



# Ordinary Council Meeting

## 28 September 2022

# Minutes

To: The President and Councillors.

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

A handwritten signature in dark ink, appearing to read "Suzie Haslehurst", is positioned above the printed name.

Suzie Haslehurst

**CHIEF EXECUTIVE OFFICER**



## Our Vision, Purpose and Values

The Shire of Toodyay works together with the community to obtain the best possible social, economic, and environmental outcomes for the people of Toodyay.

**Vision:** We are a vibrant rural community that respects our environment, celebrates our past and embraces a sustainable future.

**Purpose:** Local Government and community working together to obtain the best possible social, economic, and environmental outcomes for the people of Toodyay.

**Community Values:** We value highly:

- Our sense of community support and spirit;
- Our natural environment and healthy ecosystems;
- Our rural lifestyle;
- Our historic town; and
- Our local economy built on agriculture and emerging tourism, arts and cultural opportunities.

**Shire Values:** To progress the community's aspirations, the Shire is guided by:

*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.

*Commitment:* We translate our plans into actions and demonstrate the persistence that produces results.

## **Disclaimer**

Members of the public should note that in any discussion regarding any planning 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 as notice of approval from Council. No action should be taken on any item discussed at a Council Meeting prior to written advice on the resolution of the Council being received. Any plans or documents contained in this document may be subject to copyright law provisions (*Copyright Act 1998*, as amended) and the express permission of the copyright owner(s) should be sought prior to reproduction.

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

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## 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 30 September 2022.




Suzie Haslehurst

**CHIEF EXECUTIVE OFFICER**

## Confirmed Minutes

These minutes were confirmed at a meeting held on 26 October 2022.

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 B Ruthven, Deputy Shire President, declared the meeting open at 1.01pm 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 ATTENDANCE**Members

Cr R Madacsi	Shire President (via zoom)
Cr B Ruthven	Deputy Shire President
Cr C Duri	Councillor
Cr S McCormick	Councillor
Cr M McKeown	Councillor
Cr S Pearce	Councillor

Staff

Ms S Haslehurst	Chief Executive Officer
Mr J Augustin	Manager Infrastructure and Assets
Ms T Bateman	Manager Corporate and Community Services
Mr W Sutton	Community Development Officer (via zoom)
Mrs K Hardie	Economic Development Coordinator (via zoom)
Miss S Schafers	Governance Officer
Mrs M Rebane	Executive Assistant

Visitors

M Sinclair-Jones

P Ruthven

**2.1 APOLOGIES**

Cr D Wrench                      Councillor

**2.2 APPROVED LEAVE OF ABSENCE**

Cr P Hart – 24 September 2022 to 1 October 2022 inclusive.

**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.

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

Nil.

**4.2 PUBLIC QUESTION TIME**

Nil.

**5 CONFIRMATION OF MINUTES****5.1 Ordinary Meeting of Council held on 24 August 2022**

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO.**  
**OCM201/09/22**

**MOVED** Cr S McCormick

That the Unconfirmed Minutes of the Ordinary Council Meeting held on 24 August 2022 be confirmed.

**MOTION CARRIED 6/0**

**5.2 Special Meeting of Council held on 31 August 2022**

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO.**  
**OCM202/09/22**

**MOVED** Cr C Duri

That the Unconfirmed Minutes of the Special Council Meeting held on 31 August 2022 be confirmed.

**MOTION CARRIED 6/0**

**5.3 Agenda Briefing held on 21 September 2022**

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO.**  
**OCM203/09/22**

**MOVED** Cr C Duri

That the Notes of the Agenda Briefing held on 21 September 2022 be received.

**MOTION CARRIED 6/0**

**Attachments**

1 Agenda Briefing Notes - 21 September 2022

**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 Lot 674 Northam Toodyay Road, Dumbarton - Proposed Single Dwelling (Over height)**

Date of Report:	5 September 2022
File Reference:	P2022-60
Author:	H de Vos – Manager Development and Regulation
Responsible Officer:	H de Vos – Manager Development and Regulation
Previously Before Council:	Nil
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Quasi-Judicial
Attachments:	<ol style="list-style-type: none"> <li>1. Map; <a href="#">⇒</a></li> <li>2. Application Plans; and <a href="#">⇒</a></li> <li>3. Diagram demonstrating building height. <a href="#">⇒</a></li> </ol>

**SUMMARY****Applicant: NGUYEN, Tien Thanh****Owner: NGUYEN, Tien Thanh****Proposal: Proposed Single Dwelling - Over height****Location: Lot 674 (No. 1986) Northam Toodyay Road, Dumbarton****PURPOSE OF THE REPORT**

Council is requested to consider an application for development approval for a proposed single dwelling at Lot 674 (No. 1986) Northam Toodyay Road in Dumbarton. The reason this matter is being brought to the Council for determination is that the proposal is over height (8.47m in lieu of 8.00m). There is no delegated authority to determine this application at Officer level. The proposed setback variation of 49m in lieu of 100m can be considered under delegated authority due to the proposal being correctly advertised and no objections being received.

**BACKGROUND**

This application was originally received on 16 June 2022. It was put on hold whilst Officers worked with the applicant requesting amended plans.

The initial trigger for the Development Application was that the property falls within the Avon River Valley Special Control Area (ARVSCA).

There is another trigger for the application which is the matter of the setback variation.

#### Property information

Lot 674 (No. 1986) Northam Toodyay Road in Dumbarton is a 38,137m<sup>2</sup> (3.813ha) property. The subject site is located between Northam Toodyay Road and unallocated crown land bordering the Avon River.

It is zoned Rural Living under the Shire of Toodyay Local Planning Scheme No. 4 and as previously discussed; it falls within the ARVSCA which creates a mandatory trigger for Development Approval. For more details, please refer to **Attachment 1 – Map**.

The property has a gradual fall of 10m across the length running from west to east towards the river.

The existing development on the site consists of a shipping container and the Shire also approved a storage shed in January 2022 – though the latter is yet to be completed.

#### Proposal

The applicant seeks development approval to erect a two-storey single dwelling. The proposed dwelling will be clad in blue board fibre cement wall cladding and have corrugated steel roof sheeting. For more details, please refer to **Attachment 2 – Application Plans**

The proposed location requires fill of 1.47m to counter the west to east fall in terrain. As a result, this creates a building height of 8.47m. The excess height of the proposed dwelling is 0.47m height than the prescribed limit of 8.0m in the Shire's Local Planning Scheme No. 4. For more details, please refer to **Attachment 3 – Diagram demonstrating building height**.

#### Time to determine

The application was received on 16 June 2022 and was stopped on 20 June 2022 to allow the applicant some time to gather further information. The clock was restarted on 19 July 2022. Pursuant to clause 75(1)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, this application must be determined within 90 days of the receipt of the application which is 13 October 2022. This time takes into consideration the first four days and then the time since the application was restarted.

### **COMMENTS AND DETAILS**

Clause 67(2) of the deemed provisions provides that in considering an application for development approval, the local government is to have due regard for a range of specified matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application. The pertinent matters relating to this application are as follows:

- the aims and provisions of LPS 4 (subclause (a));

It is noted that clause 4.12.1 limits the height of a building to two storeys or 8m overall – whichever is greater. However, the Scheme does allow the Council to approve a greater height under clause 4.12.2 (a)-(c) and these will be addressed as follows.

- the compatibility of the proposed development with its setting (subclause (m));

The proposed single dwelling is a permitted use for the Rural Living zone and its design and style is consistent with the rural setting. It is noted that it will be the one of the taller residences in the locality with most dwellings being a single storey.

- the amenity of the locality including amongst other matters, the character of the locality (subclause (n));

Generally, over height structures are more problematic in built-up areas. This is primarily due to issues such as overlooking, or the bulk and scale of a development being such that they would impact the amenity of the locality. However, in this instance – given that the proposal is to be set back at 49m from the boundary and the closest dwelling is 423m away, the development will not cause these issues.

- whether adequate provision has been made for the landscaping of the subject land to which the application relates (subclause (p));

The property has trees and other vegetation along the western boundary close to Dumbarton Road. The development is effectively screened from traffic as a result, and it is recommended that this vegetation boundary be maintained as a condition of approval.

- any submissions received on the application (subclause (y)); and

The submission from Main Roads WA supports the proposal subject to there being no change to the existing access arrangements and that the existing landscaping and trees between the main road and proposed dwelling remain in situ. These will be incorporated into conditions of approval.

- any other planning consideration the local government considers appropriate (subclause (zb)).

The variation to the allowed height is 0.47m over the prescribed limit. Whilst not in force at this time, it should be noted that the draft Local Planning Scheme No. 5 is proposing a height limit of 9m. Therefore, should the Council be of a mind to approve this development – it will be consistent with future proposed development parameters.

#### Note on the setback variation

As has been noted previously in this report, the proposal also involves a setback variation of 49m in lieu of 100m. The reason for the larger than usual set back requirement in this instance is due to the fact that the property borders Northam-Toodyay Road. This is recognised under the Scheme as a State Road and therefore the 100m applies. In this instance, the narrowness of the lot having a width of 124m at that point coupled with the proximity of the 1 in 100-year flood line, makes it impossible to move the structure any further away from the Northam-Toodyay Road. Under clause 4.15.4 (c)(iii) of the Scheme, the local government may permit a building to be located within the setback area when (iii) for the reason of topography or lot configuration, the prescribed setback cannot be adhered to or would be unnecessarily disadvantageous. This is the rationale for the matter regarding the setback variation to be determined under delegated authority.

It is recommended that the Council approves this development subject to conditions.

## **IMPLICATIONS TO CONSIDER**

### **Consultative:**

The application was advertised in accordance with the Shire's adopted *Local Planning Policy – Advertising for Planning Proposals*. This included a mail out of the plans to adjoining landowners for a period of fourteen (14) days.



The advertising period closed on 1 September 2022 and no submissions were received. Additional comment was sought from Main Roads WA regarding the setback variation.

MRWA responded with no objection to the proposal subject to there being no change to the existing access arrangements and that the existing landscaping and trees between the main road and proposed dwelling remain in situ.

**Strategic:**

*Shire of Toodyay Community Strategic Plan – Toodyay 2028*

**Objective 2: Ensure our built environment meets community needs**

S 2.1 Encourage diverse housing and development options.

**Policy related:**

*Local Planning Policy – Advertising for Planning Proposals.*

This application has been advertised in accordance with the local planning policy.

**Financial:**

The applicant has paid the applicable fee pursuant to Schedule 2(1) 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*

*Shire of Toodyay Local Planning Scheme No. 4*

**Building Heights**

**4.12 HEIGHT AND APPEARANCE OF BUILDINGS**

4.12.1 *Within the Scheme Area no building shall be constructed in excess of two storeys or 8 metres overall, whichever is the greater, above natural mean ground level.*

4.12.2 *Notwithstanding the provisions of Clause 4.12.1, after following the procedures set out in Clause 64 of the deemed provisions, the local government may grant approval for the construction of a building higher than the maximum specified. Before granting its approval, the local government shall satisfy itself that the proposed building:*

- (a) *will be in harmony with buildings within the locality;*
- (b) *will not be detrimental to the amenity or character of the locality or to the town or district in general; and,*
- (c) *will not affect the development potential of adjoining lots by affecting design, aspect, outlook, views and privacy.*

**Risk related:**

Should Council choose to refuse the application there is a risk of a review at the State Administrative Tribunal (SAT).

**Workforce related:**

Should this matter be referred by the applicant to the State Administrative Tribunal, significant Officer time will be required.

**VOTING REQUIREMENTS**

Simple Majority

Clarification was sought.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM204/09/22**

**MOVED** Cr S Pearce

That Council pursuant to clause 68(2)(b) of the deemed provisions for local planning schemes, approves the application for development approval for a single dwelling at Lot 674 (No. 1986) Northam Toodyay Road in Dumbarton, subject to the following conditions:

- (a) This approval relates only to the development as indicated on the plans received by the Shire of Toodyay (Attachment 2), hereinafter referred to as the 'approved plans'.
- (b) The development, including the use approved by this development approval, must be implemented (and where relevant maintained in implementation) only in accordance with the approved plans.
- (c) The development must be substantially commenced within the period of two years commencing on the date of the Shire of Toodyay Council's decision to grant development approval. The development approval lapses if the development has not substantially commenced within that period.
- (d) All works indicated on the approved plans shall be wholly located within the lot boundaries of the subject site.
- (e) All storm water discharge from the development shall be contained and disposed of onsite unless otherwise approved by the Shire of Toodyay.
- (f) The street tree(s) and vegetation within the north-west boundary as indicated on the Attachment 2 adjacent to the Northam-Toodyay Road of the lot are to be protected and maintained on an ongoing basis as long as the dwelling or any of them remain in place to the satisfaction of the Shire of Toodyay. Should the tree(s) or vegetation die or be damaged, they are to be replaced with a specified species at the owner's expense and to the satisfaction of the Shire of Toodyay.
- (g) The location of the existing access is not to be changed.
- (h) Prior to occupation, the development hereby permitted shall be connected to an approved effluent disposal system.
- (i) Prior to occupation the development hereby permitted shall be connected to a sustainable potable water supply of a minimum of 92,000L.

**MOTION CARRIED 6/0**

## 9.2 CORPORATE AND COMMUNITY SERVICES

## 9.2.1 Monthly Financial Statements - August 2022

Date of Report:	7 September 2022
Applicant or Proponent:	Shire of Toodyay
File Reference:	FIN24
Author:	N Mwale– Finance Coordinator
Responsible Officer:	T Bateman – Manager Corporate and Community Services
Previously Before Council:	NA
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Legislative/Review
Attachments:	1. Monthly Financial Statements as at 31 August 2022. <a href="#">⇒</a>

**PURPOSE OF THE REPORT**

This report provides Council with monthly financial information for the period ending 31 August 2022.

**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.

**DETAILS:**

The following documents, included as **Attachment 1**, comprise the statement of financial activity for the period ending 31 August 2022:

Note	Description	Page
1	Statement of Financial Activity by Nature or Type Report	1
2	Variance Analysis Report	2
3	Rating Information	3
4	Debtors Report	4

**COMMENTS AND DETAILS**

The Statement of Financial Activity 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.

The attached reports include the Statement of Financial Activity (SFA) for August 2022. Officers have extracted Financial Statements from Datascape, however there are still some issues to work through in relation to the set-up of the reports, such as the inclusion of the YTD Budget column. This has been brought to the attention of Datacom and Officers continue to work with Datacom to rectify the situation.

**Key Financial areas**

The following information provides balances for key financial areas for the Shire of Toodyay's financial position for month ending 31 August 2022.

**Outstanding Rates and Services****Rating Information**

The total outstanding rates and charges balance at the end of August 2022 was \$612,106.07 compared to July 2022 closing balance of \$685,188.81. The outstanding rates balance reported for August 2022 includes the 2021/2022 rates and charges that were levied on 13 October 2021.

The rates notices for 2022/2023 were raised on 7 September 2022 and will be reported to Council in October as part of the September financial statements.

Further detail regarding the composition of outstanding rates is included in **Attachment 1**.

**Outstanding Sundry Debtors****Sundry Debtors Information**

The total outstanding sundry debtors balance at the end of August 2022 was \$234,910.76 broken down as follows:

Category	31/07/2022	31/08/2022
> 90 days and over	144,549.04	140,009.81
> 60 days and over	1,398.12	1,020.47
> 30 days and over	18,210.16	80,139.71
Current	550,058.57	13,740.77
<b>TOTAL</b>	<b>714,215.89</b>	<b>234,910.76</b>

The table above shows a significant decrease in the outstanding sundry debtors balance compared to the previous month.

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

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

Datacom

**Strategic:**

***Governance: The way the Shire leads and operates.***

Objective 3: Ensure rigorous organisational systems.

**Policy related:**

- F.02 Authorised Signatories
- F.03 Purchasing
- F.11 Corporate Credit Cards
- F.16 Financial Governance
- CS.1 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.

**Legal and Statutory:**

Section 6.4 of the *Local Government Act 1995* requires a local government to prepare financial reports.

Section 6.8(1)(a) of the *Local Government Act 1995* states a local government must not incur expenditure for an additional purpose except where it is incurred before the adoption of the annual budget.

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* sets out the form and content of the financial reports.

**Risk related:**

There is a compliance risk in relation to this report as it is a requirement of the *Local Government (Financial Management) Regulations 1996* that local governments prepare a Statement of Financial Activity within two months after the end of the reporting period. This report mitigates the risk of non-compliance with the regulations.

**VOTING REQUIREMENTS**

Simple Majority

Cr Pearce moved the Officer's Recommendation.

Clarification was sought.

The motion was put.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM205/09/22**

**MOVED** Cr S Pearce

That Council receives the Monthly Financial Statements for the month ending 31 August 2022.

**MOTION CARRIED 6/0**

**9.2.2 List of Payments - August 2022**

Date of Report:	13 September 2022
Applicant or Proponent:	Shire of Toodyay
File Reference:	FIN24
Author:	C Murcott – HR/Payroll Officer
Responsible Officer:	N Mwale – Finance Coordinator
Previously Before Council:	NA
Author’s Disclosure of Interest:	Nil
Council’s Role in the matter:	Legislative
Attachments:	1. List of Payments - August 2022 <a href="#">⇨</a>

**PURPOSE OF THE REPORT**

To present cheques and electronic payments raised during August 2022.

**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*.

**COMMENTS AND DETAILS**

The list of all payments processed under delegated authority during August 2022 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 etc.

Payroll Direct Debits are for payroll and superannuation expenditures which are paid through Council’s online (internet) banking system.

**IMPLICATIONS TO CONSIDER**

**Consultative:**

Nil

**Strategic:**

***The way the Shire leads and operates***

Objective 1: Provide and accountable and transparent leadership for the community.



Objective 3: Ensure rigorous organisational systems.

**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 F.2 Authorised Signatories Policy and F.3 Purchasing Policy.

**Financial:**

Payments of accounts made in August 2022 are in accordance with Council's 2022/2023 Budget.

**Legal and Statutory:**

Section 5.42 of the *Local Government Act 1995* allows the local government to delegate its powers to the Chief Executive Officer. Section 6.8(1)(a) of the *Local Government Act 1995* states a local government must not incur expenditure for an additional purpose except where it is incurred before the adoption of the annual budget. Regulation 13 of the *Local Government (Financial Management) Regulations 1996* 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.

**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

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM206/09/22**

**MOVED** Cr C Duri

That Council notes as being paid, payments listed and presented for the month of August 2022 as attached to this report, summarised as follows:

Direct Debits	\$ 19,349.79
EFTs	\$ 1,005,860.28
DD Loans	\$ 0.00
Payroll	\$ 333,013.00
Municipal Cheques	\$ 8,368.98
<b>TOTAL</b>	<b>\$ 1,366,592.05</b>

**MOTION CARRIED 6/0**

## 9.3 EXECUTIVE SERVICES

## 9.3.1 GP and Allied Health Services at Alma Beard Medical Centre

Date of Report:	15 September 2022
Applicant or Proponent:	Shire of Toodyay
File Reference:	LEG024
Author:	S Haslehurst – Chief Executive Officer
Responsible Officer:	S Haslehurst – Chief Executive Officer
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> <li>1. Wheatbelt Health Network lease expiration; ➡</li> <li>2. Media Release August 2022 - GP services; ➡</li> <li>3. Rural Health West - General Practice Models; ➡</li> <li>4. Incentives available for GPs. ➡</li> </ol>

This report was considered at a Special Council Meeting held on 21 September 2022.

**9.3.2 2022 CEO Performance and Remuneration Review**

Date of Report:	13 September 2022
Applicant or Proponent:	Price Consulting
File Reference:	HR421
Author:	M Rebane – Executive Assistant
Responsible Officer:	S Haslehurst – Chief Executive Officer
Previously Before Council:	27/07/2022 CRN: 150/07/22
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> <li>1. Summary Report to Council - CEO Performance Review 2022. (confidential) Section 5.23(2) <ol style="list-style-type: none"> <li>(a) a matter affecting an employee or employees</li> <li>(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 (under separate cover)</li> </ol> </li> </ol>

**PURPOSE OF THE REPORT**

To endorse the 2022 CEO Summary Performance Review Report and recommendations provided by Price Consulting (the Consultant).

**BACKGROUND**

Council resolved at the Ordinary Council Meeting held on 27 July 2022:

*That Council:*

1. *Appoints Price Consulting Pty Ltd to assist Council to:*
  - (a) *Undertake the annual review of the CEO's performance in person;*
  - (b) *Undertake a full review of the CEO's remuneration for 2022/23; and*
  - (c) *Determine the CEO's performance criteria for 2022/23;*
2. *Endorses the methodology proposed by the selected Consultant for the CEO Performance and Remuneration Review and development of Performance Criteria.*
3. *Determines that all Elected Members may participate in the CEO Performance and Remuneration Review and the development of Performance Criteria.*
4. *Notes that an allocation to engage an external Consultant has been included in the Draft 2022/23 Annual Budget for Council's consideration.*

## COMMENTS AND DETAILS

Following completion of a detailed questionnaire by all eight sitting councillors, a confidential report was presented to the CEO and all elected members. On 12 September 2022, the Consultant presented high-level outcomes to Councillors and facilitated a discussion that identified:

- Key achievements;
- Priority focus areas for the next period; and
- Any changes required to the Key Performance Indicators (KPI) for the next period.

Following this discussion, the Consultant met with the CEO to advise her of the outcomes and then facilitated a formal feedback session with the CEO and Councillors.

The 2022 CEO Summary Performance Review Report is now presented to Council for endorsement and approval of the recommendations contained therein.

## IMPLICATIONS TO CONSIDER

### **Consultative:**

During the performance review process, the Consultant liaised with the CEO, the Shire President, and individual Councillors.

### **Strategic:**

#### ***Strategic Community Plan Toodyay 2028***

*Governance, the way the Shire leads and operates*

O.3 Ensure rigorous organisational systems.

### **Policy related:**

[\*Standards for CEO Recruitment and Selection, Performance Review and Termination\*](#)

### **Financial:**

Sufficient funds are available in the adopted 2022 / 2023 Budget to meet the costs of the CEO annual performance review.

### **Legal and Statutory:**

***Local Government (Administration) Regulations 1996*** Regulations 16-19

### **Risk related:**

There is a compliance risk if Council fails to complete the annual CEO performance review in accordance with legislation. This risk is rated high.

### **Workforce related:**

Nil

## VOTING REQUIREMENTS

Absolute Majority

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM207/09/22**

**MOVED** Cr C Duri

That Council:

1. Endorses the summary report and recommendations made by Price Consulting, as attached.
2. Requests the Shire President write to Ms Suzie Haslehurst, Chief Executive Officer, outlining the results of the Annual Review as contained in Confidential Attachment 1 to this report.

**MOTION CARRIED BY ABSOLUTE MAJORITY 6/0**

**9.3.3 Correspondence - Department of Local Government, Sport & Cultural Industries**

Date of Report:	13 September 2022
Applicant or Proponent:	Shire of Toodyay
File Reference:	MTG7
Author:	M Rebane – Executive Assistant
Responsible Officer:	S Haslehurst – Chief Executive Officer
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Review
Attachments:	1. Governance Correspondence. <a href="#">↔</a>

**PURPOSE OF THE REPORT**

To present details of correspondence with the Department of Local Government, Sport and Cultural Industries (DLGSC) from 10 August 2022 to 14 September 2022.

**BACKGROUND**

A June 2018 Ordinary Council Meeting (Resolution No. 122/06/18) Council resolved:

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

A report will be presented whenever there has been such correspondence.

**COMMENTS AND DETAILS**

Governance correspondence with the DLGSC since 10 August is provided at **Attachment 1** and includes the following:

- Mining Industry Differential General Rates.
- 2022/23 Annual Budget and non-compliant differential rate.
- Differential Rates 2022/23.
- Meeting Notes 12 September 2022 and request for extension.
- Response to request for extension.

It should be noted that a separate report will be brought to Council to implement proposed actions resulting from the above correspondence.

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

Department of Local Government, Sport and Cultural Industries.

**Strategic:**

*Governance: The way the Shire leads and operates*

*Objective 1 Provide accountable and transparent leadership for the community*

*Objective 2 Consistently improve our governance practices*

**Policy related:**

Nil.

**Financial:**

Nil.

**Legal and Statutory:**

*Local Government Act 1995*

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

**Risk related:**

There is a reputational and compliance risk if a Council resolution is not implemented. These are both rated high.

**Workforce related:**

Officer resources are required to formally report on all correspondence with the DLGSC.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM208/09/22**

**MOVED** Cr S Pearce

That Council notes the correspondence with the Department of Local Government, Sport and Cultural Industries from 10 August 2022 to 14 September 2022, as attached to this report.

**MOTION CARRIED 6/0**



**9.3.4 Minutes of the AROC Meeting held 12 September 2022**

Date of Report:	16 September 2022
Applicant or Proponent:	Avon Regional Organisation of Councils
File Reference:	GOV4
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:	1. AROC Minutes 12 September 2022 <a href="#">↗</a>

**PURPOSE OF THE REPORT**

To present the minutes of the meeting of the Avon Regional Organisation of Councils (AROC) held on Monday 12 September 2022.

**BACKGROUND**

The Shire President and CEO participate in the Avon Regional Organisation of Councils (AROC) which exists under a Memorandum of Understanding to facilitate member local governments to:

- work together cooperatively to address regional problems, issues or challenges and advance the interests of the region;
- develop and implement resource sharing strategies or regional service delivery models;
- deliver training and development programs for elected members and/or staff; and
- undertake joint tendering or purchasing arrangements.

Meetings are held every two months. Current member local governments of the AROC are the Shires of Goomalling, Northam, Toodyay, Victoria Plains and York.

The AROC is supported by a casual Executive Officer.

**COMMENTS AND DETAILS**

The minutes are attached at **Attachment 1** for Council's information.

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

AROC members

**Strategic:****Toodyay Strategic Community Plan 2028**

*Governance: the way the Shire leads and operates*

O1: Provide accountable and transparent leadership for the community.

**Policy related:**

Nil.

**Financial:**

Each AROC member pays an annual membership of \$5,000 to support AROC activities.

**Legal and Statutory:**

The AROC operates under a Memorandum of Understanding signed by all member local governments.

**Risk related:**

Nil.

**Workforce related:**

The Shire of Toodyay manages the employment of the Executive Officer and acts as the Secretariat for the AROC.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM209/09/22**

**MOVED** Cr M McKeown

That Council notes the minutes of the meeting of the Avon Regional Organisation of Councils held on 12 September 2022.

**MOTION CARRIED 6/0**

**9.4 INFRASTRUCTURE AND ASSETS**

Nil.

**9.5 COMMITTEE REPORTS****9.5.1 Audit & Risk Committee Recommendations - Legislative Compliance Policy and Financial Compliance Update.**

Date of Report:	9 September 2022
Applicant or Proponent:	Shire of Toodyay
File Reference:	PCY2/COC2
Author:	M Rebane – Executive Assistant
Responsible Officer:	T Bateman – Manager Corporate and Community Services
Previously Before Council:	No
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> <li>1. Extract of Audit &amp; Risk Committee Minutes; ➡</li> <li>2. Current Legislative Compliance Policy; and ➡</li> <li>3. AMENDED Legislative Compliance Policy. ➡</li> </ol>

**PURPOSE OF THE REPORT**

To receive the minutes from the last Audit & Risk Committee (ARC) Meeting held on 7 September 2022 and consider recommendations made by the ARC.

**BACKGROUND**

At the ARC Meeting held on 7 September 2022 – the ARC Committee made two recommendations as follows;

Recommendation No. 1 – Legislative Compliance Policy

That the Audit & Risk Committee recommends to Council the following:

That Council:

1. Adopts the REVISED Legislative Compliance Policy (Attachment 2), as amended; and
2. Requests the CEO make typographical amendments where required following the adoption of the policy.

Recommendation No. 2 - Financial Audit Process Update

That the Audit & Risk Committee recommends that Council notes the annual financial audit process update as provided in this report to the Audit & Risk Committee.

**COMMENTS AND DETAILS****(a) Legislative Compliance Policy:**

Council authorised a review of all Shire Policies in February 2022.

Council received the Legislative Compliance Policy as part of their Ordinary Council Meeting Agenda in April 2022. Council resolved to defer the consideration of the Legislative Compliance Policy to a workshop.

Councillors reviewed the current policy, which was adopted 25 November 2014, at their April 2022 Council Workshop. The Audit and Risk Committee provided further feedback at the meeting held 7 September 2022. The 'old' version of the policy (**Attachment 2**) is provided for comparison purposes only.

Amendments made to the current policy include:

- Formatting adjustments to align with the Council Documents Policy.
- Definitions were amended to provide clarification;
- Duplication of text from other documents, legislative clauses, words or phrases, and sub-numbering was removed;
- Legislative references have been included to ensure compliance; and
- Reference Information; Legislation; Associated documents; Version control; and document control information.

Having a legislative compliance policy enables the Shire to promptly identify issues, manage risk and assure accountability. Effective legislative compliance supports good decision-making; driven by a compliance culture with controls across key compliance focus areas.

In the absence of this policy, compliance with all legislation applicable to local government is required. However, this policy provides additional guidance and fortifies improvement in our compliance culture.

## **(b) Financial Audit Process Update**

The preparation of the 2020/21 financials has been an ongoing challenge. Since the initial audit visit held in July 2022, officers have been working closely with Datacom to resolve the issues raised by the auditors.

Officers continue to liaise with the auditors and the OAG who have now indicated that they are unlikely to be available until October 2022, due to their commitments to the State Government audits. Officers expressed concern around this timeframe considering the 2021/22 financial audit is due for submission to the auditor by 30 September 2022. The Shire of Toodyay will need to seek an extension from the Minister. Based on discussions with the auditors, and considering their commitments, it is envisaged that a request for extension to 31 March 2023 would be appropriate.

Officers are highly aware of the significant compliance and financial risks the above issues present and are working very hard to resolve these. Officers will keep the Committee and Council abreast of the progress and will bring a report back to the Committee and to Council in December 2022.

## **IMPLICATIONS TO CONSIDER**

### **Consultative:**

Audit and Risk Committee

Dry Kirkness

Office of the Auditor-General

Department of Local Government, Sports and Cultural Industries

**Strategic:**

The way the Shire leads and operates:

- 1: Provide accountable and transparent leadership for the community.
- 2: Consistently improve our governance practices.
- 3: Ensure rigorous organisational systems.

**Policy related:**

The structure of the Legislative Compliance Policy presented is in line with Council's Corporate Documents Policy, adopted in November 2021.

**Financial:**

Nil.

**Legal and Statutory:**

The Audit and Risk Committee is established under Part 7.1A of the *Local Government Act 1995* and does not have any delegated authority.

**Risk related:**

Section 7.1A of the Act requires that all local governments establish an audit committee. The audit committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, risk management systems, legislative compliance and the external audit functions. Failure to have an audit committee in place exposes Shire officers and Councillors to significant risk. This report assists in mitigating these risks.

**Workforce related:**

The policy review has been prioritised and will be managed within existing resources. The transition to Datascope and challenges in preparing the budget and annual financials has had a significant impact on the finance team. A dedicated project manager (who is a certified practicing accountant) continues to focus on the Datascope transition.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION 1/COUNCIL RESOLUTION NO. OCM210/09/22**

**MOVED** Cr B Ruthven

That Council receives the minutes of the Audit and Risk Advisory Committee, as attached

**.MOTION CARRIED 6/0**

**OFFICER'S RECOMMENDATION 2/COUNCIL RESOLUTION NO. OCM211/09/22**

**MOVED** Cr S Pearce

That Council:

1. Adopts the AMENDED Legislative Compliance Policy, as attached.
2. Requests the CEO to make minor typographical amendments where required following the adoption of the policy.

