 13.50 |
| 291 | 30-11-2023 | 303 | 10645624 | TOODYAY HARDWARE & FARM | 4mm Joiner thread 10PK & micro strip blue base | 32.20 |
| 292 | 30-11-2023 | 303 | 10645631 | TOODYAY HARDWARE & FARM | Micro strip blue base | 17.85 |
| 293 | 30-11-2023 | 303 | 10650839 | TOODYAY HARDWARE & FARM | Sprinklers & poly adaptors | 5.23 |
| 294 | 30-11-2023 | 303 | 10651027 | TOODYAY HARDWARE & FARM | Sprinklers & poly adaptors | 30.04 |
| 295 | 30-11-2023 | 303 | 10651600 | TOODYAY HARDWARE & FARM | Repair plug for retic IGA | 3.95 |
| 296 | 30-11-2023 | 303 | 10651198 | TOODYAY HARDWARE & FARM | Carrots bag 10kg | 6.95 |
| 297 | 30-11-2023 | 303 | 10650180 | TOODYAY HARDWARE & FARM | S&J Long handled plumbers shovel | 48.95 |
| 298 | 30-11-2023 | 303 | 10650184 | TOODYAY HARDWARE & FARM | 38mm suction hose 3m | 34.35 |
| 299 | 30-11-2023 | 303 | 10650185 | TOODYAY HARDWARE & FARM | 7x7 irrigation cable red 20mm | 53.45 |
| 300 | 30-11-2023 | 303 | 10651612 | TOODYAY HARDWARE & FARM | Carrots bag 10kg | 6.95 |
| 301 | 30-11-2023 | 303 | 10651076 | TOODYAY HARDWARE & FARM | PVC retic caps for medical centre | 7.65 |
| 302 | 30-11-2023 | 303 | 10651003 | TOODYAY HARDWARE & FARM | 300gr lubricant. Thread seal tap red 12mm x 10m. hardware Strap | 49.95 |
| 303 | 30-11-2023 | 695 | Monthly Hardware Purchases - October 2023 | TOODYAY TRADERS | Monthly Hardware Purchases - October 2023 - \$60 max per transaction | 687.65 |
| 304 | 30-11-2023 | 695 | 550235 | TOODYAY TRADERS | 1 x roll of 4mm Brush Cutter Cord | 98.50 |
| 305 | 30-11-2023 | 751 | INV-8124 | TOODYAY TYRE & EXHAUST | 11R22.5 Golden Crown tyres fitted + disposal fee | 2,920.00 |
| 306 | 30-11-2023 | 751 | INV-8114 | TOODYAY TYRE & EXHAUST | 155/70R12C tyres x 2 - Green Machine sweeper | 276.00 |
| 307 | 30-11-2023 | 751 | INV-8103 | TOODYAY TYRE & EXHAUST | 10R22.5 truck tyre x 1 - FTS800 | 1,247.00 |
| 308 | 30-11-2023 | 751 | INV-8139 | TOODYAY TYRE & EXHAUST | Truck Tyre repair | 75.00 |
| 309 | 30-11-2023 | 730 | 359688 | TOTAL TOOLS MIDLAND | Infrared Thermometer gun | 138.00 |
| 310 | 30-11-2023 | 736 | R-01224-118 | TOURISM COUNCIL OF WA | 2024 Membership Renewal for Golden I Visitor Centre | 1,650.00 |
| 311 | 30-11-2023 | 789 | 00040387 | VANGUARD PRESS | Printing 2024 toursim brochure | 5,340.50 |
| 312 | 30-11-2023 | 787 | 9399 | VERNICE PTY LTD | Water cart trailer Hire - Julimar Rd 3/10-31/10/2023 | 4,807.00 |
| 313 | 30-11-2023 | 787 | 9398 | VERNICE PTY LTD | Julimar Rd - Hire of Profiler + mob/demob | 23,705.00 |
| 314 | 30-11-2023 | 787 | 9401 | VERNICE PTY LTD | Julimar Road - Gravel Supply | 134,029.98 |

| Ref # | Electronic Funds Transfer Payments | | | | | Inclusive Amount |
|-------|------------------------------------|------------------------|---|---|--|------------------|
| Date | Creditor | Invoice No | Creditor Name | Invoice Description | | |
| 315 | 30-11-2023 | 787 9400 | VERNICE PTY LTD | Gravel Supply - Drainage Maintenance - Julimar Road | | 16,843.75 |
| 316 | 30-11-2023 | 840 00001036 | WACWIL LANDSCAPING & EARTHWORKS PTY LTD | Skidsteer/Water truck hire - Julimar Rd shoulder works Nov 2023 | | 44,825.00 |
| 317 | 30-11-2023 | 1463 | Reimbursement of Expenses 05/11/2023 | William John FLETCHER | DESC: Reimbursement of welfare expenses Bushfire Inc: 646732 | 68.00 |
| 318 | 30-11-2023 | 124 | 9043909943 & 9043912893 | WINC AUSTRALIA P/L | Stationery November 2023 | 251.04 |
| 319 | 30-11-2023 | 844 6039 | WOODLANDS DISTRIBUTORS & AGENCIES | A280 Drink Station for Newcastle Park | | 5,498.68 |
| 320 | 30-11-2023 | 844 6040 | WOODLANDS DISTRIBUTORS & AGENCIES | Cage for A280 Drink Fountain | | 207.90 |
| 321 | 30-11-2023 | 1451 231115/4421 | ZEDCON SCIENTIFIC SERVICES | Load Bearing Test on Composite Decking at Aquatic Centre | | 2,310.00 |
| 322 | 30-11-2023 | 1314 INV-0811 | ZONE 50 ENGINEERING SURVEYS PTY LTD | Julimar Rd - SLK 19.81 – 22.52 - Survey Works & Design - Peg Drains | | 680.63 |
| 323 | 30-11-2023 | 1314 INV-0814 | ZONE 50 ENGINEERING SURVEYS PTY LTD | Julimar Road SLK 17.56 - 19.81 - Spotting for seal and Line marking - addnl works | | 3,514.41 |
| 324 | 30-11-2023 | 1314 INV-0812 | ZONE 50 ENGINEERING SURVEYS PTY LTD | Julimar Road SLK 14.11 - 15.96 - clearing peg setup | | 2,248.22 |
| 325 | 30-11-2023 | 1314 INV-0818 | ZONE 50 ENGINEERING SURVEYS PTY LTD | Chitty Rd - Upgrade SLK 4.34-6.34 - Survey Set Up/Linemarking | | 1,804.00 |
| 326 | 30-11-2023 | 1314 INV-0793 | ZONE 50 ENGINEERING SURVEYS PTY LTD | Julimar Rd Surveyor/Spotter/Setout | | 3,251.60 |
| | | | | | EFT Total | 2,023,486.74 |
| Ref # | Payroll Payments | | | | | Inclusive Amount |
| Date | Description | | | | | |
| 328 | 08-11-2023 | Payroll PPE 07/11/2023 | | | | 102,041.02 |
| 329 | 09-11-2023 | Super PPE 09/11/2023 | | | | 20,971.01 |
| 330 | 09-11-2023 | Payroll PPE 7/11/2023 | | | | 965.75 |
| 331 | 22-11-2023 | Payroll PPE 21/11/2023 | | | | 106,221.42 |
| 332 | 23-11-2023 | Super PPE 23/11/2023 | | | | 21,738.12 |
| 333 | 24-11-2023 | Payroll PPE 23/11/2023 | | | | 2,158.80 |
| | | | | | Payroll Payments Total | 254,096.12 |

| Purchasing Cards - FM Regulation 13A | | | | |
|--------------------------------------|------------|---------------|----------------------------------|--|
| Ref # | Date | Cheque Number | Creditor Name | Inclusive Amount |
| 334 | 14-11-2023 | | CREDIT CARD CEO | Credit card - CEO - S Haslehurst October 2023 3,656.04 |
| | | | | LGP WA Conference registration 1,500.00 |
| | | | | Standards AUS Publications x 2- Risk Management and Plain English 308.53 |
| | | | | Xbox Game Pass-CRC 18.95 |
| | | | | Clearing permit for Bindi Bindi/Tooyay Road 800.00 |
| | | | | Specialised Lanyard for a piece of bush Fire 256.74 |
| | | | | Adobe Subscription 767.82 |
| | | | | Monthly Card fee 4.00 |
| 335 | 14-11-2023 | | CREDIT CARD MCCS | Credit card - T Bateman - MCCS - October 2023 2,291.87 |
| | | | | Fuel 30.00 |
| | | | | Adobe Subscription 18.69 |
| | | | | Fuel 60.00 |
| | | | | Monthly card fee 4.00 |
| | | | | Invarion Traffic count software 425.27 |
| | | | | Rope Barriers for Council Chambers 591.78 |
| | | | | LG Professional Membership 531.00 |
| | | | | Backpack stools for Depot staff 631.13 |
| 336 | 14-11-2023 | | CREDIT CARD CESM | Credit Card - CESM - R Koch - October 2023 73.20 |
| | | | | Number plate change -Fire Engine 37.80 |
| | | | | Transfer fee-Tatra Fire Engine 20.40 |
| | | | | Weight check-Bejoording 4.4 Tatra Truck 11.00 |
| | | | | Monthly card fee 4.00 |
| 337 | 14-11-2023 | | CREDIT CARD MDR | Credit Card - MDR - Hugo De Vos - October 2023 254.28 |
| | | | | Planning and compliance LGO conference 214.50 |
| | | | | ChatGPT Plus subscription 34.74 |
| | | | | Monthly card fee 4.00 |
| | | | | International Transaction Fee 1.04 |
| 338 | 14-11-2023 | | CREDIT CARD MAS | Credit Card - MAS - C Sullivan - October 2023 4.00 |
| | | | | Monthly card fee 4.00 |
| | | | PURCHASING CARD - LIBRARY | Book purchases - November 2023 783.88 |
| 339 | 27-11-2023 | | | BIGW Online Bella Vista 142.00 |
| | 27-11-2023 | | | Booktopia PTY Ltd Rhodes 181.00 |
| | 31-10-2023 | | | BIGW Online Bella Vista 100.00 |
| | 30-10-2023 | | | BIGW Online Bella Vista 194.00 |
| | 30-10-2023 | | | Booktopia PTY Ltd Rhodes 166.88 |
| | | | | Purchasing Card Total 7,063.27 |
| | | | | Total Payments 2,324,245.23 |

Moondyne **M**en Inc

Men looking after Men and the Community

Postal
Post Office Box 665
Toodyay W.A. 6566**Email**
moondyne.men@inet.net.au

30 October 2023

Shire of Toodyay
Chief Executive Officer
Ms Suzie Haslehurst
Post Office Box 96
Toodyay W A 6566**EXPRESSION OF INTEREST**
(Possible Lease of Old Tennis Club Facilities)

Dear Suzie,

The Moondyne Men Inc are considering the possibilities of having a facility where we can carry out our gatherings and have a base from where we can undertake our activities which also includes supporting the local community.

We are currently tenants to the RSL and we are very grateful for their support particularly in our early beginnings.

As the RSL are now the owners of the property, we are now paying rent to them (which we do not mind) but we have no say in the management or improvements of the existing building.

It was brought to our attention by Ms Rosemary Madacsi that the "Old Tennis Club" buildings may be available for lease.

The Moondyne Men Inc would very much like to be able to inspect these facility as soon as it is possible in order to clarify if this building would be suitable for our activities.

After inspection and if found to be suitable, it would then be our intension to present to the Shire of Toodyay a proposal to lease the premises along with approval in principal for any long term plans for improvements which will enhance the facility.

The membership have been discussing this with interest in particular the site being used as a community garden for which the Moondyne Men Inc would like to be involved with, if it were to materialise.

Our membership currently sits at 41.

