

Ordinary Council Meeting

24 May 2023

Minutes

To: The President and Councillors.

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

A handwritten signature in blue 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

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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 1 June 2023.

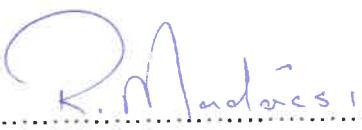


Suzie Haslehurst

CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 28 June 2023.

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 R Madacsi, 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
Cr B Ruthven	Deputy Shire President
Cr C Duri	Councillor
Cr P Hart	Councillor
Cr S McCormick	Councillor
Cr M McKeown	Councillor
Cr S Pearce	Councillor
Cr D Wrench	Councillor (<i>via zoom</i>)

Staff

Ms S Haslehurst	Chief Executive Officer
Ms T Bateman	Manager Corporate and Community Services
Ms S Schafers	Governance Officer
Mrs N Mwale	Finance Coordinator
Mrs M Rebane	Executive Assistant

Visitors

C Jean
R Pearce
P Ruthven
M Sinclair-Jones
D Andrijich
B Foley

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil

2.3 APPLICATIONS FOR LEAVE OF ABSENCE

2.3.1 Cr Ruthven's Application for leave of absence

Cr Ruthven requested to be granted Approved Leave of Absence from 30 June 2023 to 14 July 2023 inclusive.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM090/05/23

MOVED Cr S Pearce

SECONDED Cr C Duri

That the Application for Leave of Absence by Cr Ruthven from 30 June 2023 to 14 July 2023 inclusive be granted.

MOTION CARRIED 8/0

2.3.2 Cr Madacsi's Application for leave of absence

Cr Madacsi requested to be granted Approved Leave of Absence from 12 June 2023 to 25 June 2023 inclusive to attend the ALGA National General Assembly in Canberra and the National Feral Pig Conference in Cairns.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM091/05/23

MOVED Cr C Duri

SECONDED Cr P Hart

That the Application for Leave of Absence by Cr Madacsi from 12 June 2023 to 25 June 2023 inclusive be granted.

MOTION CARRIED 8/0

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

4.2.1 MR FOLEY - QUESTIONS

Question 1

Telegraph Rd to Bindi-Bindi Toodyay Road (From Connor St) SLK 0.00 - 3.00 had a budget cost of \$ 1,016,856.00. Is there a final cost of this road project? If not a final cost what is the cost to date?; and What is the expected final cost?

Manager Infrastructure and Assets response:

The Bindi-Bindi Toodyay Road upgrade (SLK 0.00-3.00) is a fully funded project under the Federal Black Spot program. This project was completed on budget.

Question 2

Why has this updated section of road not been fitted with Motorcyclist Protection Barriers? I have noted that all the upgraded sections of Toodyay Road have these barriers in place. Toodyay Road along with Toodyay Bindi Bindi Road and Dewars Pool Road are extremely popular routes for hundreds of motor cyclists, so why would the Toodyay Shire put these visitors in a higher danger than is necessary?

Manager Infrastructure and Assets response:

There is no legal requirement to have motorcyclist rails installed. Additional safety measures can be considered when additional funding is available.

Question 3

I submitted a works request on the condition of the Bindoon Dewars Pool Road approximately 2 to 3 months ago. I have not received an acknowledgement or response from the Infrastructure and Assets Department. My request was for the repair of potholes and edge breakaways. Why have I not received any communication?

Manager Infrastructure and Assets response:

The infrastructure department has not received a works request for the repair of potholes and edge breaks at Bindoon Dewars Pool Road.

However, we will send out our road maintenance team in the coming days to carry out repairs as required.

Question 4

There are at least sixty dangerous spots (30 per side), along Bindoon Dewars Pool Road. There is evidence where trucks and other vehicles have deliberately driven off onto the gravel edge to avoid running into a pothole. This has happened to me driving our motor home when an oncoming wider vehicle moves to the centre to avoid a hole. I know the Shire has been attempting for years to obtain funds to upgrade this road. Would it be possible for the Shire in the interim to repair all dangerous edges?

Manager Infrastructure and Assets response:

As mentioned above, we will send out our road maintenance team in the coming days to carry out repairs as required.

Question 5

I have recently driven Julimar road, and the same conditions are starting to appear along the edges of this road. Will the Shire repair this also?

Manager Infrastructure and Assets response:

In the financial year 2022/23 the Shire has implemented a 3-year edge repair program for Julimar Road. The first year included Julimar Road edge repairs between Plunkett and Keating Roads. This program will continue until the budget allocation for each financial year is exhausted.

Question 6

DBCA recently completed Hazard Reduction burns along Julimar and Bindoon Dewars Pool Road. The Julimar burn was anything like a cool burn, from the view along the road

the tree crowns are burnt; Bindoon Dewars Pool Road are not burnt but, in both cases, you do not see any evidence of mosaic burns. As you know these areas house many endangered species of wildlife. Will the Shire contact DBCA and express our dismay at how these burns were conducted?

CESM response:

No, as this is the responsibility of the DBCA. The Shire has no jurisdiction. I am unaware of there being any Shire programs impacted related to concerns raised. Concerned parties should communicate directly with DBCA.

Question 7

The State Government are conducting a review of the Cat Act in 2024. If they change the Act which will allow local governments to change their Local laws will the timelines imposed (page 35) on the Shire allow for inclusion? Depending on the State Governments timing, my question may not be relevant as it may not be gazetted until 2025. If this is the timing, Will the Shire conduct a change in the Local Cat Law as a matter of importance., once it is knowing of the changes?

CEO response

The CAT local law will be reviewed as part of the review that Council is considering at the moment. Any changes that the community has raised or Council raises can be incorporated then and if and when new legislation comes in, our local law would need to be amended.

Question 8

What can Council consider in future for management of corellas and other feral animals or pests?

Shire President response:

That is a conversation for Council to have when considering budget considerations. If feasible at the time it will be a Council decision. AROC has been undertaking some work in this area, and had paid for and received a report on Corella Management. At this point in time this is still being considered. There is a lot of difficulty in corella management including coordination of a program across the region.

5 CONFIRMATION OF MINUTES**5.1 Ordinary Meeting of Council held on 26 April 2023**

Cr Pearce moved the Officer's Recommendation as follows:

That the Unconfirmed Minutes of the Ordinary Council Meeting held on 26 April 2023 be confirmed.

Cr Duri seconded the motion.

Cr McKeown objected to the motion.

The Executive Assistant tabled a document at 1.15pm providing an Amended Officer's Recommendation.

Clarification was sought.

Debate commenced.

The motion was put.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO.
OCM092/05/23**

MOVED Cr S Pearce

SECONDED Cr C Duri

That the Unconfirmed Minutes of the Ordinary Council Meeting held on 26 April 2023 be confirmed.