**MOTION CARRIED 6/0**

**OFFICER'S RECOMMENDATION 3/COUNCIL RESOLUTION NO. OCM212/09/22**

**MOVED** Cr M McKeown

That Council notes the annual financial audit process update as provided in this report to the Audit & Risk Committee.

**MOTION CARRIED 6/0**



**9.5.2 Museum Advisory Committee Recommendations**

Date of Report:	12 September 2022
Applicant or Proponent:	Museum Advisory Committee
File Reference:	HER9
Author:	M Eberle – Museum Curator and Cultural Heritage Officer
Responsible Officer:	T Bateman – Manager Corporate and Community Services
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Review
Attachments:	1. Extract of MAC Minutes from meeting held on 7 September 2022. <a href="#">↗</a>

**PURPOSE OF THE REPORT**

To receive the Committee Minutes and consider a recommendation made by the Museum Advisory Committee at its meeting held on 7 September 2022.

**BACKGROUND**

In accordance with Council Policy A.17 – Council Consideration of Committee Recommendations *“Recommendation from Council Committees will be considered by Council at the earliest opportunity.”*

**COMMENTS AND DETAILS**

When the Museum Advisory Committee met on 7 September 2022, they made a recommendation to Council as follows:

*That Council receives the Museum update report on current activities – Shire Museum and its Collections.*

The Museum Advisory Committee received a detailed update on the progress of current activities undertaken in the Museum space. Additionally, as part of the ongoing, organisational policy review, the group committed to take part in a workshop to review two policies: Museum Collection and Conservation Management, and Museum Interpretation and Exhibition, for presentation to Council in coming months.

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

Nil.

**Strategic:**

A key point of the Shire's *Strategic Community Plan 2018* is to ensure:

0.3: Support the development of places and spaces for recreation, learning, art and culture

**Policy related:**

The Mission Statement of Council Policy No. 0.4 *Museum Collection and Conservation Management* is:

*The Museum conserves, interprets and promotes Toodyay's unique cultural and environmental heritage by using a range of technologies and active public programs to attract and engage visitors of all ages.*

**Financial:**

Nil

**Legal and Statutory:**

The Museum Advisory Committee is established under Section 5.8 of the *Local Government Act 1995* and does not have any delegated authority.

**Workforce related:**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM213/09/22**

**MOVED** Cr C Duri

That Council receives the Museum update report on current activities – Shire Museum and its Collections, as contained in the extract of MAC minutes for the 7 September 2022 MAC Meeting (Attachment 1).

**MOTION CARRIED 6/0**

**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**

Nil.

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

Nil.

**13.2 EMPLOYEES**

Nil.

**14 CONFIDENTIAL BUSINESS**

Nil.

**15 NEXT MEETINGS**

Ordinary Council Meeting	26 October 2022
Agenda Briefing	19 October 2022
Bushfire Advisory Committee Meeting	2 November 2022
Environment Advisory Committee Meeting	2 November 2022
Local Emergency Management Committee Meeting	9 November 2022

**16 CLOSURE OF MEETING**

The Deputy Shire President declared the meeting closed at 1.28pm.



# **ATTACHMENTS MINUTES**

**Ordinary Council Meeting**

**Wednesday, 28 September 2022**



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# Agenda Briefing

## 21 September 2022

### Notes

#### Unconfirmed Notes

These notes were approved for distribution on 23 September 2022.

  
Maurice Werder

**ACTING 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 28 September 2022.

Signed:  .....

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

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28 SEPTEMBER  
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## AGENDA BRIEFING NOTES

28 SEPTEMBER  
2022**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

Cr R Madacsi, Shire President, declared the meeting open at 1.00pm.

**2 RECORDS OF ATTENDANCE**Members

Cr R Madacsi	Shire President
Cr B Ruthven	Deputy Shire President
Cr C Duri	Councillor
Cr S McCormick	Councillor
Cr M McKeown	Councillor
Cr S Pearce	Councillor
Cr D Wrench	Councillor (via zoom)

Staff

Ms S Haslehurst	Chief Executive Officer
Mr J Augustin	Manager Infrastructure and Assets
Mr H de Vos	Manager Development and Regulation
Mr M Werder	Project Officer
Mr W Sutton	Community Development Officer (via zoom)
Mrs M Rebane	Executive Assistant

VisitorsB. Foley**2.1 APOLOGIES**

Cr P Hart	
Ms T Bateman	Manager Corporate and Community Services

**2.2 APPROVED LEAVE OF ABSENCE**

Cr P Hart – 24 September 2022 to 1 October 2022 inclusive

**2.3 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**3 DISCLOSURE OF INTERESTS**

Nil.

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

Nil.

## AGENDA BRIEFING NOTES

28 SEPTEMBER  
2022

## 4.2 PUBLIC QUESTION TIME

## 4.2.1 B FOLEY

Question One:

I sent in correspondence in July 2022 about including mamas and papas information into the rates.

*The Shire President deferred to the CEO who responded as follows:*

*It appears that in the rush to get the rates out on time your request was overlooked and I do apologise for that. I had passed it on but failed to follow it up.*

Question Two:

A few months ago, the State Government put out a grant for alfresco areas. He met with Hugo and did work for Wendouree Tea Rooms to get the grant. They require planning approval prior to putting the grant in. They did a planning application but the permit was approved 2 weeks ago, three weeks after the grants had been given state-wide. Why did this occur?

*The Shire President deferred to the Manager Development and Regulation who responded as follows:*

*This has been an oversight in our department and it is just a matter of resourcing in the department. I recognise it is an inconvenience.*

Question Three:

I assisted the Wendouree Café with a grant application they were going to make. They had to make a Planning Application prior to being able to apply for a grant for \$5,000. The planning approval happened two weeks ago which was too late for them to submit their grant. Why did that happen?

*The Shire President deferred to the Manager Development and Regulation who responded as follows:*

Mr Foley I apologise for that. This was a departmental resource and processing issue. We have had a significant amount of work coming through.

Question Four:

Will the Shire write to the Wendouree Café to offer an apology and offer some money for an alfresco area?

*The Shire President responded as follows:*

*The question can be put to Council in relation to the offer, but it is not likely given that the grant itself was not a guarantee but I do agree that an apology is in order.*

Question Five:

Were there any other applicants for the grant during that period of time?

*The Shire President responded as follows:*

*Not that we are aware of.*

Question Six:

What is the criteria for a confidential item?

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**AGENDA BRIEFING NOTES****28 SEPTEMBER  
2022**

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*The Shire President responded as follows:*

*If something is confidential it will depend on s.5.23(2) of the Local Government Act 1995. It also depends on s.5.93 of the Local Government Act 1995 wherein it gives the CEO discretion to make an item or an attachment to an item confidential under the Act. This is for discussion of matters affecting employees, or contracts, etc.*

**Question Seven:**

I thought it was not mandatory and was giving Council an option to do it. I believe the Shire should provide information in tenders. Could Council have open discussions on tenders? Will Council consider open tenders?

*The Shire President responded as follows:*

*That is a question that Council is in the process of discussing informally at this stage. It is not a simple matter of whether or not we determine it but whether or not the company or person who are tendering feel it is detrimental to their interest for the information to be publicly available and that is a consideration that we need to weigh up. It could be limiting to those tendering to us if the price structure to justify their tender was made publicly available.*

**Question Eight:**

Has the Shire received any legal notification from the Ryan's regarding the Morangup Clay Pit at all?

*The Shire President responded as follows:*

*No.*

**Question Nine:**

Are you aware that a \$500,000 rehabilitation bond was given back to Midland Brick within 7 days, contrary to the contract where it stated 50% was to be returned and the remainder over a period of time?

*The Shire President deferred to the Manager Development and Regulation who responded as follows:*

*I can confirm that. The bond has been returned.*

**5 CONFIRMATION OF MINUTES**

Nil.

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

**6.1 PETITIONS**

Nil.

**6.2 DEPUTATIONS**

Nil.

**6.3 PRESENTATIONS**

Nil.

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## AGENDA BRIEFING NOTES

28 SEPTEMBER  
2022

## 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 Lot 674 Northam Toodyay Road, Dumbarton - Proposed Single Dwelling (Over-height)

9.1.1. Questions and Points raised		
Councillor	Discussion	Response from the Manager Development and Regulation unless otherwise specified:
<i>Ruthven</i>	Building material: is that the material that is very bright blue and is that what the outside will look like or will there be cladding?	<i>That is the base of the material and will not be the external cladding colour.</i>
<i>Madacsi</i>	In the OREC on (h) – is what is the approved effluent disposal system	<i>Take that on notice</i> <b>Response after meeting:</b> The approved effluent disposal system would be based on the number of bedrooms in the proposed dwelling and the site and soil conditions. A site soil assessment would be required to determine the suitability of the block for a standard septic system and the systems sizing. Due to the block being close to the river the system would likely need to be inverted and above the natural ground level, or an ATU. It could also only be located outside the 1 in 100-year flood zone.

## AGENDA BRIEFING NOTES

28 SEPTEMBER  
2022

## 9.2 CORPORATE AND COMMUNITY SERVICES

## 9.2.1 Monthly Financial Statements - August 2022

9.2.1 Questions and Points raised		
Councillor	Discussion	Response from the CEO unless otherwise specified:
Pearce	Page 9: \$234,900: what is the major component of those debts in that case?	<p><i>Take that on notice</i></p> <p><u>Response after meeting:</u></p> <p>The main outstanding Debtors are:</p> <ul style="list-style-type: none"> <li>➤ 90 days <ul style="list-style-type: none"> <li><i>ADCO Construction \$124k</i></li> <li><i>Silver Chain 6.1k</i></li> <li><i>Pure water carriers \$2.3K</i></li> <li><i>Toodyay Club \$1.7k</i></li> <li><i>AVIVO \$2.1k</i></li> </ul> </li> <li>➤ 30 days <ul style="list-style-type: none"> <li><i>Midland Brick \$34.8k</i></li> <li><i>Austral Bricks \$17.7k</i></li> <li><i>FESA \$20.9k</i></li> </ul> </li> <li>➤ Current <ul style="list-style-type: none"> <li><i>Midland Brick \$14k</i></li> </ul> </li> </ul>

*Cr McKeown entered Council Chambers at 1.17pm.*

## 9.2.2 List of Payments - August 2022

9.2.2 - Questions and Points raised		
Councillor	Discussion	Response
Hart	Item 9.2.2, Attachment PDF page 23, Pay Type 85, IT Vision: What is the plan for SynergySoft beyond 30 June 2023?	<p><u>Response after meeting:</u></p> <p>Currently, records are stored in Synergy. SynergySoft will remain in use until the Records Management System transition is finalised and in use. Datacom have indicated implementation of the CRM module will take around 6 months. SynergySoft will only be decommissioned after this process has been completed. Officers expect that a reduced number of licences will be required into the 2023/24 FY.</p>

## AGENDA BRIEFING NOTES

28 SEPTEMBER  
2022

9.2.2 - Questions and Points raised		
Councillor	Discussion	Response
Hart	Item 9.2.2, Attachment PDF, page 24, Pay Type 127, Synergy: What might be the future of the Synergy Grouped account after 30 June 2023?	<u>Response after meeting:</u> Officers don't foresee any change to the Synergy Grouped account beyond 30 June 2023. Having the accounts consolidated onto the one bill saves officer's time
Hart	Item 9.2.2, Attachment PDF, page 26, Pay Type 243, Galapagos Pty Ltd: What is iArchive?	<u>Response after meeting:</u> iArchive is the electronic archival solution we are using to store records prior to decommissioning Synergy.

## 9.3 EXECUTIVE SERVICES

## 9.3.1 GP and Allied Health Services at Alma Beard Medical Centre

9.3.1 - Questions and Points raised		
Councillor	Discussion	Response from the CEO unless otherwise stipulated.
Hart	Item 9.3.1, PDF page 22, Officer's Recommendation 1, item 2: This may benefit from being re-worded to avoid the potential ambiguity of the reading "report to Council by 30 November 2022 ... to implement the decision of Council". I would offer an alternative wording but I am unsure about the Officer's intention.	<u>Response after meeting:</u> <u>Note:</u> Council called a Special Council Meeting to consider this item on 22 September 2022. The Officer Recommendation was passed unanimously without amendment. The Officer's intent was to suggest a process to implement the outcome of considering the proposals received.
McKeown	This is scheduled for next weeks' council meeting. Can we consider it at a special council meeting given its importance?	The Shire President responded as follows: That is something the CEO and I can consider.
Pearce	Has there been any action by the Administration by the CEO regarding sourcing information	Yes there has. I have included some of that in the report. I have a list of people who have expressed an interest. I have advised them that once Council makes their decision I will

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## AGENDA BRIEFING NOTES

28 SEPTEMBER  
2022

9.3.1 - Questions and Points raised		
Councillor	Discussion	Response from the CEO unless otherwise stipulated.
	already on what we can do?	<i>contact them to advise what the process will be once Council has decided.</i>
<i>Pearce</i>	Pearce – if passed at an earlier meeting would this have any bearing on the result you have arrived at?	<i>Gives people more notice on being able to put together a proposal.</i>
<i>Ruthven</i>	What would be the process if we wanted to call a special council meeting this afternoon?	<i>3 Councillors would need to sign an intention to call a special council meeting and then that could occur.</i>

## 9.3.2 2022 CEO Performance and Remuneration Review

9.3.2 Questions and Points raised		
Councillor	Discussion	Response from the Shire President
<i>Pearce</i>	Pertaining to Mr Foley's question earlier about the confidentiality of different items on our agendas. I too have a belief there are a number of issues that are confidential and using that section of the act of employees of council. I would like to see Council addressing the issue of confidentiality so we do not have so many things confidential.	<i>The intent is to discuss at the concept forum where Council can have a discussion and see the way forward and then finalise as a decision.</i>
<i>Hart</i>	<i>The dates in the Confidential attachment might benefit from having the last day of the respective months included in the Proposed CEO Performance Criteria.</i>	<b>CEO response after the meeting: Council could choose to make this amendment.</b>

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## AGENDA BRIEFING NOTES

28 SEPTEMBER  
2022**9.3.3 Correspondence - Department of Local Government, Sport & Cultural Industries**

Nil.

**9.3.4 Minutes of the AROC Meeting held 12 September 2022****9.3.4 Questions and Points raised**

Councillor	Discussion	Response from the CEO
Pearce	It says to accept the minutes of AROC Once we accept the minutes do we endorse what AROC decides? What is the process here?	<i>You are actually noting the minutes of the meeting. The AROC is set up under an MOU to ensure representatives of each of the local governments are present at those meetings and provide input into the questions however if there is anything that requires a council decision it is up to the local government to bring to Council as a separate report.</i>

**9.4 INFRASTRUCTURE AND ASSETS**

Nil.

**9.5 COMMITTEE REPORTS****9.5.1 Audit & Risk Committee Recommendations - Legislative Compliance Policy and Financial Compliance Update.**

Nil.

**9.5.2 Museum Advisory Committee Recommendations**

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**

Nil.

**AGENDA BRIEFING NOTES**28 SEPTEMBER  
2022

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

Nil.

**13.2 EMPLOYEES**

Nil.

**14 CONFIDENTIAL BUSINESS**

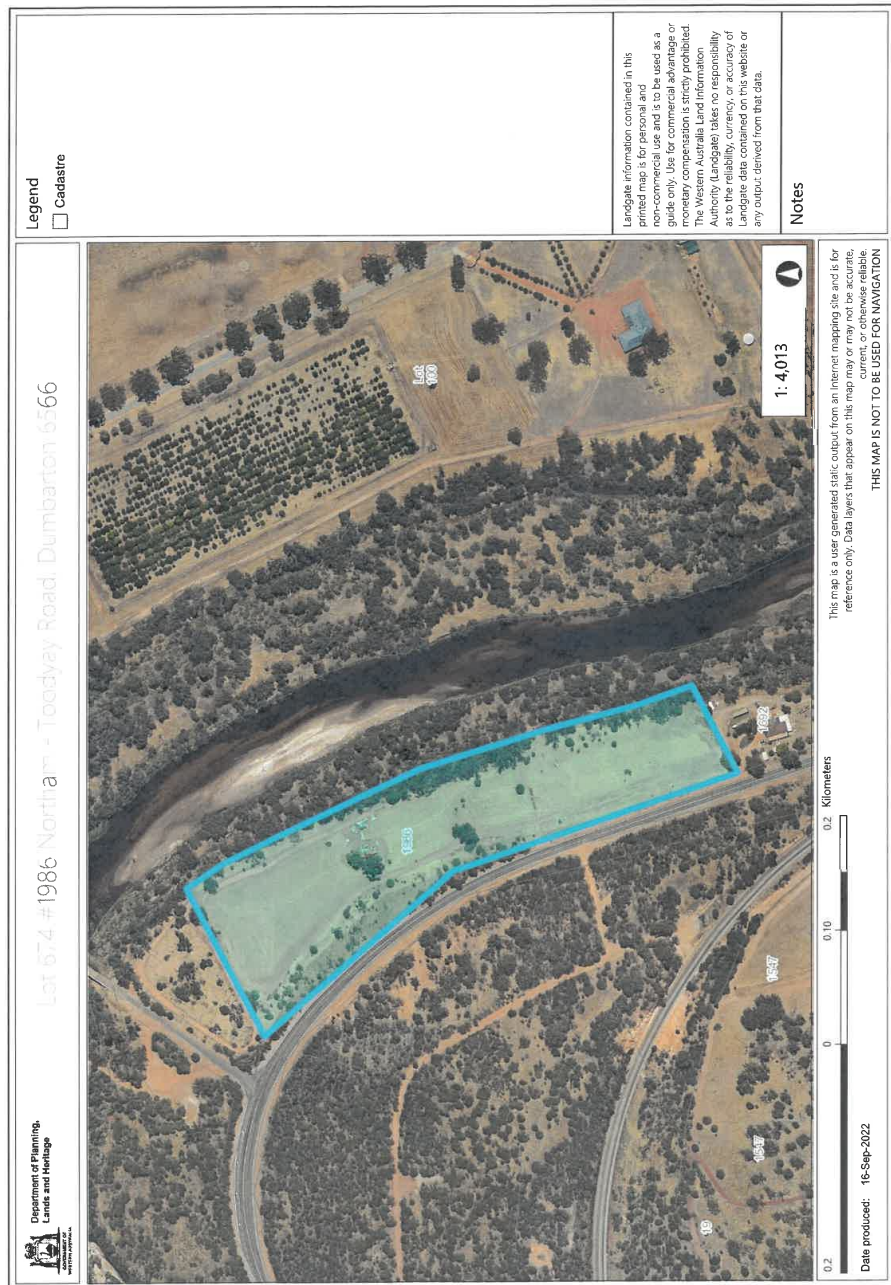
Nil.

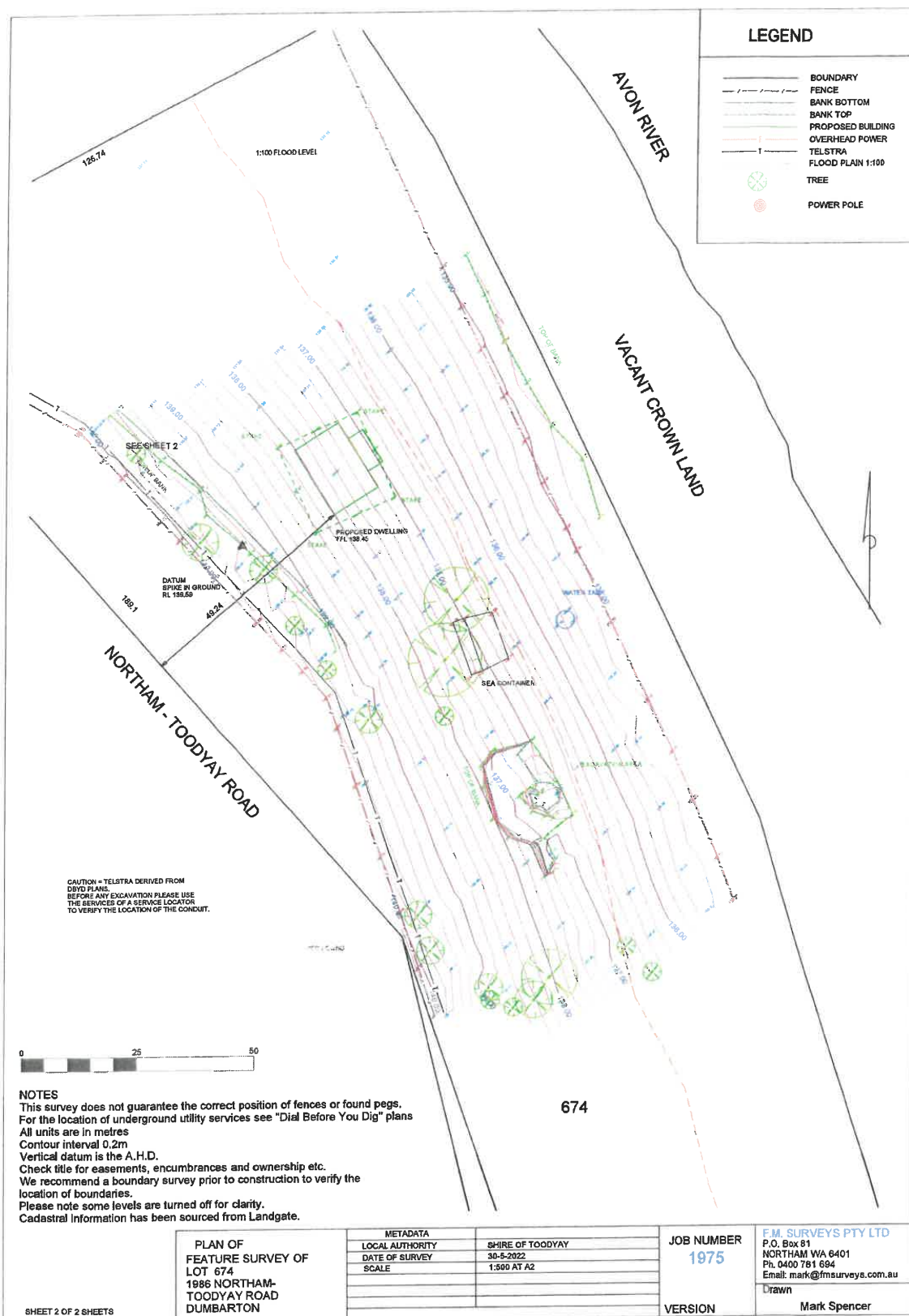
**15 NEXT MEETINGS**

As per Council Meeting Agenda.

**16 CLOSURE OF MEETING**

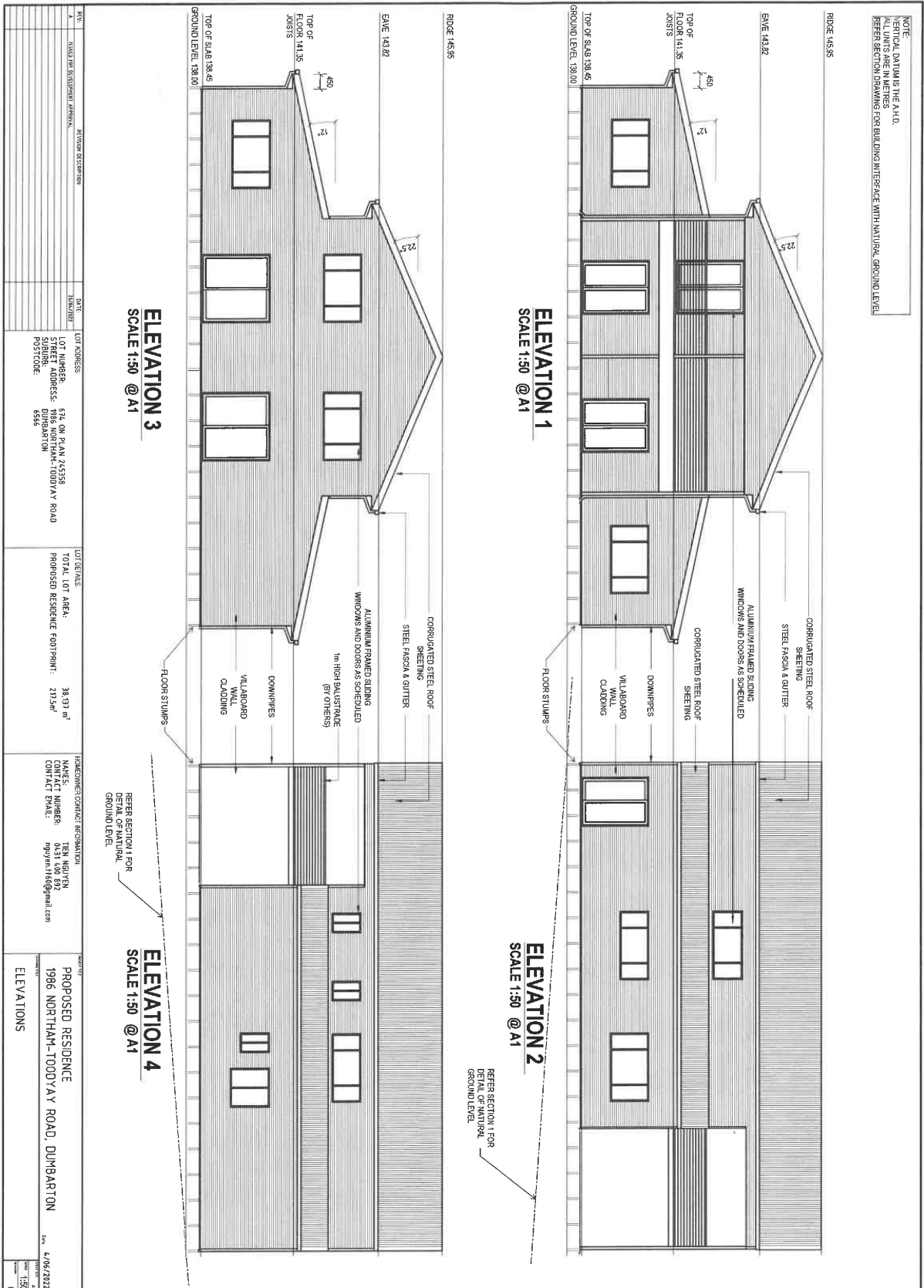
The Shire President declared the meeting closed at 1.25pm.

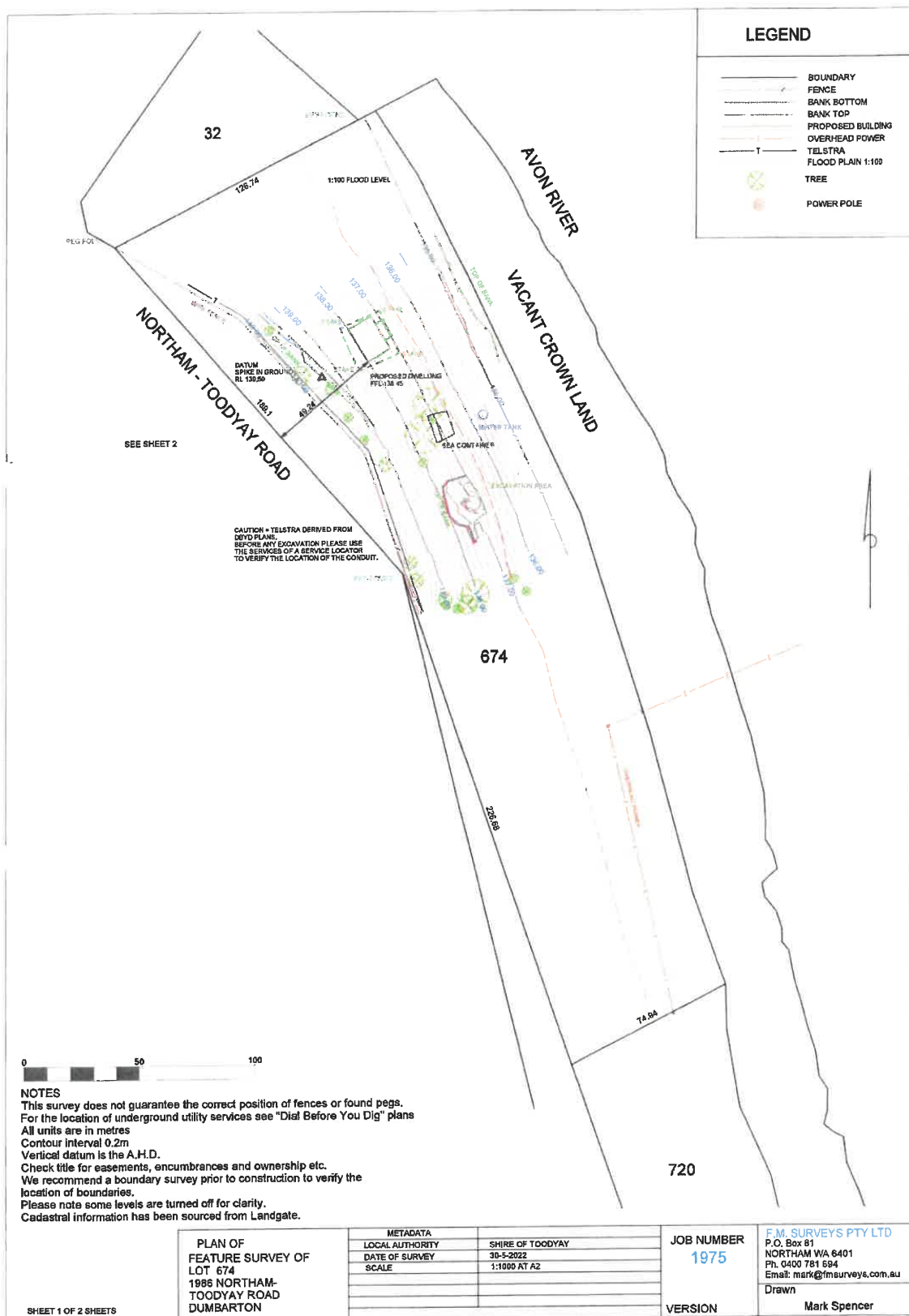


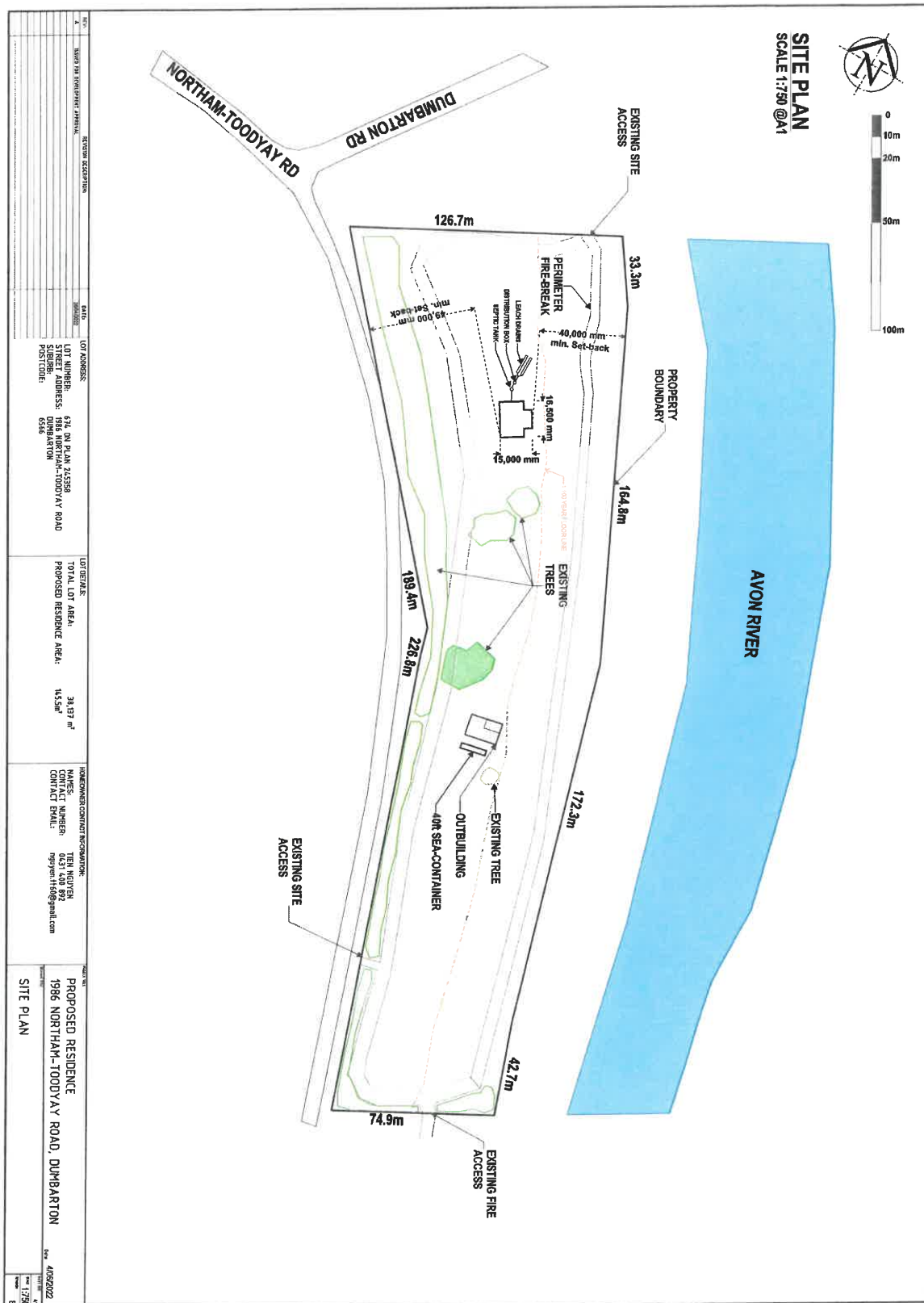














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LANDGATE COPY OF ORIGINAL NOT TO SCALE 01/06/2022 09:38 AM Request number: 63669311

L479219

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING

SKETCH OF LAND: 1424-439 (674/DP245358)
PREVIOUS TITLE: 1075-295
PROPERTY STREET ADDRESS: 1986 NORTHAM-TOODYAY RD, DUMBARLTON
LOCAL GOVERNMENT AUTHORITY: SHIRE OF TOODYAY

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.