The Moondyne Men respectfully request The Shire of Toodyay consider our notice of "Expression of Interest" (Possible Lease of Old Tennis Club Facilities).

Yours Faithfully,

Colin Bird
Secretary

From: Colin A Bird <[REDACTED]>
Sent: Thursday, November 30, 2023 2:33 PM
To: Records Officer <[REDACTED]>; Councillor Dival <[REDACTED]>;
Councillor McKeown <[REDACTED]>; Councillor Duri
<[REDACTED]>; Councillor Madacsi <[REDACTED]>; Councillor
McCormick <[REDACTED]>; Councillor Prater <[REDACTED]>;
Councillor Wrench <[REDACTED]>
Subject: [External]-Moondyne Men Inc (Expression of Interest)



30 October (sic) 2023

Shire of Toodyay
Post Office Box 96
Toodyay 6566

**EXPRESSION OF INTEREST
(Possible Lease of Old Tennis Club Facilities)**

On the 30 October 2023 the Moondyne Men Inc submitted an EOI to the Shire of Toodyay on the possibility of leasing the Old Tennis Club Facilities.

We were contacted by Mr Rod Ash of the Toodyay Tennis Club on Thursday 16 October 2023 who generously allowed access to a number of the Moondyne Men Inc members to view the facilities to ascertain if they would be suitable for our purpose.

The general consensus was; That the Moondyne Men Inc pursue the possibility of leasing the Old Toodyay Tennis Club rooms in conjunction with the Toodyay Tennis Club and the Shire of Toodyay.

A letter outlining our interest in the Old Toodyay Tennis Club facilities was then sent to Mr Rod Ash who was then going to on our behalf present it to the next Toodyay Tennis Club meeting.

However to this point in time we, the Moondyne Men Inc have received no acknowledgement of our Expression of Interest or any information as to how such a submission is processed.

Yours faithfully
Colin Bird
Secretary
[REDACTED]

* This message has been scanned by the XL2 spam filtering system.



Vehicle Crossover Policy E3

Introduction

A crossover is a constructed crossing giving access from a road carriageway to the property boundary. This policy and the related specifications are intended to provide property owners, builders and designers with the information required to ensure that crossovers meet the requirements of the Shire of Toodyay.

Application

This Policy applies to the construction of all new crossovers, and the modification to an existing crossover for the purpose of accessing a property within the Shire of Toodyay.

Policy Intent

- To provide conditions that enable the property owner to construct a crossover;
- To ensure crossovers provide safe access/egress for residents, patrons, pedestrians and drivers with minimal impact on assets in the road reserve;
- To create uniformity of crossover construction and appearance across the Shire of Toodyay;
- To mitigate ongoing maintenance issues for the resident and/or the Shire of Toodyay;
- To ensure crossovers are constructed to the minimum specifications required for longevity and are fit for purpose.

Glossary

| Name | Definition |
|-----------------------|---|
| Crossfall | Gradient across a surface, necessary for adequate drainage |
| Constructed Crossover | A constructed crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land |
| Crossover wings | The flared edges of a driveway as it abuts the road edge |
| Culvert | Sections of pre-cast, reinforced concrete pipe and appropriate structures to channel stormwater beneath a road or crossover |
| Footpath | A walkable surface of generally asphalt or concrete that is intended to be used by both pedestrians and bike riders |
| Gutter | The edge of a road where it meets the kerb |
| Kerb | A concrete beam designed to keep vehicles on the roadway and control stormwater |
| Obstructions | An object that constitutes an obstacle to crossover/path users |
| Sightlines | The visual envelope of vehicles and path users (defined in Austroads Guide to Road Design Part 4A: Unsignalised and signalised intersections) |

1. When to Construct a Crossover

Developed lots with existing dwellings may apply to construct a crossover at any time and should be encouraged so the property can conform with the Policy intent.

Vacant residential lots that are to be developed shall require a constructed crossover as a condition of planning approval.

Vacant commercial lots that are to be developed shall require a constructed crossover as a condition of planning approval.

2. Approval to Construct or Modify Crossovers

The property owner is required to complete and submit a Crossover Application to the Shire before a crossover is constructed or modified.

The Shire of Toodyay has a large network of sealed and unsealed roads, as such two definitions for a constructed crossover apply:

- For properties adjoining a sealed road, the term “constructed crossover” shall refer to a drained, crossover finished with a suitable wearing surface (concrete, asphalt, brick paving, spray seal) constructed to a size conforming to the specification.
- For properties adjoining a gravel road, the term “constructed crossover” shall refer to a compacted, drained gravel pavement constructed to a size conforming to the specification.

On receipt of the application, Assets & Services officers will assess the proposal and, if needed, discuss any modifications with the applicant. An approval notice letter will then be issued. Any relevant conditions unique to the construction of the crossover, specifications and a list of local suppliers is included. It is then the Owner/Developers’ responsibility to arrange and issue the works.

The approval to construct a crossover is valid for two years from the date of issue. If this time elapses without construction, a new application shall be submitted to the Shire.

The following roads fall under the care and maintenance of Main Roads Western Australia and as such will be the approving body for crossover construction and maintenance.

- Toodyay Road
- Northam Toodyay Road
- Goomalling Toodyay Road

For more information regarding crossovers on designated state roads, contact the Main Roads Regional Office on (08) 9622 4777

3. Number of Crossovers

In residential areas, one crossover per lot is permitted unless approved in writing by the Shire of Toodyay. Additional crossover requests will be assessed on a case-by-case basis.

In rural areas, one crossover per lot is permitted, with additional crossovers (e.g. paddock access) generally accepted at an additional crossover per 20ha or 500m of road frontage.

4. Crossover Conflict with Infrastructure Assets and Vegetation in Road Reserve

Where the location of a new crossover, requested by the property owner, conflicts with existing road reserve infrastructure assets, the cost to relocate the assets or avoid the conflict shall be borne by the property owner. Modifications to any road infrastructure assets will require approval from the Manager Assets & Services and may be completed as a private works request.

If utility assets are likely to be endangered by the crossover construction process it is advisable to contact the relevant public utility service authority.

In rural and semi-rural areas with significant vegetation on the verge, the crossover will need to be located to achieve sight distances and avoid unnecessary removal of vegetation. Any clearing proposed must be detailed on the crossover application and will be assessed by the Shire of Toodyay on a case-by-case basis. Permission must be obtained from the Manager Assets & Services prior to the commencement of any vegetation clearing. Any clearing of vegetation shall comply with *Environmental Protection Act 1986* and the Shire's *Verge Maintenance Policy*.

5. Footpath in Verge

Under the *Road Traffic Code 2000*, pedestrians and cyclists have priority over vehicles leaving properties. Existing paths shall continue through and must be clearly defined in the crossover by either of the following methods:

- Leaving the existing concrete path in place
- Removing the existing concrete path and installing matching control joint edge lines in the new crossover to line up with the edges of the path (Material and finish to match footpath unless approved otherwise)

No part of the footpath may be removed or modified without written approval from the Shire of Toodyay.

6. Crossover Construction

It is the Owner/Developers' responsibility to arrange and award the construction of a crossover. To ensure construction conforms to the Shire of Toodyay's specifications, hold points are nominated depending on the final surface material;

- **Concrete Crossover:**
At completion of box out and compaction of subbase, formed, prior to pouring.
- **Asphalt, Brick Pave & Spray Seal Crossover:**
At completion of box out and compaction of subbase
Prior to installation of final wearing surface

Concrete is generally the favoured material for crossover construction as it presents best value for money both in terms of quality of and longevity.

Providing the appropriate specifications can be met, the Shire of Toodyay encourages the use of recycled materials in concrete or asphalt crossover construction. (e.g. recycled rubber, glass, fly ash)

Single coat spray seals do not meet the specification for a sealed crossover.

7. Shire Subsidy to Crossover Construction

At the completion of works the property owner may advise the Shire that works are complete and, upon inspection from Assets & Services officers, a subsidy toward the construction of the crossover shall be paid into the nominated account providing:

- The crossover is constructed in accordance with the Shire's Crossover Policy and associated Specifications
- The completed crossover has not been in place for more than three years
- A subsidy has not previously been paid to the property
- The crossover subsidy applies to the primary (first) crossover access only

The crossover subsidy is based on the area of a constructed crossover. Subsidy rates cover 50% of the cost of the construction up to an approved amount outlined in the Shire's Schedule of Fees and Charges. This amount is reviewed annually by Council.

The contribution applies to industrial, commercial and grouped dwellings as well as single residential developments. In the case of strata titles, a contribution will apply to each separate crossover which connects the development to the gazetted road. Crossover subsidies apply both to crossovers abutting Local Authority roads and roads under the control of Main Roads Western Australia.

Crossovers constructed to satisfy a condition of subdivision approval will not be eligible for Shire subsidy.

8. Maintenance of Crossovers

Maintenance and renewal of crossovers is the responsibility of the property owner.

Any footpath or kerbing that abuts the crossover is the responsibility of the Shire of Toodyay.

Requests for vegetation removal/pruning to improve safe sight distance will be assessed by the Shire on a case-by-case basis. Vegetation required to be removed for sight distance on constructed crossovers will be completed by the Shire of Toodyay.

Requests for cleaning of culverts beneath crossovers will be assessed by the Shire on a case-by-case basis taking into account whether the crossover has been approved, the impact of the blockage on road safety, and if appropriate measures have been taken by the resident to reduce run off and erosion within the property.

9. Reinstatement of Crossovers

Where Shire of Toodyay works conflict with an approved crossover, access will be reinstated on a like-for-like basis where possible. However in the event of coloured/decorative concrete, Council will not accept responsibility for matching an exact colour or finish.

If a public service authority or Contractor removes part or all of a crossover, they will be responsible for its reinstatement to the condition prior to works. The Shire of Toodyay will not take responsibility for any damages to crossovers caused by parties other than the Shire of Toodyay.

10. Technical Specifications and Standard Drawings

For technical specifications and standard drawings, refer to the relevant Shire of Toodyay *Vehicle Crossover Specification* document.

Reference Information

Shire of Toodyay – Vehicle Crossover Specifications

Related Documents

Related Legislation *Local Government Act 1995 (WA)*
Local Government (Uniform Local Provisions) Regulation 1996, Sections 12, 13, 14, 15 & 16
Road Traffic Code 2000
Environmental Protection Act 1985

Associated Forms and Attachments

| Version Control Information | Version No. | Issue Date | Nature of amendment | Developed By | Approved By |
|-----------------------------|-------------|------------|---|-------------------|-------------|
| | V0 | 15/12/2020 | Revision of Document and Specifications | Assets & Services | Council |

1. Document Control Information

| | |
|--|-------------------------------|
| Document Theme | Engineering |
| Document Category | Engineering |
| Document Title | Vehicle Crossover Policy |
| Document ID | |
| Document Owner (position title) | Manager Assets & Services |
| Author (position title) | Engineering Technical Officer |
| Date of approval | 15/12/2020 Res No. 357/12/20 |
| Approving authority | Council |
| Access restrictions | Manager Assets & Services |
| Date Published | April 2007 |
| Date of last review | October 2020 |
| Date of next review | October 2022 |
| Archived antecedent documents and previous versions | |



Shire of Toodyay

Department for Assets and Services

Vehicle Crossover Specifications

Contents

| | |
|-------------------------------------|---|
| 1. Alignment and Dimensions..... | 2 |
| 2. Dimensions | 2 |
| 3. Subgrade Formation | 2 |
| 4. Base Course | 2 |
| 5. Drainage..... | 3 |
| 6. Levels..... | 3 |
| 7. Sealed Crossover Materials | 3 |
| 8. Concrete..... | 3 |
| 9. Asphalt | 4 |
| 10. Two Coat Seal..... | 4 |
| 11. Brick Pave | 4 |
| 12. Standard Drawings..... | 4 |

Reference Information

Shire of Toodyay Policy E3 – Vehicle Crossover Policy

Standard Drawings Series ST-20-E3

IPWEA – AAPA Asphalt Specification

1. Alignment and Dimensions

- 1.1. Crossovers shall be constructed perpendicular to the road.
- 1.2. Crossovers are not permitted in lot truncations or within 6m from an intersection tangent point.
- 1.3. Crossovers shall be a minimum of 1m from any street tree or service utility structure such as power poles, non-trafficable sewer and Telstra manholes.
- 1.4. Crossovers shall be a minimum of 1m from any council asset such as stormwater drainage structures and footpath pram ramps.
- 1.5. Crossovers shall be a minimum of 1m or dimension "y" (refer drawings), whichever is greater, from adjacent property boundaries to allow for utility alignments and any future crossovers.