MOTION LOST 0/8

Attachments

- 1 Amended Officer's Recommendation for Confirmation of meeting minutes for the Ordinary Council Meeting held on 26 April 2023.

Cr McKeown moved the Amended Officer's Recommendation as follows:

That the Unconfirmed Minutes of the Ordinary Council Meeting held on 26 April 2023 be confirmed subject to amendments as follows:

- (a) The words "Amendment Motion" in Council Resolution No. OCM084/04/23 be changed to read "Alternate motion"**

Cr Pearce seconded the motion.

Cr McKeown objected to the motion.

Cr McKeown moved an amendment to the motion as follows:

- 1. That a new point (a) be added to read:**
 - (a) On page 64 of the draft minutes the words "Cr Pearce moved an alternate motion as follows" be changed to "Cr Pearce read an alternate motion as follows".**
- 2. That Point (a) now becomes point (b).**
- 3. That a new point (c) be added to read:**
 - (c) The words "MOVED: Cr S Pearce" be changed to "NOT MOVED"**

Cr McCormick seconded the amendment.

Debate commenced on the amendment.

The amendment was put.

AMENDMENT/COUNCIL RESOLUTION NO. OCM093/05/23

MOVED Cr M McKeown

SECONDED Cr S McCormick

1. That a new point (a) be added to read:
 - (a) On page 64 of the draft minutes the words "Cr Pearce moved an alternate motion as follows" be changed to "Cr Pearce read an alternate motion as follows".
2. That Point (a) now becomes point (b).
3. That a new point (c) be added to read:
 - (c) The words "MOVED: Cr S Pearce" be changed to "NOT MOVED"

Voted For: Crs S McCormick and M McKeown

Voted Against: Crs R Madacsi, B Ruthven, C Duri, P Hart, S Pearce and D Wrench

AMENDMENT LOST 2/6

Debate ensued.

The motion was put.

AMENDED OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM094/05/23**MOVED** Cr M McKeown**SECONDED** Cr S Pearce

That the Unconfirmed Minutes of the Ordinary Council Meeting held on 26 April 2023 be confirmed subject to amendments as follows:

- (a) The words "Amendment Motion" in Council Resolution No. OCM084/04/23 be changed to read "Alternate motion"

Voted For: Crs R Madacsi, B Ruthven, C Duri, P Hart, S Pearce and D Wrench

Voted Against: Crs S McCormick and M McKeown

MOTION CARRIED 6/2**5.2 Agenda Briefing held on 17 May 2023****OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM095/05/23****MOVED** Cr B Ruthven**SECONDED** Cr C Duri

That the Notes of the Agenda Briefing held on 17 May 2023 be received.

MOTION CARRIED 8/0**Attachments**

- 1 Agenda Briefing Notes - 17 May 2023

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)**7.1 Confirmation of Minutes - 29 March 2023**

Date of Report:	28 April 2023
Applicant or Proponent:	Shire of Toodyay
File Reference:	MTG8
Author:	M Rebane – Executive Assistant
Responsible Officer:	S Haslehurst – Chief Executive Officer
Previously Before Council:	26 April 2023
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. Unconfirmed Minutes of Special Council Meeting held on 29 March 2023, as amended. ⇒

PURPOSE OF THE REPORT

To consider confirmation of Minutes from the Special Meeting held on 29 March 2023 that have been amended (**Attachment 1**).

BACKGROUND

At the April 2023 Ordinary Council Meeting (OCM) Council resolved as follows:

That the Unconfirmed Minutes of the Special Council Meeting held on 29 March 2023 be brought back to Council for confirmation at the May 2023 Ordinary Council Meeting.

COMMENTS AND DETAILS

Firstly, this report has been included as *business left over from the previous meeting*, despite the matter not having been “adjourned” through debate. As the matter was deferred to the May 2023 OCM, requiring the provision of an Officer's Report, it is being included in this section to consider before consideration of the reports in Section 9 of the Agenda.

At the April 2023 Ordinary Council Meeting the following Officer's Recommendation was included in the agenda:

That the Unconfirmed Minutes of the Special Council Meeting held on 29 March 2023 be confirmed subject to formatting changes being made in addition to amendments as follows:

- (a) *Cr Hart to be included as a seconder in Council Resolution No. SCM063/03/23 in accordance with the notice of revocation completed at that meeting that will also be included as a tabled attachment to the minutes of the meeting;*
- (b) *The numbering of the resolutions be amended to include a resolution number for the amendment motion that was carried to include a tenth point (i.e.*

SCM064/03/23); and the current resolution no. SCM064/03/23 being renumbered to SCM065/03/23.

Cr McKeown objected to the motion and provided reasons for his objection which are contained in the table below accompanied by Officer comments following a detailed review of the livestream recording and transcript of the meeting.

No.	Cr McKeown's objection points	Comment following detailed review of the livestream recording of the meeting
(i)	RE: amendment (a) in so far as Cr Hart did not second resolution 063/03/23 at the meeting;	<p><i>At 15.04.43pm, the Shire President advised Cr McKeown, who had objected to the motion, that the motion had been moved by Cr Madacsi (mover) and seconded by Cr Pearce (1st seconder) and also by the 2nd seconder Cr Hart.</i></p> <p><i>Regulation 10 of the Local Government (Administration) Regulations 1996 states:</i></p> <p>10. Revoking or changing decisions (Act s. 5.25(1)(e))</p> <p><i>(1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —</i></p> <p><i>(a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or</i></p> <p><i>(b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee,</i></p> <p><i>inclusive of the mover.</i></p> <p><i>The published version of the unconfirmed minutes contained written confirmation of mover and seconders of the motion.</i></p>
(ii)	RE: amendment (a) the notice of revocation was not completed at the meeting;	<p><i>The Shire President, as Presiding Member had indicated the following:</i></p> <p><i>The Presiding Member moved the Officer's Recommendation as follows:</i></p> <p><i>That Council revokes the Council Resolution No. 209/10/21 of 26 October 2021.</i></p> <p><i>This resolved that Council:</i></p> <p><i>1. Defers the adoption of the Local Planning Scheme No 5 until a review of the local planning strategy is completed in 2022; and</i></p>