STATEMENTS:

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

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.

1. THE LAND THE SUBJECT OF THIS CERTIFICATE OF TITLE EXCLUDES ALL PORTIONS OF THE LOT DESCRIBED ABOVE EXCEPT THAT PORTION SHOWN IN THE SKETCH OF THE SUPERSEDED PAPER VERSION OF THIS TITLE.

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:

(SECOND SCHEDULE)

(T 0707722 ) REGISTERED 20/4/2021

TEN THANH NGUYEN OF IB DODD STREET WEMBLEY WA 6014

(FIRST SCHEDULE)

REGISTERED PROPRIETOR:

LOT 674 ON DEPOSITED PLAN 245358

LAND DESCRIPTION:



REGISTRAR OF TITLES

Roberts

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.

UNDER THE TRANSFER OF LAND ACT 1893

RECORD OF CERTIFICATE OF TITLE

VOLUME 1424 FOLIO 439

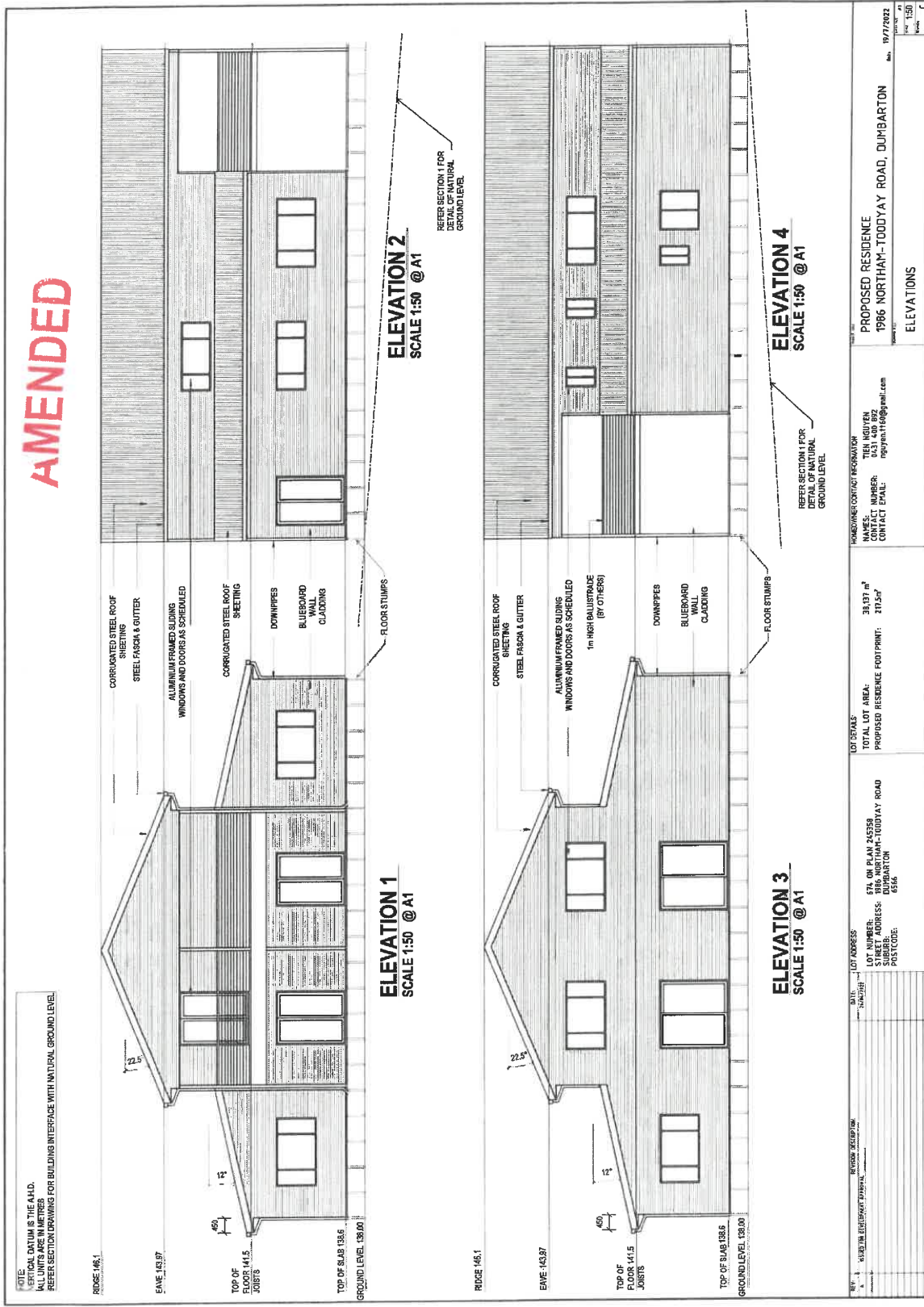
Table with 2 columns: REGISTER NUMBER (674/DP245358), DATE DUPLICATE ISSUED (27/1/2009)

AUSTRALIA



WESTERN

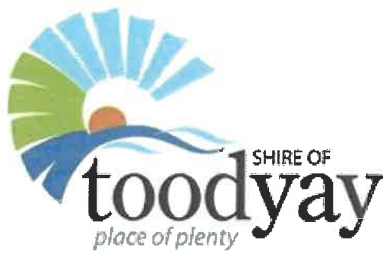
**AMENDED**



NOTE:  
VERTICAL DATUM IS THE A.H.D.  
REFER SECTIONS FOR BUILDING INTERFACES WITH NATURAL GROUND LEVEL.

REF: 1 A: 19/07/2022 19/07/2022 1:50 C	PROPOSED RESIDENCE 1986 NORTHAM-TODDYAY ROAD, DUMBARTON ELEVATIONS	HOMEOWNER CONTACT INFORMATION NAME: TEN NGUYEN PHONE NUMBER: 011 480 8888 CONTACT EMAIL: nguyent100@gmail.com	LOT DETAILS TOTAL LOT AREA: 38,137 m <sup>2</sup> PROPOSED RESIDENCE FOOTPRINT: 270.5 m <sup>2</sup>	DATE: 19/07/2022 BLOCK DESCRIPTION: 67A ON PLAN 24558A STREET ADDRESS: 1986 NORTHAM-TODDYAY ROAD DUMBARTON POSTCODE: 6546
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*The Shire continues to take measures to protect staff and the community from the spread of COVID-19 where possible. As such, staff may be working at home. We thank you for your patience as we all do what we can to limit the spread of the virus while maintaining services for our community.*

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Please consider the environment before printing this email

**From:** [nguyen.tt60@gmail.com](mailto:nguyen.tt60@gmail.com) <[nguyen.tt60@gmail.com](mailto:nguyen.tt60@gmail.com)>  
**Sent:** Tuesday, 12 July 2022 6:46 AM  
**To:** Tobie Prater <[dso@toodyay.wa.gov.au](mailto:dso@toodyay.wa.gov.au)>  
**Subject:** [External]-P2022-60 - Development Application - Single Dwelling

Good Morning,

Thank you for your response.

Regarding the cladding this is my mistake. I should have nominated Blueboard (like Hume Prima Blueboard or similar) instead of Villaboard.

I also realise now that I misunderstood the rules following our meeting on 03 February 2022. I thought the height was to be measured from the ground level at the front door and not the average natural ground level. Apologies for my misunderstanding.

In an effort to comply with the rules and keep below the 8m limit I had reduced the height of the stumps from the standard supplied 600mm to 450mm.

Unfortunately the kit home supplier will only supply the stumps in the 600mm length which means I would either need to:

- a) Embed the stumps further into the ground (at a greater cost of concrete and effort) or,
- b) Cut down the stumps which will be very time consuming.

I am just wondering if you think it would be possible to increase the height of the house by an additional 150mm so that I can stick with the standard 600mm stumps? This will save me cost and time.

Thank you in advance for your consideration. If everything is acceptable I will update the drawings for the cladding and stump height.

**From:** [nguyen.tt60@gmail.com](mailto:nguyen.tt60@gmail.com) <[nguyen.tt60@gmail.com](mailto:nguyen.tt60@gmail.com)>  
**Sent:** Monday, 11 July 2022 7:49 AM  
**To:** Tobie Prater <[dso@toodyay.wa.gov.au](mailto:dso@toodyay.wa.gov.au)>  
**Subject:** [External]-P2022-60 - Development Application - Single Dwelling

Good Morning,

Thank you for taking the time to consider my application. I hope the below response will address the concerns and give you the confidence you need for approval.

I believe the proposed dwelling will be in harmony with the Shire of Toodyay due to its rural country style. It is a popular kit home designed, fabricated and supplied by an Australian company for use in country/rural areas. The name of the kit home is either 'Country Home' or 'The Valley View' (depending on the specific local supplier). The walls are likely to be clad with a 'weatherboard' style panelling and the roof will be corrugated steel much like the other homes and sheds you see on the surrounding properties. There is nothing bespoke/modern or architecturally offensive that would look out of place and the colouring will be neutral rather than any bold colours.

The proposed dwelling has been deliberately positioned away from all boundaries (minimum 49m) and for my own privacy I intend to shield the dwelling from adjoining roads and properties as much as possible by planting trees.

In addition, the slope of the property is such that it grades quite steeply downhill away from the main road. Due to the boundary offset it is therefore likely to appear far shorter than 8m when viewed from the main road.

The dwelling is not in close proximity to any residential properties so in my opinion there are no privacy concerns or impact to the outlook or view of any neighbours. There is unlikely to be any direct lines of sight and so I do not believe there to be any issues affecting the development potential of the adjoining lots.

If there are any items you would like further clarification on please let me know.

Thank you.

Kind Regards,  
Tien Nguyen

**From:** Tobie Prater <[dso@toodyay.wa.gov.au](mailto:dso@toodyay.wa.gov.au)>  
**Sent:** Thursday, 7 July 2022 5:17 PM  
**To:** Tien Nguyen <[nguyen.tt60@gmail.com](mailto:nguyen.tt60@gmail.com)>  
**Subject:** P2022-60 - Development Application - Single Dwelling

Good Afternoon,

Thank you for your application. Upon processing your application we have identified that the overall building height exceeds 8m as per the requirements stated in the Shire of Toodyay Local Planning Scheme No.4

*HEIGHT AND APPEARANCE OF BUILDINGS*

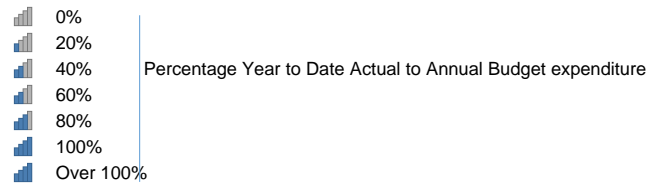
*4.12.1 Within the Scheme Area no building shall be constructed in excess of two storeys or 8 metres overall, whichever is the greater, above natural mean ground level.*

STATEMENT OF COMPREHENSIVE INCOME BY NATURE OR TYPE-  
FOR THE PERIOD ENDING 31 AUGUST 2022

	2022/23 Actual(b)	2022/23 Adopted Budget	Aug-2022 YTD Budget(a)	2021/22 Actual	Var.\$ (b)-(a)	Var.% (b)-(a)/(a)
<b>Revenue</b>						
Rates	(5,275)	7,221,919	7,239,794	6,893,468	(7,245,069)	(100%)
Fees and charges	62,186	1,420,409	162,260	1,183,114	(100,074)	(62%)
Operating grants, subsidies and contributions	354,082	1,810,514	341,075	3,290,588	13,007	4%
Interest earnings	5,759	50,000	7,296	51,525	(1,537)	(21%)
Other Revenue	127,247	140,428	18,751	907,875	108,496	579%
	<b>543,999</b>	<b>10,643,270</b>	<b>7,769,176</b>	<b>12,326,570</b>	<b>(7,225,177)</b>	<b>(93%)</b>
<b>Expenses</b>						
Employee costs	(762,615)	(4,273,688)	(696,744)	(3,654,136)	(65,871)	9%
Materials and contracts	(849,465)	(4,419,708)	(819,194)	(4,292,642)	(30,271)	4%
Utility charges	(30,179)	(450,650)	(64,236)	(373,792)	34,057	(53%)
Depreciation on non-current assets	0	(4,436,148)	(369,681)	(192,543)	369,681	(100%)
Interest expenses	0	(155,813)	(12,984)	(172,887)	12,984	(100%)
Insurance expenses	(216,096)	(394,666)	(45,695)	(372,519)	(170,401)	373%
Other expenditure	(56,552)	(291,946)	(232,215)	(210,716)	175,663	(76%)
	<b>(1,914,907)</b>	<b>(14,422,619)</b>	<b>(2,240,749)</b>	<b>(9,269,236)</b>	<b>325,842</b>	<b>(15%)</b>
<b>Non Operating Revenue</b>						
Non-operating grants, subsidies and contributions	284,400	3,776,923	30,314	2,142,882	254,086	838%
	<b>284,400</b>	<b>3,776,923</b>	<b>30,314</b>	<b>2,142,882</b>	<b>254,086</b>	<b>838%</b>
<b>Net Result For The Period</b>	<b>(1,086,508)</b>	<b>(2,426)</b>	<b>5,558,741</b>	<b>5,200,216</b>	<b>(6,645,249)</b>	<b>(120%)</b>
<b>Total Comprehensive Income For The Period</b>	<b>(1,086,508)</b>	<b>(2,426)</b>	<b>5,558,741</b>	<b>5,200,216</b>	<b>(6,645,249)</b>	<b>(120%)</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 August 2021**

**Capital expenditure total  
Level of completion indicators**



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

Note	Account Description	Adopted Budget	YTD- Aug Budget (F)	YTD Actual New/Upgrade (G)	Variance (Under)/Over (G)-(F)
	Land and Buildings	(979,125)	0	0	0
	Infrastructure Assets - Roads	(4,503,199)	(113,321)	(113,321)	0
	Infrastructure Assets - Footpaths	(122,500)	0	0	0
	Infrastructure Assets - Drainage & Bridges	(369,248)	(4,500)	(4,500)	0
	Infrastructure Assets - Other	(149,118)	(11,600)	(11,600)	0
	Plant and Equipment	(1,448,846)	0	0	0

**SHIRE OF TOODYAY**  
**VARIANCE REPORT**  
FOR THE PERIOD ENDED 31 AUGUST 2022

Local Government (Financial Management) Regulations 1996

Reg 34. Financial activity statement required each month (Local Government Act s6.4)

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and

(b) budget estimates to the end of the month to which the statement relates; and

(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and

(d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and

(e) the net current assets at the end of the month to which the statement relates.

	YTD BUDGET	YTD ACTUALS	VAR TO YTD BUDGET	VAR TO YTD BUDGET
			\$	%
<b>Revenue</b>				
<b>Rates</b>	7,239,794	(5,275)	(7,245,069)	-100.07%
Unfavourable Variance of \$7,245,069 than budgeted to date-Rates levied in September 2022.				
<b>Fees and charges</b>	162,260	62,186	(100,074)	-61.68%
Unfavourable variance of \$100,074 - Rental income from various lease properties and application fees received less than budgeted to date.				
<b>Operating grants, subsidies and contributions</b>	341,075	354,082	13,007	3.81%
No material variance to report				
<b>Interest earnings</b>	7,296	5,759	(1,537)	-21.06%
No material variance to report				
<b>Other Revenue</b>	18,751	127,247	108,496	578.61%
Favourable variance of \$108,496 higher than budgeted to date, -higher revenue received from various roads maintenance of \$77,294, CESM recoup (2021-2022, 4th Quarter) of \$23,701.88 for Emergency Services. and aggregate result of minor variances in individual income categories				
	YTD BUDGET	YTD ACTUALS	VAR TO YTD BUDGET	VAR TO YTD BUDGET
			\$	%
<b>Expenses</b>				
<b>Employee costs</b>	(696,744)	(762,615)	(65,871)	9.45%
Unfavourable variance of employment costs- Increase in some employees salaries				
<b>Materials and contracts</b>	(819,194)	(849,465)	(30,271)	3.70%
Unfavourable variance in Material costs- Timing variances of actual invoices, than budgeted for in various departments.				
<b>Utility charges</b>	(64,236)	(30,179)	34,057	-53.02%
Favourable variance in Utilities-Timing of budget ahead of actual invoices.				
<b>Depreciation on non-current assets</b>	(369,681)	0	369,681	-100.00%
Depreciation not yet processed, to be done after June 2022 Financials audit.				
<b>Interest expenses</b>	(12,984)	0	12,984	-100.00%
Interest expenses not yet processed-Timing of budget ahead of actual invoices. First interest payment will be made in November 2022				
<b>Insurance expenses</b>	(45,695)	(216,096)	(170,401)	372.91%
Unfavourable variance of \$170,401 due to first insurance premium payment and non Scheme premiums(Income protection-\$36,000 and Marine Cargo-\$2,000)paid to LGIS insurance.				
<b>Other expenditure</b>	(232,215)	(56,552)	175,663	-75.65%
Favourable variance of \$175,663- Timing of Budget ahead of actual invoices, regarding payment of loan fees to WATC, donations paid to various communities and payments for council attendance meetings.				
	YTD BUDGET	YTD ACTUALS	VAR TO YTD BUDGET	VAR TO YTD BUDGET
<b>Non Operating Revenue</b>				
<b>Non-operating grants</b>	30314	284400	254086	8.38
Variance due to posting allocations-Grants received should be allocated to transport and infrastructure instead of Not applicable. Adjustment required.				



Capital Activities	YTD BUDGET	YTD ACTUALS	VAR TO YTD BUDGET	VAR TO YTD BUDGET	
<b>Land and Buildings</b>	(979,125)	0	979,125	-100.00%	
YTD Budget is based on Capital Works during the Year, as there was no YTD Capital Budget that was adopted.					
<b>Infrastructure - Roads</b>	(4,503,199)	(113,321)	4,389,878	-97.48%	
YTD Budget is based on Capital Works during the Year, as there was no YTD Capital Budget that was adopted.					
<b>Infrastructure - Footpaths</b>	(122,500)	0	122,500	-100.00%	
YTD Budget is based on Capital Works during the Year, as there was no YTD Capital Budget that was adopted.					
<b>Infrastructure - Bridges &amp; Drainage</b>	(369,248)	(4,500)	364,748	-98.78%	
YTD Budget is based on Capital Works during the Year, as there was no YTD Capital Budget that was adopted.					
<b>Infrastructure - Other</b>	(149,118)	(11,600)	137,518	-92.22%	
YTD Budget is based on Capital Works during the Year, as there was no YTD Capital Budget that was adopted.					
<b>Plant and Equipment</b>	(1,448,846)	0	1,448,846	-100.00%	
YTD Budget is based on Capital Works during the Year, as there was no YTD Capital Budget that was adopted.					
<b>Loans</b>					
Loan Repayments		0	(18,108)	(18,108)	0.00%
Principal and interest repayments processed for period ending 31 August 2022 in accordance with WATC Schedule					



**RATES AGED TRIAL BALANCE**

As At 31 August 2022

**Rates Account Reconciliation As At 31 August 2022**

		Amount	Journals	Debtors	Utilities	Total	Ledger Balance	Variance
Rates Control	199.710.10	540,287.38	0.00	0.00	0.00	<b>540,287.38</b>	540,287.38	0.00
Rates Deferment	199.740.50	286,913.88	0.00	0.00	0.00	<b>286,913.88</b>	286,913.88	0.00
Rates PrePayment	199.750.10	-215,095.19	-387.59	-0.02	0.00	<b>-215,279.97</b>	-215,279.97	0.00
<b>Total</b>		<b>612,106.07</b>	<b>-387.59</b>	<b>-0.02</b>	<b>0.00</b>	<b>611,921.29</b>	<b>611,921.29</b>	<b>0.00</b>

<b>Account Reconciliation</b>	
Rates Accounts Total	612,106.07
Rates Control Accounts Total	612,106.07
<b>Variance</b>	<b>0.00</b>



**AGED DEBTORS TRIAL BALANCE**

As At 31 August 2022

**Debtors Account Reconciliation As At 31 August 2022**

		Amount	Journals	Rates	Utilities	Creditor	Total	Ledger Balance	Variance
Debtor Control	111.178.10	330.25	-1,763.00	0.00	0.00	0.00	<b>-1,432.75</b>	-1,432.75	0.00
Debtor Control	199.711.10	243,501.19	-16.41	0.00	0.00	0.00	<b>243,484.78</b>	243,484.78	0.00
Debtor PrePayment	199.749.10	-8,920.66	-0.04	0.00	0.00	0.00	<b>-8,920.70</b>	-8,920.70	0.00
<b>Total</b>		<b>234,910.78</b>	<b>-1,779.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>233,131.33</b>	<b>233,131.33</b>	<b>0.00</b>

Account Reconciliation	
Debtors Accounts Total	234,910.76
Debtors Control Accounts Total	234,910.76
<b>Variance</b>	<b>0.00</b>

Shire of Toodyay				
List of Payments Presented to Council for Period 1 August to 31 August 2022				
Pay Type	Date	Name	Description	Amount
12946	15/08/2022	Hayden Maher	Refund of excess rates due to sale of property 290 Coondle Dve - Sequerah to Maher	122.00
12946	15/08/2022	Hayden Maher	Refund of excess rates due to sale of property 290 Coondle Dve - Sequerah to Maher	-122.00
12947	15/08/2022	Old Gaol Museum	Old Gaol Honorariums - Sept 2022	300.00
12948	15/08/2022	Shire Of Toodyay	Library Book purchases	1,000.00
12948	15/08/2022	Shire Of Toodyay	Library Petty Cash - Aug 2022	99.00
12949	15/08/2022	Telstra Corporation Ltd	Telstra Mobiles & Data account - 2608284176 - July 2022	1,358.76
12949	15/08/2022	Telstra Corporation Ltd	Telstra account 7852285500 - July 2022	95.14
12949	15/08/2022	Telstra Corporation Ltd	Telstra 0293288400 - July 2022	4,906.96
12950	31/08/2022	Australian Communications & Media Authority	Renewal of Land Mobile radio tower 12 months licence 2022/2023	114.00
12951	31/08/2022	Commissioner Of Police - Licensing Services Firearms	Firearm Licence renewal for 2022/2023	147.00
12952	31/08/2022	Water Corporation	Water account - Mrs O'Reillys 27/06/2022 to 23/08/2022	348.12
1	1/08/2022	Bendigo & Adelaide Bank Ltd	Bpay biller fee	217.86
2	1/08/2022	Bendigo & Adelaide Bank Ltd	Bank fee	2.66
3	1/08/2022	Bendigo & Adelaide Bank Ltd	Overdraft fee	15.00
4	1/08/2022	Bendigo & Adelaide Bank Ltd	Monthly service fee	15.00
5	1/08/2022	Bendigo & Adelaide Bank Ltd	Transfer - fee	10.00
6	2/08/2022	QPC Group	Printer Lease	27.50
7	3/08/2022	Paymate	Community standpipe controller - Usage fee	82.50
8	3/08/2022	Bendigo & Adelaide Bank Ltd	Bank fee	6.60
9	3/08/2022	Commonwealth Bank Of Australia	Merchant fee	73.56
10	3/08/2022	Commonwealth Bank Of Australia	Merchant fee	31.57
11	3/08/2022	Commonwealth Bank Of Australia	Merchant fee	170.18
12	3/08/2022	Commonwealth Bank Of Australia	Merchant fee	131.28
13	10/08/2022	HP Financial Services Pty Ltd	Photocopier Lease	1,116.84
14	12/08/2022	CNH Industrial Capital Aust Pty Ltd	Iveco Truck Lease	3,207.70
15	14/08/2022	Credit Card MAS	Credit card MAS	1,132.60
			<i>Crommelins Cutting Disks</i>	567.60
			<i>Clearing Permit - Chitty Road</i>	400.00
			<i>Spot device - GPS tracking</i>	15.53
			<i>Interantional Transaction Fee</i>	0.47
			<i>Accommodation - J Stamenkovic</i>	145.00
			<i>Monthly Card Fee</i>	4.00
16	14/08/2022	Credit Card CEO	Credit card CEO	606.85
			<i>Adobe Subscription</i>	602.85
			<i>Monthly Card fee</i>	4.00
17	14/08/2022	Credit Card MCCA	Credit card MCCA	629.24
			<i>Fuel Puma York</i>	20.74
			<i>Clearing permit - Julimar Road</i>	400.00
			<i>Renewal of Membership Australian Museums</i>	150.00
			<i>Dept of Racing - Liquor Licence - TIFF</i>	54.50
			<i>Monthly Card Fee</i>	4.00
18	14/08/2022	Credit Card CESM	Credit card - CESM	4.00
			<i>Monthly Card Fee</i>	4.00
19	15/08/2022	Advanced Traffic Management	Supply Traffic Management for Vegetation Clearing - 3 x Traffic Control plus vehicle	7,006.56
20	15/08/2022	Advanced Traffic Management	Supply Traffic Management for Vegetation Clearing - 3 x Traffic Control plus vehicle	3,664.10
21	15/08/2022	Advanced Traffic Management	Traffic management for Clearing Vegetation - Toodyay Bindi Bindi Road - FBS - SLK 0.00-3.00	3,092.98
22	15/08/2022	AFGRI Equipment Australia Pty Ltd	Supply new drive shaft for Mid-Deck Mower.	1,048.17
23	15/08/2022	Alison Downie	VC Consignment sales - July 2022	10.01
24	15/08/2022	Australia Post	Postage charges - July 2022	268.72

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Shire of Toodyay				
List of Payments Presented to Council for Period 1 August to 31 August 2022				
Pay Type	Date	Name	Description	Amount
25	15/08/2022	Australian Community Media	Wildflowers advertising - The Senior	173.00
26	15/08/2022	Autopro Northam	Supply replacement nozzle for AdBlue tank.	225.68
27	15/08/2022	Autopro Northam	Supply spark plugs for small plant.	89.70
28	15/08/2022	Autopro Northam	Supply 5000 Kg tie down straps for truck 10	281.70
29	15/08/2022	Autopro Northam	Supply tie down straps.	59.64
30	15/08/2022	Autopro Northam	Supply tie down straps.	29.82
31	15/08/2022	Autopro Northam	Supply replacement AdBlue filter for T0011	90.85
32	15/08/2022	Autopro Northam	Supply wiper blades for Toyota Hilux.	49.82
33	15/08/2022	Autopro Northam	Supply service filters for fire trucks. yearly service.	2,600.41
34	15/08/2022	Autopro Northam	Supply clearance lights for central 12.2	34.42
35	15/08/2022	Avon Skip Bins	Skip Bin empty - Depot July 2022	100.00
36	15/08/2022	Avon Skip Bins	Skip Bin empty - Memorial Hall July 2022	200.00
37	15/08/2022	Avon Skip Bins	Skip Bin empty - Sportsground July 2022	100.00
38	15/08/2022	Avon Valley Windscreens	Install C Glass window for T6782	495.00
39	15/08/2022	Avon Waste - Stondon Pty Ltd	Fortnightly Rubbish collection charges fortnight ending 29/07/2022	13,845.84
40	15/08/2022	Avon Yard & Maintenance Services	Info Bay (Northam X Toodyay Road) Maintenance - July 25th to October 31	2,100.00
41	15/08/2022	Barry Keens	Consignment sales July 2022	62.41
42	15/08/2022	Birds Of The Perth Hills	Birds of the Perth Hills books	192.00
43	15/08/2022	Blackwell Plumbing	Unblock toilet at Showground Pavilion	2,145.00
44	15/08/2022	Broderick Waste Solutions	Disposal of waste to Northam - July 2022	4,457.64
45	15/08/2022	Broderick Waste Solutions	Management of Waste Transfer Station fortnight ending 09/08/2022	5,610.00
46	15/08/2022	Building & Construction Industry Training Fund	Remaining CTF payments from Synergy transactions not yet paid	1,352.36
47	15/08/2022	Bunnings - Midland	Roof & Gutter Sealant - Lee Steere Pavilion	111.55
48	15/08/2022	Bunnings - Midland	replacement posts for show ground grand stand	581.40
49	15/08/2022	Bunnings - Midland	Supply support beam for bar area.	290.70
50	15/08/2022	Bunnings - Midland	Supply 8 x laminated panels for bar bench tops.	600.40
51	15/08/2022	Bunnings - Midland	Solar Sensor Light - Depot	22.80
52	15/08/2022	C & F Building Approvals	NCC Compliance Assessment & Issue of CDC x 2, Issue of BP x 1	1,045.00
53	15/08/2022	Charles Service Company	Monthly Cleaning services of Shire buildings - July 2022	11,215.39
54	15/08/2022	Clublinks Management Pty Ltd	Hire of Community Pavilion Room 1 - Workshop 26/07/2022	63.00
55	15/08/2022	Clublinks Management Pty Ltd	WA Grants Commission Public Hearing 23/06/2022	202.50
56	15/08/2022	Clublinks Management Pty Ltd	FY23 Qtr. 1 Contribution Subsidy	132,184.08
57	15/08/2022	Corsign (WA) Pty Ltd	Safety Signage - Lateral Shift	1,020.80
58	15/08/2022	Datacom Solutions (Au) Pty Ltd	Datascape Monthly SaaS fees - July 2022	3,468.33
59	15/08/2022	Datacom Solutions (Au) Pty Ltd	Monthly Datapay Direct Access - July 2022	569.88
60	15/08/2022	Deborah Termann	Consignment sales July 2022	50.00
61	15/08/2022	Dept Of Fire & Emergency Services	2021/2022 ESL Quarter 4 - in accordance with the Dept of Fire & Emergency Services Act 1998	25,914.04
62	15/08/2022	Dept Of Mines Industry Regulation & Safety	Remaining BSL payments from Synergy transactions not yet paid	7,498.55
63	15/08/2022	Dept Of Mines Industry Regulation & Safety	BSL Levies Apr to June 2022	6,711.02
64	15/08/2022	Dorma Australia Pty Ltd	Sliding entrance doors at Library not working, need a technician to come and fix asap	1,695.21
65	15/08/2022	Easifleet	Payroll Salary Sacrifice deductions - PPE 02/08/2022	852.18
66	15/08/2022	Emerg Solutions Pty Ltd	BART License Renewal (BFS) x 150 (Shire of Toodyay District)	2,250.00
67	15/08/2022	Equipax	Fit2work - Integrity checks - July 2022	24.09
68	15/08/2022	Executive Compass Pty Ltd	Second Part payment - Facility Management Review (Toodyay Recreation Centre)	3,300.00
69	15/08/2022	Ezi-Fix Welding & Handyman Services	Repair damaged leg to traffic lights.	250.00
70	15/08/2022	Fire & Safety WA	BFB PPE	5,909.43
71	15/08/2022	Frontline Fire & Rescue Equipment	BFB Consumables	1,402.95
72	15/08/2022	Frontline Fire & Rescue Equipment	Servicing of Specialist Fire Fighting Appliance Fit-out and equipment	14,440.40
73	15/08/2022	Frontline Fire & Rescue Equipment	BFB Fittings	80.00
74	15/08/2022	Graham Mills	Consignment sales July 2022	15.00