2. Dimensions

- 2.1. The width of a residential crossover at the property line shall be a minimum of 3m and a maximum of 5m wide.
- 2.2. Width of a commercial or industrial crossover at the property line shall be a minimum of 5m and a maximum of 7m wide.
- 2.3. Where a kerb aligned footpath or shared path has been constructed in the verge, crossover wings are not required and will stop at the back of the path. Mountable kerb in front of the crossover shall be for a minimum of the width of crossover plus the wings as if they continued through the path.

3. Subgrade Formation

- 3.1. Areas to be filled shall be completely cleared of all deleterious material, including the following: trees, roots and all other decayed vegetation. The site shall then be boxed out or filled, and formed to levels and gradients as required.
- 3.2. Subgrade shall be compacted with a suitable vibratory compactor, to the satisfaction of Shire of Toodyay.

4. Base Course

- 4.1. A gravel base course is not required for concrete crossovers provided the subgrade is compacted to the satisfaction of Shire of Toodyay
- 4.2. The base course shall be of good quality laterite gravel or crushed rock, free of excess amounts of clay and contaminants.
- 4.3. The base is to be spread, rolled, water bound and corrected in layers not exceeding 150mm to provide a strong, uniform pavement layer

5. Drainage

- 5.1. Where an open drain is situated in the verge to channel stormwater runoff, a piped culvert crossing is required. All culverts under crossovers shall have approved headwalls. Protective works are required at culvert exits and entries to reduce the velocity, and to ensure erosion does not occur.
- 5.2. Drainage pipes within the road reserve shall be reinforced concrete pipes (spigot and socket type) unless otherwise approved by Shire of Toodyay. All pipes shall conform to the appropriate Australian Standards.
- 5.3. Strength class for reinforced concrete pipes shall be Class 2 unless otherwise noted and have at least the manufacturers minimum specified cover otherwise approved.
- 5.4. Bedding of pipes shall be carried out evenly and thoroughly. The trench shall be backfilled to grade with approved material and compacted to specification. All pipe bedding shall be min. 50mm clean sand unless otherwise specified.

6. Levels

- 6.1. Minimum grade desirable gradient or cross fall for a crossover is 2% (1 in 50), for properties lower than the roadway it is recommended that 2 metres of the crossover fall toward the road to assist with drainage. Where this is unachievable, the Shire of Toodyay will not be responsible from damages caused by flooding.
- 6.2. Where a footpath exists, this will be used as level control with the crossover graded from that level to the road or property boundary respectively.

7. Sealed Crossover Materials

- 7.1. Four sealed crossover types meet the Shire of Toodyay's specification for a constructed crossover.
 - Concrete
 - Asphalt
 - Two Coat Seal
 - Brick Pave

Note: Concrete is generally the favoured material for crossover construction as it presents best value for money. Single Coat spray seals do not meet the specification for a sealed crossover.

8. Concrete

- 8.1. The minimum thickness is to be 100mm for light residential and 150mm for commercial and industrial crossovers. The concrete is to have a minimum compressive strength of 32MPa at 28 days.
- 8.2. The sub-grade is to be watered, compacted and to level before placement of the concrete to the satisfaction of the Shire of Toodyay.
- 8.3. After the base has been laid (including formwork, plastic membrane and mesh placement) Shire of Toodyay will inspect prior to installation of concrete.
- 8.4. The finished surface is to be non-slip, and decorative patterns are supported providing they are not detrimental to vehicle or pedestrian safety.

9. Asphalt

- 9.1. IPWEA AAPA Specification for supply and laying of asphalt road surfacing shall apply.
- 9.2. The minimum thickness of consolidated asphalt shall not be less than 25mm nor greater than 40mm.

10. Two Coat Seal

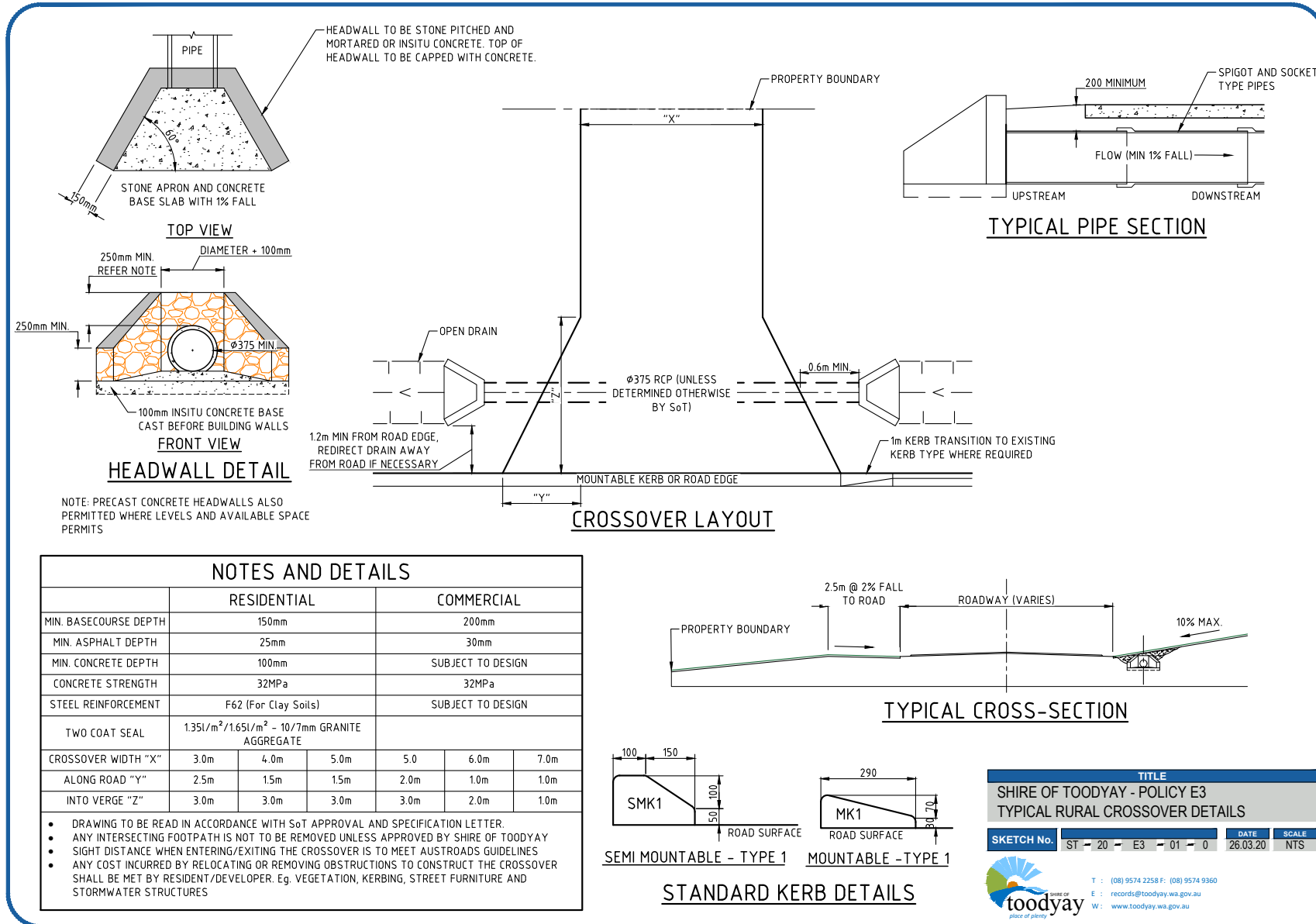
- 10.1. Spray bitumen emulsion at the rate of 1.35 litres per square metre then bound with 10mm stone. The stone shall then be lightly broomed to remove high areas and rolled. A second coat of bitumen emulsion shall be applied at a rate of 1.65 litres per square metre, bound with 7mm granite aggregate and broomed and rolled.
- 10.2. Bitumen spray sealing is to be avoided in the winter months as cold weather is detrimental to its longevity. It is also to be acknowledged that the design life for this treatment will likely be significantly less than alternative treatments.

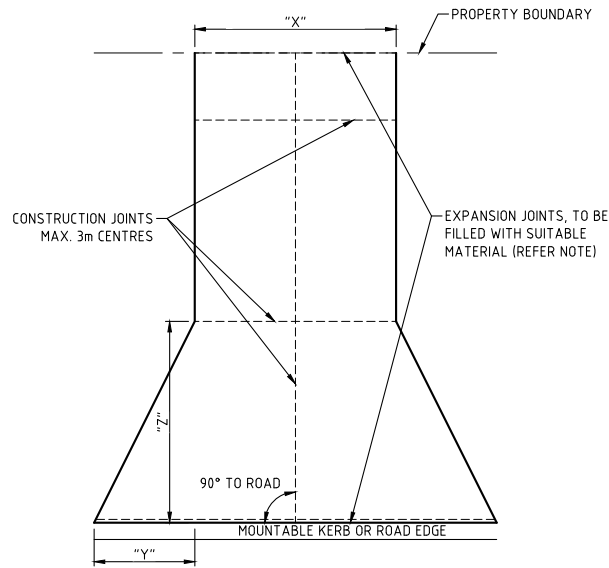
11. Brick Pave

- 11.1. New materials shall be used for brick pave construction.
- 11.2. The minimum thickness is 60mm for pavers on residential crossovers.
- 11.3. Edge restraint (haunching) is to be mixed as a 4:1 sand/cement ratio as per the standard detail, ensure it supports beneath a minimum of one third of the header course.
- 11.4. Pavers are to be spaced no more than 3mm apart.
- 11.5. All brick paved crossover require a minimum of 150mm gravel base course, compacted and tightly bound.
- 11.6. Clean bedding sand to a depth of 25mm shall then be placed and inspected to the satisfaction of the Shire of Toodyay.
- 11.7. Laying patterns are to be as per the manufactures specification for residential crossovers.
- 11.8. It is recommended that the pavers be then compacted using a low amplitude plate compactor, not in direct contact with the surface, for two passes at a high frequency.
- 11.9. After compaction, voids shall be filled with clean, dry siliceous sand, 100% passing a 2.36mm sieve.