No.	Cr McKeown's objection points	Comment following detailed review of the livestream recording of the meeting
		<p>2. Requests the CEO to bring a plan and timeline to Council regarding a review of the Shire of Toodyay Local Planning Strategy and Local Planning Scheme No 5 by December 2021.</p> <p><i>The Presiding Member stated that in accordance with Part 15 of the Shire of Toodyay Standing Orders 2008 and Regulation 10(1) of the Local Government (Administration) Regulations 1996 the recommendation was supported in writing by a third of the Councillors for the revocation to be considered at the meeting.</i></p> <p><i>The three (3) Councillors who supported in writing, the motion to revoke resolution 209/10/21 were:</i></p> <ol style="list-style-type: none"> <i>1. Cr Madacsi (mover);</i> <i>2. Cr Pearce (1st seconder); and</i> <i>3. Cr Hart (2nd seconder).</i>
(iii)	<p>RE: SCM063/03/23 the minutes record that this resolution moved by Cr Madacsi and seconded by Cr Pearce but no Councillor actually moved the resolution at the meeting and no Councillor actually seconded the resolution at the meeting.</p>	<p><i>See above.</i></p> <p><i>At 15.02pm the Presiding Member informed the people present at the meeting of the motion to revoke being changed and she advised that she had moved the motion and there were two other Councillors who seconded it. The Presiding Member asked for objections at 15.03pm.</i></p> <p><i>The Presiding Member pointed out as the mover that the requirement to revoke the motion of 2021 was necessary as it was worded in part that Council would receive the amended Strategic Community Plan (SCP) prior to adoption of LPS5. That has not occurred, so the motion needed to be revoked. The Manager Development and Regulation clarified that it was not the SCP but instead it was the local planning strategy.</i></p> <p><i>At 15.04.35pm the Presiding Member advised Cr McKeown that "we already have two seconders".</i></p>
(iv)	<p>RE: SCM064/03/23 now to be renumbered the minutes record that the motion was moved by Cr Pearce and seconded by Cr Hart but no Councillor seconded the motion at the meeting.</p>	<p><i>Recommendation No. 064/03/23 needs to be renumbered 065/03/23 because at 15.41pm, Cr McKeown moved an amendment and Cr Hart seconded the amendment, as written below:</i></p> <p><i>Cr McKeown moved an amendment to the motion as follows:</i></p>

No.	Cr McKeown's objection points	Comment following detailed review of the livestream recording of the meeting
		<p><i>That a Point 10 be added to the motion to read as follows:</i></p> <p><i>10. Requests the CEO modify the schedule of submissions; and to change the columns referring to Council Comments and Recommendations to read "Officer Comments and Recommendations."</i></p> <p><i>Cr Hart seconded the amendment.</i></p> <p><i>The amendment was voted on and it requires a Council resolution because it was voted on. This is why it will become Res No. 064/03/23.</i></p> <p><i>In the May 2023 Council Meeting it will be important to also amend, with the giving of a resolution number, the fact that Cr Hart seconded that amendment.</i></p>
(v)	<p>The minutes do not record that the President did not ask for a seconder to the resolution</p>	<p><i>The Local Government (Administration) Regulations 1996 (r11. Minutes, content of (Act s. 5.25(1)(f)) do not require that the content of the minutes is to record the Presiding Member asking the question of whether there is a seconder to the motion moved. The minute taker should record if a motion has been seconded and by whom it has been seconded, but the question in itself is not minuted.</i></p> <p><i>At 15.40pm the Presiding Member advised Cr McKeown that Cr Hart had seconded the substantive motion prior to Cr McKeown querying the amendment – yet Cr McKeown is correct.</i></p> <p><i>Cr Hart had not seconded the motion that Cr Pearce had moved. However, at 15.41pm, the Presiding Member gave Cr Hart, as the seconder, the right of reply. At 15.46pm Cr Hart advised he was given the right of reply as seconder, because he seconded the motion that Cr Pearce had moved.</i></p> <p><i>The revised minutes are a true reflection given that Cr Hart believed he was the seconder of the substantive motion that Cr Pearce had moved.</i></p>
(vi)	<p>The minutes do not record that the President did not ask whether there were any objections to the resolution.</p>	<p><i>The Local Government (Administration) Regulations 1996 (r11. Minutes, content of (Act s. 5.25(1)(f)) do not require that the content of the minutes is to record the question the Presiding Member asks in terms of whether there are objections to the resolution.</i></p>

No.	Cr McKeown's objection points	Comment following detailed review of the livestream recording of the meeting
		<p><i>At 15.32pm the Presiding Member asked for a mover and Cr Pearce moved it.</i></p> <p><i>At 15.33pm the Presiding Member asked for questions or clarifications.</i></p> <p><i>At 15.41pm the Presiding Member asked for people to speak for and against the motion – which means that they were in debate of the motion so the wording “Debate commenced and Debate continued” needs to be put into the minutes.</i></p> <p><i>Further, when Cr McKeown queried whether there were any objections to the motion that Cr Pearce had moved, the Presiding Member stated that Cr McKeown had in fact objected to it; and the Presiding Member did not say why but the minutes reflect that Cr McKeown objected to it, which is why Cr McKeown made the inclusion of the amendment to it.</i></p>
(vii)	The minutes do not record that Cr Pearce, who moved the resolution, was not asked to speak to the resolution.	<p><i>The Local Government (Administration) Regulations 1996 (r11. Minutes, content of (Act s. 5.25(1)(f)) do not require that the content of the minutes is to record debate, or when a Councillor is asked to speak to a resolution. However, procedurally the minutes have contained the phrases below to delineate when debate on a matter commences, and if it gets interrupted by clarification, the phrases below are used:</i></p> <ul style="list-style-type: none"> <i>• Debate commenced.</i> <i>• Debate continued.</i> <i>• Debate recommenced.</i> <p><i>The revised minutes contain the above phrases, to delineate when debate commenced and when the motion was put, as procedurally it is important to include these phrases in the chronological order of the meeting that was held.</i></p>

The unconfirmed minutes, as amended, are presented to Council for confirmation.

IMPLICATIONS TO CONSIDER

Consultative:

Nil

Strategic:

Nil

Policy related:

Nil

Financial:

Nil

Legal and Statutory:

Standing Orders Local Law 2008 – Clauses 12.4(4) and 13.4.

The keeping and confirmation of minutes are dealt with in Sections 5.22 and 5.25 of the *Local Government Act 1995*.

The content of minutes is dealt with in Regulation 11 of the *Local Government (Administration) Regulations 1996*.

Risk related:

As a matter of procedure, the minutes are needed to be confirmed before they can be bound together and kept in the strong room of the Shire Administration Office.

The risk level is Low (2) in terms of any risks of non-compliance if Council chooses to defer once again the confirmation of these minutes. This report mitigates the risk.

Workforce related:

This report took several hours for an Officer to prepare. This included the time it took to listen to the live-stream recording and make notes of the occurrences of conversation at the Special Council Meeting held on 29 March 2023, write the report, and further discussion of the report at the Agenda Settlement. When the minutes are confirmed, the Officer will upload the confirmed version of the minutes to the Shire website and the Council Hub.

VOTING REQUIREMENTS

Simple Majority

Cr Ruthven moved the Officer's recommendation as follows:

That the Unconfirmed Minutes of the Special Council Meeting held on 29 March 2023 be confirmed, as amended (Attachment 1)

Clarification was sought.

Cr Pearce seconded the motion.

Debate commenced.