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Shire of Toodyay				
List of Payments Presented to Council for Period 1 August to 31 August 2022				
Pay Type	Date	Name	Description	Amount
75	15/08/2022	Hills Fire Equipment Service	Fire Extinguishers - BFS Structural Firefighting Training Course 6/7 August	1,034.00
76	15/08/2022	Hills Fire Equipment Service	Level 1 Fire Equipment Service & Pressure Testing	2,000.90
77	15/08/2022	Holcim (Australia) Pty Ltd T/A Humes	Drainage Materials for Shire Stock - Headwall	862.40
78	15/08/2022	Holcim (Australia) Pty Ltd T/A Humes	Drainage Components for Julimar SLK 14.11 - 15.96	4,400.70
79	15/08/2022	Holcim (Australia) Pty Ltd T/A Humes	Drainage Materials for Julimar SLK 17.56 - 19.81	4,524.17
80	15/08/2022	Holcim (Australia) Pty Ltd T/A Humes	Drainage Materials for Shire Stock - Headwalls & Pipes	4,976.05
81	15/08/2022	Holcim (Australia) Pty Ltd T/A Humes	Drainage Materials for Sesselis Road - Headwall & Pipes	2,171.58
82	15/08/2022	Industrial Automation Group	Northam Toodyay Road Standpipe - Operational Cost - Cloud Server fee & SCADA subscription - July 2022 to Dec 2022	699.05
83	15/08/2022	Infocouncil Pty Ltd	Infocouncil Pty Ltd Subscription 2022/2023	4,565.00
84	15/08/2022	Isaac Freshwater	Refund of bond held for Development approval for an outbuilding	1,000.00
85	15/08/2022	IT Vision	Renew SynergySoft & Universe Annual Licence fees 01 July 2022 - 30 June 2023	35,746.44
86	15/08/2022	Jomar (WA) Pty Ltd	Emergency Propping - Bridge 4081 - Telegraph Road	302.50
87	15/08/2022	Kimberley Hardie	Reimbursement of Medical Costs - Pre employment	176.00
88	15/08/2022	Lacy SMSF Pty Ltd Atf Lacy Super Fund	Refund of Bin service charges due to error when manual assessment had a bug (DSPRJ-2897)	168.00
89	15/08/2022	Landgate	Title searches for Works & services - Avon Tce	54.40
90	15/08/2022	Landgate	Land Title Searches July 2022 & Imagery update for Shire of Toodyay	357.15
91	15/08/2022	Landgate	GRV Valuations - Schedule G2022/5	121.30
92	15/08/2022	Landgate	Rural UV Valuations - Schedule R2022/5	71.80
93	15/08/2022	Landworx	Removal of hazardous verge trees 14/16 Harcourt Street.	1,650.00
94	15/08/2022	Lavan	21 Hibbertia Place, Toodyay - Conversation covenant	2,827.48
95	15/08/2022	Leyland Engineering Services	Repairs and yearly service to Bejoording 1.4	2,310.00
96	15/08/2022	LG Professionals Australia WA	2022-2023 Full membership Dues (CEO)	531.00
97	15/08/2022	LG Professionals Australia WA	Silver Local Government Subscription with LG Professionals	2,200.00
98	15/08/2022	Lindsay Burke	Consignment sales July 2022	11.53
99	15/08/2022	Lyndle Stokes Design	Annual Report 2021 Design and Production of Annual Report	2,574.00
100	15/08/2022	Magdalena Niedzielska	Refund of rates credit due to sale of property Lot 524, 209 Coondle Dve	122.00
101	15/08/2022	Market Creations	WALGA CouncilConnect Website Development - 3rd & final payment 2022/2023	19,258.00
102	15/08/2022	Marketforce	Tender Advert - 01/2022 Grading and Re-Sheeting of Various Shire Roads	226.40
103	15/08/2022	Mayday Rental	Water Cart Hire - July 2022	7,507.50
104	15/08/2022	MM Mechanical Pty Ltd	Repairs to Toodyay 12.2	3,154.24
105	15/08/2022	OCLC (UK) Ltd	Upgrade SIP2 licence for library e-Resources from 1-5 listeners to 6-10 listeners	1,650.00
106	15/08/2022	Oishii Modern Japanese Street Food	Refund of over payment of TIFF Food Services Application - Oishii Modern Japanese Street Food	75.00
107	15/08/2022	Wesley Sutton	Reimbursement of Medical Costs - pre employment	110.00
108	15/08/2022	Planning Institute Of Australia	WA State Conference - Hugo & Tobie 16/09/22	930.00
109	15/08/2022	Planning Institute Of Australia	Planning Institute Of Australia Membership Renewal	726.00
110	15/08/2022	Public Transport Authority Of WA	TransWA Ticket sales - July 2022	659.41
111	15/08/2022	QED Environmental Services Pty Ltd	Follow-up Asbestos register updating of sites not previously assessed. (OH&S legislated requirement and Environmental safety)	4,131.05
112	15/08/2022	Quilts By Robyn	Consignment sales July 2022	140.00
113	15/08/2022	Robert Monaghan	Refund of bond held for Standpipe access card #2560663	250.00
114	15/08/2022	Robert Van Oosten	Consignment sales June & July 2022	11.00
115	15/08/2022	Rural Traffic Services Pty Ltd	Hire of signage as per TMP # SOT-22-0005-001 and TM personnel to set up site	1,356.55
116	15/08/2022	Rural Water Council Of WA Inc	Rural Water Council Membership 2022	300.00
117	15/08/2022	Sara Whincup	Consignment sales July 2022	20.00
118	15/08/2022	Seek Ltd	General Hand/Plant Operator Job Advertisement 0508/2022	324.50
119	15/08/2022	Sharon's Outback Pottery	Consignment sales July 2022	20.00
120	15/08/2022	Shire Of Goomalling	Annual contribution to the Pioneer Pathway 2022/2023	3,850.00
121	15/08/2022	Shire Of Northam	Waste Tipping fees - June 2022	12,301.43

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Shire of Toodyay				
List of Payments Presented to Council for Period 1 August to 31 August 2022				
Pay Type	Date	Name	Description	Amount
122	15/08/2022	Sophie Mayer, James Mayer	Refund of excess rates due to sale of property at 401 Louisa Circle	1,505.60
123	15/08/2022	Southern Cross Austereo Pty Ltd	Around the Towns Advertising Authority - 30/06/2022	99.00
124	15/08/2022	Southern Cross Austereo Pty Ltd	Around the Towns Advertising Authority - 31/07/2022	99.00
125	15/08/2022	Spacetoco Pty Ltd	Host ParterPro Bundle (Reporting and Service) - Online Booking facilities for - July 2022	165.00
126	15/08/2022	Sunny Sign Company Pty Ltd	50 Rural Street number plates & 83 numeral decals	808.94
127	15/08/2022	Synergy	Synergy Grouped account 802970900 05/05/2022 to 25/07/2022	11,749.77
128	15/08/2022	Tammar Publications	Consignment sales July 2022	27.95
129	15/08/2022	Tanya Stuart	Consignment sales July 2022	84.65
130	15/08/2022	Toll	Freight charges to 17/07/2022	43.12
131	15/08/2022	Toll	Freight to 24/07/2022	17.01
132	15/08/2022	Toll	Freight Charges to 31/07/2022	29.60
133	15/08/2022	Tom's Hydraulics Pty Ltd	Make up hydraulic return lines and supply fittings for water cart on truck 10	1,084.78
134	15/08/2022	Toodyay Bakery & Cafe	Refreshments for Values and Culture Project	510.00
135	15/08/2022	Toodyay Bakery & Cafe	Refreshments for Forget Me Not Cafe 12/7/2022	54.90
136	15/08/2022	Toodyay Hardware & Farm	500ML Yate Lime Sulphur	18.45
137	15/08/2022	Toodyay Hardware & Farm	25mm - 19mm Poly Joiner	1.45
138	15/08/2022	Toodyay Hardware & Farm	10kg NPK Blue Fertiliser - Cemetery Roses	49.95
139	15/08/2022	Toodyay Hardware & Farm	Poly Reticulation parts - Charcoal Lane	33.13
140	15/08/2022	Toodyay Hardware & Farm	2 x 9kg LPG bottle exchange	64.00
141	15/08/2022	Toodyay Hardware & Farm	25mm PVC Fire hose (9m)	53.46
142	15/08/2022	Toodyay Hardware & Farm	Painting supplies - Sports ground Bar	14.91
143	15/08/2022	Toodyay Herald	Shire of Toodyay - Local Planning Policy	191.68
144	15/08/2022	Toodyay Herald	Re-advertisement for Governance Officer position, July Herald	162.10
145	15/08/2022	Toodyay Herald	Tender advert (road grading), July Herald	125.12
146	15/08/2022	Toodyay Herald	Sale of Abandoned Cars	122.83
147	15/08/2022	Toodyay Herald	Shire of Toodyay Monthly news - August 2022	783.28
148	15/08/2022	Toodyay IGA	Staff Amenities - June 2022	726.12
			<i>VC &amp; Tourism - Milk, Coffee, Tissues, handwash, Butter, Dishwash, Batteries, Water</i>	144.27
			<i>Corp - Milk, Coffee, Dishwash, Sugar</i>	96.24
			<i>CEO - Refreshments for Community Engagement Session &amp; WA Grants Commission</i>	133.92
			<i>Library - Newspapers, Milk, Coffee, Tissues</i>	92.24
			<i>BFB- BFB Training refreshments</i>	154.18
			<i>Rangers - Batteries</i>	51.08
			<i>Depot - Milk, Coffee, Tea, Biscuits</i>	42.22
			<i>OSH - Air Freshener</i>	11.97
149	15/08/2022	Toodyay IGA	Staff Amenities - July 2022	811.72
			<i>VC &amp; Tourism - Milk, Coffee, Cleaning Supplies, Water Tissues</i>	119.71
			<i>Corp - Milk, Tea</i>	17.20
			<i>Council - Coffee, Powerboardm Extension Cord, Milk, Biscuits</i>	66.98
			<i>CEO - Refreshments for Values Workshop &amp; Culture Training</i>	97.64
			<i>Library - Newspapers, Milk, Coffee, Tissues</i>	111.22
			<i>BFB- BFB Training refreshments</i>	215.93
			<i>Rangers - Batteries, Apples, Watermelon, Tape, Jelly, Lemonade</i>	146.89
			<i>Depot - Milk, Coffee, Dishwash</i>	33.66
			<i>Museum - Milk</i>	2.49
150	15/08/2022	Toodyay Traders	2 x 25KG Flaked Barley	42.90
151	15/08/2022	Toodyay Traders	30kg Pig grower pellets	33.65
152	15/08/2022	Toodyay Traders	2 x 25Kg Flaked Barely	42.90
153	15/08/2022	Toodyay Traders	Black Poly Plastic & Tape for Asbestos disposal	19.38
154	15/08/2022	Toodyay Traders	Lithium Coin Battery x 3	26.70

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Shire of Toodyay				
List of Payments Presented to Council for Period 1 August to 31 August 2022				
Pay Type	Date	Name	Description	Amount
	15/08/2022	Toodyay Traders	2 x 25Kg Flaked Barley	42.90
	15/08/2022	Toodyay Traders	1/4 male brass elbow	10.00
	15/08/2022	Toodyay Traders	2 x 25kg Flake Barley	42.90
	15/08/2022	Toodyay Traders	2 x 45KG Gas Bottles - 19A Clinton St	300.00
	15/08/2022	Toodyay Traders	BP2 Lithium Battery x 2	17.80
	15/08/2022	Toodyay Traders	2 x 25Kg Flaked Barley	42.90
	15/08/2022	Toodyay Traders	Drill bits & Screws for repairs to Grandstand	42.85
	15/08/2022	Toodyay Traders	Staples for repairs to Grandstand	10.75
	15/08/2022	Toodyay Tyre & Exhaust	2 x Tyres Fire Support Vehicle 1 & Disposals	541.50
	15/08/2022	Toodyay Tyre & Exhaust	Supply and fit 3 x new 245/70R16 tyres, including balancing and disposal of old tyres	866.25
	15/08/2022	Toodyay Tyre & Exhaust	2 x new 245/70R16 tyres, 2 x disposal and wheel alignment	602.50
	15/08/2022	Toodyay Tyre & Exhaust	Wheel Alignment - FSV1	75.00
	15/08/2022	Urbaqua Ltd	Drainage Investigation - Britt Close - Binthabooka Creek	5,940.00
	15/08/2022	URL Networks Pty Ltd	SIP Trunks - PAYG , Landlines & Mobiles for July 2022	264.56
	15/08/2022	Veris Australia Pty Ltd - Corporate Office (Head Office)	Toodyay - Bindi Bindi Rd Road Reconstruction FBS SLK 0.00-3.00 - Road Set Out	2,318.80
	15/08/2022	Verlindens Electrical Service (WA)	Repair Faulty Lights - Federation Square	275.00
	15/08/2022	Verlindens Electrical Service (WA)	Repair faulty lights - Charcoal Lane	405.68
	15/08/2022	Wacwil Landscaping & Earthworks Pty Ltd	Julimar Road Edge Break Repairs SLK 20.58 (200m)	11,517.00
	15/08/2022	West Wide Auto Electrics	Hire of Portable Traffic Lights for traffic management at Telegraph Rd SLK 7.18 Floodway repairs and Harcourt St	1,600.00
	15/08/2022	WOBM - Wheatbelt Office Of Business Machines - Northam	Monthly Rental of Photocopier - Toodyay Library - Aug 2022	117.59
	15/08/2022	WOBM - Wheatbelt Office Of Business Machines - Northam	Photocopier Readings - Library 04/07/2022 to 02/08/2022	168.21
	15/08/2022	Work Health Professionals	Audiometry testing for Andrew Watson, Mal Smith and Wade McMillan. Legislative requirement.	297.00
	15/08/2022	Wright Express Aust Pty Ltd	SES Fuel card fees - July 2022	20.64
	15/08/2022	Wurth Australia Pty Ltd	supply stores for Depot.	387.88
	15/08/2022	Bendigo & Adelaide Bank Ltd	Bank fee	10.45
	15/08/2022	Commonwealth Bank Of Australia	Bpoint fee	30.28
	16/08/2022	Komatsu Australia Corporate Finance Pty Ltd	Front Wheel Loader Lease	4,901.37
	17/08/2022	Bricks & Mortar Restoration Pty Ltd	Repair brick works at Library - lost time and travel	1,408.00
	17/08/2022	Paymate	Community standpipe controller - Usage fee	0.33
	17/08/2022	QPC Group	Photocopier Lease	30.80
	17/08/2022	Bendigo & Adelaide Bank Ltd	Bank fee	6.60
	18/08/2022	Gear Select	Drum Roller Lease	2,296.91
	19/08/2022	Bendigo & Adelaide Bank Ltd	Bank confirmation fee	30.00
	22/08/2022	Paymate	Community standpipe controller - Usage fee	0.34
	23/08/2022	Ezi-Fix Welding & Handyman Services	Supply labour to repair Lee Steere Pavilion - water damage.	1,000.00
	23/08/2022	Bendigo & Adelaide Bank Ltd	Bank fee	0.11
	24/08/2022	Paymate	Community standpipe controller - Usage fee	0.33
	24/08/2022	Komatsu Australia Pty Ltd	Grader Lease	4,560.99
	29/08/2022	Paymate	Community standpipe controller - Usage fee	0.34
	31/08/2022	Advanced Traffic Management	Traffic management for Clearing Vegetation - Toodyay Bindi Bindi Road - FBS - SLK 0.00-3.00	1,922.91
	31/08/2022	Advanced Traffic Management	Traffic management for Clearing Vegetation - Toodyay Bindi Bindi Road - FBS - SLK 0.00-3.00	6,055.83
	31/08/2022	Advanced Traffic Management	Traffic management for Clearing Vegetation - Toodyay Bindi Bindi Road - FBS - SLK 0.00-3.00	1,478.18
	31/08/2022	Astrotourism WA	VC Stock - Aboriginal Planispheres	237.55
	31/08/2022	ASV Sales And Service	Supply new pins and bushes for possie track	534.69
	31/08/2022	ASV Sales And Service	Supply new bogie unit for Possie Track	695.45
	31/08/2022	Auscoinwest	Souvenir Coins and Albums	416.90
	31/08/2022	Australian Taxation Office - Albury	BAS - July 2022	25,053.00
	31/08/2022	Autopro Northam	Supply new pump for 15/40 oil	891.07
	31/08/2022	Autopro Northam	Supply service filters for AMMANN Roller.	276.69

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Shire of Toodyay				
List of Payments Presented to Council for Period 1 August to 31 August 2022				
Pay Type	Date	Name	Description	Amount
204	31/08/2022	Autopro Northam	Supply service filters.	463.92
205	31/08/2022	Avon Valley Toyota	Supply and fit 1 x new alloy bull bar for 2022 Isuzu D-Max utility	3,799.99
206	31/08/2022	Avon Waste - Stondon Pty Ltd	Fortnightly Rubbish collection charges fortnight ending 12/08/2022	15,729.65
207	31/08/2022	Avon Waste - Stondon Pty Ltd	Services- Rubbish Waste Removal - 2022 Toodyay International Food Festival	880.00
208	31/08/2022	Blackwell Plumbing	Replace hot water system - Toodyay Community Centre	2,197.80
209	31/08/2022	Broderick Waste Solutions	Watering Can & Seasoil Fertiliser - Federation Square	5,610.00
210	31/08/2022	Building & Construction Industry Training Fund	BCTIF Payments for June 2022	91.75
211	31/08/2022	Building & Construction Industry Training Fund	BCTIF Payments for July 2022	1,208.25
212	31/08/2022	Bunnings - Midland	Heating Torch & Brackets	278.30
213	31/08/2022	Burgess Rawson (WA) Pty Ltd	Licence to Occupy Windmill Hill Tourist Lookout	550.00
214	31/08/2022	C & F Building Approvals	2 x NCC Compliance Assessments and 2 x Issue of BP	1,320.00
215	31/08/2022	C & F Building Approvals	4 x NCC Compliance Assessments & Issue of BP	1,870.00
216	31/08/2022	Cadds Fashions Sportfirst Northam	Work Safety Boots - G Stevens - Steel Blue Size 10	188.99
217	31/08/2022	Cadds Fashions Sportfirst Northam	Work Boots - J Augustin	129.00
218	31/08/2022	Charles Service Company	Consumables - 08/08/2022	834.93
219	31/08/2022	Charles Service Company	Additional Services - Toodyay International Food Festival 2022	435.60
220	31/08/2022	Charles Service Company	Monthly Cleaning of Shire facilities - August 2022	11,215.39
221	31/08/2022	Charles Service Company	Additional Cleaning - Admin & Youth Hall - August 2022	2,178.00
222	31/08/2022	Charmeine Duri	Adjustment to July 2022 Councillor Attendance allowance	16.84
223	31/08/2022	Charmeine Duri	Councillor August 2022 Attendance Allowances	1,039.76
224	31/08/2022	Clear Focus Solutions	Photograph and edit photos of Shire of Toodyay art collection for digital record	400.00
225	31/08/2022	Danielle Wrench	Adjustment to July 2022 Councillor Attendance allowance	16.84
226	31/08/2022	Danielle Wrench	Councillor August 2022 Attendance Allowances	1,039.76
227	31/08/2022	Davric Australia Pty Ltd	Toodyay Souvenirs - VC Stock	596.75
228	31/08/2022	Dept Of Fire & Emergency Services	2022/2023 ESL Qtr. 1 in accordance with the Dept of Fire & Emergency Services of WA	90,863.50
229	31/08/2022	Dorma Australia Pty Ltd	Preventative Maintenance Service of Automatic doors on shire buildings - August 2022	693.00
230	31/08/2022	EAG Electrical Air-Conditioning & Gas	Electrical Works - Connect compressor - Waste Transfer Station	529.98
231	31/08/2022	Easifleet	Payroll Salary Sacrifice deductions PPE 16/08/2022	852.18
232	31/08/2022	Easifleet	Payroll Salary Sacrifice PPE 30/08/2022	852.18
233	31/08/2022	Elizabeth Ruthven	Adjustment to July 2022 Councillor Attendance allowance	225.68
234	31/08/2022	Elizabeth Ruthven	Councillor August 2022 Attendance Allowances	1,710.59
235	31/08/2022	Executive Compass Pty Ltd	Facility Management Review (Toodyay Recreation Centre) Final payment	4,400.00
236	31/08/2022	Ezi-Fix Welding & Handyman Services	Make up new dribble bar for water cart.	2,700.00
237	31/08/2022	Fire Mitigation Services Pty Ltd	Mitigation Works Chemical - MAF 2022/23 Round 1	66,942.70
238	31/08/2022	Frames West	Supply cam lock adaptors for water cart on T10	92.00
239	31/08/2022	Frames West	Supply 400 mm galv pipe for water cart.	376.20
240	31/08/2022	Frames West	Supply new welding helmet	210.00
241	31/08/2022	Frames West	Supply Steel flat bar from drainage lid fabrication	380.00
242	31/08/2022	Frames West	Supply steel box for Lee Steere Pavilion repairs.	3,625.00
243	31/08/2022	Galapagos Pty Ltd	iArchive Annual Licence Fee for 12 months to 30 June 2023	2,970.00
244	31/08/2022	Gary Horsfield	Window Cleaning - Library	560.00
245	31/08/2022	Gary Horsfield	Window cleaning of Community Centre & VC	400.00
246	31/08/2022	Great Southern Fuel Supplies	20,000Lt Diesel & 2,500Lt Unleaded	40,554.71
247	31/08/2022	Have A Go News	Have a Go Newspaper - Advertising Wildflower Season Invoice 58988	304.92
248	31/08/2022	CA Sequerah	Refund of excess rates due to sale of property 290 Coondle Dve - Sequerah to Maher	122.00
249	31/08/2022	Holcim (Australia) Pty Ltd T/A Humes	Drainage Materials for Julimar SLK 17.56 - 19.81	1,109.77
250	31/08/2022	Holcim (Australia) Pty Ltd T/A Humes	Drainage Materials for Shire Stock	431.20
251	31/08/2022	Holcim (Australia) Pty Ltd T/A Humes	Drainage Components for Julimar SLK 14.11 - 15.96	1,109.77
252	31/08/2022	IF ATM Perth	Services - ATM Hire - 2022 Toodyay International Food Festival	330.00
253	31/08/2022	Instant Products Hire	Supply of toilets for the Toodyay International Food Festival 13 August 2022	3,794.32

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Shire of Toodyay				
List of Payments Presented to Council for Period 1 August to 31 August 2022				
Pay Type	Date	Name	Description	Amount
254	31/08/2022	ITR Pacific	Serrated & Heat Treated Blades for Graders	7,920.00
255	31/08/2022	Jomar (WA) Pty Ltd	Emergency Propping - Bridge 4081 - Telegraph Road	302.50
256	31/08/2022	Jtagz Pty Ltd	3 year Dog & Cat Tags - Green 2025 tags	358.60
257	31/08/2022	Kelyn Training Services	Wade McMillan White Card Training	85.00
258	31/08/2022	Kelyn Training Services	Basic Traffic Management and traffic control skill set - 3 Days (003) Leon 10th August 2022- 12th August 2022 / Wade 15th August 2022 - 17th August 2022 \$595.00 Per Person	595.00
259	31/08/2022	Kleenheat Gas	Annual Rental 2 x LPG Bottles at 19B Clinton St	93.50
260	31/08/2022	Komatsu Australia Pty Ltd	Supply new Proximity switches - Front End Loader	790.75
261	31/08/2022	Kwik Copy	Annual printing of rates & fire information pamphlets for the 2022/2023 FY (3700 x 12 tip passes only)	4,017.72
262	31/08/2022	Leon Couper	Reimbursement for the purchase of Vehicle equipment & small tools	524.51
263	31/08/2022	Leyland Engineering Services	Yearly service and repairs to Central 4x4	1,233.00
264	31/08/2022	Leyland Engineering Services	Supply labour to service fire trucks - Toodyay 12.2	735.00
265	31/08/2022	LG Professionals Australia WA	Hugo de Vos - LGPA (WA) 2022 - 2023 Full Membership dues	531.00
266	31/08/2022	Michael McKeown	Adjustment to July 2022 Councillor Attendance allowance	16.84
267	31/08/2022	Michael McKeown	Councillor August 2022 Attendance Allowances	1,039.76
268	31/08/2022	Northam Holden	Repairs to T0001 - Investigate Limp Mode Issues	418.58
269	31/08/2022	Northams Avon Descent Association	Annual Sponsorship of the 2022 Avon Descent event	11,000.00
270	31/08/2022	Oil & Energy Pty Ltd	Supply chemicals for wash pad.	548.01
271	31/08/2022	Outback Grave Markers Inc	St John's Cemetery Newcastle names on laser engraved sign on 2mm matte black anodised aluminium, size 800mm x 500mm	525.00
272	31/08/2022	Parkrun Australia Ltd	Community Funding App - approved Special Council Meeting 06JUL22, Agenda Item 6	2,000.00
273	31/08/2022	Perth Arbor Services	Bindi Bindi Toodyay Rd - Black Spot Program - Vegetation Clearance & Stump Grinding	52,800.00
274	31/08/2022	Perth Arbor Services	Pruning and Removal - Toodyay Bindi Bind Rd - FBS - SLK 0.00-3.00 - Variation	8,800.00
275	31/08/2022	Peter Byfield	Entertainment - Performing Band - Pete and Kitt Byfield 2022 Toodyay International Food Festival	500.00
276	31/08/2022	Philip Hart	Adjustment to July 2022 Councillor Attendance allowance	16.84
277	31/08/2022	Philip Hart	Councillor August 2022 Attendance Allowances	1,039.76
278	31/08/2022	Professional PC Support Pty Ltd	Managed ITC Agreement Monthly billing - September 2022	9,411.23
279	31/08/2022	Professional PC Support Pty Ltd	Managed Phone Agreement Monthly billing - September 2022	1,156.25
280	31/08/2022	Rock 'N' Toddle	Rock N Toddle Children's roaming and stage entertainment - TIFF 2022	1,500.00
281	31/08/2022	Rosemary Madacsi	Adjustment to July 2022 Councillor Attendance allowance	1,408.31
282	31/08/2022	Rosemary Madacsi	Councillor August 2022 Attendance Allowances	4,523.25
283	31/08/2022	S & K Duff Holdings Pty Ltd T/A Duff Consulting Group	Chainsaw Training - Rangers	898.80
284	31/08/2022	School Of Medical And Health Sciences, Local Health Authorities Analytical Committee	Local Health Authorities Analytical Committee Annual Fee 2022/2023	1,126.15
285	31/08/2022	Seek Ltd	Advertisement for Communications Officer position, August 2022	324.50
286	31/08/2022	Shire Of Northam	Waste tipping fees for July 2022	13,033.19
287	31/08/2022	Six Seasons Connect	Welcome To Country - Performed By Sharmaine Miles (NKAC) - For community members, visitors & invited guests attending the 2022 Toodyay International Food Festival	300.00
288	31/08/2022	Snap - West Perth	Business Cards for Wesley Sutton	157.30
289	31/08/2022	Snap - West Perth	A4 Blank Tax Invoice/Receipts paper for Rates	601.70
290	31/08/2022	Snap - West Perth	DL Window Face Envelopes for Rates	1,046.98
291	31/08/2022	St John Ambulance- Toodyay & Districts	Services - St John Ambulance Toodyay & Districts - First Aid Post - 2022 Toodyay International Food Festival	440.00
292	31/08/2022	Steven McCormick	Adjustment to July 2022 Councillor Attendance allowance	16.84
293	31/08/2022	Steven McCormick	Councillor August 2022 Attendance Allowances	1,039.76
294	31/08/2022	Susan Pearce	Adjustment to July 2022 Councillor Attendance allowance	16.84
295	31/08/2022	Susan Pearce	Councillor August 2022 Attendance Allowances	1,039.76
296	31/08/2022	Swan Marquees & Party Hire (Swan Events)	Marquees and furniture for the Toodyay International Food Festival 14 August 2021	12,220.00

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Shire of Toodyay				
List of Payments Presented to Council for Period 1 August to 31 August 2022				
Pay Type	Date	Name	Description	Amount
297	31/08/2022	Swan Marquees & Party Hire (Swan Events)	Furniture for patrons for TIFF 2022	1,138.00
298	31/08/2022	Terry Siva - Eonian Media	Entertainment - MC - Professional Service - Toodyay International Food Festival 2022	400.00
299	31/08/2022	The Cola Cafe	Catering BFB Training - 30 & 31 July, 6 August	412.50
300	31/08/2022	The Jarrah Celt Band	The Jarrah Celt Band, 2 x sets at TIFF 2022	1,540.00
301	31/08/2022	Think Tank Media - Mrs Lauren Hindmarsh Operations Director	Corporate PA Summit and Masterclass	1,754.50
302	31/08/2022	Toll	Freight Charges to 07/08/2022	129.43
303	31/08/2022	Toll	Freight Charges to 28/08/2022	25.64
304	31/08/2022	Toll	Freight Charges to 21/08/2022	42.25
305	31/08/2022	Toodyay Glass	Replacement of Damaged Glass - TRC Pavilion	460.52
306	31/08/2022	Toodyay Hardware & Farm	supply 1 x G size oxy bottle	130.00
307	31/08/2022	Toodyay Hardware & Farm	Caulking Guns, Concrete Rakes, Sikaflex adhesive, Concrete	312.80
308	31/08/2022	Toodyay Hardware & Farm	Valve Box Solenoid - Newcastle Park	24.95
309	31/08/2022	Toodyay Hardware & Farm	Solenoid Cable Connector - Newcastle Park	48.00
310	31/08/2022	Toodyay Hardware & Farm	Poly Elbow & Poly Nipple - BFB	5.55
311	31/08/2022	Toodyay Hardware & Farm	Trap Repair kit - Memorial Hall	4.70
312	31/08/2022	Toodyay Hardware & Farm	Box of 100 Stitch GP Screws - Lee Steere Bar	6.71
313	31/08/2022	Toodyay Hardware & Farm	NPK Blue Fertiliser 10 Kg - Federation Square	49.95
314	31/08/2022	Toodyay Hardware & Farm	Bait Box 784G Tomcat x 2	47.90
315	31/08/2022	Toodyay Hardware & Farm	Watering Can & Seasoil Fertiliser - Federation Square	26.40
316	31/08/2022	Toodyay Hardware & Farm	7 x 2.5mt red Tie downs & retractable knife	45.10
317	31/08/2022	Toodyay Hardware & Farm	Hex Bolts - Pavilion Bar repairs	4.92
318	31/08/2022	Toodyay Herald	System review advert, August Herald	147.31
319	31/08/2022	Toodyay Tyre & Exhaust	New Truck Valve - Trailer	45.00
320	31/08/2022	Transwest WA	Supply & Deliver gravel to depot for edge break repairs	1,434.68
321	31/08/2022	Truckline	supply 2 x brake boosters for trailers.	108.00
322	31/08/2022	Vapour Plumbing And Gas	Emergency Call Out - Blocked Toilets - Memorial Hall	299.00
323	31/08/2022	Veris Australia Pty Ltd - Corporate Office (Head Office)	Feature Survey - Chitty Rd Upgrade - SLK 4.34 - 6.75	11,858.00
324	31/08/2022	Verlindens Electrical Service (WA)	Lighting Repairs - Toodyay Library	1,646.37
325	31/08/2022	WA Amusements Pty Ltd	Children's Entertainment x1 Inflatable Obstacle Course - For 2022 Toodyay International Food Festival	1,200.00
326	31/08/2022	Wacwil Landscaping & Earthworks Pty Ltd	Drainage Works - Toodyay - Bindi Bindi Rd Road Reconstruction FBS - SLK 0.00-3.00	16,588.00
327	31/08/2022	Wajon Publishing	WA wildflower books	553.00
328	31/08/2022	WALGA	Membership & subscriptions 2022/2023	37,640.80
329	31/08/2022	West Wide Auto Electrics	Electrical repairs & batteries - Shire vehicles	3,815.25
330	31/08/2022	West Wide Auto Electrics	Replacement of Alternator - Central 12.2	3,958.85
331	31/08/2022	West Wide Auto Electrics	Repairs to Aircon - Central 4.4	2,007.00
332	31/08/2022	West Wide Auto Electrics	Repairs to burnt wiring & starter pump - Central 4.4	2,138.00
333	31/08/2022	West Wide Auto Electrics	Charging Faults - Bejoording 1.4 & Coondle 1.4	442.50
334	31/08/2022	West Wide Auto Electrics	Truck Batteries - Bejoording 1.4	990.00
335	31/08/2022	Wurth Australia P/Ty Ltd	Supply hearing protection	901.16
	3/08/2022	Payroll PPE 02/08/2022	Payroll PPE 02/08/2022	96,936.38
	3/08/2022	Aware Super	Superannuation PPE 02/08/2022	21,254.29
	17/08/2022	Payroll PPE 16/08/2022	Payroll PPE 16/08/2022	98,676.45
	17/08/2022	Aware Super	Superannuation PPE 16/08/2022	21,095.07

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Shire of Toodyay				
List of Payments Presented to Council for Period 1 August to 31 August 2022				
Pay Type	Date	Name	Description	Amount
	31/08/2022	Payroll PPE 30/08/2022	Payroll PPE 30/08/2022	95,050.81
				<b>1,366,592.05</b>

Direct Debit	\$	19,349.79
Trust Chqs	\$	-
EFT	\$	1,005,860.28
DD Payroll	\$	333,013.00
DD Loans	\$	-
Muni Chqs	\$	8,368.98
<b>TOTAL</b>	<b>\$</b>	<b>1,366,592.05</b>



15 August 2022

Suzie Haslehurst  
Chief Executive Officer  
Shire of Toodyay  
PO Box 96  
TOODYAY WA 6566

Via email: [s.haslehurst@toodyay.wa.gov.au](mailto:s.haslehurst@toodyay.wa.gov.au)

Dear Suzie

**Re: Lease of the Alma Beard Community Health Centre**

As discussed, when we met on 28 July 2022, Wheatbelt Health Network Incorporate, (WHN) will cease the provision of medical services from the Alma Beard Community Health Centre by no later than 30 November 2022.