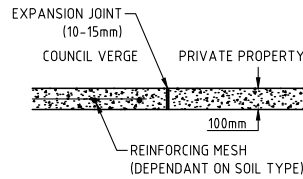
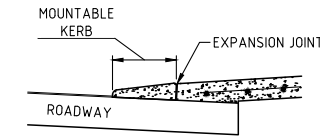
12. Standard Drawings

Refer attachments



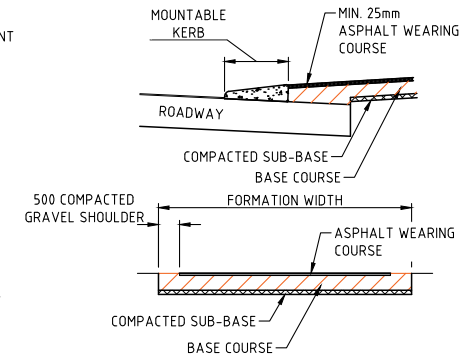


TYPICAL CONCRETE CROSSOVER



NOTES:

- SUITABLE EXPANSION JOINT MATERIALS:
 - CANEITE
 - MASTIC
- EX J. TO BE FULL THICKNESS OF CONCRETE



- GRAVEL BACKFILL TO BE INSTALLED LEVEL WITH ASPHALT

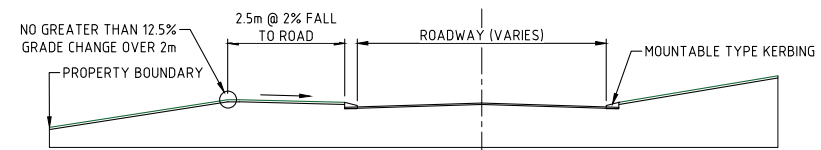
CONCRETE

ASPHALT

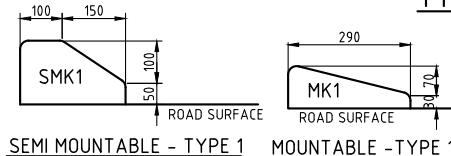
NOTES AND DETAILS

| | RESIDENTIAL | | COMMERCIAL | | |
|-----------------------|---|------|-------------------|------|------|
| MIN. BASECOURSE DEPTH | 150mm | | 200mm | | |
| MIN. ASPHALT DEPTH | 25mm | | 30mm | | |
| MIN. CONCRETE DEPTH | 100mm | | SUBJECT TO DESIGN | | |
| CONCRETE STRENGTH | 32MPa | | 32MPa | | |
| STEEL REINFORCEMENT | F62 (For Clay Soils) | | SUBJECT TO DESIGN | | |
| TWO COAT SEAL | 1.35l/m ² /1.65l/m ² - 10/7mm GRANITE AGGREGATE | | | | |
| CROSSOVER WIDTH "X" | 3.0m | 4.0m | 5.0m | 6.0m | 7.0m |
| ALONG ROAD "Y" | 2.5m | 1.5m | 1.5m | 2.0m | 1.0m |
| INTO VERGE "Z" | 3.0m | 3.0m | 3.0m | 3.0m | 1.0m |

- DRAWING TO BE READ IN ACCORDANCE WITH SOT APPROVAL AND SPECIFICATION LETTER.
- ANY INTERSECTING FOOTPATH IS NOT TO BE REMOVED UNLESS APPROVED BY SHIRE OF TOODYAY
- SIGHT DISTANCE WHEN ENTERING/EXITING THE CROSSOVER IS TO MEET AUSTRROADS GUIDELINES
- ANY COST INCURRED BY RELOCATING OR REMOVING OBSTRUCTIONS TO CONSTRUCT THE CROSSOVER SHALL BE MET BY RESIDENT/DEVELOPER. Eg. VEGETATION, KERBING, STREET FURNITURE AND STORMWATER STRUCTURES