Cr Pearce moved an amendment to the motion as follows:

That the words "subject to the minutes being amended at SCM065/03/23 to reflect that Cr Hart did not second the motion" be included following the words "as amended"

Cr Duri seconded the amendment.

Further clarification was sought.

The amendment was put.

AMENDMENT/COUNCIL RESOLUTION NO. OCM096/05/23**MOVED** Cr S Pearce**SECONDED** Cr C Duri

That the words “subject to the minutes being amended at SCM065/03/23 to reflect that Cr Hart did not second the motion” be included following the words “as amended”

AMENDMENT CARRIED 8/0

The substantive motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM097/05/23**MOVED** Cr B Ruthven**SECONDED** Cr S Pearce

That the Unconfirmed Minutes of the Special Council Meeting held on 29 March 2023 be confirmed, as amended (**Attachment 1**) subject to the minutes being amended at SCM065/03/23 to reflect that Cr Hart did not second the motion. .

MOTION CARRIED 8/0

8 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

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

It is a pleasure to announce the *Gnulla Karnany Waangkiny* (our Truth Telling) project was the National Indigenous Project Award winner for the 2023 Australian Museum and Art Galleries Association Awards. Congratulations to all involved for an outstanding achievement.

Congratulations also to Frank Vinton who has secured funding through the Stronger Communities Program as part of his school project for basketball back boards for Morangup. Well done, Frank.

Recent difficulties with burn notices during the shoulder season have been discussed in a Shire meeting with farmers and DFES. Toodyay falls within the Swan Inland North fire district because of the quantity of native vegetation whereas surrounding shires are under the Avon fire district. The fire districts determine the Total Fire Ban. DFES recognises that the new Australian Fire Danger Rating System (AFDRS) requires further work. Total Fire bans do not stop harvest movements, only burning. Total Fire Bans are not negotiable but burn notices can be issued according to local conditions.

Shire President's Activities from 26 April to 24 March 2023

- President/CEO Operational Briefings 2/5, 9/5, 16/5, 23/5.
- 2/5 Meeting - State Council Deputy President Cr. Kelly
- Budget Workshop 2/7
- 3/5 Meeting – Environment Advisory Committee
- 5/5 Meeting – Rangers re biosecurity
- 6/5 Event – Open Moondyne Festival
- 8/5 Meeting – Avon Region of Councils
- 9/5 Meeting – RAP Photoshoot
- Seminar – Polyphagus Shothole Borer
- Meeting – Clublinks
- 10/5 Budget Workshop 3/7
- 15/5 Interview – ABC Radio
- 16/5 Meeting – Wheatbelt Secondary Freight Network
- 17/5 Meeting – Agenda Briefing & Concept Forum
- 18/5 Seminar – State Government Climate Information Session
- Workshop – Strategic Council Plan
- 22/5 Meeting – DFES and Toodyay Agricultural Alliance
- 24/5 Meeting – Ordinary Council Meeting

9 OFFICER REPORTS

9.1 DEVELOPMENT AND REGULATION

9.1.1 Draft Local Planning Policy - Extractive Industries

Date of Report:	8 May 2023
Applicant or Proponent:	Shire of Toodyay
File Reference:	PLA1
Author:	H de Vos – Manager Development and Regulation
Responsible Officer:	H de Vos – Manager Development and Regulation
Previously Before Council:	Item 9.1.2 – 22 March 2023
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. Draft Local Planning Policy - Extractive Industries and Waste Disposal. ↔

The Shire President advised at the Agenda Briefing that this report would be withdrawn from the Minutes of the May 2023 Ordinary Council Meeting.

9.1.2 Draft Local Planning Policy - Development in Extracts Industrial Area.

Date of Report:	8 May 2023
Applicant or Proponent:	Shire of Toodyay
File Reference:	PLA1
Author:	T Prater – Planning and Compliance Officer
Responsible Officer:	H de Vos – Manager Development and Regulation
Previously Before Council:	13 May 2010
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> 1. CURRENT - LPP. 17 - Development in Extracts Industrial Area; and ⇒ 2. DRAFT - LPP - Development in Extracts Industrial Area. ⇒

PURPOSE OF THE REPORT

To review the Draft *Local Planning Policy – Development in Extracts Industrial Area* with a view to adopt for formal advertising.

BACKGROUND

Council resolved to undertake a comprehensive review of Shire policies in February 2022. This draft Local Planning Policy (LPP) has been developed as part of that review. The existing *LPP.17 – Development in Extracts Industrial Area* was last reviewed by the Council on 13 May 2010 (**Attachment 1**).

COMMENTS AND DETAILS

Officers have researched a range of local policies from a number of local government authorities to determine good policy examples. This revised policy has been developed using the best elements of these. This LPP will now be known as *Local Planning Policy – Development in Extracts Industrial Area* (**Attachment 2**).

Key Changes

- Update to new Local Planning Policy document style and format.
- Update to reflect Schedule 2 of the *Planning and Development (Local Planning Schemes Regulations 2015)*.
- Additional condition related to Landscaping - use of feral of pest plants not permitted.
- Minor spelling, grammatical and formatting amendments.
- Update of definitions.

IMPLICATIONS TO CONSIDER

Consultative:

Local Planning Policies Clause 4(1)-(3) of Schedule 2, Part 2, Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* outlines the statutory requirement and process for the advertising of Local Planning Policies.

If the local government resolves to create or amend a local planning policy, in accordance with the Regulations, the local government must, unless the WAPC otherwise agrees, advertise the proposed policy. Advertising of Local Planning Policies must be for a period of not less than twenty-one (21) days.

The policy was made available to Councillors via the Teams environment before being discussed at the Council Workshop in May 2023, attended by five elected members.

Strategic:

Shire of Toodyay Community Strategic Plan – Toodyay 2028

Objective 1: Provide accountable and transparent leadership for the community

Objective 2: Consistently improve our governance practices

Policy related:

Local Planning Policy No. 21 – Landscaping Plans

This policy was last reviewed in 2012. At a very basic level, the current policy is inconsistent with the planning framework – for example, it does not reference the *Planning and Development (Local Planning Schemes) Regulations 2015* – (the deemed provisions) and therefore any future iteration of the policy will need to address these factors.

Financial:

It is a requirement that Local Planning Policies undergo a formal advertising process which includes publication in a locally circulating newspaper. This cost to the Shire is approximately \$250 for the advertisement and has been provided for in the Shire's adopted budget.

Legal and Statutory:

Planning and Development Act 2005

Part 5 – Local Planning Schemes

Planning and Development (Local Planning Schemes) Regulations 2015

Local Planning Policies

Division 2 of Schedule 2 ('the deemed provisions') provides the statutory basis for local planning policies and outlines the procedure for making, amending, and revoking local planning policies.