There are two separate Lease Agreements between WHN and the Shire of Toodyay. A copy of both leases is attached.

1. Lease Agreement One - dated 26 April 2012 for the area known as the medical clinic
2. Lease Agreement Two - dated 4 August 2016 for the are known as the physiotherapy room

Noting the terms of these leases, WHN will not:

- enter into a new lease for Lease Agreement One,
- apply for an extension of a further term for the Lease Agreement Two.

WHN has been delivering the only General Practice service in Toodyay for ten years and appreciates the impact the cessation of services may have on the community.

Whilst WHN is a charity, financial governance must always be applied to ensure ongoing financial viability of the organisation. Unfortunately, WHN has not been able to provide a service in Toodyay that is financially independent and not reliant on subsidy from other WHN services.

Managing a general practice has always been difficult in any region. However, recently this has become even harder. Some of the challenges include:

- impact of reduced health professionals' migration into Western Australia,
- reducing incentives for doctors to work in regional areas,
- outer suburbs of Perth now able to access the same incentives as regional areas,

[www.wheatbelt.com.au](http://www.wheatbelt.com.au)

**Northam**  
25 Holtfreter Avenue, Northam  
Ph: 9621 4444 Fax: 9621 4475

**Toodyay**  
81 Stirling Tce, Toodyay  
Ph: 9578 2500 Fax: 9578 2575

**Aboriginal Health Northam**  
65 Wellington Street, Northam  
Ph: 9690 2824

**Aboriginal Health Narrogin**  
Williams Road, Narrogin  
Ph: 9881 0385



- no increase in the Medicare rebate whilst cost of living and employee wages, continues to rise,
- community and political pressures to bulk bill,
- younger doctors not willing to work five days a week in one location,
- hospitals enticing young doctors away from general practice to work in emergency departments and
- lack of suitable housing.

Therefore, we will work closely with the Shire of Toodyay to support the community through this change.

Yours sincerely,

A handwritten signature in black ink that reads "C Milliner".

Catherine Milliner  
Chief Executive Officer

[www.wheatbelt.com.au](http://www.wheatbelt.com.au)

**Northam**  
25 Holtfreter Avenue, Northam  
Ph: 9621 4444 Fax: 9621 4475

**Toodyay**  
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65 Wellington Street, Northam  
Ph: 9690 2824

**Aboriginal Health Narrogin**  
Williams Road, Narrogin  
Ph: 9881 0385

**MEDIA RELEASE****FOR IMMEDIATE RELEASE****24 August 2022**

***The Shire of Toodyay and Wheatbelt Health Network wish to advise that Wheatbelt Health Network will cease operating a medical general practice at the Alma Beard Medical Centre Toodyay no later than 30 November 2022.***

Wheatbelt Health Network (WHN) has provided general practitioners for the community of Toodyay since 2012. Operating from the Alma Beard Medical Centre in Stirling Terrace Toodyay, services have recently included physiotherapy and pathology services in addition to GPs.

CEO of Wheatbelt Health Network, Catherine Milliner has said, "We've been delivering the only General Practice service in Toodyay for ten years and appreciate the impact of this decision on the community. We will be working hard to minimise the inconvenience to our patients and help to provide seamless transition to alternative GPs."

In acknowledging the support of the Shire, which has provided a rental subsidy over the last ten years, Ms Milliner also noted that "although managing a general practice in the regions is always challenging, this has become even harder as a result of reducing incentives for doctors to work in regional areas, and the increased cost of living and wages with no corresponding increase to the Medicare rebate."

Cr Rosemary Madacsi, Shire President said the Shire would be seeking ways to ensure that residents of Toodyay have access to adequate medical services.

"Council will consider its options regarding the Medical Centre and the provision of GPs for our community. We'll also be working in partnership with Wheatbelt Health Network to advocate for better access to medical services for those living outside the Perth metropolitan area. This is an on-going problem and needs to be seriously addressed," she said.

Those patients affected by this decision are advised to contact Wheatbelt Health Network on 9621 4444.

ENDS

Further Information: Suzie Haslehurst – CEO  
Shire of Toodyay  
P: 9574 9300  
E: [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au)

Catherine Milliner – CEO  
Wheatbelt Health Network  
P: 9621 4444  
E: [ceo@wheatbelt.com.au](mailto:ceo@wheatbelt.com.au)





**RURAL  
HEALTH  
WEST**

## General practice operating models

October 2021



## General practice operating models

Generally, Shire general practices are operated and managed using one of four models. The selection of the most appropriate model must consider the specific demographics, services and resources available and required by the location. An overview of the four main models is detailed below.

### Model 1 - General Practice owned by a Shire and operated by Principal GP

A single GP enters into a contract with a Shire to operate the general practice as their own business. This is often with support from the Shire which may include all or some of the following:

- Fully maintained practice premises.
- Software and hardware for the general practice.
- A fully maintained house.
- A fully maintained vehicle.
- Payment of utilities expenses for the house and/or general practice.
- A cash 'top-up'.

The amount of support depends on the Shire's financial position and the level of income that the general practice is able to generate.

The GP will generally pay the cost of practice staff such as practice manager, receptionist and practice nurse, as well as the cost of consumables, practice insurances, telecommunications and other incidental costs.

All profits generated by the practice are retained by the GP. Income streams include:

- Medicare billings.
- Private billings or mixed billings.
- Incentive payments such as General Practice Rural Incentive Payment (GPRIP), Practice Incentive Payments (PIPs) and Country Health Innovation (CHI).
- Medical Services Agreement with WA Country Health Service (WACHS) payments for hospital work.

To successfully operate the practice under this model the GP must:

- Have full vocational registration with the Medical Board of Australia.
- Be a permanent resident of Australia.

This model has proven successful when the practice and hospital billings do not generate sufficient income to cover the GP's salary and meet the general practice running costs.

Benefit to Shire	Risks to Shire
<ul style="list-style-type: none"> <li>• Long-term contract agreement, ensuring ongoing clinical services to the community</li> <li>• Day-to day running of general practice and operating costs outside of Shire remit</li> </ul>	<ul style="list-style-type: none"> <li>• Challenges in recruiting and retaining suitably-qualified GPs</li> <li>• Significant financial support is required from the Shire to maintain the service</li> </ul>

**Model 2 – General Practice owned by a Shire and operated by business entity, who supplies GPs**

This occurs when a private or corporate business enters into a contract with the Shire, to operate the practice and supply their own GP to service the town. The revenue generated is the same as Model 1 and is retained by the entity. Shire support is often provided in this model for items described in Model 1.

Model 2 can work successfully if the entity is able to source and provide a high quality GP(s) who remains in the location for a reasonable length of time. However, it does not always guarantee continuity of care, as it leaves the entity with the freedom to supply multiple GPs working on a rotational basis. This also gives the entity the option to place GPs who are not yet fully qualified in solo general practices, as remote supervision can be provided by other GPs within the entity, satisfying the supervision requirements of Australian Health Practitioner Regulation Agency (AHPRA). Success of this model is dependent on a reliable, quality entity providing reliable, quality GPs.

Benefit to Shire	Risks to Shire
<ul style="list-style-type: none"> <li>• Long-term contract agreement, ensuring ongoing clinical services to the community</li> <li>• Day-to day running of practice and operating costs outside of Shire remit</li> </ul>	<ul style="list-style-type: none"> <li>• Mitigating community concern regards potential disruption of continuity of care</li> <li>• Significant financial support is required from the Shire to maintain the service in the community</li> </ul>

**Model 3 – General Practice owned by a Shire and operated by Shire**

Typically this model will see a GP enter into a contract with a Shire to deliver medical services to the community. All incomes generated are paid directly to the Shire and the GP is paid a set daily/weekly fee for service as either an independent contractor or as a Shire employee. The Shire is responsible for all operating costs. The Shire may consider providing may also provide housing for the GP or provide other incentives designed to attract and retain a GP for the community.

Benefit to Shire	Risks to Shire
<ul style="list-style-type: none"> <li>• Long-term contractor agreement, ensuring ongoing clinical services to the community</li> </ul>	<ul style="list-style-type: none"> <li>• GPs who are paid a set fee for service or salary may not be incentivised to generate Medicare income to its full potential – impacting the financial viability of the practice</li> <li>• Challenge in recruiting and retaining suitably-qualified GPs</li> <li>• Day-to day running of general practice and operating costs are the responsibility of the Shire</li> <li>• Significant financial support is required from the Shire to maintain the service</li> </ul>

#### Model 4 – General Practice owned by a Shire and out-sourced to a practice management service provider

Typically this model will see a practice management service provider enter into an agreement with a Shire to manage the day to day administration of the practice. The benefit of this model is that the practice management service is responsible for:

- Training of practice staff.
- Developing collegiate and support networks between health professionals and general practice staff.
- Maintaining and managing IT systems and medical software.
- Managing appropriate insurances and risk mitigation strategies.
- Managing Medicare billing compliance and training.
- Streamlining general practice processes and procedures to maximise efficiency.

Alongside this model, Model 1 or 3 can also be applied as employing entities for the GP and practice staff. The decision to adopt this model is focussed on optimisation of the general practice and reducing the administration and compliance risks associated with the practice. This model requires less involvement by the Shire in the day-to-day management of the practice.

Benefit to Shire	Risks to Shire
<ul style="list-style-type: none"> <li>• Long-term contractor agreement, ensuring ongoing compliant and efficient management of the general practice</li> <li>• Improved IT, processes and systems which positively impacts the viability of the practice</li> <li>• Collegiate networks which extend outside the town are developed and support the retention of staff</li> <li>• Training needs and requirements for staff are identified and managed</li> </ul>	<ul style="list-style-type: none"> <li>• Costly service provider management fees</li> <li>• Requires the adoption of Model 1 or 3 to employ the GP and practice staff</li> <li>• Challenges in recruiting and retaining suitably-qualified GPs</li> <li>• Shire will need to provide financial support to the general practice/ GP</li> </ul>

## Model Considerations

Each of the models described includes pros and cons for the Shire and community. The Shire's long term objectives for the general practice need to be clearly defined when considering an appropriate general practice operating model and GP remuneration structure. The table below details further considerations in the adoption of each model.

Model	Other Factors to consider
<ul style="list-style-type: none"> <li>Model 1 – General practice owned by a Shire and operated by a principal GP</li> </ul>	<ul style="list-style-type: none"> <li>Rural Health West recommends sourcing a GP who is Fellowed with specialist registration. GPs with general registration may be restricted and unable to fully access the Medicare rebate, impacting out-of-pocket expenses paid by private patients.</li> </ul>
<ul style="list-style-type: none"> <li>Model 2 - General practice owned by a Shire and operated by a business entity</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of the business entity successfully managing general practices in rural WA.</li> </ul>
<ul style="list-style-type: none"> <li>Model 3 - General practice owned by a Shire and operated by a Shire</li> </ul>	<ul style="list-style-type: none"> <li>Engage a third party to explore the operations of the general practice to identify opportunities for improvement, particularly in the area of revenue enhancement and utilising the Practice Incentives Program to its upmost. Practice Assist and WAPHA can provide business operations information and advice.</li> </ul>
<ul style="list-style-type: none"> <li>Model 4 - General practice owned by a Shire and out-sourced to a practice management service provider</li> </ul>	<ul style="list-style-type: none"> <li>Model recommended if seeking to improve the financial viability/ profitability of the practice.</li> <li>Previous experience of the business entity successfully managing general practices in rural WA.</li> </ul>

## Glossary

### Modified Monash Model (MMM)

- A classification system which defines whether a location is a city, rural, remote or very remote
- Operates on a scale of MM 1 to MM 7. MM 1 is a major city and MM 7 is very remote
- Incentives and support for GPs are determined by their MM location
- Toodyay is MM5
- <https://www.health.gov.au/health-topics/rural-health-workforce/classifications/mmm>

### Distribution Priority Area (DPA)

- A classification system that identifies locations in Australia with a shortage of medical practitioners
- International medical graduates work in a DPA to be eligible for Medicare
- Toodyay is a DPA area
- <https://www.health.gov.au/health-topics/rural-health-workforce/classifications/dpa>

### Fellowed GP with specialist registration

- A specialist general practice qualification accredited by the Australian Medical Council
- Attained via either the Royal Australian College of GPs (RACGP) or Australian College of Rural and Remote Medicine (ACRRM)
- Attainment of fellowship signifies that a GP has been assessed as competent across the core skills of general practice enabling them to practice safely, unsupervised, anywhere in Australia

### Registration types

- There are a range of registration categories under which a doctor can practise medicine in Australia
  - Limited registration – available to medical practitioners whose medical qualifications are from a medical school outside of Australia or New Zealand
  - General registration – granted to international medical graduates who have met the eligibility criteria of the competent authority pathway or to medical practitioners who hold an Australian Medical Council certificate
  - Specialist registration – available to medical practitioners who have been assessed by the Australian Medical Council accredited specialist college (ACRRM or RACGP) as being eligible for fellowship.

### 10-year moratorium

- Overseas trained doctors or foreign graduates of an accredited medical school must work in a priority area for at least 10 years to provide services covered by Medicare rebates. This is called the '10-year moratorium'.
- The moratorium must be completed in a DPA area
- <https://www.health.gov.au/health-topics/doctors-and-specialists/what-we-do/19ab/moratorium>



Australian Government  
Department of Health

### Incentives and support for GPs and general practices in MM 5 locations

The Australian Government funds a number of programs to provide incentives to encourage doctors to move to, and remain working in, regional, rural and remote Australia. Eligibility is generally based on the [Modified Monash Model](#) classification system. MM 5 encompasses small rural towns: All remaining Inner (ASGS-RA 2) and Outer Regional (ASGS-RA 3) areas.

Name	Description	Incentives (financial and other)
<a href="#">Rural Bulk Billing Incentive</a>	<p>From 1 January 2022, the Rural Bulk Billing Incentives (RBBI) progressively increase for doctors and patients in rural and remote communities. This incentive is scaled according to the MM classification of each location in Australia.</p> <p>Also, from 1 January 2022, providers working in MM 1 locations are able to claim a RBBI for after-hours item when providing a bulk billed after hours service in MM 2-7 location.</p> <p>The rural bulk billing incentive available in MM 7 locations is approximately 190% of the standard bulk billing rate available in metropolitan areas.</p>	MBS item: 75856 = \$11.15
<a href="#">Approved Medical Deputising Services Program (AMDS)</a>	The AMDS program allows a restricted non-vocationally registered workforce to provide after-hours services to the community when working for an AMDS. Participants are granted access to specific after hour's items in the MBS. This program does not provide financial incentive. The AMDS satisfies section 19AA of the <i>Health Insurance Act 1973</i> .	AMDS participants are granted access to specific after-hours items in the MBS.
<a href="#">Health Workforce Scholarship Program</a>	<p>Provides postgraduate/ continuous professional development scholarships targeted to GPs, Nursing and Allied Health Professionals.</p> <p>Eligible locations include:</p> <ul style="list-style-type: none"> <li>▪ Qualified health professionals providing primary health care in MM 1-2 locations only if employed by an Aboriginal Medical Service or Aboriginal Community Controlled Health Organisation; or</li> <li>▪ Qualified health professionals providing primary health care in rural and remote locations in MM 3-7 locations</li> </ul>	<p>Scholarship - Students receive \$10,000 per year for 2 years</p> <p>Bursary - Covers the cost of training, accommodation, travel or course fees and/or cover or partially cover training related expenses.</p>
<a href="#">Medical Outreach Indigenous Chronic Disease Program</a>	Incentives are payable to health professionals providing chronic disease outreach services for Aboriginal and Torres Strait Islander people in MM 1-7 locations where the relevant State/Territory fund holder has identified a gap in services.	Costs associated with delivering outreach services are payable to eligible health professionals to remove a range of financial disincentives (e.g. travel, meals and accommodation).

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Name	Description	Incentives (financial and other)
<a href="#">Rural Locum Assistance Program (RLAP)</a>	The RLAP provides targeted locum support in MM 2-7 locations. It enhances the ability of nurses, allied health professionals, general practitioners (GP obstetricians and GP anaesthetists), and specialists (obstetricians and anaesthetists) to take leave for recreation or to undertake continuing professional development (CPD). Support includes the costs of travel, accommodation, travel allowance and incentives for locums.	Support includes the costs of travel, accommodation, travel allowance and incentives for locums. GPs can take planned leave and undertake CPD.
<b>Rural Locum Assistance Program (RLAP) Aged Care</b>	<p>The Rural Locum Assistance Program (RLAP) Aged Care program provides rural and regional aged care providers with access to a highly skilled surge workforce to ensure continuity of care and strong clinical leadership. It also delivers an incentive scheme for permanent aged care placements to increase staff retention in regional and remote areas.</p> <p>Aged Care Locum Relief Support eligibility includes:</p> <ul style="list-style-type: none"> <li>• an aged care service in Modified Monash (MM) locations 4-7: <ul style="list-style-type: none"> <li>○ operated by an approved residential or home care provider (as defined under the Aged Care Act 1997); or</li> <li>○ that received funding under the National Aboriginal and Torres Strait Islander Flexible Aged Care (NATSIFAC) program or the Multi-Purpose Services (MPS) program; or</li> </ul> </li> <li>• an aged care service in MM 6-7 operated by an approved Commonwealth Home Support Program (CHSP) provider.</li> </ul> <p>The Incentive Scheme for Permanent Aged Care Placements covers immediate and direct costs associated with relocating an approved clinician from MMM zones 1 - 3 to MMM zones 4 - 7.</p>	<p>Aged care service locum support includes the costs of travel, accommodation, travel allowance and incentives for locums.</p> <p>The Incentive Scheme for Permanent Aged Care Placement include:</p> <ul style="list-style-type: none"> <li>• one-off relocation payment to cover immediate and direct costs associated with relocating an approved clinician from MMM zones 1 - 3 to MMM zones 4 - 7. Payment will be capped at \$16,500 per relocation per person. If the individual leaves the regional/remote facility within 2 years, they are liable for reimbursement of the relocation payment fee;</li> <li>• an additional retention bonus payable to approved clinicians working in approved facilities on an annual basis for two years following their permanent relocation: <ul style="list-style-type: none"> <li>○ an annual retention bonus of up to \$3,700 for clinicians in MMM zone 4, and up to \$6,000 for those working in MMM zones 5 – 7;</li> </ul> </li> </ul> <p>clinicians are not eligible to apply for these payments if they have received the payment through another workforce program.</p>
<b>Healthy Ears - Better Hearing, Better Listening</b>	Incentives are payable to health professionals, including medical specialists, allied health professionals, aboriginal health workers and GPs, providing outreach ear and hearing health services to Aboriginal and Torres Strait Islander children aged 0-21 years in MM 2-7 locations.	Costs associated with delivering outreach services are payable to eligible health professionals to remove a range of financial disincentives (e.g. travel, meals and accommodation).

Name	Description	Incentives (financial and other)
<a href="#">More Doctors for Rural Australia Program (MDRAP)</a>	Supports non-vocationally recognised (non-VR) doctors to gain general practice experience in rural and remote communities prior to joining a college fellowship pathway. The MDRAP also supports junior doctors and locums providing services in rural and remote communities.	The MDRAP Support Package provides funding to support supervision and education for eligible MDRAP participants: - Up to \$500 reimbursed to doctors who complete foundation general practice training modules; - Up to \$13,600 per participant for approved learning and development activities; and - Up to \$30,000 per fulltime participant annually in quarterly supervision payments.
<a href="#">Rural Health Outreach Fund (RHOF)</a>	The RHOF aims to improve access to medical specialists, GPs, allied and other health providers in regional, rural and remote areas of Australia by supporting outreach health activities. There are four health priorities under the RHOF: maternity and paediatric health, eye health, mental health and support for chronic disease management.	The RHOF works by removing barriers such as the cost of travel, facility hire and equipment leasing, to enable a range of health professionals to provide outreach services.
<b>Eye and Ear Surgical Support</b>	Incentives are payable to health professionals providing expedited access to eye and/or ear surgical support services to Aboriginal and Torres Strait Islander people who reside in MM 3-7 locations.	Costs associated with delivering outreach services are payable to eligible health professionals to remove a range of financial disincentives (e.g. travel, meals and accommodation).
<a href="#">Rural Health Workforce Support Activity</a>	Rural Workforce Agencies in each State and the Northern Territory are funded to deliver a range of activities aimed at addressing the misdistribution of the health workforce through the following program elements: Access; Quality; and Sustainability.  Grants to health professionals can include: <ul style="list-style-type: none"> <li>▪ Recruitment costs or as incentives</li> <li>▪ Orientation expenses</li> <li>▪ Relocation expenses to move to a rural area)</li> <li>▪ Locum support</li> <li>▪ Assist with access to continuing professional development opportunities.</li> </ul> For further information go to: <a href="#">Rural Health Workforce Support</a> .	Specific grants to health professionals not exceeding \$25,000.00 per annum, and capped at \$50,000.00, in totality.



Name	Description	Incentives (financial and other)
<a href="#">Remote Vocational Training Scheme (RVTS)</a>	<p>The RVTS delivers structured distance education and supervision to doctors to support them in gaining fellowship of the Royal Australian College of General Practitioners and/or the Australian College of Rural and Remote Medicine while they provide general medical services. Supervision is facilitated remotely and delivery caters to the unique needs of doctors working in remote communities by supporting them to achieve Fellowship through a distance education model. It allows training to be completed in an accredited post, without leaving your community.</p> <p>It has two trainee streams:</p> <ul style="list-style-type: none"> <li>▪ The Aboriginal Medical Service Stream, providing training for doctors working in Aboriginal Community Controlled Health Services (MM 2-7).</li> <li>▪ The Remote Stream for doctors working in rural &amp; remote Australia (MM 4-7).</li> </ul>	<p>Fully Government funded.</p> <p>The provision of distance education and supervision to doctors to support them in gaining fellowship without travelling long distances or relocating.</p> <p>Being on a College-approved training program will be mandatory before sitting Fellowship exams from 2022.</p>
<a href="#">Remote Vocational Training Scheme (RVTS) Extended Targeted Recruitment Pilot</a>	<p>The RVTS Extended Targeted Recruitment pilot commenced early 2021 and aims to improve the attraction of GP trainees in rural and remote areas by providing salary incentives to doctors as they train towards GP fellowship. The pilot will recruit up to 10 doctors, focusing on Aboriginal and Torres Strait Islander communities and rural and remote locations with high medical workforce need (MM 5-7).</p>	<p>Salary support per placement by training year:</p> <p>Year 1 - \$200,000 Year 2 - \$200,000 Year 3 - \$100,000</p>

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Name	Description	Incentives (financial and other)
<a href="#">Practice Incentives Program (PIP)</a>	<p>The PIP incentives are available to support general practice activities that encourage continuing improvement and quality of care, enhance capacity and improve access and health outcomes for patients. It is administered by Services Australia on behalf of the Department of Health.</p> <p>There are currently eight incentives under the PIP:</p> <ul style="list-style-type: none"> <li>▪ eHealth (e-PIP);</li> <li>▪ Teaching;</li> <li>▪ Indigenous Health (IH);</li> <li>▪ GP Aged Care Access (ACAI);</li> <li>▪ GP Procedural;</li> <li>▪ After Hours;</li> <li>▪ Quality Improvement (PIPQI); and</li> <li>▪ Rural Loading; the PIP rural loading is added as a total to PIP incentive payments (except for ACAI, as this is a GP payment not a practice payment) for practices located in Rural Remote and Metropolitan Areas (RRMA) 3-7.</li> </ul> <p>An additional/temporary incentive under the PIP is the COVID-19 In-reach Vaccination Payment, which does not attract a rural loading. This temporary incentive supports general practices that undertake in-reach COVID-19 vaccination services for residential aged care and disability support workers in their workplace. This payment is only available for COVID-19 vaccine suitability assessment services (including vaccinations) that are administered via an in-reach COVID-19 vaccination clinic for residential aged care or disability support workers from 29 April 2021 until 30 June 2022.</p>	<p>PIP loading for each Rural, Remote and Metropolitan Area (RRMA) category:</p> <ul style="list-style-type: none"> <li>• RRMA 1 - 0%</li> <li>• RRMA 2 - 0%</li> <li>• RRMA 3 - 15%</li> <li>• RRMA 4 - 20%</li> <li>• RRMA 5 - 40%</li> <li>• RRMA 6 - 25%</li> <li>• RRMA 7 - 50%</li> </ul> <p>COVID-19 In-reach Vaccination Payment</p>
<a href="#">Workforce Incentive Program (WIP) – Practice Stream</a>	<p>The WIP Practice Stream provides financial incentives to support general practices to engage the services of nurses, Aboriginal and Torres Strait Islander Health Practitioners and Health Workers, and eligible allied health professionals.</p> <p>Practices in MM 3-7 locations are eligible to receive a rural loading on top of their incentive payment. The rural loading is applied in recognition of the difficulties rural and remote communities face attracting and retaining health professionals.</p>	<p>Up to \$125,000 per annum for a single practice.</p> <p>Eligible for an additional 30% rural loading.</p>

Name	Description	Incentives (financial and other)
<a href="#">Workforce Incentive Program (WIP) - Doctor Stream</a>	<p>The WIP - Doctor Stream aims to encourage medical practitioners to practise in regional, rural and remote communities (MM 3-7) and to promote careers in rural medicine through the provision of financial incentives. Incentive amounts are dependent on the MM classification and the amount of time spent working in the location.</p> <p>To be eligible for the WIP - Doctor Stream, medical practitioners must:</p> <ul style="list-style-type: none"> <li>▪ Provide a minimum amount of eligible primary care services in eligible locations and/or undertake eligible general practice (GP) training under an approved training pathway</li> <li>▪ Meet the required number of active quarters for payment</li> <li>▪ Have an eligible current Medicare provider number</li> <li>▪ Have provided current bank details to Services Australia specifically for the WIP - Doctor Stream in the required timeframe.</li> </ul>	Year 1 – \$0 Year 2 – \$12,000 Year 3 – \$17,000 Year 4 – \$17,000 Year 5 plus – \$23,000
<a href="#">Rural Procedural Grants Program (RPGP)</a>	<p>The RPGP supports procedural GPs in rural and remote areas to attend relevant continuing professional development (CPD) activities, focused on both skills maintenance and upskilling for procedural skills and emergency medicine.</p> <p>Support is provided in the form of grant payments which are designed to assist with the cost of attending CPD activities, including course costs, locum relief and travel expenses. Grants are calculated on the number of training days.</p> <p>Current COVID-19 amendments are in place to reduce the daily payment for all categories to \$1000 per day for online CPD (normally \$2000 and restricted to face to face CPD activities).</p>	Procedural skills - up to \$20,000 per year  Emergency medicine - up to \$6,000 per year  Emergency mental health - up to \$6,000 per year.
<a href="#">General Practitioner Procedural Training Support Program (GPPTSP)</a>	<p>The GPPTSP is an optional, competitive scholarship program that provides \$40,000 (GST exclusive) to up to 10 GP Fellows to gain a statement of satisfactory completion of Advanced Rural Skills Training in Anaesthesia, and up to 10 GP Fellows to achieve the Diploma of the Royal Australian and New Zealand College of Obstetrics and Gynaecology.</p> <p>Payments are in instalments with completion required within two years of commencing training.</p>	\$40,000 per applicant who completes training.