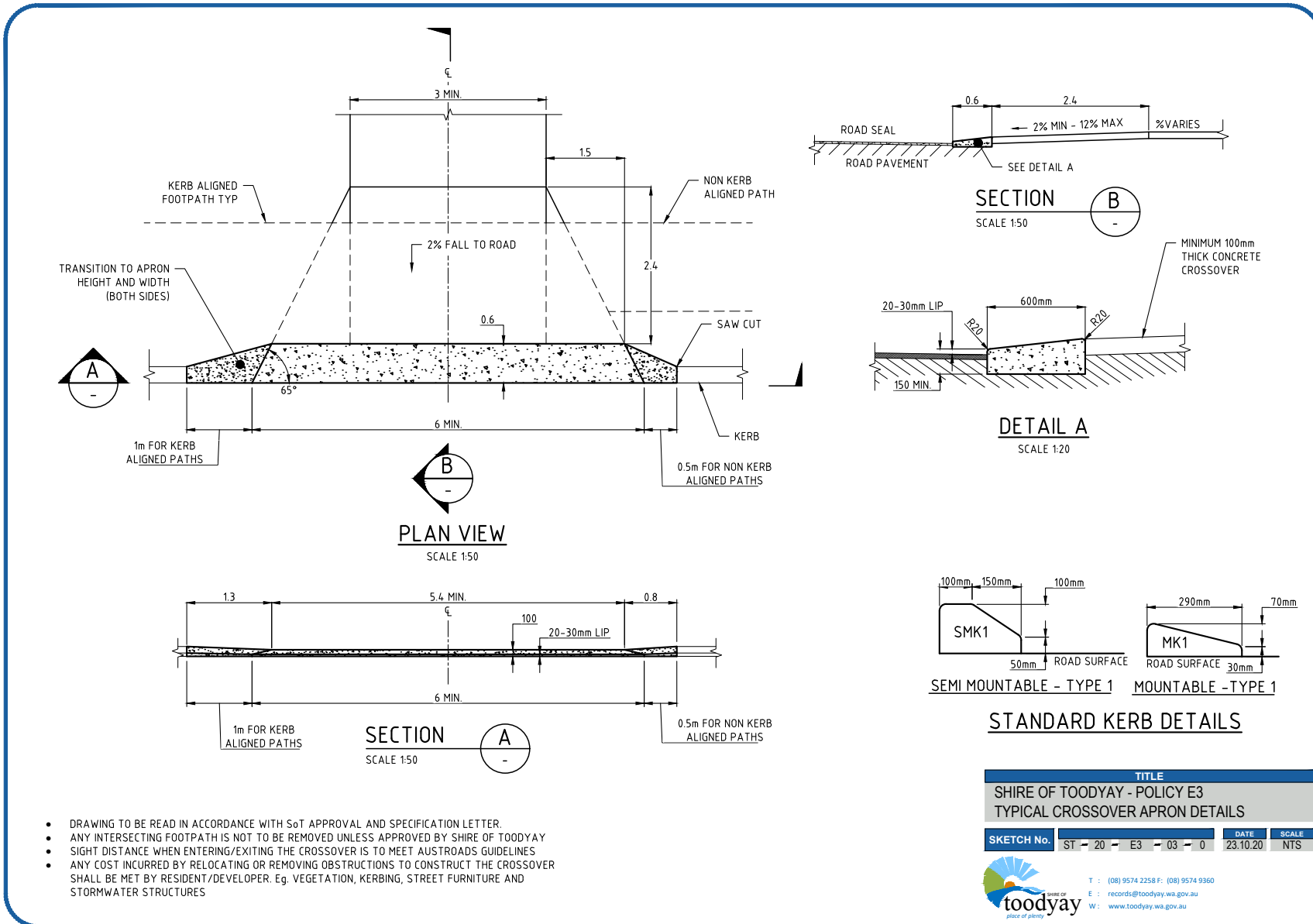


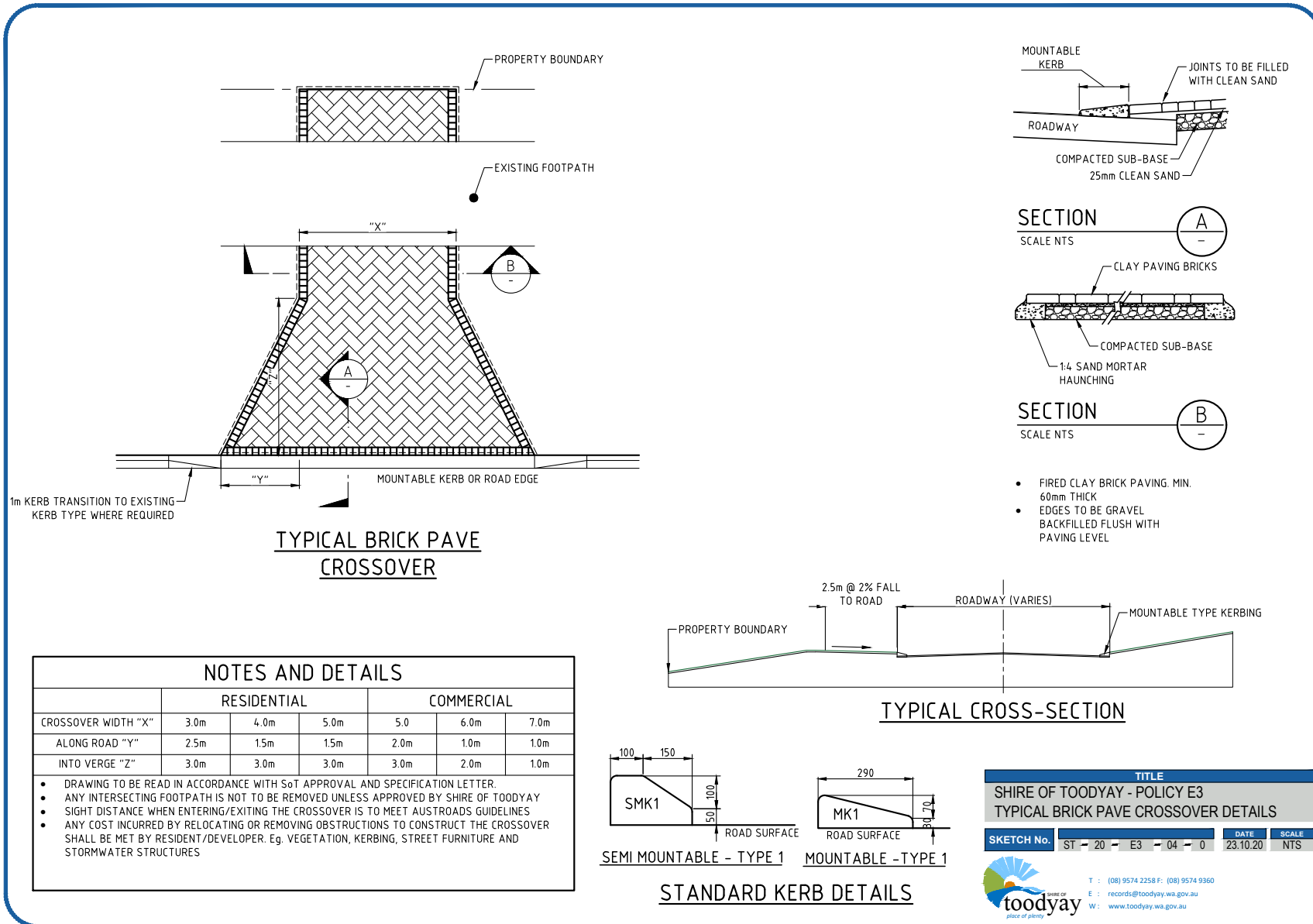
TYPICAL CROSS-SECTION

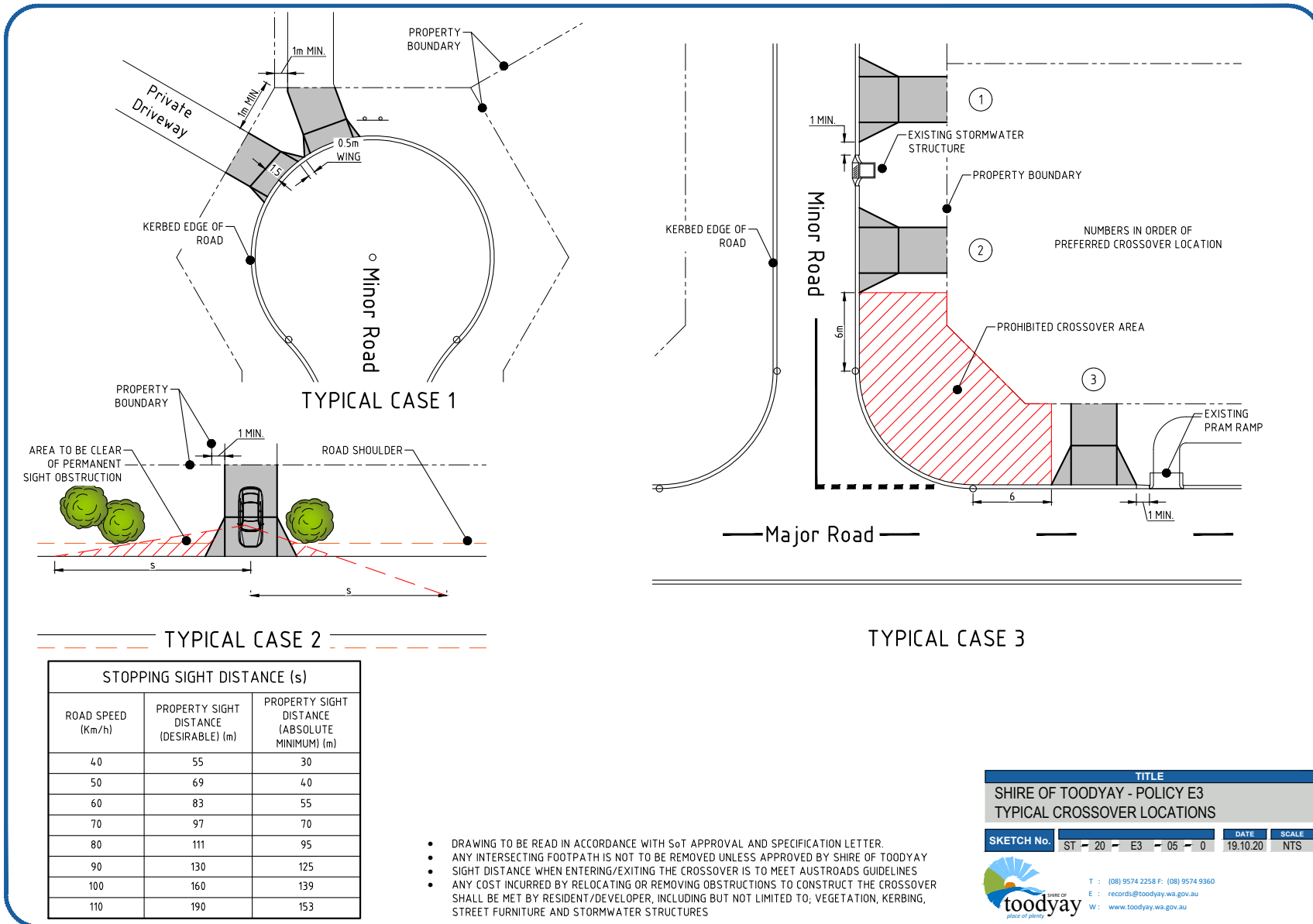


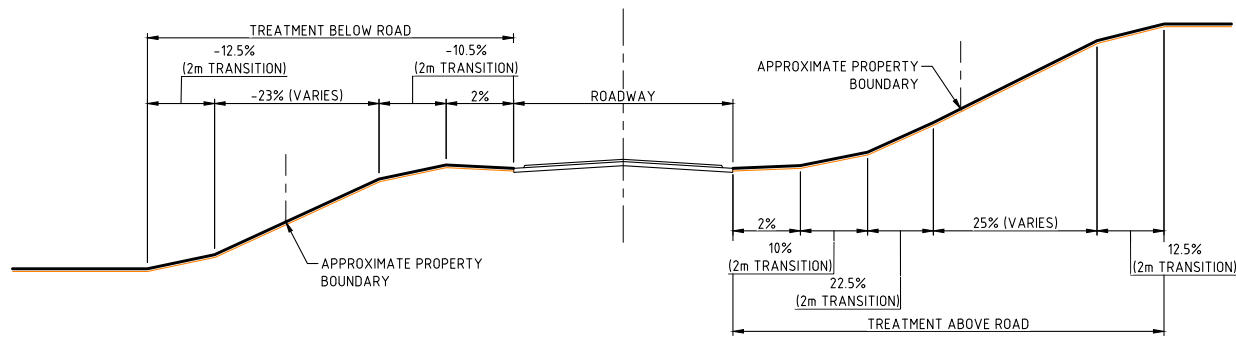
STANDARD KERB DETAILS

| TITLE | | DATE | SCALE |
|---|-----------------------|----------|-------|
| SHIRE OF TOODYAY - POLICY E3 TYPICAL CROSSOVER DETAILS | | 26.03.20 | NTS |
| SKETCH No. | ST - 20 - E3 - 02 - 0 | | |









MAXIMUM CROSSOVER GRADIENTS

- DRAWING TO BE READ IN ACCORDANCE WITH SoT APPROVAL AND SPECIFICATION LETTER.
- ANY INTERSECTING FOOTPATH IS NOT TO BE REMOVED UNLESS APPROVED BY SHIRE OF TOODYAY
- SIGHT DISTANCE WHEN ENTERING/EXITING THE CROSSOVER IS TO MEET AUSTRROADS GUIDELINES
- ANY COST INCURRED BY RELOCATING OR REMOVING OBSTRUCTIONS TO CONSTRUCT THE CROSSOVER SHALL BE MET BY RESIDENT/DEVELOPER, INCLUDING BUT NOT LIMITED TO; VEGETATION, KERBING, STREET FURNITURE AND STORMWATER STRUCTURES

| TITLE | | | |
|---|----------|-------|--|
| SHIRE OF TOODYAY - POLICY E3 MAXIMUM CROSSOVER GRADIENTS | | | |
| SKETCH No. | DATE | SCALE | |
| ST - 20 - E3 - 06 - 0 | 19.10.20 | NTS | |

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 W : www.toodyay.wa.gov.au



Vehicle Crossovers

Introduction

A crossover is a constructed crossing giving access from a road carriageway to the property boundary.

This policy and the related specifications are intended to provide property owners, builders and designers with the information required to ensure that crossovers meet the requirements of the Shire of Toodyay.

Objectives

- To provide conditions that enable the property owner to construct a crossover;
- To ensure crossovers provide safe access/egress for residents, patrons, pedestrians and drivers with minimal impact on assets in the road reserve;
- To create uniformity of crossover construction and appearance across the Shire of Toodyay;
- To mitigate ongoing maintenance issues for the resident and/or the Shire of Toodyay;
- To ensure crossovers are constructed to the minimum specifications required for longevity and are fit for purpose

Scope

This policy applies to the construction of all new crossovers, and the modifications to an existing crossover for the purpose of accessing property within the Shire of Toodyay.

This policy sets out the Shire's objectives in granting approval to new and modified crossovers, guides determination of whether a crossover will be approved, and provides direction regarding the Shire's cost contribution to a crossover.

Definitions

| Term | Definition |
|-----------------------|--|
| Constructed Crossover | A constructed crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land. |
| Council | The local government, responsible for making decisions in formal meetings held under the auspices of Part 5 of the Local Government Act 1995 and under the Shire's Standing Orders Local Law 2008. |
| Culvert | Sections of pre-cast reinforced concrete pipe and appropriate structure to channel stormwater beneath a road or crossover. |
| Footpath/Cycle Path | A walkable surface of generally asphalt or concrete that is intended to be used by both pedestrians and bike riders |

09/11/2023

Page 1

REVISED Vehicle Crossover Policy

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| Term | Definition |
|----------------|--|
| Hold Point | A mandatory verification point beyond which work cannot proceed without the approval of the Shire of Toodyay |
| Kerb | A concrete beam designed to keep vehicles on the roadway and control stormwater |
| MRWA | Main Roads Western Australia |
| Road Reserve | The portion of land between the front of the property boundary that contains both verge and the road carriageway |
| Shire | the Shire of Toodyay. |
| Specifications | Shire of Toodyay Vehicle Crossover Specifications |
| Thoroughfare | A road, street, lane, path, pavement, sidewalk or similar place which exists for the free passage of persons or vehicles |
| Verge | A verge is the area between the edge of the road and the boundary of the property |

Policy Statement

1. General Requirements

- 1.1 No crossover shall be constructed without the prior written approval of the Shire for the crossover.
- 1.2 Applications to construct a crossover will be assessed against this and other related policies and standards.
- 1.3 Crossovers must provide direct access to an unauthorised driveway or car parking area within a property. Crossovers which do not ('redundant crossovers') will not be approved and will be required to be removed as condition of other works.
- 1.4 All crossovers shall be constructed in accordance with the approval issued by the Shire, including any conditions attached to this, to the Shire's specification (refer Crossover Technical Specifications).
- 1.5 Crossover treatments shall not sever existing continuous footpaths or cycle paths. Crossovers must be designed and constructed to maintain the continuous foot and cycle path treatment with the crossover treatment broken to accommodate the path rather than vice versa.

2. When to Construct a Crossover

Developed lots with existing dwellings may apply to construct a crossover at any time and should be encouraged, so the property can conform with the Policy intent.

09/11/2023

REVISED Vehicle Crossover Policy

Page 2

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Vacant residential lots that are to be developed, shall require a constructed crossover as a condition of planning approval.

Vacant commercial lots that are to be developed, shall require a constructed crossover as a condition of planning approval.

3. Approval to Construct or Modify Crossovers

The Shire of Toodyay has a large network of sealed and unsealed roads, as such two definitions for a constructed crossover apply:

- For properties adjoining a **sealed road**, the term “constructed crossover” shall refer to a drained crossover finished with a suitable wearing surface (concrete, asphalt, brick paving, spray seal) constructed to a size conforming to the specification.
- For properties adjoining a **gravel road**, the term “constructed crossover” shall refer to a compacted, drained gravel pavement constructed to a size conforming to the specification.

The property owner is required to complete and submit a Crossover Application to the Shire before a crossover is constructed or modified.

On receipt of the application, Shires Officers will assess the proposal and, if needed, discuss any modifications with the applicant. An approval notice letter will then be issued. Any relevant conditions unique to the construction of the crossover and crossover specifications is included. It is then the Owner/Developers’ responsibility to arrange and issue the works.

All crossovers (including associated drainage works) shall be constructed to the approved engineering standards and the Shire’s crossover specifications.

The approval to construct a crossover is valid for two years from the date of issue. If this time elapses without construction, a new application shall be submitted to the Shire.

The following roads fall under the care and maintenance of MRWA and as such, they will be the approving body for crossover construction and maintenance. –

- Toodyay Road;
- Northam Toodyay Road; and
- Goomalling Toodyay Road.

For more information regarding crossovers on designated state roads, contact the MRWA Regional Office on (08) 9622 4777

4. Number of Crossovers

In residential areas, one crossover per lot is permitted unless approved in writing by the Shire of Toodyay. Additional crossover requests will be assessed on a case-by-case basis.

In rural areas, one crossover per lot is permitted, with additional crossovers (e.g., paddock access) generally accepted at an additional crossover per 20ha or 500m of road frontage.

5. Crossover Conflict with Infrastructure Assets and Vegetation in Road Reserve

Where the location of a new crossover, requested by the property owner, conflicts with existing road reserve infrastructure assets, the cost to relocate the assets or avoid the conflict shall be borne by the property owner. Modifications to any road infrastructure assets will require approval from the Manager Infrastructure & Assets and may be completed as a private works request.

If utility assets are likely to be endangered by the crossover construction process it is advisable to contact the relevant public utility service authority.

In rural and semi-rural areas with significant vegetation on the verge, the crossover will need to be located to achieve sight distances and avoid unnecessary removal of vegetation. Any clearing proposed must be detailed on the crossover application and will be assessed by the Shire of Toodyay on a case-by-case basis. Permission must be obtained from the Executive Manager Infrastructure, Assets and Services prior to the commencement of any vegetation clearing. Any clearing of vegetation shall comply with *Environmental Protection Act 1986* and the Shire's Verge Maintenance Policy.

6. Footpath in Verge

Under the *Road Traffic Code 2000*, pedestrians and cyclists have priority over vehicles leaving properties. Existing paths shall continue through and must be clearly defined in the crossover by either of the following methods:

- Leaving the existing concrete path in place
- Removing the existing concrete path and installing matching control joint edge lines in the new crossover to line up with the edges of the path (material and finish to match footpath unless approved otherwise)

No part of the footpath may be removed or modified without written approval from the Shire of Toodyay.