Local planning policies are guidelines used to assist the local government in making decisions under the local planning scheme. Although local planning policies are not part of the local planning scheme, they must be consistent with, and cannot vary, the intent of the scheme provisions, including the R-Codes, unless otherwise permitted by the R-Codes and/or approved by the WAPC.

A local planning policy is not part of the local planning scheme and does not bind the local government in respect of any application for development approval, however, the local

government is to have due regard to the provisions of the policy and the objectives which the policy is designed to achieve before making its determination.

Risk related:

Reputational

It is a role of Council to review policies. Regular reviews of policies result in contemporary documents reflecting the current needs of the community and consistency with the State Planning Framework.

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

Workforce related:

Reviews of this nature place additional, yet necessary additional demands on workforce time and resources. However, a benefit of successful and regular reviews of policies will ensure the Shire is operating as efficiently as possible by aligning these documents with the prevailing community expectations and state government frameworks of the day. This ultimately will reduce the burden on the workforce moving forward.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM098/05/23

MOVED Cr P Hart

SECONDED Cr S Pearce

1. Adopts the draft *Local Planning Policy – Development in Extracts Industrial Area* as per Attachment 2 for the purpose of public advertising in accordance with the procedures set out in clause 4 of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Authorises the Chief Executive Officer to make any necessary minor typographical changes to the policy prior to publication.
3. Requests that the draft *Local Planning Policy – Development in Extracts Industrial Area* is brought to the August 2023 Ordinary Council Meeting for final adoption.

MOTION CARRIED 8/0

9.1.3 Draft Local Planning Policy - Road Naming

Date of Report:	9 May 2023
Applicant or Proponent:	Shire of Toodyay
File Reference:	PLA1
Author:	T Prater – Planning and Compliance Officer
Responsible Officer:	H de Vos – Manager Development and Regulation
Previously Before Council:	13 May 2010
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> CURRENT Local Planning Policy 22 - Road Naming; and ⇒ DRAFT LPP - Road Naming. ⇒

PURPOSE OF THE REPORT

To review the Draft *Local Planning Policy – Road Naming* with a view to adopt for formal advertising.

BACKGROUND

Council resolved to undertake a comprehensive review of Shire policies in February 2022. This draft Local Planning Policy (LPP) has been developed as part of that review. The existing *LPP.22 – Road Naming* was last reviewed by the Council on 13 May 2010. (**Attachment 1**).

COMMENTS AND DETAILS

Officers have researched a range of local policies from a number of local government authorities to determine good policy examples. This revised policy has been developed using the best elements of these. This LPP will now be known as *Local Planning Policy – Landscaping Plans* (**Attachment 2**).

Key Changes

- Update to new Local Planning Policy document style and format.
- Update to reflect Schedule 2 of the *Planning and Development (Local Planning Schemes Regulations 2015)*.
- Minor spelling, grammatical and formatting amendments.
- Update of definitions.

IMPLICATIONS TO CONSIDER

Consultative:

Local Planning Policies Clause 4(1)-(3) of Schedule 2, Part 2, Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* outlines the statutory requirement and process for the advertising of Local Planning Policies.

If the local government resolves to create or amend a local planning policy, in accordance with the Regulations, the local government must, unless the WAPC otherwise agrees, advertise the proposed policy. Advertising of Local Planning Policies must be for a period of not less than twenty-one (21) days.

The policy was made available to Councillors via the Teams environment before being discussed at the Council Workshop in May 2022, attended by five elected members.

Strategic:

Shire of Toodyay Community Strategic Plan – Toodyay 2028

Objective 1: Provide accountable and transparent leadership for the community

Objective 2: Consistently improve our governance practices

Policy related:

Local Planning Policy No. 22 – Road Naming

This policy was last reviewed in 2010. At a very basic level, the current policy is inconsistent with the planning framework – for example, it does not reference the *Planning and Development (Local Planning Schemes) Regulations 2015* – (the deemed provisions) and therefore any future iteration of the policy will need to address these factors.

Financial:

It is a requirement that Local Planning Policies undergo a formal advertising process which includes publication in a locally circulating newspaper. This cost to the Shire is approximately \$250 for the advertisement and has been provided for in the Shire's adopted budget.

Legal and Statutory:

Planning and Development Act 2005

Part 5 – Local Planning Schemes

Planning and Development (Local Planning Schemes) Regulations 2015

Local Planning Policies

Division 2 of Schedule 2 ('the deemed provisions') provides the statutory basis for local planning policies and outlines the procedure for making, amending, and revoking local planning policies.

Local planning policies are guidelines used to assist the local government in making decisions under the local planning scheme. Although local planning policies are not part of the local planning scheme, they must be consistent with, and cannot vary, the intent of the scheme provisions, including the R-Codes, unless otherwise permitted by the R-Codes and/or approved by the WAPC.

A local planning policy is not part of the local planning scheme and does not bind the local government in respect of any application for development approval, however, the local

government is to have due regard to the provisions of the policy and the objectives which the policy is designed to achieve before making its determination.

Risk related:

Reputational

It is a role of Council to review policies. Regular reviews of policies result in contemporary documents reflecting the current needs of the community and consistency with the State Planning Framework.

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

Workforce related:

Reviews of this nature place additional, yet necessary additional demands on workforce time and resources. However, a benefit of successful and regular reviews of policies will ensure the Shire is operating as efficiently as possible by aligning these documents with the prevailing community expectations and state government frameworks of the day. This ultimately will reduce the burden on the workforce moving forward.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM099/05/23

MOVED Cr C Duri

SECONDED Cr P Hart

1. Adopts the draft *Local Planning Policy – Road Naming* as per Attachment 2 for the purpose of public advertising in accordance with the procedures set out in clause 4 of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Authorises the Chief Executive Officer to make any necessary minor typographical changes to the policy prior to publication.
3. Requests that the draft *Local Planning Policy – Road Naming* is brought to the August 2023 Ordinary Council Meeting for final adoption.

MOTION CARRIED 8/0

9.1.4 Draft Local Planning Policy - Car Parking

Date of Report:	9 May 2023
Applicant or Proponent:	Shire of Toodyay
File Reference:	PLA1
Author:	T Prater – Planning and Compliance Officer
Responsible Officer:	H de Vos – Manager Development and Regulation
Previously Before Council:	13 May 2010
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> 1. CURRENT - Local Planning Policy 11 - Car Parking; and ⇒ 2. DRAFT LPP - Car Parking. ⇒

PURPOSE OF THE REPORT

To review the Draft *Local Planning Policy – Car Parking* with a view to adopt for formal advertising.

BACKGROUND

Council resolved to undertake a comprehensive review of Shire policies in February 2022. This draft Local Planning Policy (LPP) has been developed as part of that review. The existing *LPP.11 – Car Parking* was last reviewed by the Council on 13 May 2010 (**Attachment 1**).