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Name	Description	Incentives (financial and other)
<a href="#">Premium Support Scheme (PSS)</a>	<p>The PSS is an Australian Government scheme that helps eligible medical practitioners with the costs of their medical indemnity insurance. Eligible medical practitioners continue to see the benefit of the PSS through reductions in the level of premiums charged to them by their medical indemnity insurers. The Australian Government makes payments to medical indemnity insurers for the PSS.</p> <p>Eligibility for the PSS:</p> <ul style="list-style-type: none"> <li>▪ A medical practitioner whose gross medical indemnity costs exceed 7.5% of estimated gross income from private billings; or</li> <li>▪ A procedural general practitioner in a rural area (MM 3-7); or</li> <li>▪ A medical practitioner who has applied for and has been deemed to be eligible for a subsidy under the Medical Indemnity Support Scheme (MISS) for a premium period ending 1 July 2021, i.e. former MISS participants.</li> </ul>	<p>The PSS is designed to ensure that if a medical practitioner's gross medical indemnity costs exceed 7.5% of his or her gross private medical income, he or she will receive a Government subsidy of 60% towards the cost of the premium beyond that threshold limit.</p> <p>Procedural GPs working in rural areas are eligible for the PSS regardless of whether they meet other PSS eligibility criteria. The PSS will cover 75% of the difference between premiums for these doctors and those for non-procedural GPs in similar circumstances (i.e. same location, same income, and same insurer).</p>
<a href="#">5 Year Overseas Trained Doctor Scheme</a>	<p>The Five Year Scheme encourages overseas trained doctors (OTDs) and Foreign Graduates of Accredited Medical Schools (FGAMS) to work in regional, rural and remote locations by allowing a reduction of moratorium time (i.e. the time they must work in a DPA or DWS location). The time reduction increases the more rural or regional the doctor practices in.</p> <p>Doctors on the Scheme are required to complete a "return of service" of between 3-5 years in an eligible rural or remote community, in agreed locations.</p> <p>To qualify for a non-location specific exemption (i.e. time "off" their moratorium), each Five Year Scheme participant must:</p> <ul style="list-style-type: none"> <li>▪ Complete a return of service of between three and five years in an eligible regional or remote DWS community;</li> <li>▪ Obtain Fellowship of either the Royal Australian College of General Practitioners or Australian College of Rural and Remote Medicine during the return of service; and</li> <li>▪ Become an Australian permanent resident (make a permanent commitment to Australia).</li> </ul>	<p>Non-location specific exemption for the agreed period of their remaining moratorium time.</p>

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**From:**  
**Sent:** Wednesday, 24 August 2022 5:08 PM  
**To:**  
**Cc:**  
**Subject:** RE: [External]-RE: [External]: Shire of Toodyay - Mining Industry Differential General Rates

Hi

I have attached a link to the Shire of Toodyay of the [Agenda of the Special Council Meeting](#) for the 13<sup>th</sup> of July for your inspection.

Kind Regards

**PROJECT MANAGER**  
Shire of Toodyay  
PO Box 96  
TOODYAY WA 6566

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

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**From:** @dlgsc.wa.gov.au>  
**Sent:** Wednesday, 24 August 2022 2:30 PM  
**To:** @toodyay.wa.gov.au>  
**Subject:** [External]-RE: [External]: Shire of Toodyay - Mining Industry Differential General Rates

Hi

Thanks for the prompt reply.

In relation to question four, can you please attach a copy of the agenda papers for the 13 July meeting? As mentioned, I haven't been able to source this document from the Shire website (i.e. the minutes are there, but the agenda papers aren't).

Regards

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**From:** @toodyay.wa.gov.au>  
**Sent:** Wednesday, 24 August 2022 11:46 AM  
**To:** @dlgsc.wa.gov.au>; Legislation <[legislation@dlgsc.wa.gov.au](mailto:legislation@dlgsc.wa.gov.au)>  
**Cc:** Shire of Toodyay CEO <[records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au)>; @toodyay.wa.gov.au>; @toodyay.wa.gov.au>  
**Subject:** RE: [External]: Shire of Toodyay - Mining Industry Differential General Rates

Good Morning

I have gone through your email and have added comments and explanations and I am apologetic if some of them are fairly long. We are keen to secure Ministerial Approval within the guidelines and have shown a scenario where

we can reduce the Rate Revenue to the minimum point where we still comply with the 'no more than 50% on minimum rates' rule.

We are always prepared to meet in person to get a reliable, fair and equitable result.

I have attached the spreadsheets of the individual Tenements and the collective by owners. I have also attached the correspondence received and responded to including this email in one 47 page document.

Good morning,

I apologise for the ongoing delay in this application.

As mentioned, the RID proposed by the Shire is unusually high when compared to other applications. This has increased the level of scrutiny normally required. We have also had several stakeholder letters forwarded to us by the Minister's office, meaning the claims in each letter had to be assessed in detail and added to our report.

In normal cases, local governments who require ministerial approval for their differential rates would not normally adopt their budget prior to getting approval. We are currently checking with our legal area to ensure the Shire's early adoption of the budget won't raise unexpected issues. In the meantime, it would be prudent not to issue any rate notices until the Shire's application is resolved.

Over the last week, we've come up with some final questions to clarify some details. Once these are answered, we should be ready to finalise our report and submit it to the delegate within the next day or so:

1. The minutes and agenda papers mention that the intended rate structure was intended to raise rate revenue by 2.5% in accordance with the LTFP. However, the figures I've seen (Note 8, Cash flow, Revenue statements) do not match that number. The lowest I got was a 5.4% increase in rate yield, which came from the Note 8. Can you advise whether the 2.5% is referring to rate yield or some other revenue figure?

The intended rate revenue increase is to be 2.50% in accordance with the LTFP and to reach this revenue individual ratepayers above the minimum rate will have an increase of 3.05% as we intend to keep the minimum rate at \$1,351 the same as for the last couple of years. This was printed on the front page of the Toodyay Herald without adverse reactions particularly with the publicity of the current CPI increases. The overall increase is made up of:

2021/2022 Rate Revenue:	\$6,870,033
2.50% Rate Revenue increase	\$171,751
Mining over Minimum:	\$152,715
Increases in values, improvements, developments (Includes increases in # of rateable properties)	\$46,920
2022/2023 Rate Revenue	\$7,241,419
Increase	\$371,386

2. One of the ratepayers has made the claim that their exploration properties have not been in use for a while now and generate no road traffic. If the Shire is correct that the road expenses around those three roads are completely due to the activities of mining ratepayers, it doesn't necessarily follow that all these properties are equally to blame. If the ratepayer is telling the truth and their properties aren't actively contributing to road wear, but they still end up on the RID, would the Shire be willing to consider issuing concessions to them?

It is not correct that the road expenses around Keating Road, Beach Road and Plunket Road are completely due to the activities of mining ratepayers. Farming properties, lifestyle blocks, general road users and mining exploration all have an impact, and all contribute through their rates for the road maintenance and for the general running of the Shire, including administration, libraries and pools to name a few. Within the normal operation of the district all roads are graded a couple of times a year. The intention of the Shire is to be prepared to provide additional maintenance and upgrade works to ensure the mining industry has uninterrupted access to their operations

irrespective of weather conditions. The Shire is very keen to avoid 'road closures' due to weather events and traffic movements, a relatively common occurrence in some [wheatbelt Shires](#).

The Shire of Toodyay does not work on a blame system. We have 205 UV Rural properties which are broadacre farms mostly producing grain, wool, meat and other productive agricultural production and some farms due to the age of the owners or other reasons are of limited productivity and therefore they do not actively contribute to road wear.

The Shire of Toodyay has 35 Mining Tenements, and some licence holders are working their tenements, and some are just holding them (with a Retention Licence) until the time is right for their corporate decisions. Landgate provides the GRV and UV Valuations that the Shire uses these values to calculate the rate revenue for the Council operations. All local governments have differential categories for Residential, Commercial and Industrial. The Shire does offer concessions particularly to non-profits who are providing aged care accommodation or medical services although I have not come across any Council providing a concession to a business who does not wish to develop their property. An appeal to Landgate for a revaluation would accomplish the same result.

One of the tenements has a 'Retention Licence' (R 70/00059) over 1,695.702 hectares and Landgate has provided a valuation which we use for calculating the rates, last year this property was on the minimum rate.

Shire Admin has put it to Council for any real surplus over what is needed for Mining related infrastructure maintenance into the new Mining Industry Reserve which we set up this Budget time for the likely increased infrastructure needs of the industry.

3. One of the ratepayers advises that they own ten properties in the district. The UV mining category only has 35 properties, so if the ratepayer owns 10 of those, this potentially means that the impact of the RID increase might be cumulative. However, we've noted the alternative possibility that some of the ratepayer's 10 properties might fall under another rate category or be on the minimum, meaning they won't be impacted by the RID increase at all. Can you please confirm how many individual ratepayers (not properties) make up the UV Mining category?

The one ratepayer that has ten properties is Chalice Mining and they have also purchased nine farming properties and a significant accommodation B&B property, due to the long-term prospects of their Julimar nickel-copper-platinum group elements (PGEs) project. The attached spreadsheet shows the individual mining tenements and the individual ratepayers. Rates are calculated on individual properties across all local government areas in WA which I suppose is cumulative on rate payers who have multiple properties, as each property is rated separately.

4. The minutes in the last council meeting imply that all the ratepayer submissions were directly put to council in the collated email document you supplied. Can you please provide a copy of the agenda papers so I can confirm what the councillors viewed? I've looked for the agenda papers on the website but wasn't able to track them down.

I have collated over 30 pages of inwards and outwards correspondence and the report and agenda item was a summary of the emails and letters as some were repetitions of each other. I have attached the collated correspondence to this email. The document includes several with the Shire President who was seeking clarification on various matters.

Correspondence with the DLGSC is presented to Council each month and this includes the Differential Rates correspondence.

At the [SCM on the 13<sup>th</sup> of July 2022](#) for the 'Approval of 2022-2023 Differential Rates' the 30 pages of collated correspondence was summarised and discussed to ensure that the councillors were conversant with the tone and gist of the queries and the Shire's responses.

Responses to the Advertising of the Differential Rates:

- There were a number of emails, communications and conversations regarding the advertising of the Differential Rates, all of them relate to the Mining Tenements. We sent email notifications to all the licence holders that we had email addresses for. Example responses include:
- Queries related to the increase in the Mining rate in the dollar from 0.013750 to 0.935665. This was explained by referring to the total to be raised from the Mining sector of \$200,000 in place of the default \$47,285 (35 on minimum). The rate in the \$ was merely a mathematical calculation.
- The 2022/2023 budget will include 10 of the smaller Mining Tenements on the current minimum rate of \$1,351.00.
- A query on the big increase for some of the largest tenements identified that some mining exploitation operation has for a considerable amount of time been rated at the minimum separate from the expectations of other businesses in Toodyay.
- A query or request to manage the road maintenance through a 'actual cost' basis with invoices does not recognise that the governing of a Local Government is more than the additional grading works.
- A separate operator with seven tenements indicated that they had 'no comments or concerns from our end'.
- Another operator with two tenements queried an average amount however their two tenements were small and in the lower range of rates.
- We have collated 30 pages of responses, answers including queries from the Shire President partly to be able to address any queries from the department. A search of other local government websites indicate that most relevant ones have Mining Differential Rates.

The collated correspondence is attached to this email.

#### 5. Rate Revenue or Rate in the \$

There has been a lot of discussion about the rate in the dollar which is merely a mathematical calculation and very little about the actual Rate Revenue. Our research indicates that a rate revenue of \$200,000 for the mining sector is appropriate however the main object is to ensure there is a Mining Differential Rate for the Shire of Toodyay as the industry develops.

I have calculated that if we had a rate in the \$ of 0.541912 the Rate Revenue would be \$130,000 and still meet the requirement for under 50% are on the minimum rate. Or some agreeable amount between the two.

I am prepared to discuss the remaining issues to get a resolution with you, your team or the Executive Director in person rather than our lawyers talking to your lawyers or going to SAT as suggested. We are very keen to have your advice on implementing the Mining Industry Differential Rate as we expect this to be a long-term solution and an ongoing industry. The Shire of Toodyay is one of the few rural Councils with a Mining Industry and without a Mining Differential Rates structure.

Kind Regards

**PROJECT MANAGER**  
Shire of Toodyay  
PO Box 96  
TOODYAY WA 6566

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



---

**From:** [@dlgsc.wa.gov.au](mailto:@dlgsc.wa.gov.au)>  
**Sent:** Tuesday, 23 August 2022 10:43 AM  
**To:** [toodyay.wa.gov.au](mailto:toodyay.wa.gov.au)>  
**Cc:** [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au)  
**Subject:** [External]-RE: Shire of Toodyay - : Mining Industry Differential General Rates

Good morning,

I apologise for the ongoing delay in this application.

As mentioned, the RID proposed by the Shire is unusually high when compared to other applications. This has increased the level of scrutiny normally required. We have also had several stakeholder letters forwarded to us by the Minister's office, meaning the claims in each letter had to be assessed in detail and added to our report.

In normal cases, local governments who require ministerial approval for their differential rates would not normally adopt their budget prior to getting approval. We are currently checking with our legal area to ensure the Shire's early adoption of the budget won't raise unexpected issues. In the meantime, it would be prudent not to issue any rate notices until the Shire's application is resolved.

Over the last week, we've come up with some final questions to clarify some details. Once these are answered, we should be ready to finalise our report and submit it to the delegate within the next day or so:

1. The minutes and agenda papers mention that the intended rate structure was intended to raise rate revenue by 2.5% in accordance with the LTFP. However, the figures I've seen (Note 8, Cash flow, Revenue statements) do not match that number. The lowest I got was a 5.4% increase in rate yield, which came from the Note 8. Can you advise whether the 2.5% is referring to rate yield or some other revenue figure?
2. One of the ratepayers has made the claim that their exploration properties have not been in use for a while now and generate no road traffic. If the Shire is correct that the road expenses around those three roads are completely due to the activities of mining ratepayers, it doesn't necessarily follow that all these properties are equally to blame. If the ratepayer is telling the truth and their properties aren't actively contributing to road wear, but they still end up on the RID, would the Shire be willing to consider issuing concessions to them?
3. One of the ratepayers advises that they own ten properties in the district. The UV mining category only has 35 properties, so if the ratepayer owns 10 of those, this potentially means that the impact of the RID increase might be cumulative. However, we've noted the alternative possibility that some of the ratepayer's 10 properties might fall under another rate category or be on the minimum, meaning they won't be impacted by the RID increase at all. Can you please confirm how many individual ratepayers (not properties) make up the UV Mining category?
4. The minutes in the last council meeting imply that all the ratepayer submissions were directly put to council in the collated email document you supplied. Can you please provide a copy of the agenda papers so I can

confirm what the councillors viewed? I've looked for the agenda papers on the website but wasn't able to track them down.

Kind regards

Senior Legislation Officer

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

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

*The Department acknowledges the Aboriginal peoples of Western Australia as the traditional custodians of this land, and we pay our respects to their Elders past and present.*

---

**From:** [@toodyay.wa.gov.au](mailto:@toodyay.wa.gov.au)  
**Sent:** Thursday, 18 August 2022 11:50 PM  
**To:** [@dlgsc.wa.gov.au](mailto:@dlgsc.wa.gov.au); Legislation <[legislation@dlgsc.wa.gov.au](mailto:legislation@dlgsc.wa.gov.au)>;  
**Cc:**  
**Subject:** RE: Shire of Toodyay - : Mining Industry Differential General Rates

Good morning,

The Shire of Toodyay are getting prepared to issue the Rates Notices and are keen to get the Ministerial Approval for our Differential Rates. I am working from home today and can call into the Department offices to speak to yourselves or to meet directly with the Minister, the Hon John Carey to cover any outstanding issues.

Please give me a call on my mobile and I can come in for a meeting to discuss and resolve the approval.

Kindest Regards

**PROJECT MANAGER**  
Shire of Toodyay  
15 Fiennes Street  
TOODYAY WA 6566

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

---

**From:**  
**Sent:** Tuesday, 16 August 2022 8:30 AM  
**To:**

**Subject:** RE: Shire of Toodyay - : Mining Industry Differential General Rates

Good morning,

The Shire of Toodyay have adopted the 2022/2023 Annual Budget last Wednesday and have included the revenue from the Mining Differential Rates in the Budget with the proviso that if the Minister does not approve the proposed \$200,000 Rates Revenue from the sector, an item will be presented to Council to amend the budget.

The proposed \$200,000 Rates Revenue from the sector would be changed to the minimum across the 35 tenements as they would be categorised as UV General (rural small holdings) again with a Minimum Rates Revenue of \$47,285 and a revenue for Road Contributions will be increased by \$152,715 to cater for the validly anticipated extra works required for maintaining the infrastructure to ensure the Mining Industry is viable in the Shire of Toodyay.

By the way the current wet weather and the BOM projections indicate we would have a challenging time this year with road and infrastructure maintenance.

Please could you let us know a time frame for the approval (or otherwise) from the Minister or his delegate.

Kind Regards

**PROJECT MANAGER**  
Shire of Toodyay  
PO Box 96  
TOODYAY WA 6566

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

---

**From:**  
**Sent:** Monday, 15 August 2022 10:28 AM  
**To:**

**Subject:** RE: Shire of Toodyay - : Mining Industry Differential General Rates

Good morning

We are further researching the actions of other Local Government Councils in regard to the application of a Mining Differential Rate as we await the decision from the Minister or his delegate on the approval of the Shire of Toodyay first time Mining Differential Rates.

The Shire of Carnarvon have recently applied for Ministerial approval for their continuing Differential Rates, and refer to similar circumstances to Toodyay with higher road infrastructure maintenance costs and relatively low total contribution from this sector. The attached letter objecting to the increases to the Mining Differential Rate is concerning where it references "critical that all government fees are set so as to reduce the cost of doing business in the State". This statement can apply to all categories within a Local Government such as Commercial, Industrial, Farming, Pastoral, etc.

The application from the Shire of Toodyay has been well thought out, providing for current and potentially significant Mining related infrastructure future costs to support the Toodyay Mining Industry without creating a serious financial impost on the rest of the community.

Extract from attached Letter from McMahon Title Services:

The exploration and mining industry is one of the most significant contributors to the State's economy. It has played an integral role in the development and enduring strength of this State, creating jobs and opportunities across the State but particularly in remote and regional parts of Australia. The industry is undoubtedly critical to the continued economic recovery of the State and country which has been severely impacted by the COVID-19 crisis. While the resources sector is slowly recovering, it continues to be constrained by the ongoing labour, supply and capital shortages stemming from the pandemic and recent world events.

To support the continued contributions made by the resources sector to the State economy it is critical that all government fees are set so as to reduce the cost of doing business in the State in the face of ever increasing international competition wherever possible, and increase and incentivise investment in local exploration to discover vital new resources which benefit the whole of the State.

We look forward to the decision from the minister or his delegate.

Kindest Regards

**PROJECT MANAGER**  
Shire of Toodyay  
PO Box 96



Department of  
**Local Government, Sport  
and Cultural Industries**

Our ref E22093333  
Enquiries  
Phone  
Email Lg.accounting@dlgsc.wa.gov.au

Chief Executive Officer  
Shire of Toodyay  
PO Box 96  
TOODYAY WA 6566

Dear

**SHIRE OF TOODYAY – 2022/23 ANNUAL BUDGET AND NON-COMPLIANT  
DIFFERENTIAL RATE**

I refer to recent discussions between the Department of Local Government, Sport and Cultural Industries (DLGSC) and the Shire of Toodyay.

As advised, DLGSC has identified an issue with the Shire of Toodyay's (Shire) 2022-23 Annual Budget.

The Shire adopted their 2022-23 Budget at a Special Council Meeting on 10 August 2022 and in the process adopted a UV Mining general differential rate of 0.885755 which is more than double the lowest differential general rate for UV Rural of 0.8298, without the approval of the Minister pursuant to section 6.33(3) of the *Local Government Act 1995* (the Act). The Department considers the UV mining differential rate to be non-compliant with the Act.

In accordance with section 6.82 of the Act, where there is a question of general interest as to whether a rate was imposed in accordance with the Act, it may be referred to the State Administrative Tribunal (SAT) to have it resolved. If SAT determine that a rate has been improperly made or imposed, they may make an order quashing the rate.

Following the quashing of a rate by SAT under section 6.82 of the Act, the following actions are required by a local government:

- Impose a new general rate (per section 6.32(3)(b) of the Act); and
- Prepare and adopt a budget in a form and manner similar to the annual budget (per section 6.3(a) of the Act).

The Shire has standing to make an application to SAT under section 6.82 of the Act.

Gordon Stephenson House, 140 William Street  
PO Box 8349 Perth Business Centre, WA 6849  
Telephone (08) 6552 7300  
Email [info@dlgsc.wa.gov.au](mailto:info@dlgsc.wa.gov.au)  
Web [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)

- 2 -

As previously recommended, the Shire should seek its own legal advice on this matter.

We request a response by 16 September 2022 on the planned approach to address the above matters.

Should you wish to discuss these matters, please contact \_\_\_\_\_ or  
on \_\_\_\_\_ respectively.

Yours sincerely



Executive Director Local Government

5 September 2022

**From:** On Behalf Of Legislation  
**Sent:** Thursday, 8 September 2022 11:38 AM  
**To:** [@toodyay.wa.gov.au](mailto:@toodyay.wa.gov.au)  
**Subject:** [External]- - Shire of Toodyay - Mining Industry  
Differential General Rates

Dear

This email is regarding the Shire's application to impose a RID of 88.57 cents in the dollar on "UV Mining" category land.

After much deliberation, the ministerial delegate has decided not to approve the application. A copy of the decision letter is attached.

I'm aware that there is a separate issue in relation to the adoption of the budget and the DLGSC compliance team is liaising separately with the Shire in that regard. As such, the attached letter does not cover that other matter directly.

Kind regards

Senior Legislation Officer

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



Department of  
**Local Government, Sport  
and Cultural Industries**

Our ref T5-1#05: E22085601  
Enquiries  
Phone  
Email [legislation@dlgsc.wa.gov.au](mailto:legislation@dlgsc.wa.gov.au)

Chief Executive Officer  
Shire of Toodyay  
PO Box 129  
Toodyay WA 6642

Dear

**SHIRE OF TOODYAY – DIFFERENTIAL RATES 2022/23**

I refer to the Shire of Toodyay's (the Shire's) application requesting approval to impose a differential general rate that is more than twice the lowest rate in the (UV) category.

I have considered the Shire's application and have decided not to approve the request.

The Department of Local Government, Sport and Cultural Industries (DLGSC) performed a full assessment of the Shire's application, as well as the Shire's draft budgetary figures and several submissions provided by ratepayers. It was ultimately determined that:

- (a) The Shire's application did not meet all criteria of the Minister's approval policy; and
- (b) The Shire had not provided adequate evidence for why such low-valued properties should be transitioned from the general minimum.

I am mindful that the low value of these properties significantly reduces the level of revenue which they contribute to the Shire. Nevertheless, the minimum payment system exists to ensure that the lowest value properties will still make a fair contribution to the Shire's upkeep.

I am also mindful that under the *Local Government Act 1995*, the value of a property is a key component of calculating rates bills. Accordingly, there is a rebuttable presumption that a rates bill should bear some reasonable connection to the current value of that land.

The Shire's Objects and Reasons have indicated that these properties incur additional costs upon the Shire that justify a higher than minimum contribution. However, insufficient concrete evidence has been provided to assure me that this is the case.

Because of this decision, the Shire will need to rearrange its rate's structure so that its rate categories fall within the ratios which do not require ministerial approval. I will leave it to the Shire to determine how best to achieve this.

Gordon Stephenson House, 140 William Street  
PO Box 8349 Perth Business Centre, WA 6849  
Telephone (08) 6552 7300  
Email [info@dlgsc.wa.gov.au](mailto:info@dlgsc.wa.gov.au)  
Web [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)



-2-

It must be stressed that the Rate in the Dollar proposed by the Shire is several magnitudes higher than any rate ever proposed by a local government.

If you have any questions, please do not hesitate to contact Local Government, Sport and Cultural Industries, on [legislation@dlqsc.wa.gov.au](mailto:legislation@dlqsc.wa.gov.au), at the Department of or by email to

Yours sincerely



**EXECUTIVE DIRECTOR LOCAL GOVERNMENT**

5 September 2022

---

**From:**  
**Sent:** Wednesday, 14 September 2022 8:29 AM  
**To:**  
**Cc:**  
**Subject:** IAM85420 - Meeting Notes 120922 and request for extension

**Importance:** High

**SynergySoft:** IAM85420

Good morning

As discussed, please see below notes from our meeting on Monday. Thank you for your time and that of the other three DLGSC staff in attendance. The Shire of Toodyay is working hard to improve its operations and your support is appreciated.

- *Attended by SoT CEO, MCCA, PM and four DLGSC officers.*
- *DLGSC legal position is that SoT should make application to the SAT to have mining differential rate quashed.*
  - *Discussed why this is needed if Minister has chosen not to approve the rate anyway – legal requirement under the Act.*
  - *What happens if SoT legal advice is that it isn't necessary? To be discussed at that point.*
- *SoT has sought legal advice but delayed now that outcome letter has been issued. SoT CEO to seek an extension of time to respond to the DLGSC letter re Budget adoption.*
- *Options*
  - *Re-apply for a lower differential rate.*
  - *Abandon the differential rate.*
- *Letter indicates that the SoT must adjust its rates model so no Ministerial approval is required – DLGSC to confirm this.*
- *DLGSC acknowledged lengthy timeframe to assess and agreed to provide feedback on process to improve chances of approval of future applications.*
- *SoT to advise its position once legal advice has been received.*

Please let me know if you have any amendments to the above. I also seek an extension of time to respond to the Executive Director's letter received 5 September regarding budget adoption and non-compliance of differential rate. A further week is requested to allow time for legal advice to be received and discussed.

I look forward to your response.

Regards

**CHIEF EXECUTIVE OFFICER**

Shire of Toodyay  
PO Box 96  
TOODYAY WA 6566

Phone: (08) 9574 9300

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

---

**From:** @dlgsc.wa.gov.au>  
**Sent:** Wednesday, 14 September 2022 2:19 PM  
**To:**  
**Subject:** ICR85442 - [External]-RE: Meeting Notes 120922 and request for extension  
**SynergySoft:** ICR85442

Hi

Thank you for your email. In regard to the points noted below, I agree we discussed these points at our meeting on Monday 12<sup>th</sup> September 2022. On the matter which you require further clarification from the DLGSC is addressed as follows:

- Letter indicates that the SoT must adjust its rates model so no Ministerial approval is required  
*DLGSC's response: In the absence of ministerial approval, the Shire will need to set its rates to something not requiring approval. Otherwise, the Shire will need to apply again.*

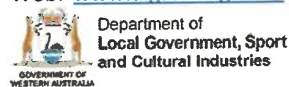
Your request for an additional week from the 16 September 2022, to consider your legal advice is granted.

Warm regards

A/Director Local Government Reform Projects

Department of Local Government, Sport and Cultural Industries  
140 William Street Perth, 6000  
PO Box 8349, Perth Business Centre, WA 6849  
Telephone: (08) 6552 1731

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



---

**From:** @toodyay.wa.gov.au>  
**Sent:** Wednesday, 14 September 2022 8:29 AM  
**To:** @dlgsc.wa.gov.au>  
**Cc:**

**Subject:** Meeting Notes 120922 and request for extension  
**Importance:** High

Good morning

As discussed, please see below notes from our meeting on Monday. Thank you for your time and that of the other three DLGSC staff in attendance. The Shire of Toodyay is working hard to improve its operations and your support is appreciated.

- *Attended by SoT CEO, MCCA, PM and four DLGSC officers.*
- *DLGSC legal position is that SoT should make application to the SAT to have mining differential rate quashed.*
  - *Discussed why this is needed if Minister has chosen not to approve the rate anyway – legal requirement under the Act.*
  - *What happens if SoT legal advice is that it isn't necessary? To be discussed at that point.*
- *SoT has sought legal advice but delayed now that outcome letter has been issued. SoT CEO to seek an extension of time to respond to the DLGSC letter re Budget adoption.*
- *Options*
  - *Re-apply for a lower differential rate.*
  - *Abandon the differential rate.*
- *Letter indicates that the SoT must adjust its rates model so no Ministerial approval is required – DLGSC to confirm this.*
- *DLGSC acknowledged lengthy timeframe to assess and agreed to provide feedback on process to improve chances of approval of future applications.*
- *SoT to advise its position once legal advice has been received.*

Please let me know if you have any amendments to the above. I also seek an extension of time to respond to the Executive Director's letter received 5 September regarding budget adoption and non-compliance of differential rate. A further week is requested to allow time for legal advice to be received and discussed.

I look forward to your response.

Regards

**CHIEF EXECUTIVE OFFICER**

Shire of Toodyay  
PO Box 96  
TOODYAY WA 6566



## Avon Regional Organisation of Councils

AROC Governance Group Meeting

12 September 2022

# MINUTES

To: AROC Members

Here within are the Minutes of the AROC Governance Group (President's & CEO's) Meeting, held on the above mentioned date in Council Chambers at the Shire of Toodyay.

Suzie Haslehurst

**CHIEF EXECUTIVE OFFICER**

*AROC Secretariat*

MINUTES – AROC GOVERNANCE GROUP  
AVON REGIONAL ORGANISATION OF COUNCILS  
12 SEPTEMBER 2022

## Preface

These Minutes will remain "Unconfirmed" until the next AROC Meeting, where the Minutes will be tabled and confirmed subject to any amendments.

The "Confirmed" Minutes are then signed off by the Chairperson.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are incorporated into a separate attachment to these Minutes

## Distribution

These minutes were approved for distribution on .....16/9/..... 2022.

  
Suzie Haslehurst  
CHIEF EXECUTIVE OFFICER

## Confirmation

These minutes of meeting were confirmed at a meeting held on  
..... 2022.

Signed: .....

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

**MINUTES – AROC GOVERNANCE GROUP**  
**AVON REGIONAL ORGANISATION OF COUNCILS**  
 12 SEPTEMBER 2022

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**ATTACHMENTS with separate index follows item 5.**

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**MINUTES – AROC GOVERNANCE GROUP**  
 AVON REGIONAL ORGANISATION OF COUNCILS  
 12 SEPTEMBER 2022

**1. DECLARATION OF OPENING**

*The AROC in-person meeting commenced at 9.40am.*

**1.1. Announcement of Visitors**

Alex MacKenzie, Senior Regional Development Officer, Wheatbelt Development Commission Avon (via Zoom)

**1.2. Record of Attendance and Apologies**

Cr R Madacsi	Chair, Shire of Toodyay
Ms S Haslehurst	CEO, Shire of Toodyay
Cr D Smythe	Shire of York (via Zoom)
Mr C Linnell	CEO, Shire of York (via Zoom)
Cr P Bantock	Shire of Victoria Plains
Mr J Whiteaker	CEO, Shire of Northam
Mrs K Murray	Executive Officer, AROC

**Apologies**

Cr C Antonio	Shire of Northam
Cr B Haywood	Shire of Goomalling
Mr P Bentley	CEO, Shire of Goomalling
Mr S Fletcher	CEO, Shire of Victoria Plains
Cr B Ruthven	Shire of Toodyay

**2. MINUTES AND ADDITIONAL INFORMATION****2.1 Confirmation of Minutes****RECOMMENDATION/AROC RES. NO.01/09/22****MOVED** Cr Smythe**SECONDED** Cr Bantock

That the Unconfirmed Minutes of the Avon Regional Organisation of Councils meeting held on 25 July 2022 be accepted as a true and correct record.

**MOTION CARRIED****2.2 Review of Status Report**

Review of actions and progress arising from previous meetings and decisions.

Points raised as follows:

Corella Management

- J Whiteaker reported on discussions with Karl O'Callaghan, CEO Wheatbelt NRM; advised that the report (which has now



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**MINUTES – AROC GOVERNANCE GROUP**  
AVON REGIONAL ORGANISATION OF COUNCILS  
12 SEPTEMBER 2022

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been paid in full) has not been shared with other local governments and is being used as a basis for discussions with CBH and potential stakeholders to support a proposal for a Wheatbelt Corella Management Coordinator (~\$200,000 p.a.).

- Members discussed the size of the region and the merits of trialling the initiative in the Avon region first before expanding throughout the Wheatbelt; and that CBH may be more willing to contribute funds region wide if successfully trialled in the Avon first.
- Acknowledged that limiting a trial to the Avon region would mean fewer contributions from other local governments and potentially more from AROC members.
- J Whiteaker suggested exploring grant opportunities and contributions from other stakeholders.
- Cr Bantock sought advice of CBH contribution amount before approaching Council to commit funds; declared an interest as a CBH stakeholder (noted by AROC members).
- J Whiteaker indicated SoN has between \$10,000 to \$20,000 committed for corella management actions and suggested AROC consider allocating \$25,000 p.a. for three years to implement actions.
- S Haslehurst recommended AROC not commit funds until an initial contribution amount from CBH is known and funding opportunities have been explored.