7. Crossover Construction

It is the Owner/Developers' responsibility to arrange and award the construction of a crossover. To ensure construction conforms to the Shire of Toodyay's crossover specifications, hold points are nominated depending on the final surface material;

- **Concrete Crossover:**

At completion of box out and compaction of subbase, formed, prior to pouring.

- **Asphalt, Brick Pave & Spray Seal Crossover:**

At completion of box out and compaction of subbase. Prior to installation of final wearing surface

Concrete is generally the favoured material for crossover construction as it represents best value for money both in terms of quality and longevity.

Providing the appropriate specifications can be met, the Shire of Toodyay encourages the use of recycled materials in concrete or asphalt crossover construction. (e.g., recycled rubber, glass, fly ash)

Single coat spray seals do not meet the specification for a sealed crossover.

8. Shire Subsidy to Crossover Construction

At the completion of works, the property owner shall advise the Shire in writing that works are complete and, upon inspection from Infrastructure & Assets officers, a subsidy toward the construction of the crossover shall be paid into the nominated account providing:

- The crossover is constructed in accordance with the Shire's Crossover Policy and associated Specifications;
- The completed crossover has not been in place for more than three years;
- A subsidy has not previously been paid to the property;
- The crossover subsidy applies to the primary (first) crossover access only.

The crossover subsidy is based on the area of a constructed crossover. Subsidy rates cover 50% of the cost of the construction up to an approved amount outlined in the Shire's Schedule of Fees and Charges. This amount is reviewed annually by Council.

The contribution applies to industrial, commercial, and grouped dwellings as well as single residential developments. In the case of strata titles, a contribution will apply to each separate crossover which connects the development to the gazetted road.

Crossover subsidies apply both to crossovers abutting Local Authority roads and roads under the control of MRWA.

Crossovers constructed to satisfy a condition of subdivision approval will not be eligible for the Shire subsidy.

9. Maintenance of Crossovers

Maintenance and renewal of crossovers is the responsibility of the property owner, including drainage culverts. .

Any footpath or kerbing that abuts the crossover is the responsibility of the Shire of Toodyay.

As per Council's Verge Maintenance Policy, owners/occupiers are encouraged to maintain the verge area/s adjacent to their property with the Shire involvement limited to significant hazards to road users. Requests for vegetation removal/pruning to improve safe sight distance will be assessed by the Shire on a case-by-case basis.

10. Reinstatement of Crossovers

Where Shire of Toodyay works conflict with an approved crossover, access will be reinstated on a like for-like basis where possible. However, in the event of coloured/decorative concrete, Council will not accept responsibility for matching an exact colour or finish.

If a public service authority or Contractor removes part or all of a crossover, they will be responsible for its reinstatement to the condition prior to works.

The Shire of Toodyay will not take responsibility for any damages to crossovers caused by parties other than the Shire of Toodyay.

09/11/2023

Page 5

REVISED Vehicle Crossover Policy

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11. Technical Specifications and Standard Drawings

For technical specifications and standard drawings, refer to the relevant Shire of Toodyay - Vehicle Crossover Specification document.

Reference Information

- Verge Maintenance Policy

Legislation

- *Local Government Act 1995; and*
- *Local Government (Uniform Local Provisions) Regulation 1996.*
- *Environmental Protection Act 1986*
- *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*
- *Road Traffic Code 2000*

Associated documents.

- Vehicle Crossover Specification.

Version control information

| Version No. | Date Issued | Review position | Developed by | Approved by |
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| V1 | 15/12/2007 | Reviewed | Infrastructure & Assets | Council |
| V2 | 21/05/2009 | Amended | Infrastructure & Assets | Council |
| V3 | 13/05/2010 | Reviewed | Infrastructure & Assets | Council |
| V4 | 19/04/2011 | Amended | Infrastructure & Assets | Council |
| V5 | 19/06/2012 | Amended | Infrastructure & Assets | Council |
| V6 | 15/12/2020 | Reviewed | Infrastructure & Assets | Council |

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09/11/2023

Page 6

REVISED Vehicle Crossover Policy

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09/11/2023

REVISED Vehicle Crossover Policy

Page 7

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Council Policy: Vehicle Crossover

Attachment 1

Vehicle Crossover Specifications

Definitions

| Term | Definition |
|-----------------------|--|
| Constructed Crossover | A constructed crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land. |
| Crossfall | Gradient across a surface, necessary for adequate drainage |
| Crossover Wings | The flared edges of a driveway as it abuts the road edge. |
| Culvert | Sections of pre-cast reinforced concrete pipe and appropriate structures to channel stormwater beneath a road or crossover. |
| Footpath/Shared path | A walkable surface of generally asphalt or concrete that is intended to be used by both pedestrians and bike riders. |
| Gutter | The edge of a road where it meets the kerb. |
| Kerb | A concrete beam designed to keep vehicles on the roadway and control stormwater. |
| Obstructions | An object that constitutes an obstacle to crossover/path users |
| Shire | the Shire of Toodyay. |
| Sightlines | The visual envelope of vehicles and path users (defined in <i>Austrroads Guide to Road Design Part 4A: Unsignalised and signalised intersections</i>) |
| Specifications | Shire of Toodyay Vehicle Crossover Specifications |

1. Alignments and Dimensions

- 1.1. Crossovers shall be constructed perpendicular to the road.
- 1.2. Crossovers are not permitted in lot truncations or within 6m from an intersection tangent point.
- 1.3. Crossovers shall be a minimum of 1m from any street tree or service utility structure such as power poles, non-trafficable sewer and Telstra manholes.
- 1.4. Crossovers shall be a minimum of 1m from any council asset such as stormwater drainage structures and footpath/pram ramps.

09/11/2023

Page 8

Attachment 1 – Vehicle Crossover Specifications

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- 1.5. Crossovers shall be a minimum of 1m or dimension “y” (refer drawings), whichever is greater, from adjacent property boundaries to allow for utility alignments and any future crossovers.

2. Dimensions

- 2.1 The width of a residential crossover at the property line shall be a minimum of 3m and a maximum of 5m wide.
- 2.2 Width of a commercial or industrial crossover at the property line shall be a minimum of 5m and a maximum of 7m wide.
- 2.3 Where a kerb aligned footpath or shared path has been constructed in the verge, crossover wings are not required and will stop at the back of the path. Mountable kerb in front of the crossover shall be for a minimum of the width of crossover plus the wings as if they continued through the path.

3. Subgrade Formation

- 3.1 Areas to be filled shall be completely cleared of all deleterious material, including the following: trees, roots and all other decayed vegetation. The site shall then be boxed out or filled, and formed to levels and gradients as required.
- 3.2 Subgrade shall be compacted with a suitable vibratory compactor, to the satisfaction of Shire of Toodyay.

4. Base Course

- 4.1 A gravel base course is not required for concrete crossovers provided the subgrade is compacted to the satisfaction of Shire of Toodyay.
- 4.2 The base course shall be of good quality laterite gravel or crushed rock, free of excess amounts of clay and contaminants.
- 4.3 The base is to be spread, rolled, water bound and compacted in layers not exceeding 150mm to provide a strong, uniform pavement layer.

5. Drainage

- 5.1 Where an open drain is situated in the verge to channel stormwater runoff, a piped culvert crossing is required. All culverts under crossovers shall have approved headwalls. Protective works are required at culvert exits and entries to reduce the velocity, and to ensure erosion does not occur.
- 5.2 Drainage pipes within the road reserve shall be reinforced concrete pipes (spigot and socket type) unless otherwise approved by Shire of Toodyay. All pipes shall conform to the appropriate Australian Standards.
- 5.3 Strength class for reinforced concrete pipes shall be Class 2 unless otherwise noted and have at least the manufacturers minimum specified cover otherwise approved.
- 5.4 Bedding of pipes shall be carried out evenly and thoroughly. The trench shall be backfilled to grade with approved material and compacted to specification. All pipe bedding shall be min. 50mm clean sand unless otherwise specified.

6. Levels

- 6.1 Minimum grade desirable gradient or cross fall for a crossover is 2% (1 in 50), for properties lower than the roadway it is recommended that 2 metres of the crossover fall toward the road to assist with drainage. Where this is unachievable, the Shire of Toodyay will not be responsible from damages caused by flooding.
- 6.2 Where a footpath exists, this will be used as level control with the crossover graded from that level to the road or property boundary, respectively.

7. Sealed Crossover Materials

- 7.1 Four sealed crossover types meet the Shire of Toodyay's specification for a constructed crossover;
- Concrete
 - Asphalt
 - Two Coat Seal
 - Brick Pave

Concrete is generally the favoured material for crossover construction as it presents best value for money. Single Coat spray seals do not meet the specification for a sealed crossover.

8. Concrete

- 8.1 The minimum thickness is to be 100mm for light residential and 150mm for commercial and industrial crossovers. The concrete is to have a minimum compressive strength of 32MPa at 28 days.
- 8.2 The sub-grade is to be watered, compacted and to level before placement of the concrete to the satisfaction of the Shire of Toodyay.
- 8.3 After the base has been laid (including formwork, plastic membrane and mesh placement) Shire of Toodyay will inspect prior to installation of concrete.
- 8.4 The finished surface is to be non-slip, and decorative patterns are supported providing they are not detrimental to vehicle or pedestrian safety.

9. Asphalt

- 9.1 IPWEA - AAPA Specification for supply and laying of asphalt road surfacing shall apply.
- 9.2 The minimum thickness of consolidated asphalt shall not be less than 25mm nor greater than 40mm.

10. Two Coat Seal

- 10.1 Spray bitumen emulsion at the rate of 1.35 litres per square metre then bound with 10mm stone. The stone shall then be lightly broomed to remove high areas and rolled. A second coat of bitumen emulsion shall be applied at a rate of 1.65 litres per square metre, bound with 7mm granite aggregate and broomed and rolled.

09/11/2023

Page 10

[Attachment 1 – Vehicle Crossover Specifications](#)

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- 10.2 Bitumen spray sealing is to be avoided in the winter months as cold weather is detrimental to its longevity. It is also to be acknowledged that the design life for this treatment will likely be significantly less than alternative treatments.

11. Brick Pave

- 11.1 New materials shall be used for brick pave construction.
- 11.2 The minimum thickness is 60mm for pavers on residential crossovers.
- 11.3 Edge restraint (haunching) is to be mixed as a 4:1 sand/cement ratio as per the standard detail, ensure it supports beneath a minimum of one third of the header course.
- 11.4 Pavers are to be spaced no more than 3mm apart.
- 11.5. All brick paved crossover require a minimum of 150mm gravel base course, compacted and tightly bound.
- 11.6. Clean bedding sand to a depth of 25mm shall then be placed and inspected to the satisfaction of the Shire of Toodyay.
- 11.7. Laying patterns are to be as per the manufacture's specification for residential crossovers.
- 11.8. It is recommended that the pavers be then compacted using a low amplitude plate compactor, not in direct contact with the surface, for two passes at a high frequency.
- 11.9. After compaction, voids shall be filled with clean, dry siliceous sand, 100% passing a 2.36mm sieve.

Reference Information

- Shire of Toodyay Policy E3 – Vehicle Crossover Policy;
- Standard Drawings Series ST-20-E3;
- IPWEA – AAPA Asphalt Specification.

Legislation

- Local Government Act 1995

Associated documents.