COMMENTS AND DETAILS

Officers have researched a range of local policies from a number of local government authorities to determine good policy examples. This revised policy has been developed using the best elements of these. This LPP will now be known as *Local Planning Policy – Landscaping Plans* (**Attachment 2**).

Key Changes

- Update to new Local Planning Policy document style and format.
- Update to reflect Schedule 2 of the *Planning and Development (Local Planning Schemes Regulations 2015)*.
- Minor spelling, grammatical and formatting amendments.
- Update of definitions.

IMPLICATIONS TO CONSIDER**Consultative:**

Local Planning Policies Clause 4(1)-(3) of Schedule 2, Part 2, Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* outlines the statutory requirement and process for the advertising of Local Planning Policies.

If the local government resolves to create or amend a local planning policy, in accordance with the Regulations, the local government must, unless the WAPC otherwise agrees, advertise the proposed policy. Advertising of Local Planning Policies must be for a period of not less than twenty-one (21) days.

The policy was made available to Councillors via the Teams environment before being discussed at the Council Workshop in May 2023, attended by five elected members.

Strategic:***Shire of Toodyay Community Strategic Plan – Toodyay 2028***

Objective 1: Provide accountable and transparent leadership for the community

Objective 2: Consistently improve our governance practices

Policy related:***Local Planning Policy No. 11 – Car Parking***

This policy was last reviewed in 2010. At a very basic level, the current policy is inconsistent with the planning framework – for example, it does not reference the *Planning and Development (Local Planning Schemes) Regulations 2015* – (the deemed provisions) and therefore any future iteration of the policy will need to address these factors.

Financial:

It is a requirement that Local Planning Policies undergo a formal advertising process which includes publication in a locally circulating newspaper. This cost to the Shire is approximately \$250 for the advertisement and has been provided for in the Shire's adopted budget.

Legal and Statutory:***Planning and Development Act 2005******Part 5 – Local Planning Schemes******Planning and Development (Local Planning Schemes) Regulations 2015*****Local Planning Policies**

Division 2 of Schedule 2 ('the deemed provisions') provides the statutory basis for local planning policies and outlines the procedure for making, amending, and revoking local planning policies.

Local planning policies are guidelines used to assist the local government in making decisions under the local planning scheme. Although local planning policies are not part of the local planning scheme, they must be consistent with, and cannot vary, the intent of the scheme provisions, including the R-Codes, unless otherwise permitted by the R-Codes and/or approved by the WAPC.

A local planning policy is not part of the local planning scheme and does not bind the local government in respect of any application for development approval, however, the local

government is to have due regard to the provisions of the policy and the objectives which the policy is designed to achieve before making its determination.

Risk related:

Reputational

It is a role of Council to review policies. Regular reviews of policies result in contemporary documents reflecting the current needs of the community and consistency with the State Planning Framework.

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

Workforce related:

Reviews of this nature place additional, yet necessary additional demands on workforce time and resources. However, a benefit of successful and regular reviews of policies will ensure the Shire is operating as efficiently as possible by aligning these documents with the prevailing community expectations and state government frameworks of the day. This ultimately will reduce the burden on the workforce moving forward.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM100/05/23

MOVED Cr B Ruthven

SECONDED Cr S Pearce

1. Adopts the draft *Local Planning Policy – Car Parking* as per Attachment 2 for the purpose of public advertising in accordance with the procedures set out in clause 4 of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Authorises the Chief Executive Officer to make any necessary minor typographical changes to the policy prior to publication.
3. Requests that the draft *Local Planning Policy – Car Parking* is brought to the August 2023 Ordinary Council Meeting for final adoption.

MOTION CARRIED 8/0

9.2 CORPORATE AND COMMUNITY SERVICES

9.2.1 Reconciliation Action Plan 2023-2026

Date of Report:	3 May 2023
Applicant or Proponent:	Shire of Toodyay
File Reference:	ABG1
Author:	M Eberle – Museum Curator and Cultural Heritage Officer
Responsible Officer:	T Bateman – Manager Corporate and Community Services
Previously Before Council:	27 April 2021 – OCM Res 84/04/21
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. Reconciliation Action Plan 2023-2026 ⇒

PURPOSE OF THE REPORT

To approve the Shire of Toodyay's Reconciliation Action Plan 2023-2026 (**Attachment 1**).

BACKGROUND

Reconciliation Actions Plans provide a framework that enables organisations to sustainably and strategically take meaningful action towards reconciliation. The Shire's first Reconciliation Action Plan (RAP) was adopted in 2021. Over the last two years it has informed decisions made in the areas of community engagement promoting well-being and connection with Noongar culture and history. The plan named four key areas – Relationships, Respect, Opportunities and Governance. Fourteen actions to achieve positive outcomes in these areas were identified, along with timelines.

This second plan is proposed to cover a three-year period concluding in 2026.

COMMENTS AND DETAILS

The Shire of Toodyay has worked closely with Noongar Kaartidijin Aboriginal Corporation (NKAC) to develop its second RAP, which has been informed by consultation and active input from Traditional Owners and Aboriginal community members. Key priorities, service requirements and community activities have been identified and included in the plan that support and enhance ongoing reconciliation in the Shire of Toodyay.

Since adoption of the first RAP in 2021 significant progress has been made in the following areas:

1. Mutually beneficial relationships with Aboriginal stakeholders and organisation have been maintained (Actions 1 & 3).
2. National Reconciliation Week continues to be recognised. In 2022, members of the Aboriginal community, Shire of Toodyay Councillors and Shire Officers gathered in the

Shire of Toodyay Chambers to join in with the National Reconciliation Breakfast on Monday 27 May. Plans are in place for this event to held at the start of Reconciliation Week 2023 (Action 2).

3. An Acknowledgement of Country to recognise the traditional custodians of the land continues to be customary at the beginning of important meetings and events (Action 5).
4. Truth telling of Aboriginal history has been undertaken at the Newcastle Gaol and Connor's Mill museums via the *Gnulla Karnany Waangkiny (Our Truth Telling)* project (Actions 6 and 9).
5. The Aboriginal flag continues to be flown at the Shire Administration offices and Visitor Centre (Action 6).
6. The Visitor Centre continues to display the original artwork by Sarah Miles, that was used on the title page of the RAP. A representation of this artwork is currently being incorporated into a large mural ("Welcome to Noongar Boodja") being commissioned for the Visitor Centre (Action 7).
7. The Shire and the Visitor Centre continue to be open and available to promote Aboriginal events and activities within the region (Action 8).
8. A sign about the Toodyay Valley from an Aboriginal cultural perspective was erected beside the Bilya track near the Newcastle Bridge. Shire support (financial and in-kind) has been provided to NKAC in its development of the 'Noongar Trail' – a walk trail/self-drive tour of a number of important Noongar places around town and surrounds. (Action 10).
9. Shire Officers and NKAC continue to work closely throughout the year and commit resources to various projects, including the celebration event for the completion of the *Gnulla Karnany Waangkiny* project (Action 13).