*ACTION: EO to report on funding options at the November Governance Group meeting.*

*ACTION: J Whiteaker to contact Karl O'Callaghan to advise a preference for a trial in the Avon region and request advice of CBH contribution amount.*

#### Road clearing permits

- EO asked for members to forward a recent example of a road project impacted by clearing permit processes and conditions for inclusion in a letter to Ministers and Director Generals of relevant departments.

## 2.3 Inward / Outward Correspondence

### 2.3.1 Financial Report

**RECOMMENDATION/AROC RES.NO.02/09/22**

**MOVED** Cr Madacsi

**MINUTES – AROC GOVERNANCE GROUP**  
AVON REGIONAL ORGANISATION OF COUNCILS  
12 SEPTEMBER 2022

That the financial report, as forwarded, be received.

**MOTION CARRIED**

**3. OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE**

**3.1 Submissions, presentations or representations from third parties;**

**3.1.1 Regional housing shortage issues and opportunities**

Alex MacKenzie, Senior Regional Development Officer, WDC Avon

- See attached presentation slides for details of:
  - Key themes
  - Description of housing issues, first steps (Local Government) and next steps (regional actions).
  - Strategic regional context issues and opportunities
  - Readiness of local planning frameworks for development
  - Decision making
  - Example intervention options
  - Wheatbelt Development Commission current work
  - Next steps and advocacy
- Alex gave examples of projects in the mid-west including a Kalbarri worker accommodation project (modular housing on Crown land) and a project that focussed on meeting rental market housing needs, increasing lifestyle choices, and attracting residents in areas where population has declined.
- Alex acknowledged the difficulties facing LGs in the Wheatbelt including, infrastructure constraints, adequacy of planning frameworks and attracting investment.
- Key actions/opportunities for AROC members are to:
  - Quantify the demand for housing in local government areas e.g., for residents/workers etc; and the type of housing product that is suitable.
  - Identify infrastructure constraints.
  - Identify land parcels suitable for development and initiate changes to planning schemes if required e.g., ensure definition of key worker accommodation supports required housing product types.
  - Focus on getting land shovel ready.

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**MINUTES – AROC GOVERNANCE GROUP**  
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12 SEPTEMBER 2022

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- Focus on housing product that enables transitional use e.g., from worker to resident to aged housing accommodation.
- Alex offered to meet with each AROC member to discuss housing issues and identify actions.

### 3.1.2 AROC housing discussion

EO provided an overview of the AROC regional housing issues briefing paper (see agenda attachments) and invited members to discuss points 1 to 5.

1. Defining housing issues – members identified a demand for housing right across the continuum.
  - SoT – for workers, via GROH, aged housing, social/low-income housing; reported impact on availability of short stay accommodation (to support tourism) because of workers utilising B and B and hotel units.
  - SoVP – demand for affordable and market rentals, worker accommodation for the Shire and business in general; transient workforce e.g. business busing workers from Gin Gin to Mogumber for work; aged care required; Council preparing workforce accommodation plan (grant funds needed).
  - SoN – demand across the continuum, with focus on rental market e.g., ~30 Air BnB properties not available for long term rental.
  - SoY – demand for rentals and GROH, e.g., unable to secure accommodation for employee as outbid by State Government agency.
- Cr Madacsi suggested AROC take a regional approach by advocating collectively in support of local priorities across the region.
- Agreed that the next step is for each member to quantify demand in their local area and to meet with Alex MacKenzie to consider local housing issues, determine priorities and identify actions to take.

*ACTION – EO to forward Alex MacKenzie's contact details to members; and for members to arrange a meeting with Alex.*

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**MINUTES – AROC GOVERNANCE GROUP**  
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**3.2 Matters referred by the Officer's Group for consideration or decision;**

**3.2.1 MOU updated to include role of Executive Officer**

*ACTION – EO to circulate strategic plan examples from other regional organisations of councils.*

*ACTION – Members to provide feedback on proposed strategic priorities for inclusion in MOU schedule for discussion at the November Governance Group meeting.*

**3.3 Matters raised by individual member local governments for consideration;**

**3.3.1 Water sustainability issues and opportunities**

- S Haslehurst asked what members pay for water use above 343kL?
- C Linnell mentioned river water quality is an issue in SoY.
- J Whiteaker agreed that river water quality is a priority in SoN and impacts SoY and SoT; focus is on improving water quality to enable activation of river spaces.
- Cr Bantock reported water supply to townsites is the highest priority for SoVP; funding needed to improve access to water sources.
- Agreed water issues can be summarised in the Avon region as Water Security and Sustainability, incorporating issues such as access to water, re-use, costs and quality.
- J Whiteaker proposed that the Shires of Northam, Toodyay and York consider a project brief to identify and improve water quality of the Avon River.

*ACTION – Shire of Northam, Toodyay and York to source local data on Avon River water quality, and identify what outcomes (social, economic and environmental) that respective local governments want to achieve.*

**3.3.2 GP Services**

- S Haslehurst asked members to advise what support they provide to general practice services in their area.
- C Linnell – SoY currently no support provided
- Cr Bantock – no medical services located in the Shire of VP; advised of recent action by Avon Zone to collect information about services being provided by local

**MINUTES – AROC GOVERNANCE GROUP**  
 AVON REGIONAL ORGANISATION OF COUNCILS  
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governments that are not traditionally the role of local government.

- J Whiteaker – SoN provides subsidised rental for one clinic in Wundowie.

#### 4. CONFIRMATION OF NEXT MEETING

Members changed the meeting time from 9.30am to 11am for future meetings.

2022	Officer's Group (CEO) Meetings	Governance Group (President's) Meetings
	Zoom Meetings (11.00am)	Council Chambers (11.00am)
OCT	10/10/2022	
NOV		21/11/2022
<b>2023</b>		
FEB	6/02/2023	
MAR		13/03/2023
APR	3/04/2023	
MAY		8/05/2023
JUNE	12/06/2023	
JULY		10/07/2023
AUG	14/08/2023	
SEPT		11/09/2023
OCT	16/10/2023	
NOV		13/11/2023
DEC		

#### 5. CLOSURE OF MEETING

Cr Madacsi closed the meeting at 12.05 pm.



## AROC Governance Group Meeting

Attachments to Minutes – Monday 12 September 2022

### Minutes and additional information

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- 2.2 Status report
- 2.3 Inward / outward correspondence
  - 2.3.1 Financial report to 31 August 2022

### Other business / new business of an urgent nature

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- 3.1.1 Alex MacKenzie, Senior Regional Development Officer, Wheatbelt Development Commission (Avon)  
Presentation slides titled – Enabling Market Led Regional Housing Solutions

**AROC STATUS REPORT**  
Avon Regional Organisation of Councils

*Secretariat*  
*CEO - Shire of Toodyay*

Meeting Date	Purpose	Resolution	Target date for completion	Actioned by	Completion Date	Meeting Commentary
25/07/2022	2.1 Confirmation of Minutes	That the Unconfirmed Minutes of the Avon Regional Organisation of Councils meeting held on 25 July 2022 be accepted as a true and correct record.	30/09/2022	EO	12 September	
12/07/2021	Climate Change Initiative	AROC CEOs to work together to identify a project we could apply for funding on a regional level.	ASAP	ALL		15.08.22 EO confirmed that recent funding announcement is for two currently funded climate alliances.  EO to contact WALGA regarding funding opportunities and will contact climate alliance contacts to explore relevant initiatives.
10/05/2021	Corella Management	That AROC authorise the CEO Officer Group to expend up to \$30,000 from AROC Funds to have Wheatbelt NRM undertake field work on behalf of the member shires to develop strategies for Corella management.	ASAP	J Whiteaker, CEO, Northam Shire	14 November	12.09.22: J. Whiteaker to contact Karl O'Callaghan to convey preference for Avon regional trial for proposed Corella Management Coordinator and determine proposed CBH allocation of funds.  EO to report on funding options at the November Governance Group meeting.

**Location:** \\sot-fil01\adminidata\AROC\Agendas & Minutes - AROC\01 AROC Status Report\Current Status Report (Action List) AROC for GG meeting minutes 12 September 2022.doc **Modified:** 16/09/2022 11:13 AM

1

**AROC STATUS REPORT**  
Avon Regional Organisation of Councils

*Secretariat*  
*CEO - Shire of Toodyay*

Meeting Date	Purpose	Resolution	Target date for completion	Actioned by	Completion Date	Meeting Commentary
10/05/2021	Water Sustainability	Workshop on water issues is required to identify local/regional project priorities and opportunities for local/regional funding.	12/09/2022	EO	12 September	<p>12.09.22: Water issues can be summarised in the Avon region as Water Security and Sustainability, incorporating issues such as access to water, re-use, costs and quality.</p> <p>J Whiteaker proposed that the Shires of Northam, Toodyay and York consider a project brief to identify and improve water quality of the Avon River.</p> <p>Shire of Northam, Toodyay and York to source local data on Avon River water quality, and identify what outcomes (social, economic and environmental) that respective local governments want to achieve.</p>
16/05/2022	Road clearing permits and pre-funding for road projects.	AROC to write to the relevant Ministers and Director Generals to outline and address issues associated with road clearing permits and funding for road projects.	30/09/22	EO	tba	<p>12.09.22: EO to draft letter to Ministers and Director Generals to outline AROC member issues with clearing permit system.</p> <p>Members to forward to the EO a recent example of a road project impacted by clearing permit processes and conditions for inclusion in the letter.</p>

2

**Location:** \\sot-fil01\adminidata\AROC\Agendas & Minutes - AROC\01 AROC Status Report\Current Status Report (Action List) AROC for GG meeting minutes 12 September 2022.doc **Modified:** 16/09/2022 11:13 AM



**AROC STATUS REPORT**  
Avon Regional Organisation of Councils

*Secretariat*  
*CEO - Shire of Toodyay*

Meeting Date	Purpose	Resolution	Target date for completion	Actioned by	Completion Date	Meeting Commentary
						EO to invite Director Generals to attend AROC meeting before the WALGA convention.
16/05/2022	Housing shortage	AROC to advocate to relevant Ministers and Shadow Ministers (Housing & Local Government) to address a critical shortage of housing in the Avon Region.	Ongoing	EO	tba	12.09.22: Presentation by Alex MacKenzie, WDC Avon, on regional housing solutions; and EO prepared briefing report to inform AROC discussion on housing issues at the September GG meeting.  EO to forward Alex MacKenzie's contact details to members; and members to arrange a meeting with Alex to consider local housing issues, determine priorities and identify actions to take.

**Location:** \\sot-fil01\adminidata\AROC\Agendas & Minutes - AROC\01 AROC Status Report\Current Status Report (Action List) AROC for GG meeting minutes 12 September 2022.doc **Modified:** 16/09/2022 11:13 AM

**AVON REGIONAL ORGANISATION OF COUNCILS**  
**Statement of Comprehensive Income**

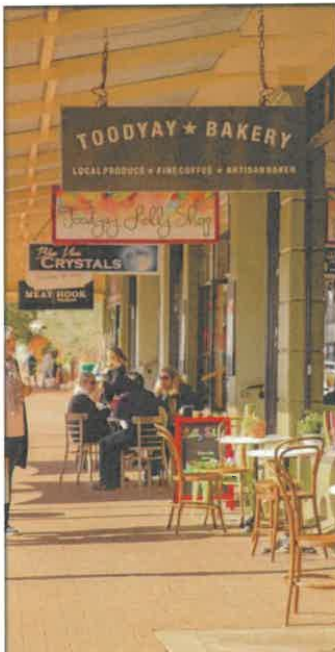
Administered by Shire of Northam

	<b>01.07.2022</b>		<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
	<b>31.08.2022</b>			\$	\$	\$	\$	\$	\$	\$
<b>Brought Forward</b>	178,061		161,314	189,822	165,490	139,323	118,752	95,655	101,543	134,108
<b>Revenue</b>										
Member Contributions			25,000	25,000	30,000	30,000	49,625	30,000	30,000	30,000
Fees & Charges									5,391	2,459
Interest Earnings	133		247	630	1,832	3,667	-	-	1,914	2,299
Other Revenue							7,900		-	-
<b>Total Revenue</b>	133		25,247	25,630	31,832	33,667	57,525	30,000	37,305	34,759
<b>Expenses</b>										
Insurance									846	1,158
Recreation Plan							5,000			
Equipment Expenditure	2,750								5,897	3,081
Shire of Toodyay Administration	7,500				7,500	7,500	7,500	7,500	7,500	7,500
Corella Population Management	27,000		3,000							
WB Infrastructure Conway Highbury										12,000
WB Infrastructure refund to WDC										17,273
Localise Aged Friendly Audit										26,312
Strategic Waste Management Plan									28,950	
Training							7,900			
Capacity and capability assessment			5,500	22,500						
Executive Office Wages	10,960									
Other Expenditure Exit Dowerin				31,637			16,554			
<b>Total Expenditure</b>	48,210		8,500	54,137	7,500	7,500	36,954	7,500	43,193	67,324
<b>Net Result</b>	(48,077)		16,747	(28,507)	24,332	26,167	20,571	22,500	(5,888)	(32,565)
<b>Accumulated Funds on hand</b>	129,984		178,061	161,314	189,822	165,490	139,323	118,752	95,655	101,543
<b>31.08.2022</b>										
Represented by Bankwest Muni Account	129,984									



*Enabling Market Led Regional  
Housing Solutions*

Alex MacKenzie 15 September 2022



► KEY THEMES

- Regional economic development that is strategic yet informed by market conditions & development feasibility.
- Enabling market-led solutions by positioning to address constraints and attract investment.
- Liveability: Investment & Lifestyle destinations.
- Housing as critical economic infrastructure.
- Need to progress this work at both a local and region-wide scale.

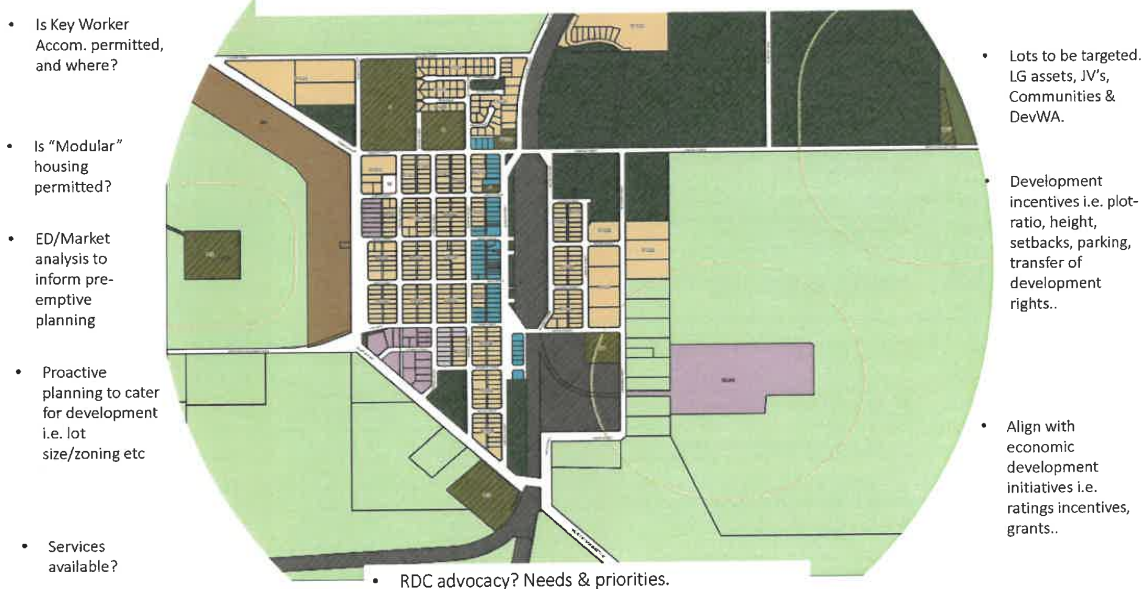
**THE WHEATBELT SITUATION:  
ADDRESSING HOUSING NEEDS &  
CATERING FOR GROWTH**

Situation/Issues	Description	First Steps: Local Government's	Next Steps: Regional Actions
<b>Shortage of rental housing</b>	<ul style="list-style-type: none"> <li>30 houses available across 100* towns.</li> <li>Limited new supply &amp; prop. management capacity.</li> </ul>	<ul style="list-style-type: none"> <li>Gap Analysis for respective LG's.</li> <li>Quantify demand and identify product type (s) most lacking (bedrooms, price-point).</li> </ul>	<ul style="list-style-type: none"> <li>Collaboration across govt re KWA projects</li> <li>Data capture to inform IA, feasibility, and advocacy.</li> </ul>
<b>Lack of key sector workers</b>	<ul style="list-style-type: none"> <li>Affecting all sectors.</li> </ul>	<ul style="list-style-type: none"> <li>Major project context and estimates of workers needing local housing in-line with project staging.</li> <li>Local intel needed re approvals and emerging projects/needs and by location.</li> </ul>	<ul style="list-style-type: none"> <li>Needs Analysis.</li> <li>Prelim feasibility.</li> <li>Key worker accom. projects.</li> <li>Advocacy.</li> </ul>
<b>High cost enabling works</b>	<ul style="list-style-type: none"> <li>Indicative costs \$100-130k per lot</li> </ul>	<ul style="list-style-type: none"> <li>LG forward planning re infrastructure, developer contributions, staging, and other.</li> </ul>	<ul style="list-style-type: none"> <li>Prelim feasibility.</li> <li>Targeted initiatives.</li> <li>Advocacy (support alternative solutions)</li> </ul>
<b>Limited building sector capacity</b>	<ul style="list-style-type: none"> <li>12-18 months modular &amp; 2yrs+ traditional construction. Costs +30%.</li> </ul>	<ul style="list-style-type: none"> <li>Building approval and occupancy stats. Approval timeframes.</li> <li>Issues &amp; Opportunities.</li> <li>Review scheme provisions.</li> </ul>	<ul style="list-style-type: none"> <li>Enable market responsive builds.</li> <li>Targeted initiatives.</li> <li>Advocacy.</li> </ul>

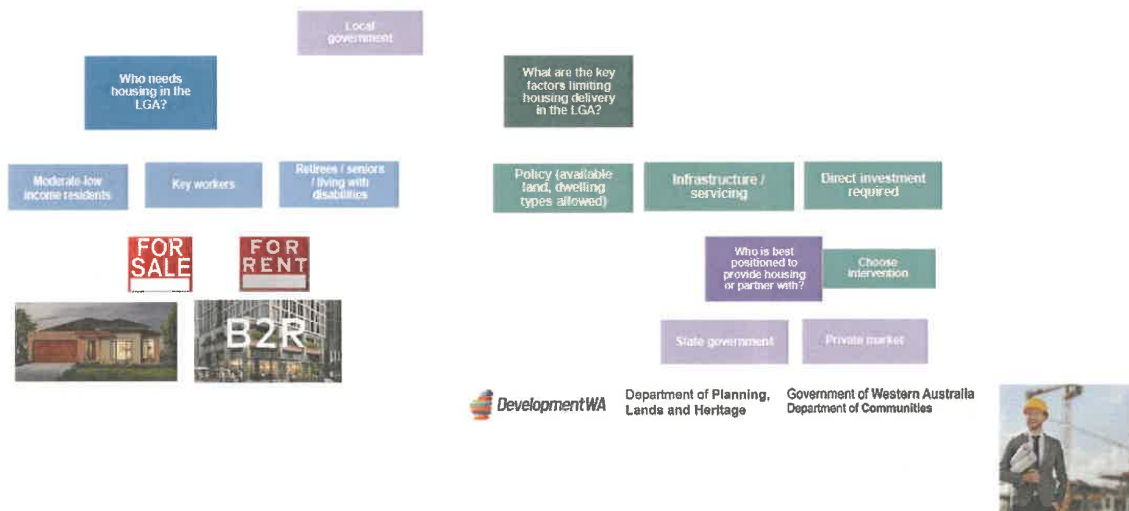
Situation/Issues	Description	First Steps: Local Government's	Next Steps: Regional Actions
<b>Limited new supply</b>	<ul style="list-style-type: none"> <li>Approx. 140 dwellings constructed across region 12-months to June '22.</li> <li>Many local schemes do not permit/limit modular housing and do not define key worker accom.</li> <li>Approval delays?</li> <li>Plenty of zoned land, but servicing an issue.</li> </ul>	<ul style="list-style-type: none"> <li>Identify pinch-points from an application to occupancy perspective. Opportunities to tweak regulatory settings?</li> <li>Adapt planning provisions re modular and key worker accom. (market responsive)</li> <li>Identify servicing constraints.</li> <li>Localised opportunities for innovation.</li> </ul>	<ul style="list-style-type: none"> <li>Economic development &amp; investment attraction.</li> <li>Planning actions to incentivise and facilitate delivery of housing product.</li> <li>Advocacy with WALGA &amp; key State agencies.</li> <li>Targeted KWA and IA initiatives to drive new supply.</li> </ul>
<b>RDAP land development issues</b>	<ul style="list-style-type: none"> <li>Lots not serviced or lacking critical services.</li> <li>Not designed in-line with market preferences.</li> <li>22 RDAP projects across Wheatbelt, 99-lots avail (&gt;50% sold) inadequate servicing.</li> </ul>	<ul style="list-style-type: none"> <li>Identify 'lazy land' and constraints.</li> <li>Approval info for residential &amp; industrial in recent years (market trends).</li> <li>Alignment with forward planning re infrastructure?</li> <li>Economic development incentives?</li> <li>Local preferences, objectives.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence base to inform DevWA operational planning.</li> <li>Targeted projects and funding allocation.</li> <li>Advocacy with partner agencies re services.</li> </ul>
<b>GROH limitations</b>	<ul style="list-style-type: none"> <li>Program shift to new builds.</li> <li>Limited sector interest/capacity to tender.</li> <li>Joint-venture limitations.</li> </ul>	<ul style="list-style-type: none"> <li>Quantify demand, does this fit with GROH projections?</li> <li>LG land that might be leveraged?</li> </ul>	<ul style="list-style-type: none"> <li>Evidence base to inform operational planning.</li> <li>Targeted projects and funding allocation.</li> <li>Advocacy</li> </ul>



**READINESS OF LOCAL PLANNING FRAMEWORK FOR DEVELOPMENT**



**DECISION MAKING** Directing development in-line with **Housing Needs** and **Growth Objectives**



EXAMPLE INTERVENTION OPTIONS	OPTION	DESCRIPTION	INVESTMENT NEEDED	POPULATION BENEFITTED	KEY INVESTMENT PARTNERS	HOUSING DELIVERY TIMEFRAME	POTENTIAL HOMES DELIVERED
Policy Controls	Zone Land	Identify suitable land that can be rezoned for residential land use.	Low	Property developers / buyers Housing providers	Local / State government	Long term	Dependent on amount of land available Potential 50+
	Alternative uses	Allow use of other structures for housing, e.g. granny flats, shed conversions, non-residential buildings.	Moderate	Existing property owners Key workers Moderate-low income residents	Local / State government Construction firms Housing providers	Medium term	Dependent on suitable structures existing Potential 10-20
	Alternative construction methods	Allow use lightweight or pre-fab construction, tiny houses, recycled materials / earthships.	Moderate	Moderate-low income residents FIFO employees Key workers	Local / State government Construction firms Housing providers Local / FIFO employees	Medium term	Dependent on appetite for dwelling type Potential 10-50
	Market opportunities	Existing residential land development-ready is actively promoted for potential buyers / developers.	Low	Property investors Owner occupiers Housing providers	Private market Housing providers	Short term	Dependent on market appetite Potential 10-20
Deliver enabling infrastructure	Extend services / upgrade capacity of utilities	Provide services to housing land / lots where this is limiting development, e.g. water, power, gas, sewer.	High	Property developers / buyers Existing property owners	Local / State government	Medium term	Dependent on land available for development / subdivision Potential 50+
	Upgrade unoccupied dwellings	Existing unoccupied residences are upgraded and made ready for new occupants.	Moderate	Key workers Moderate-low income residents	Local / State government	Short term	Dependent on suitable structures existing Potential 10-20
Direct investment	Outright sale	Sale of land to private developers, housing providers, local employers, or purchase by local government for development.	High	Property developers / buyers	Private market Housing providers Local / FIFO employees	Medium term	Dependent on amount of land available Potential 10-20
	Leasehold	Lease land to private developers / housing providers / local employers on a long-term basis for the purpose of developing housing.	High	Key workers Moderate-low income residents FIFO employees	Private market Housing providers Local / FIFO employees	Medium term	Dependent on amount of land available Potential 10-20
	Joint venture	Undertake a joint venture with a partner organisation to share the cost of developing housing for specific groups of residents, e.g. retirees, key workers, etc.	Moderate	Key workers Moderate-low income residents FIFO employees	Private market Housing providers Local / FIFO employees	Medium term	Dependent on amount of land available Potential 10-20
	Land or land + house supplied by local council	Varying levels of site servicing and construction methods, depending on capacity of Council to deliver and population group targeted.	High	Key workers Moderate-low income residents	Private market Housing providers Local employers	Medium term	Dependent on cost Potential 5-10



CURRENT WORK



Current projects focussed on progressing housing solutions for the region. (Expected completion December 2022)

- **CDP Report:** Gap analysis looking at property market trends and audit of existing housing stock across Dandaragan, Moora, Badgingarra. Report identified types of housing product needed including recommendations for how planning might better cater for new housing.
- **4WD ROC:** Jointly funded consultant report underway looking at needs analysis re key worker housing for Dumbleyung, Woodanilling, West Arthur, Wagin and Williams.
- **WDC-DEVWA:** Edge Planning engaged to prepare case studies and feasibility templates for development of housing across Bruce Rock, Narembeen, Pingelly, Narrogin and Kellerberrin. Also considering industrial.



NEXT STEPS & ADVOCACY



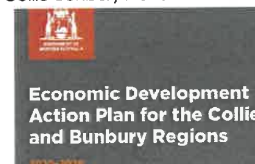
A **Regional Action Plan** approach.

- A series of prioritised actions informed by development feasibility, market analysis, engagement with local government's, key agencies, and industry partners.
- Strategic focus areas aligned with State Government's **Diversify WA** themes.
- Actions will ideally translate into the **corporate business planning** of LG's and operational planning of key agencies.

Strategic Focus Area	Priority Action	Lead	Target Outcome	Performance Indicator

- Value as a regionally integrated commitment to inform funding allocation.
- An important regional **Investment Attraction** tool.

Collie-Bunbury Action Plan example





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**AUDIT & RISK COMMITTEE MEETING MINUTES**

7 SEPTEMBER 2022

**1 DECLARATION OF OPENING**

Cr B Ruthven, Chairperson, declared the meeting open at 2.07pm.

**1.1 ANNOUNCEMENT OF VISITORS**

Nil.

**1.2 RECORD OF ATTENDANCE AND APOLOGIES**Members

Cr B Ruthven	Deputy Shire President (Chair)
Cr R Madacsi	Shire President
Cr P Hart	Councillor (via Zoom)
Cr D Wrench	Councillor (via Zoom)
Mrs H McDonald-Appleby	Community Member (via Zoom)
Mr S Hefferon	Community Member

Staff

Mrs M Rebane	Executive Assistant
Ms T Bateman	Manager Corporate and Community Services
Mrs N Mwale	Finance Coordinator (via Zoom)

Visitors

Nil

Apologies

Cr C Duri	Councillor
Cr S Pearce	Councillor

**1.3 DISCLOSURE OF INTEREST**

The Chairperson advised that no disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting.

**2 MINUTES AND ADDITIONAL INFORMATION****2.1 CONFIRMATION OF MINUTES****2.1.1. Minutes of Meeting held on 1 June 2022**

It was noted that in the June 2022 ARC Minutes, Cr Ruthven was recorded as a visitor and a chairperson.

**AUDIT & RISK COMMITTEE MEETING MINUTES**

7 SEPTEMBER 2022

**OFFICER'S RECOMMENDATION/ARC RESOLUTION NO.  
ARC008/09/22****MOVED** Cr R Madacsi

That the Unconfirmed Minutes of the Audit & Risk Committee Meeting held on 1 June 2022 be confirmed subject to the amendment being made to the Announcement of Visitors to remove Cr Ruthven's name as she was a member attending that meeting.

**MOTION CARRIED 6/0****2.2 REVIEW OF STATUS REPORT****2.2.1 Review of Status Report**

Attachments:	1. Updated Status Report.
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The Status Report was reviewed.

**2.3 INWARD/OUTWARD CORRESPONDENCE**

Nil.

**3 BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)**

Nil.

**4 OFFICER REPORTS****4.1 Legislative Compliance Policy**

Date of Report:	5 August 2022
Applicant or Proponent:	Shire of Toodyay
File Reference:	MAN6/PCY2
Author:	M Rebane – Executive Assistant
Responsible Officer:	T Bateman – Manager Corporate and Community Services
Previously Before Council:	April 2022 OCM
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. Current Legislative Compliance Policy; and 2. REVISED Legislative Compliance Policy.

**AUDIT & RISK COMMITTEE MEETING MINUTES****7 SEPTEMBER 2022****PURPOSE OF THE REPORT**

To consider and make a recommendation to Council in regard to the adoption of the Legislative Compliance Policy (Attachment 1 & 2).

**BACKGROUND**

Council authorised a review of all Shire Policies in February 2022.

The Legislative Compliance Policy was provided to Council as part of their Ordinary Council Meeting Agenda in April 2022. At that meeting Council did not resolve to adopt the REVISED policy however, it did resolve to defer the consideration of the Legislative Compliance Policy to another workshop.

At the April 2022 Council Meeting the Legislative Compliance Policy was deferred to the next Policy Workshop. It was proposed at that time that the policy be presented to the Audit and Risk Committee prior to it coming to Council.

**COMMENTS AND DETAILS**

In relation to the policy being presented:

- Definitions were amended to provide clarification;
- Duplication of text from other documents, legislative clauses, words or phrases, and sub-numbering was removed;
- Legislative references have been included to ensure compliance; and
- Reference Information; Legislation; Associated documents; Version control; and document control information, have been updated.

The approach of having a legislative compliance policy is to enable the Shire to promptly identify issues, manage risk and assure accountability. Effective legislative compliance supports good decision-making and is driven by a compliance culture with controls across key compliance focus areas.

The current policy titled [Legislative Compliance](#) was adopted by Council on 25 November 2014.

References to the following are included:

- Register of Delegations. The previous policy stated that the **Shire** would ensure x, y, and z. The REVISED policy states that the Council will ensure x, y, and z. The Register of Delegations was adopted by Council at its May 2022 Council Meeting.
- Integrity Strategy published by the Public Sector Commission.

Legislative Compliance is achieved by way of Officers being aware of the requirements of the local government; enforced by legislation and ingrained through policy.

A Compliance Calendar is updated and reviewed annually by officers.

Shire Officers access legislation on a regular basis through the [Parliamentary Counsel's Office](#) of the Department of Justice website. The Western Australian Government Gazette is published by the same office as a means of gazetting changes to legislation and Shire Officers then determine whether those changes are incorporated into processes and procedures of the Shire.

The Shire also receives regular circulars on any new or amended legislation from the:

- Department of Local Government, Sport and Cultural Industries;

**AUDIT & RISK COMMITTEE MEETING MINUTES****7 SEPTEMBER 2022**

- Department of Planning, Lands and Heritage; and
- Western Australian Local Government Association (WALGA).

The Shire will obtain advice on matters of legislation and compliance where this is necessary.

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

Advice was sought from the Governance Department of the Western Australian Local Government Association (WALGA).