- Attachment 2 – Shire of Toodyay Standard Drawings

Version control information

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| V2 | 21/05/2009 | Amended | Works and Services | Council |
| V3 | 13/05/2010 | Reviewed | Works and Services | Council |

09/11/2023

Page 11

[Attachment 1 – Vehicle Crossover Specifications](#)

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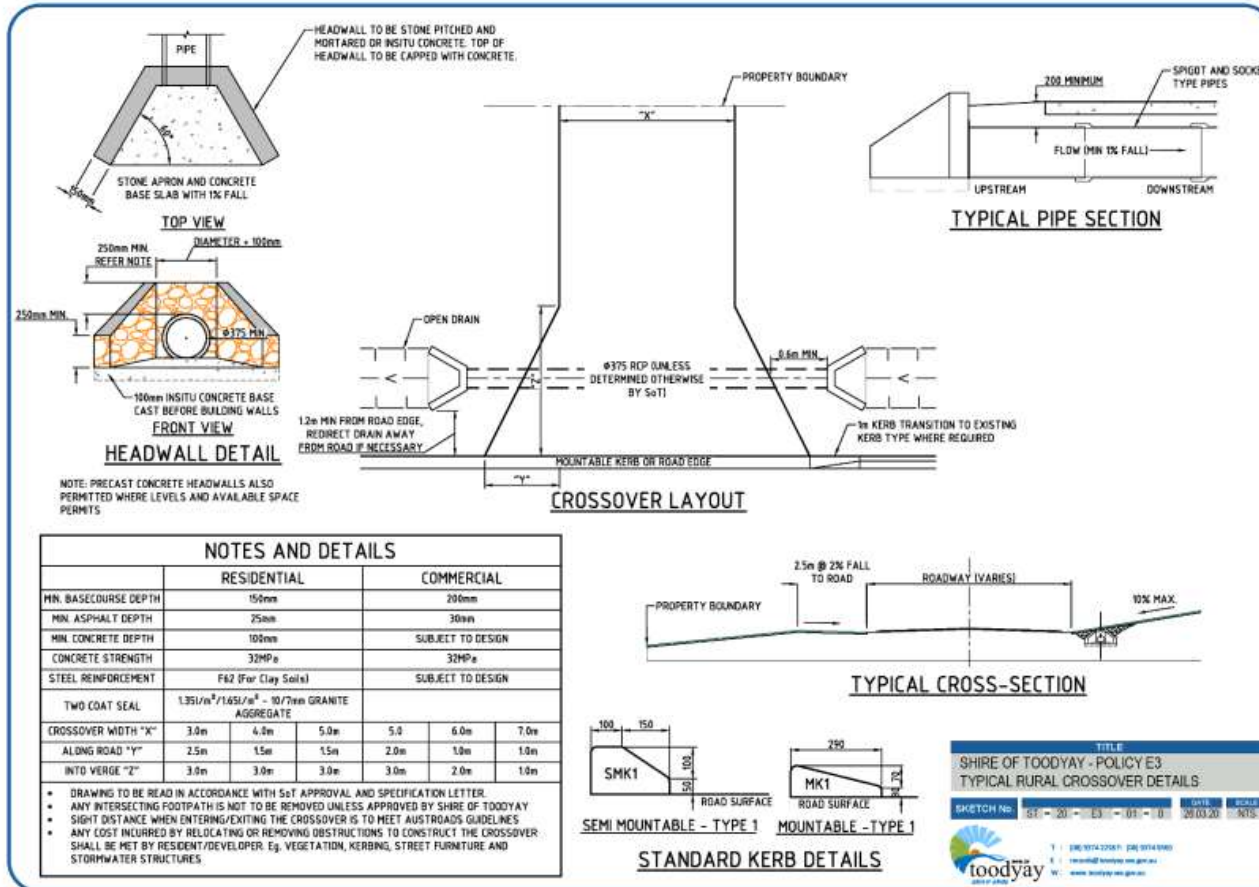
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Page 12

[Attachment 1 – Vehicle Crossover Specifications](#)***** This Document is not controlled once it has been printed *****



Council Policy: Vehicle Crossover - Attachment 2 – Shire of Toodyay Standard Drawings



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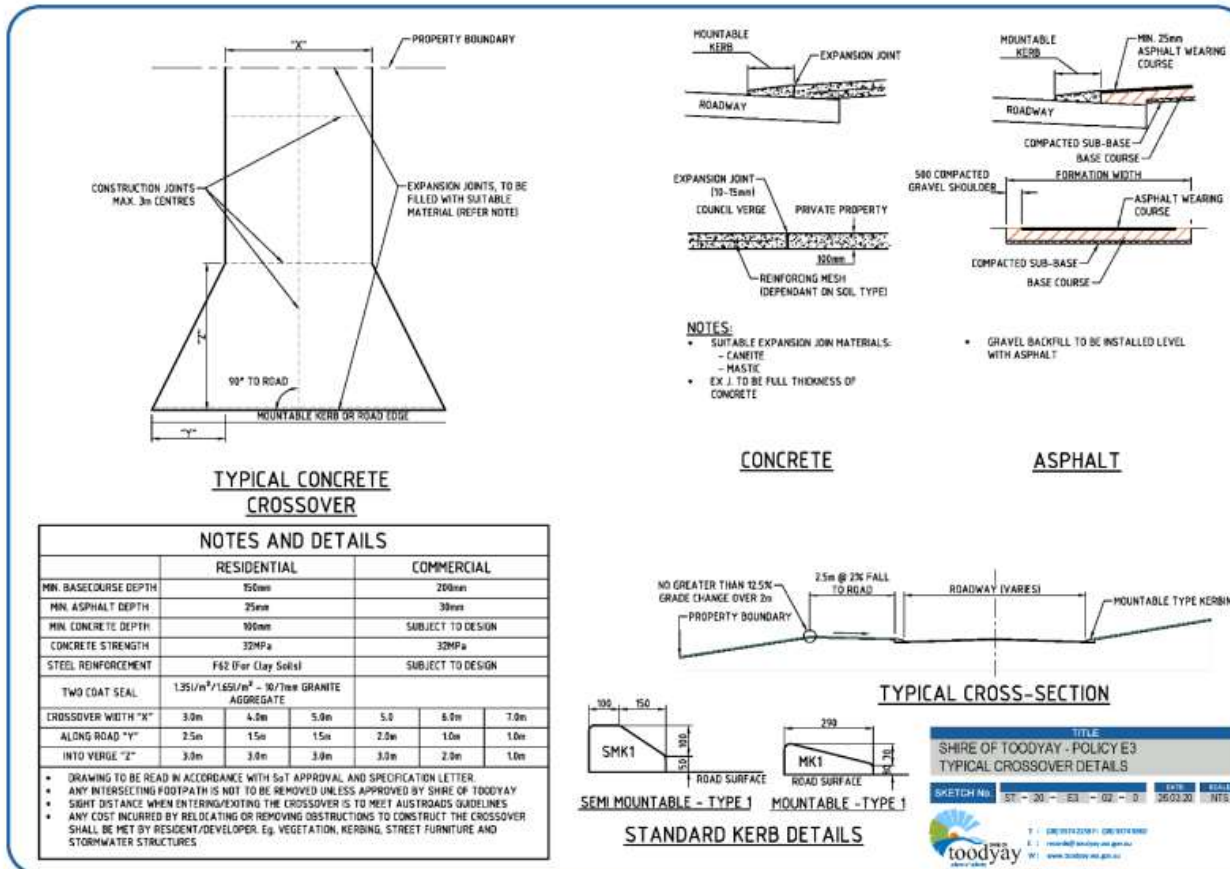
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Page 13



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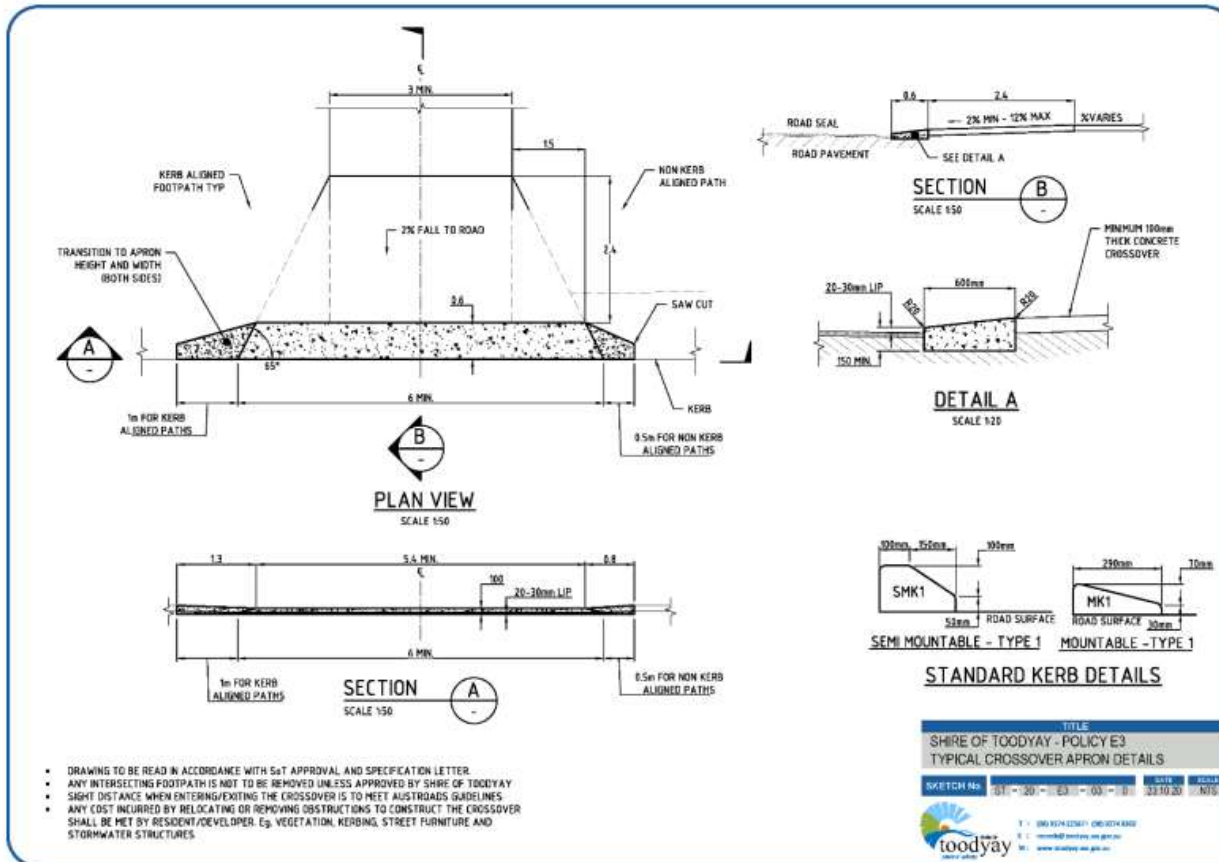