A commitment to ongoing reconciliation in our community has been made with the development of a second RAP 2023-2026. This RAP will enable Shire of Toodyay to strengthen its commitment to supporting reconciliation in the Shire through practical actions and good governance.

During the development of the RAP, three new actions were identified and have been included. These are titled:

- Australia Day celebrations;
- Collaborative Land Management Practices on nature reserves (for future planning); and
- Shire logo/brand.

When developing this RAP, the Reconciliation Working Group was mindful that the actions needed to be in line with the Shire's capacity to deliver in terms of financial and human resources. The above actions will be considered over the life of the Plan and appropriate resourcing will be considered in line with annual budget preparations.

IMPLICATIONS TO CONSIDER

Consultative:

There has been ongoing consultation with the Noongar Kaartidijin Aboriginal Corporation and Shire of Toodyay Officers.

Reconciliation Australia provides guidance for the development of RAPs.

Strategic:***Toodyay Community Strategic Plan 2018***

Social Objectives:

- O.1 Maintain and develop services that meet the requirements of our diverse community.
- O.2: Facilitate community safety and wellbeing.
- O.3 Support the development of places and spaces for recreation, learning, art and culture

Corporate Business Plan March 2019-2022

S1.2 Support development of community groups and sponsorships

- Develop, through engagement, a Reconciliation Action Plan

Policy related:

Nil

Financial:

Budget allocations are considered during the annual budget process as the RAP is implemented.

Legal and Statutory:

Nil

Risk related:

There is a small reputational risk if Council does not adopt an updated RAP and show ongoing commitment to building relationships and fostering respect with local Aboriginal community members.

Workforce related:

Shire Officer time will be required to work through the action items in the RAP.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM101/05/23**MOVED** Cr C Duri**SECONDED** Cr B Ruthven

That Council:

1. Notes the achievements of the Shire of Toodyay Reconciliation Action Plan 2021 - 2023; and
2. Adopts the Shire of Toodyay Reconciliation Action Plan 2023 - 2026.

MOTION CARRIED 8/0

9.2.2 List of Payments - April 2023

Date of Report:	5 May 2023
Applicant or Proponent:	Shire of Toodyay
File Reference:	FIN30
Author:	Mrs Y Tyson – Accounts Payable/Payroll 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:	Legislative
Attachments:	1. List of Payments - April 2023. ⇒

PURPOSE OF THE REPORT

To present cheques and electronic payments raised during April 2023.

BACKGROUND

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

COMMENTS AND DETAILS

The list of all payments processed under delegated authority during April 2023 are attached at **Attachment 1**. Electronic Funds Transfers (EFT) are for payments transferred directly to creditor bank accounts. Direct Debits are for direct debits against the bank account such as bank fees, leases, loans, and other charges. Payroll Direct Debits are for payroll and superannuation expenditures which are paid through Council's online (internet) banking system.

IMPLICATIONS TO CONSIDER**Consultative:**

Nil

Strategic:***Shire of Toodyay Strategic Community Plan 2028***

Governance: The way the Shire leads and operates

O1: Provide accountable and transparent leadership for the community.

O3: 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 and F.3 Purchasing.

Financial:

Payments made in April 2023 total \$1,742,734.64

Legal and Statutory:

Local Government Act 1995

Section 5.42 allows the local government to delegate its powers to the Chief Executive Officer.

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

Local Government (Financial Management) Regulations 1996

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

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. OCM102/05/23

MOVED Cr P Hart

SECONDED Cr B Ruthven

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

Direct Debits	\$ 21,430.14
EFTs	\$ 1,492,407.72
DD Loans	\$ 0.00
Payroll	\$ 228,896.78
Municipal Cheques	\$ 0.00
TOTAL	\$1,742,734.64

MOTION CARRIED 8/0

9.2.3 Monthly Financial Statements - April 2023

Date of Report:	2 May 2023
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 30 April 2023. ⇒

PURPOSE OF THE REPORT

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

BACKGROUND

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

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

DETAILS:

The following documents, included as **Attachment 1**, comprise the statement of financial activity for the period ending 30 April 2023:

Note	Description	Page
1	Statement of Comprehensive Income by Nature or Type	1
2	Statement of Financial Activity	2
3	Variance Analysis	3-4
4	Rating Information	5
5	Debtors Report	6
6	Investments	7
7	Capital Works	8-10
8	Mid-Year Budget Review amendments	11-12

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.

Key Financial areas

The following information provides balances for key financial areas for the Shire of Toodyay's financial position for month ending 30 April 2023.

Outstanding Rates

The notices for rates and charges levied for 2022/23 were raised on 7 September 2022 after the adoption of the budget.

The *Local Government Act 1995* provides for ratepayers to pay rates by four instalments. The due dates adopted for each instalment for 2022/23 were:

Instalment	Due Date
First Instalment	12 October 2022
Second Instalment	12 December 2022
Third Instalment	13 February 2023
Fourth Instalment	13 April 2023

The total outstanding rates and charges balance at the end of April 2023 was \$1,341,518.77 compared to March 2023 closing balance of \$1,759,210.57. A significant decrease in April was due to the fourth instalment paid on 13 April 2023.

Outstanding Sundry Debtors

The total outstanding sundry debtors balance at the end of April 2023 was \$133,540.88 broken down as follows:

Category	31/03/2023	30/04/2023
> 90 days and over	\$27,520.16	\$31,882.66
> 60 days and over	\$-10,846.80	\$15,674.80
> 30 days and over	\$35,207.21	\$13,901.33
Current	\$72,123.49	\$72,082.09
TOTAL	\$124,004.06	\$133,540.88

The table above shows an increase in the outstanding sundry debtors balance from \$124,004.06 to \$133,540.88 due to outstanding debt from Department of Fire and Emergency Services and LGIS for workers compensation claims.

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

IMPLICATIONS TO CONSIDER**Consultative:**

Consultation with Datacom is ongoing in the preparation of the monthly financial statements. Dry Kirkness (auditor contracted by the Office of the Auditor-General)

Strategic:***Shire of Toodyay Strategic Community Plan 2028***

Governance: The way the Shire leads and operates.

Objective 3: Ensure rigorous organisational systems.

Policy related:

F2	Authorised Signatories
F3	Purchasing
F11	Corporate Credit Cards
F16	Financial Governance
CS1	Payments from the municipal or trust fund (referred to in Section 6.10 "Financial management regulations" of the <i>Local Government Act 1995</i>)

Financial:

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

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

The Shire's investment portfolio is diversified across two accredited financial institutions.

As at 30 April 2023, the total funds held in the Shire's operating accounts was \$584,682.09 and the total of all interest bearing term deposits invested for the period ended 30 April 2023 was \$4,092,761.44. Officers transferred \$2,500,000 from the Muni operating account to the Muni 11AM At Call account to take advantage of the interest rates. \$800,000 was recalled during the month to cover for some payments.