**Strategic:**

A key point of the Shire's Strategic Community Plan – Toodyay 2028 (SCP) is Governance – the way the Shire leads and operates.

The strategic outcome is that Council will engage with the community and provide good governance on behalf of the Community.

The Governance Framework.

**Policy related:**

The structure of policies presented is in line with Council's Corporate Documents Policy, adopted in November 2021.

**Financial:**

Nil

**Legal and Statutory:**

*Local Government 1995* and various regulations provide the head of power for relevant policies.

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires local governments to carry out a compliance audit for the period 1 January to 31 December in each year. The compliance audit is structured by the Department of Local Government, Sporting and Cultural Industries and relates to key provisions of the Local Government Act 1995.

Regulation 17 of the *Local Government (Audit) Regulations 1996* also requires a review of the appropriateness and effectiveness of systems and procedures in relation to legislative compliance at least once every three financial years and a report to the Audit and Risk Committee on the results of that review.

**Risk related:**

Without the adoption of the policy there is moderate risk to the compliance of the organisation.

**Workforce related:**

The REVISED Policy will be published on the Shire website.

**VOTING REQUIREMENTS**

Simple Majority

**AUDIT & RISK COMMITTEE MEETING MINUTES****7 SEPTEMBER 2022**

Manager Corporate and Community Services advised that Cr Hart queried typographical amendments. A new point was added to the recommendation.

Clarification was sought.

Cr Madacsi moved the Officer's Recommendation.

The motion was put.

**OFFICER'S RECOMMENDATION/ARC RESOLUTION NO. ARC009/09/22**

**MOVED** Cr R Madacsi

That the Audit & Risk Committee recommends to Council the following:

That Council:

1. adopts the REVISED Legislative Compliance Policy (Attachment 2), as amended; and
2. Requests the CEO make typographical amendments where required following the adoption of the policy.

**MOTION CARRIED 6/0**

**Attachments**

- 1 AMENDED Legislative Compliance Policy.

**AUDIT & RISK COMMITTEE MEETING MINUTES**

7 SEPTEMBER 2022

**4.2 Financial Compliance Update**

Date of Report:	2 September 2022
Applicant or Proponent:	N/A
File Reference:	COC2/FIN7
Author:	T Bateman – Manager Corporate and Community Services
Responsible Officer:	S Haslehurst – Chief Executive Officer
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Review
Attachments:	Nil

**PURPOSE OF THE REPORT**

This report provides information regarding the Shire's progress on the Datascape transition, the annual budget and the annual financial audit process.

**BACKGROUND**

Section 6.4(3) of the *Local Government Act 1995* requires a local government to submit to its auditor by 30 September following each financial year;

- (a) the accounts of the local government, balanced up to the last day of the preceding financial year; and
- (b) the annual financial report of the local government for the preceding financial year.

Due to on-going issues with the transition of Datascape, officers applied for an extension to 31 October 2021 to submit the balanced accounts and annual financial report for 2020/21 but were unable to meet the deadline.

At the Audit and Risk Committee meeting held on 9 December 2021, Officers developed an action plan with a view to finalising the 2020/21 annual financials by February 2022. Issues with Datascape continued to arise and a further update was presented to the Committee on 1 June 2022.

Based on the timeline provided at that meeting, it was envisaged that the annual financial audit for the 2020/21 financial year would be completed by the end of September 2022. As planned, the audit fieldwork took place in June, however, could not be completed when it was identified that the opening and closing balances between the 2019/20 and 2020/21 years could not be verified between SynergySoft and Datascape. In addition, the processing and reporting functions in the asset register were incomplete and unreliable. As a result, the auditors postponed completion of the audit while officers referred to Datacom for assistance.

Following the audit visit held 13-17 June 2022, further audit work was scheduled for 25-29 July 2022, but the audit was not finalised. During this time, officers worked on preparation

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of the annual budget without clarity around the year end surplus position for the preceding two financial years.

**COMMENTS AND DETAILS**

Since the initial audit visit, officers have been working almost daily with Datacom to resolve the issues. To date, this has involved identifying errors and determining whether they can be rectified at an adjustment level or a software level. Fixes are generally sent to the development team and returned for testing by the Shire. The turnaround for fixes can be as quick as one day or ongoing for months, as is the case with the mapping for financial reports.

As detailed previously, the preparation of the 2020/21 financials have been an ongoing challenge. Officers continue to liaise with the auditors and the OAG who have now indicated that, due to their commitments to the State Government audits, are unlikely to be available until October 2022. Officers expressed concern around this timeframe considering the 2021/22 financial audit is due for submission to the auditor by 30 September 2022.

**Other impacts to consider**Compliance issues

Until the 2020/21 financials are finalised, the Shire risks non-compliance in the following areas;

- Finalisation of the 2021/22 audit – because the 2021/22 interim and final audit cannot be completed by 30 September 2022 as required, the Shire of Toodyay will need to seek an extension from the Minister. Following discussions with the auditors, and considering their commitments, it is envisaged that a request for extension to 31 March 2023 would be appropriate.
- Timing of the Financial Management Regulation 17 and Audit Regulation 5 Reviews – both of these reviews must be undertaken at least once every three financial years. The last review was conducted inhouse and reported to the Audit and Risk Committee in April 2018. A scope was prepared for this work to be completed by an external consultant in November 2021 however, advice received from Butler Settineri (now named Dry Kirkness) was that a review would not be recommended until the issues with Datascape were rectified. Officers acknowledge that compliance has not been met in this area and are preparing for a review later this year.

It is clear that elements of the transition were flawed, and errors arose potentially from a lack of focus on project management, insufficient understanding of Datascape capabilities and the partial move to Datascape i.e. expenditure processes moved across in 2020/21 and revenue processes, in 2021/22.

Whilst there are a number of improvements still to be made to Datascape around reporting and asset management, Officers consider that once the opening and closing balances are corrected, the reporting of actuals for the 2021/22 year and beyond will not present major difficulties. Officers are confident that Datascape is collecting and storing financial information but acknowledge that further work needs to be done around the presentation of monthly financial reports.

Adoption of the 2022/23 Annual Budget

To date, the Shire awaits Ministerial approval for the proposed mining differential rate. Concern was raised by the Department of Local Government, Sports and Cultural Industries that the Shire adopted its budget without this approval. Had the Shire waited for this approval, it would have been unable to comply with the adoption deadline of 31 August. Officers reported that in the event the new mining rate was not approved by the Minister, a

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budget amendment would be brought to Council for consideration. It appears that due to technicalities of the *Local Government Act*, this process would not satisfy the Minister. Seven weeks have passed since the application was submitted. Officers have requested to meet with the Department to work through this issue and are seeking advice as to the best course of action.

Officers are highly aware of the significant risk the above issues present and are working very hard to resolve these. Officers will keep the Committee and Council abreast of the progress and will bring a report back to the Committee in December 2022.

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

Office of the Auditor-General

Dry Kirkness (formerly Butler Settineri)

Department of Local Government, Sport & Cultural Industries

**Strategic:**

The way the Shire leads and operates:

- 1: Provide accountable and transparent leadership for the community.
- 2: Consistently improve our governance practices.
- 3: Ensure rigorous organisational systems

**Policy related:**

F6 Significant Accounting Policy

**Financial:**

The indicative cost of the 2020/21 audit was based on a cost recovery model. The 2022/23 budget includes \$40,000 to cover this cost.

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

Part 5.54(1) prescribes that the annual report (including the auditor's report) should be accepted by 31 December each year. However, part 5.5.4(2) states that if the auditor's report is not ready, then the annual report should be accepted no later than 2 months after the auditor's report becomes available.

**Risk related:**

Section 7.1A of the Act requires that all local governments establish an audit committee. The audit committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, risk management systems, legislative compliance and the external audit functions. Failure to have an audit committee in place exposes Shire officers and Councillors to significant risk. This report assists in mitigating these risks.



**AUDIT & RISK COMMITTEE MEETING MINUTES****7 SEPTEMBER 2022****Workforce related:**

The transition to Datascope and challenges in preparing the budget and annual financials has had a significant impact on the finance team. A dedicated project manager (who is a certified practicing accountant) continues to focus on the Datascope transition.

**VOTING REQUIREMENTS**

Simple Majority

Clarification was sought.

**OFFICER'S RECOMMENDATION/ARC RESOLUTION NO. ARC010/09/22****MOVED** Cr P Hart

That the Audit & Risk Committee recommends that Council notes the annual financial audit process update as provided in this report to the Audit & Risk Committee.

**MOTION CARRIED 6/0**

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**5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE**

Manager Corporate and Community Services provided an update in regard to grants and payments (The Shire is \$86,000 in front).

Manager Corporate and Community Services provided responses to queries from members as to the financial impacts of the Shire taking on the responsibility for the Toodyay Community Resource Centre.

**6 CONFIRMATION OF NEXT MEETING**

The next meeting of the Audit & Risk Committee is scheduled to be held on 7 December 2022 commencing at 2.00pm.

**7 CLOSURE OF MEETING**

The Chairperson closed the meeting at 2.39pm.

## Shire of Toodyay Policy Manual

**POLICY MANUAL**

<b>POLICY NO</b>	<b>A.20</b>
<b>PROCEDURE SUBJECT</b>	<b>LEGISLATIVE COMPLIANCE POLICY</b>
<b>FILE NUMBER</b>	
<b>ADOPTION DATE</b>	<b>25 NOVEMBER 2014 (Council Resolution No. 344/11/14)</b>
<b>REVIEW DATE</b>	

**OBJECTIVES**

To ensure that the Shire of Toodyay (the Shire) complies with legislative requirements.

**BACKGROUND**

A fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law.

The Shire has an obligation to ensure that legislative requirements are complied with. The community and those working at the Shire have an expectation that the Shire will comply with applicable legislation and that the Shire will take all appropriate measures to ensure that expectation is met.

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires local governments to carry out a compliance audit for the period 1 January to 31 December in each year. The Compliance Audit is structured by the Department of Local Government and Communities (DLGC) and relates to key provisions of the *Local Government Act 1995*.

Regulation 17 of the *Local Government (Audit) Regulations 1996* also requires a review of the appropriateness and effectiveness of systems and procedures in relation to legislative compliance at least once every two calendar years and a report to the Audit Committee on the results of that review.

**POLICY STATEMENT**

The Shire will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the Shire. These processes and structures will aim to:

1. Develop and maintain a system for identifying the legislation that applies to the Shire's activities;
2. Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented;
3. Provide training for relevant staff, Councillors, volunteers and other relevant people within the legislative requirements that affect them;

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4. Provide people with the resources to identify and remain up to date with new legislation;
5. Establish a mechanism for reporting non-compliance;
6. Review accidents, incidents and other situations where there may have been non-compliance; and
7. Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.

## **ROLES & RESPONSIBILITIES**

### **1. Councillors & Committee Members**

Councillors and Committee Members have a responsibility to be aware of and abide by legislation applicable to their role.

### **2. Senior Management**

Senior Management should ensure that directions relating to compliance are clear and unequivocal and that legal requirements which apply to each activity for which they are responsible are identified.

Senior Management should have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their work within their financial capacity to do so.

### **3. Employees**

Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with the legislation.

Employees shall report through their supervisors to Senior Management any areas of non-compliance that they become aware of.

### **4. Implementation of Legislation**

The Shire will have procedures in place to ensure that when legislation changes, steps are taken to ensure that future actions comply with the amended legislation.

## **LEGISLATIVE COMPLIANCE PROCEDURES**

### **1. Identifying Current legislation**

The Shire accesses electronic up to date versions of legislation through the Western Australian State Law Publisher website at [www.slp.wa.gov.au](http://www.slp.wa.gov.au).

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Direct access to this site is provided from the Shire's networked computers.

**2. Identifying New or Amended Legislation**

(a) Western Australian Government Gazette (WAGG)

The Shire receives hard copies of the WAGG which publishes all new or amended legislation applicable to Western Australia. Copies of WAGGs are distributed to Senior Management and other designated staff. It is the responsibility of the CEO and Senior Management to determine whether any gazetted changes to legislation need to be incorporated into processes.

(b) Department of Local Government and Communities (DLGC)

The Shire receives regular circulars from the DLGC on any new or amended legislation. Such advice is received and processed through the Shire's Records Department and is distributed to the CEO and other relevant Officers for implementation.

(c) Department of Planning

The Shire receives Planning Bulletins from the Department of Planning on any new or amended legislation. Such advice is received and processed through the Shire's Records Department and is distributed to the CEO and other relevant Officers for implementation.

(d) Western Australian Local Government Association (WALGA)

The Shire receives regular circulars from WALGA and these Circulars highlight changes in legislation applicable to local government. Such advice is received and processed through the Shire's Records Department and is distributed to the CEO and other relevant Officers for implementation.

**3. Obtaining Advice on Legislative Provisions**

The Shire will obtain advice on matters of legislation and compliance where necessary. Contact can be made with the DLGC, WALGA or the relevant initiating government department for advice.

**4. Informing Council of Legislative Changes**

If appropriate, the CEO will, on receipt of advice of legislative amendments, advise the Council on new or amended legislation.

The Shire's format for all its reports to Council meetings provides that all reports have a section headed 'Statutory Implications' which shall detail

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relevant Sections of any Act, Regulation or other relevant and/or applicable legislation.

**5. Review of Incidents & Complaints of Non-Compliance**

The Shire shall review all incidents and complaints of non-compliance. Such reviews will assess compliance with legislation, standards, policies and procedures that are applicable.

**6. Reporting of Non-Compliance**

All instances of non-compliance shall be reported immediately to the relevant Manager. The Manager shall then determine the appropriate response and then report the matter to the CEO.

The CEO may investigate any reports of significant non-compliance and if necessary, report the non-compliance to the Council and/or the relevant government department.

The CEO will then take all necessary steps to improve compliance systems.

**Adopted by Council Ordinary Meeting of Council 25 November 2014**



## Legislative Compliance

### Introduction

This policy ensures that Council:

- defined as a prescribed public authority under the *Criminal Procedure Act 2004*;
- defined as a public authority under the *Financial Management Act 2006*; and
- defined as an enforcement agency and a public authority under the *Public Health Act 2016*;

will, in performance of its role, ensure that the Shire of Toodyay (the Shire) complies with provisions contained in legislation affecting local government, including Prescribed Acts and subsidiary legislation; supported by operational policies, procedures and processes.

### Objective

Council and the Shire are committed to ensuring that Members, Shire Officers and other workers are informed and conscious of the four key improvement areas within the Integrity Strategy published by the Public Sector Commission; promoting integrity and ethics to help prevent misconduct and corruption.

Members, Shire Officers, and other workers fulfilling their obligations to the Shire through their roles must ensure compliance with all legislation applicable to local government.

### Scope

This policy applies to all Members, Shire Officers, and Workers who work for the Shire.

### Definitions

Term	Definition
CEO	Chief Executive Officer
Council	The local government, responsible for making decisions in formal meetings held under the auspices of Part 5 of the <i>Local Government Act 1995</i> and under the <i>Shire's Standing Orders Local Law 2008</i> .
DPLH	Department of Planning, Lands and Heritage
Executive Managers	Means the Managers defined as Senior Employees that Council resolved (Res. No. OCM026/03/22) to designate in accordance with section 5.37 of the <i>Local Government Act 1995</i> : <ul style="list-style-type: none"> <li>• Manager Corporate and Community Services;</li> <li>• Manager Infrastructure and Assets; and</li> <li>• Manager Development and Regulation.</li> </ul>

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Term	Definition
Member	Means, in relation to a council or committee, a Council Member in the Act; Elected Member; or Councillor; or a member of the committee.
OAG	Office of the Auditor General
PSC	Public Sector Commission
Prescribed Act	<p>Means an Act that is prescribed by the regulations made under the Criminal Procedure Act 2004.</p> <p>Schedule 1A of the <i>Criminal Procedure Regulations 2005</i> (Infringement Notices) provides a list of Prescribed Acts as follows:</p> <ul style="list-style-type: none"> <li>• <i>Associations Incorporation Act 2015</i>;</li> <li>• <i>Biodiversity Conservation Act 2016</i>;</li> <li>• <i>Building Act 2011</i>;</li> <li>• <i>Building and Construction Industry (Security of Payment) Act 2021</i>;</li> <li>• <i>Building Services (Complaint Resolution and Administration) Act 2011</i>;</li> <li>• <i>Building Services (Registration) Act 2011</i>;</li> <li>• <i>Business Names Act 1962</i>;</li> <li>• <i>Charitable Collections Act 1946</i>;</li> <li>• <i>Chattel Securities Act 1987</i>;</li> <li>• <i>Child Care Services Act 2007</i>;</li> <li>• <i>Companies (Co-operative) Act 1943 3</i>;</li> <li>• <i>Co-operative and Provident Societies Act 1903 3</i>;</li> <li>• <i>Credit Act 1984</i>;</li> <li>• <i>Credit (Administration) Act 1984</i>;</li> <li>• <i>Debt Collectors Licensing Act 1964</i>;</li> <li>• <i>Electricity Act 1945</i>;</li> <li>• <i>Emergency Management Act 2005</i>;</li> <li>• <i>Employment Agents Act 1976</i>;</li> <li>• <i>Energy Coordination Act 1994</i>;</li> <li>• <i>Energy Safety Act 2006</i>;</li> </ul>

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Term	Definition
	<ul style="list-style-type: none"> <li>• <i>Fair Trading Act 2010;</i></li> <li>• <i>Gas Standards Act 1972;</i></li> <li>• <i>Health (Miscellaneous Provisions) Act 1911;</i></li> <li>• <i>Health Services Act 2016;</i></li> <li>• <i>Hire-Purchase Act 1959;</i></li> <li>• <i>Juries Act 1957;</i></li> <li>• <i>Land Administration Act 1997;</i></li> <li>• <i>Land Valuers Licensing Act 1978;</i></li> <li>• <i>Limited Partnerships Act 2016;</i></li> <li>• <i>Mining Rehabilitation Fund Act 2012;</i></li> <li>• <i>Public Health Act 2016;</i></li> <li>• <i>Real Estate and Business Agents Act 1978;</i></li> <li>• <i>Residential Parks (Long-stay Tenants) Act 2006;</i></li> <li>• <i>Residential Tenancies Act 1987;</i></li> <li>• <i>Retail Trading Hours Act 1987;</i></li> <li>• <i>Settlement Agents Act 1981;</i></li> <li>• <i>Shipping and Pilotage Act 1967;</i></li> <li>• <i>Street Collections (Regulation) Act 1940;</i></li> <li>• <i>Ticket Scalping Act 2021;</i></li> <li>• <i>Tobacco Products Control Act 2006;</i></li> <li>• <i>Transport (Road Passenger Services) Act 2018;</i></li> <li>• <i>Water Services Act 2012;</i></li> <li>• <i>Western Australian Meat Industry Authority Act 1976.</i></li> </ul>
Shire	the Shire of Toodyay.
Shire Officer	Employee of the Local Government. May also be referred to as Worker in accordance with WHS legislation.
Shire President	means a mayor or president elected by the Council from amongst the councillors.
WALGA	Western Australian Local Government Association
WHS legislation	Work Health and Safety Act 2020.

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Term	Definition
	Work (Health and Safety) General Regulations 2022.
Workers	Means Employees, contractors and volunteers as per the WHS legislation.

### Policy Statement

The Shire will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the Shire. These processes and structures will aim to:

1. Develop and maintain a system for identifying the legislation that applies to the Shire's activities;
2. Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented;
3. Provide training and resources for Members, Shire Officers and Workers whose roles are affected by the impact of relevant legislative provisions to identify and remain up to date with new legislation;
4. Review accidents, incidents and other situations where there may have been non-compliance; and
5. Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.

### 1. Reporting

The Public Sector Commission requires Local Governments to:

- Equal Employment Opportunity annual collection (March/April each year)  
The information is collected to assist entities and the Director of Equal Opportunity in Public Employment (DEOPE) fulfil reporting obligations under Part IX of the *Equal Opportunity Act 1984*.
- Integrity and conduct annual collection (June/July each year)  
The information is collected to assist the Commissioner fulfil annual reporting obligations under the *Public Sector Management Act 1994*, *Public Interest Disclosure Act 2003* (PID Act) and the *Corruption, Crime and Misconduct Act 2003* (CCM Act). Responses also assist principal executive officers to meet their obligation to report annually to the Public Sector Commissioner under section 23 of the PID Act.

The *Local Government Act 1995* enables Western Australian local governments to make local laws considered necessary for the good government of their districts.

Legislation requires local governments to carry out a compliance audit against the requirements of the compliance audit return for the period 1 January to 31 December each year in accordance with r.14 of the *Local Government (Audit) Regulations 1996*. The audit is submitted to the Department Local Government, Sport and Cultural Industries (DLGSC) who monitor and provide advice to assist local governments.

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Regulation 17 of the *Local Government (Audit) Regulations 1996* also requires the CEO of a local government to review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control, and legislative compliance not less than once in every 3 financial years. The CEO is also required to report to the Audit and Risk Committee the results of that review.

## 2. Responsibilities

The Shire shall have systems in place to ensure that Members, Shire Officers and Workers are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their role, within its financial capacity to do so.

Members, Shire Officers and Workers are also to have the onus of being aware of, and abide by, legislation applicable to their role; ensuring that, irrespective of legislative amendments, that they comply with the objectives of this policy.

Executive Managers shall ensure that directions relating to compliance are clear and unequivocal and that legal requirements which apply to each activity for which they are responsible are identified.

## 3. Advice - Legislative Provisions

The Shire will obtain advice on matters of legislation and compliance where necessary.

Contact can be made with the DLGSC; the DPLH; the OAG; the PSC; or any other relevant government department for advice.

Governance advice can also be sought from WALGA.

## 4. Non-compliance

When a Member becomes aware of non-compliance they shall report matters to the Shire President, who will determine the appropriate response and liaise with the CEO regarding the matter.

Where a Shire Officer or Worker becomes aware of non-compliance they shall report matters to their immediate Executive Manager, who will determine the appropriate response and report the matter to the CEO.

The CEO may investigate any reports of significant non-compliance and report to Council and/or the relevant government authority, if required.

Corrective action will be taken through the implementation and improvement of operational procedures and processes, including training.

## Reference Information

- Local Government Compliance Framework (DLGSC) - <https://www.dlgsc.wa.gov.au/local-government/local-governments/compliance-and-governance/local-government-compliance-frameworkc>
- Australian Standard on Compliance Programs (AS 3806-2006) - <https://assets.hcca-info.org/Portals/0/PDFs/Resources/library/AustralianStandards.pdf>.

## Legislation

*Local Government Act 1995*

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- Division 2 – Legislative Functions;
- Division 3 – Executive Functions of local governments;
- Division 4 – Local Government Employees.

*Local Government (Audit) Regulations 1996*

- 9A. CEO to provide documents to Auditor General carrying out financial audit;
- 13. Prescribed statutory requirements for which compliance audit needed (Act s. 7.13(1)(i));
- 14. Compliance audits by local governments;
- 17. CEO to review certain systems and procedures;
- 15. Certified copy of compliance audit return and other documents to be given to Departmental CEO.

**Associated documents**

[Register of Delegations.](#)

**Version control information**

Version No.	Date Issued	Review position	Developed by	Approved by
V1	25/11/14	Policy Adopted	Executive Services	Council
V2	04/05/2022	Revised Policy	Executive Services	


Document control information	
Document Theme	Governance
Document Category	Administration
Document Title	Legislative Compliance
Document ID	ADM20
Document Owner (position title)	Chief Executive Officer
Author (position title)	Executive Services
Date of approval	25 November 2014 (Res. No. 344/11/14)
Approving authority	Council
Access restrictions	Nil
Date Published	To be applied

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Document control information	
Date of last review	25 November 2014 (CRN. 344/11/14)
Date of next review	February 2025
Archived antecedent documents and previous versions	Administration Policy.

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MUSEUM ADVISORY COMMITTEE MEETING MINUTES7 SEPTEMBER 2022**1 DECLARATION OF OPENING**

Cr P Hart, Chairperson, declared the meeting open at 4.01pm.

**1.1 ANNOUNCEMENT OF VISITORS**

Nil.

**1.2 RECORD OF ATTENDANCE AND APOLOGIES**Members

Cr P Hart	Councillor (Chair) (via zoom)
Mrs E Frayne	Community Representative
Ms J Edgecombe	Community Member
Mr B Keens	Community Representative (may be an apology but may - <i>arrived at xxpm</i> )

Staff

Ms T Bateman	Manager Corporate and Community Services
Mrs M Eberle	Museum Curator/ Cultural Heritage Office
Mrs K Hardie	Economic Development Coordinator
Mrs M Rebane	Executive Assistant

Visitors

Nil

Apologies

Mr B Keens	
Cr S McCormick	Councillor
Cr M McKeown	Councillor

**1.3 DISCLOSURE OF INTEREST**

The Chairperson advised that no disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting.

**2 MINUTES AND ADDITIONAL INFORMATION****2.1 CONFIRMATION OF MINUTES****2.1.1 Minutes of Meeting held on 1 June 2022**

OFFICER'S MAC005/09/22	RECOMMENDATION/MAC	RESOLUTION	NO.
<b>MOVED</b>	Mrs E Frayne		
That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 1 June 2022 be confirmed.			
			<b>MOTION CARRIED 4/0</b>

**MUSEUM ADVISORY COMMITTEE MEETING MINUTES****7 SEPTEMBER 2022****2.2 REVIEW OF STATUS REPORT****2.2.1 Review of Status Report**

Attachments:	1. Updated Status Report.
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The Updated Status Report of the MAC Meeting from 1 June 2022 is attached.

**2.3 INWARD/OUTWARD CORRESPONDENCE**

Nil.

**3 BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)**

Nil.

**4 OFFICER REPORTS****4.1 Museum Advisory Committee Update**

Date of Report:	30 August 2022
File Reference:	COC4
Author:	M Eberle – Museum Curator and Cultural Heritage Officer
Responsible Officer:	T Bateman – Manager Corporate and Community Services
Attachments:	<ol style="list-style-type: none"> <li>1. Museum Collection and Conservation Management Policy;</li> <li>2. Museum Interpretation and Exhibition Policy;</li> <li>3. August 2022 Art Collection review summary</li> </ol>

**PURPOSE**

To provide information on current activities involving the Shire Museum and its collections.

**BACKGROUND**

This update follows on from a verbal report presented at the Museum Advisory Committee meeting in June 2022.

**COMMENTS AND DETAILS**

This report is on current activities – no further actions are recommended.

Gnulla Karnany Waangkini (Our Truth Telling) Project

A cultural ceremony to mark the official launch of this project is planned for 8 Sept 2022. Preparations are well underway for this event which will be professionally filmed. Local Aboriginal elders will be attending as well as dignitaries. The event will be held at the Wicklow Shearing Shed and in front of the Newcastle Police Stables. There will be dancing and morning tea for invited guests. An important aspect of the event is planned to be the

MUSEUM ADVISORY COMMITTEE MEETING MINUTES

7 SEPTEMBER 2022

smoking ceremony at the Stables and the Gaol. This will perform the role of healing and cleansing the site.

Ten new information boards about dark history and four updated information boards about Noongar traditional life have been installed at the Newcastle Gaol Museum. Two updated information boards have been installed at Connor's Mill. When this report was prepared, there were more information boards being prepared for installation at the Wicklow Shearing Shed, at a former camping place by the Avon River in the township, at the Information Bay and at the front of the Gaol. It is hoped this will be completed in time for the cultural ceremony.

This project has come to the attention of the organisers of the 2022 WALGA Aboriginal Engagement and Reconciliation Forum being held on 5<sup>th</sup> October. The theme this year is Kanan-Dhabagard-Wabiriny (Truth-Justice-Healing) and the Shire and the Noongar Kaardijin Aboriginal Corporation have been invited to make a presentation at the event.

Collections

- Transcriptions
  - Toodyay Police Station Occurrence Book 1860-1861 – initial draft of transcription is continuing with the help of volunteers, completed up to October 1861.
- New uploads to the Collections WA website of information about our museum collection are continuing. A number of queries have been received recently from people who are following up their research from our online records.
  - 1,662 records now created
  - New collection category created titled "Commemorative".

Displays

- Two more existing signs located in cell displays about Growing up in Toodyay and Trades are being upgraded from foam core to aluminium with vinyl overlay. The text is also being updated to also include information about Noongar experiences in these areas.

Promotion

- Toodyay Herald - regular promotion of the Shire's photographic collection on p.4
- Social media - the Newcastle Gaol Facebook Page has been reactivated and the Toodyay Museums Facebook Group continues to grow and now has 621 members (compared with 565 members on 17 May 2022).
- The Getaway program about the Avon Valley (filmed in May) was finally broadcast on 15<sup>th</sup> August and featured a short segment about the Newcastle Gaol.

Public programs / public engagement

- During the July school holidays the Newcastle Gaol Museum and the Toodyay Visitors Centre partnered with the promotion of the Geocaching Trail around the Toodyay Tourist Precinct. There are 8 caches to be found, two of which are located at Connor's Mill and the Newcastle Gaol Museum site. Prizes were offered to those who attempted the trail.



MUSEUM ADVISORY COMMITTEE MEETING MINUTES7 SEPTEMBER 2022Volunteers

A new front-of-house volunteer, Wendy, will be commencing duty at the Gaol on Tuesdays from next week. This will enable us, with present volunteer staffing levels, to cover every day, except one.

Policy review

The following policies relating to the management of the museum are due for review.

- 0.4 Museum Collection and Conservation Management
- 0.3 Museum Interpretation and Exhibition

It is proposed that this committee undertake a workshop, at a date to be set at this meeting, to review these policies. The policies are attached to this report. Following the workshop, a report to Council with recommendations will be made.

Art Collection

A review of the Shire of Toodyay's art collection has been undertaken following professional photography of the artworks. A summary is attached to this report. It is proposed that this committee undertake a workshop, at a date to be set at this meeting, to consider options regarding the management of the art collection in the future. Following the workshop, a report to Council with recommendations will be made.

Note: Information about the art collection has been added to the museum database (named Mosaic) to facilitate its more efficient management in the future. The Museum Collection and Conservation Management Policy, however, does not currently include modern artworks as a collection category.

Museum Curator/ Cultural Heritage Officer provided an update on the work involved with the celebration scheduled for tomorrow. Clarification was sought in regard to attendees.

**OFFICER'S RECOMMENDATION/MAC RESOLUTION NO. MAC006/09/22****MOVED** Ms J Edgecombe

That the Museum Advisory Committee recommends to Council the following:

That Council receives the Museum update report on current Activities – Shire Museum and its Collections.

**MOTION CARRIED 3/0**

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**MUSEUM ADVISORY COMMITTEE MEETING MINUTES****7 SEPTEMBER 2022****5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE**

Clarification was sought in regard to the following:

- **Procedural Manual for Collection Management:** It was advised that the only collections management document for the museum is the Collections Management Policy attached to the MAC report. There are 20 documents relating to collection management that Margie will forward to members.
- **The Museum Strategy document:** is on the Shire's website here: <https://www.toodyay.wa.gov.au/documents/18/museum-5-year-strategy>
- **The overdue review date of the policies for Museum Interpretation and Collection:** these are currently in the old format and were last reviewed in 2019 and 2017 respectively. The review date is an anomaly. The section in the policy for review should either be removed, or if left there, the document table should reflect that. In any case, once the policies are revised and put into the new format in accordance with the Corporate Documents Policy, any issue will be rectified.

**Action:** in person Museum workshop session to be arranged for *Review of the Art Collection, the Museum Strategy, and Review of the two Museum Interpretation and Collection policies* for 13 Oct 2022 at 9.00am to 11.00am. Discussion to be had before workshop and points to be raised at the workshop for further consideration.

**6 CONFIRMATION OF NEXT MEETING**

The next meeting of the Museum Advisory Committee is scheduled to be held on 7 December 2022 commencing at 4.00pm.

**7 CLOSURE OF MEETING**

The Chairperson closed the meeting at 4.38pm.