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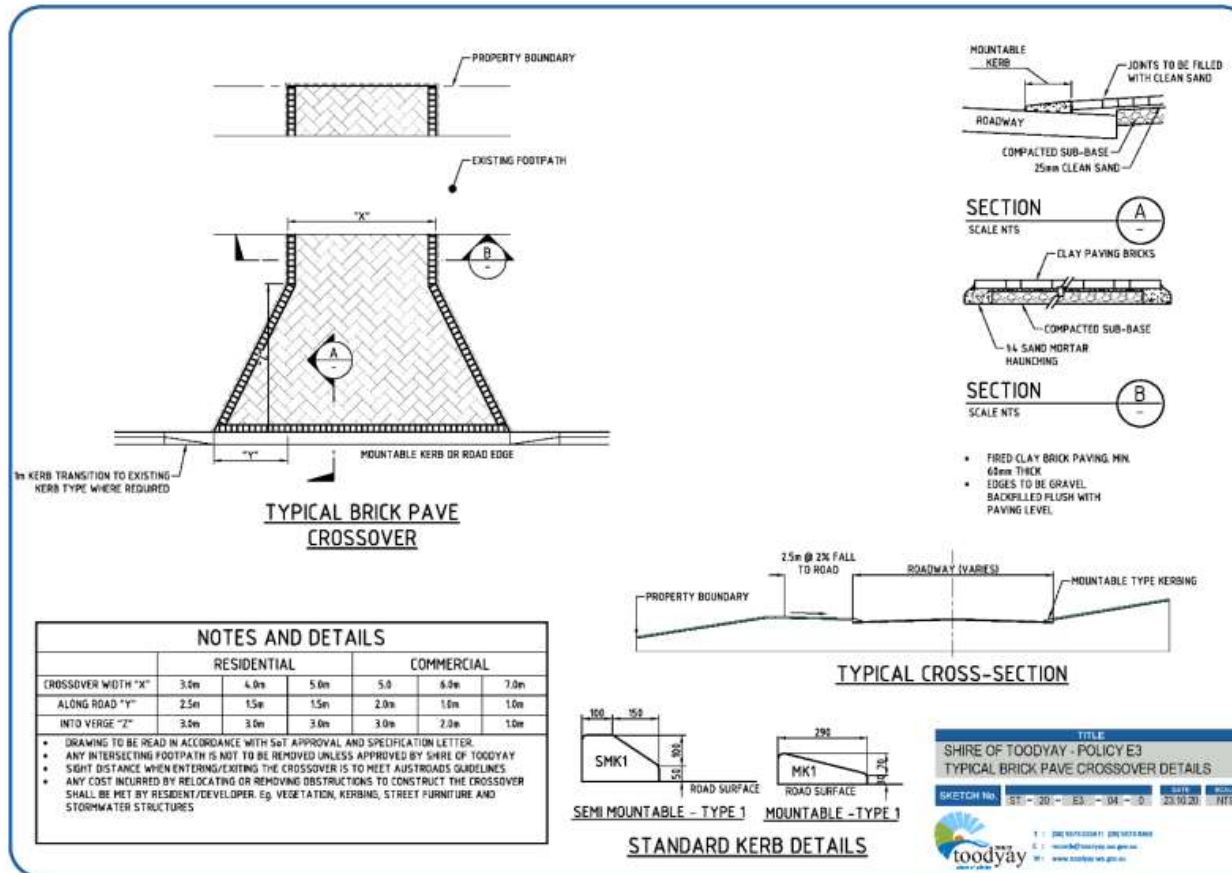
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Page 15



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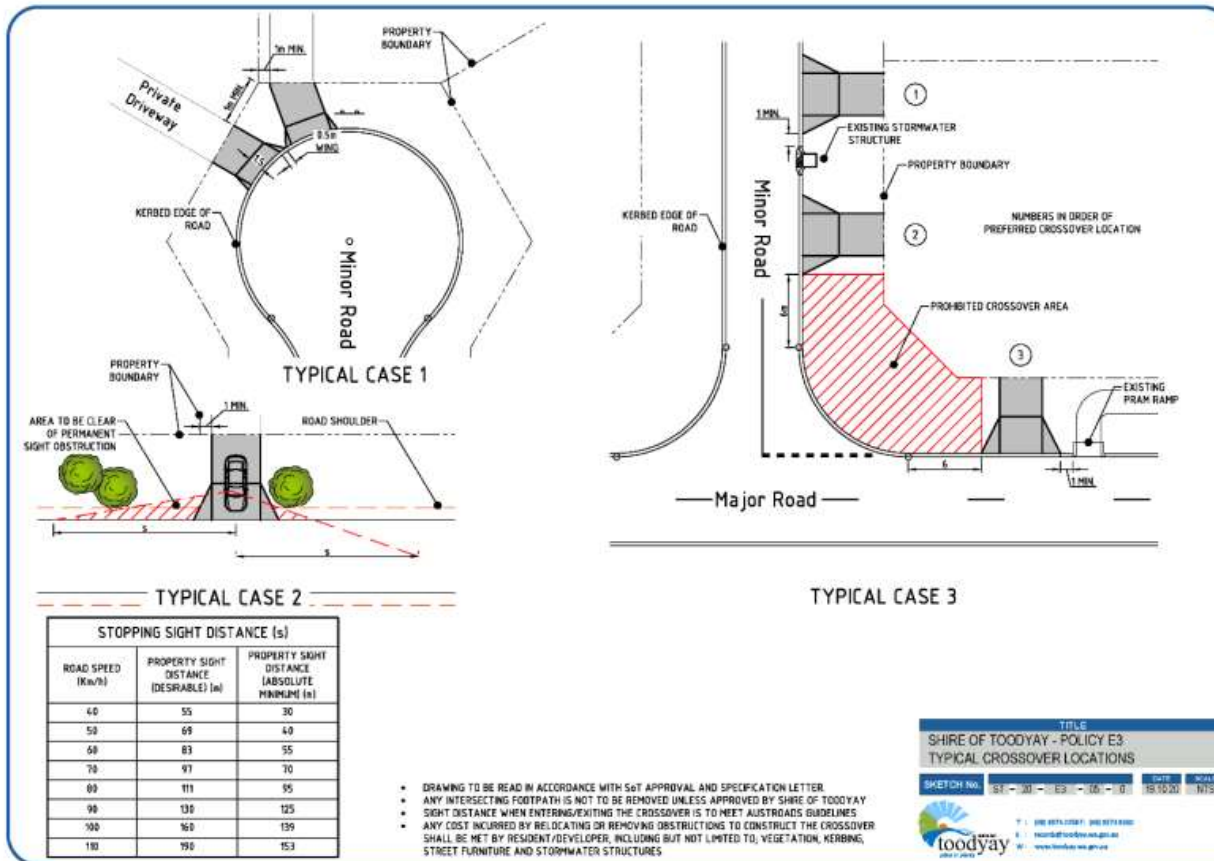
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Page 16



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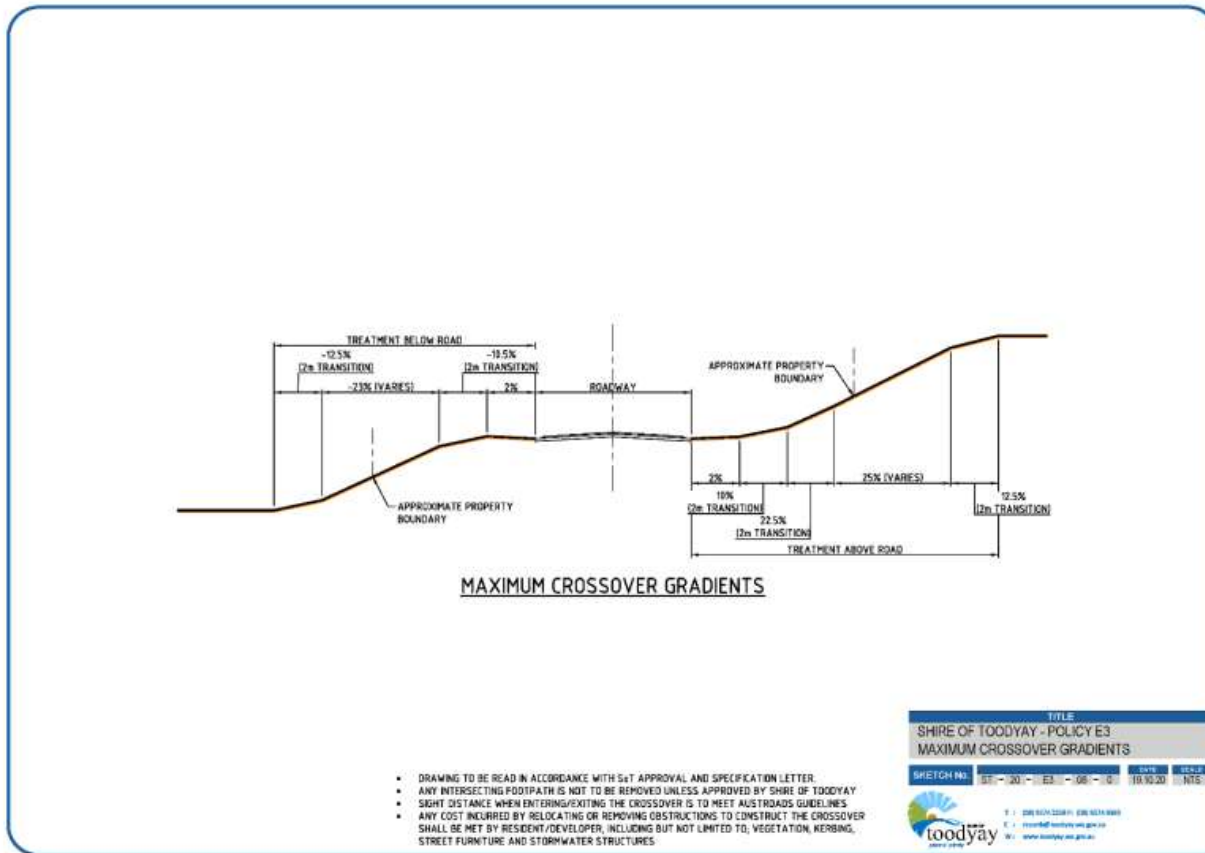
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Page 17

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09/11/2023

Attachment 1 – Vehicle Crossover Specifications

Page 18

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Repairs to the Showgrounds Bar Facility

Toodyay Agricultural Society Inc. (TAS)

The Showgrounds Bar building has been assessed by a building inspector as suffering structural defects making the building unsafe and unusable.

The Shire considered demolition because they could not source a builder to carry our repairs in time for the October 6th Show.

With that deadline past, urgency to now undertake repairs is no longer a consideration for potential repairers.

The Toodyay Agricultural Society (TAS) members believe that repair rather than demolition of the building is a more sensible option for a number of reasons.

- The building has character: We do not strive to be modern. We are not Joondalup. Part of the attraction of our Show is the basic facilities and buildings on our scenic Showground that remind both locals and visitors of the long history of the Toodyay Agricultural Show and the Toodyay Community. Modern infrastructure can be bought. Antiquity and history must be cultured and earned. **The Terrace Bar building has earned its place on the Toodyay Showgrounds.**
- There are many locals who have a long association with this building. It was constructed with the effort of TAS members and local volunteers. Some are still with us, some have relatives that return every Show day to catch up with friends on that hill. Many have grandparents who were involved in the very construction. Many Toodyay locals can fondly recall and want to continue the congeniality, reunions and comradeship under those bar awnings on Show day.
- The cost of a new building would stretch the budget of the Shire unnecessarily at a time when fiscal restraint must be in the forefront of Shire considerations.
- Timing - next year is an important milestone in the history of the TAS – the 170th Show. To not have our bar building would be disappointing for not only the TAS but the community in general. The reality is that removal of the existing building and replacement by early October would face fiscal and temporal challenges that could well see us left without any facility at all come Show day.

The TAS feel a strong responsibility for this structure. It is in our interests that it be repaired and we will employ necessary diligence to see this happens in a timely manner. We would also be willing to accept some financial responsibility for the work and seek funding from within the community to further support the repairs. This would only be possible if TAS were able to manage the project ourselves. We would seek quotes, engage a Registered Builder, and oversee the project timeline. All the while, we would be seeking community financial support.

We would like to think that the Shire would make some contribution to the repair but we also expect that to be well below the cost to the Shire to repair or replace the building themselves. The Shire already contributes significantly to our Show, for which we are grateful. We don't want this work to become a further liability on the Shire and Toodyay ratepayers.

Currently we have one registered builder from Northam who wishes to quote on the repair work. He has not been able to provide a quote at present, due to his time restrictions. We also are in discussions with two other builders who have shown interest in the work.

We heartily support the fact that history comes in all forms and the Showgrounds Bar is an example of that.

Thank you for your consideration.

Showgrounds Bar Restoration Working Group

of the

Toodyay Agricultural Society.

Alison Wroth, David Chitty, Charlie Wroth, Wayne Fletcher