Of the \$4,092,761.44 invested in interest bearing deposits, \$1,781,984 relates to reserve funds.

Legal and Statutory:

Local Government Act 1995

Section 6.4 requires a local government to prepare financial reports.

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

Local Government (Financial Management) Regulations 1996

Regulation 34 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

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM103/05/23

MOVED Cr P Hart

SECONDED Cr B Ruthven

That Council receives the Monthly Financial Statements for the month ending 30 April 2023.

MOTION CARRIED 8/0

9.3 EXECUTIVE SERVICES

9.3.1 Local Laws Review Process

Date of Report:	12 May 2023
Applicant or Proponent:	Shire of Toodyay
File Reference:	LAW1
Author:	S Haslehurst – Chief Executive Officer M Rebane – Executive Assistant
Responsible Officer:	S Haslehurst – Chief Executive Officer
Previously Before Council:	22 February 2023 - OCM018/02/23
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. Schedule of Submissions; and ⇒ 2. Advert to conduct the review. ⇒

The Shire President advised, through the CEO, that this item would be withdrawn for consideration at the June 2023 Ordinary Council Meeting.

9.3.2 Toodyay Club Lease - Request to Waive Shire Rates

Date of Report:	4 April 2023
Applicant or Proponent:	Toodyay Club
File Reference:	LEG058
Author:	S Schafers – Governance Officer
Responsible Officer:	S Haslehurst – Chief Executive Officer
Previously Before Council:	22 March 2016
Author’s Disclosure of Interest:	Nil
Council’s Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> 1. Rates for Toodyay Club; ↔ 2. Letter from Toodyay Club - Feb 2016; ↔ 3. OCM Minutes - 22 March 2016; and ↔ 4. Submission from Toodyay Club – 28 Mar2023. ↔

PURPOSE OF THE REPORT

To consider a request to waive the outstanding rates and future rates for the Toodyay Club Inc. (the Club) located at Lot 239 Stirling Terrace, Toodyay.

BACKGROUND

The Club has been a part of the Toodyay social community since 1908. Between 1908 and late 1976, the Club occupied a purpose-built clubroom, known as Stirling House. In June 1975, the Shire of Toodyay (the Shire) acquired Lot 239 Stirling Terrace, Toodyay under a Vesting Order from the Minister of Lands on condition that the land be used for “Recreation”. Following Ministerial approval, the Shire provided the land to the Club, in addition to providing a loan for the construction of the Pavilion.

Between 1978 and the present day, the Club has been subject to various lease agreements with the Shire. Whilst the format may have changed over the years, the key terms and conditions have remained in place, namely:

- Annual rent;
- Water and electricity charges;
- Insurance; and
- Council rates.

In February 2016, the Club wrote to the Chief Executive Officer (CEO), referring to the lease agreement (the Lease) which commenced on 1 February 2013, and their request for the rates clause to be removed. The Club stated:

“in the 110 years the Club has been operating it has never paid rates. There was always a lease paid and the services we use (rubbish removal)”.

A review of Shire records supports this claim, as there is no evidence that the Club was charged for rates in the preceding ten years (2004 to 2013).

The Club further alleged that at the time of signing the 2013 Lease, they were informed that they would not be charged rates, even though it remained a condition of the Lease. Contrary to this advice, the Club was charged rates for two years (2014/2015 and 2015/2016). Although the rates were waived for 2014/2015, the Club was informed that the CEO was “unable” to waive the rates for 2015/2016.

Shire records indicate the previous CEO may have waived the 2014/2015 rates (**Attachment 1**) contrary to section 6.47 of the *Local Government Act 1995* (the Act), which states:

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

** Absolute majority required.*

The Club subsequently requested Council consider waiving the current (2015/2016) and future rates, stating that as they were “a not for profit organisation” the rates would have a negative monetary impact on their day to day running costs (**Attachment 2**).

At the Ordinary Council Meeting on 22 March 2016 (**Attachment 3**), Council resolved to:

1. *Refuse the request by the Toodyay Club to waive payment of rates for the balance of the current lease term to 2023;*
2. *That the rates raised for the 2015/2016 and 2016/2017 for the Toodyay Club be discounted by 50%; and*
3. *Review the conditions of the lease prior to renewal in 2023 when a possible extension of the lease is due for consideration.*

Shire records confirm the Club paid Shire rates up until 2020/2021.

COMMENTS AND DETAILS

On 23 January 2023, the Club was provided with a ‘Notice to Extend Lease’ form for a further five (5) year period, in accordance with the provisions of their existing Lease.

On 8 March 2023, the Club met with Shire Officers to discuss the significant debt incurred by the former Club Management Board, which included, unbeknownst to them, two (2) years of outstanding Shire rates to the value of \$9,650.57. Consequently, the Club requested that:

1. Consideration be given to remission of the outstanding rate debt; and
2. A new Lease be drafted with the rates clause removed.

The Club has since provided the Shire with a formal submission for Council’s consideration (**Attachment 4**) in relation to this matter. In the interim, the Club has deferred signing the ‘Notice to Extend Lease’ form and instead will remain in possession of Lot 239 Stirling Terrace, Toodyay as a monthly tenant under the provision of a ‘Holding Over’ clause.

The Club is a not-for-profit organisation which is currently managed by a small group of volunteers. The Australian Charities and Not-for-profits Commission defines ‘not-for-profit’ as “*an organisation that does not operate for the profit, personal gain or other benefit of particular people.*”

Officers note the Club inherited a significant debt which is particularised in the submission dated 28 March 2023. The Club has been diligent in clearing this debt through community

support and the profits earned from trading three days a week. The Club only became aware of the outstanding Shire rates in February 2023. Notably, the Club is the only Shire owned property where rates are applied under the terms and conditions of a lease agreement.

However, s.6.26(2)(a)(i) of the Act states that any Crown Land that is being used or held for public purpose is not rateable land. Accordingly, the Club should be exempt from having to pay Shire rates.

IMPLICATIONS TO CONSIDER

Consultative:

In addition to consulting with representatives from the Club, information was sought from the Shire's Rates Officer in relation to the charges applied to Lot 239 Stirling Terrace, Toodyay.

Strategic:

Shire of Toodyay Strategic Community Plan - Toodyay 2028

Governance: The way the Shire Leads and Operates

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

O.2: Consistently improve our governance practices

Policy related:

Nil

Financial:

The Shire notes that the Club's previous Management Board did not disclose the outstanding rates when they ceased operating in June 2022. Although the Club is not seeking remission of the rates based on grounds of 'hardship,' the current Committee has stated that the additional debt and future rates will impact on the finances and future sustainability of the Club.

Legal and Statutory:

Local Government Act 1995

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

Section 6.26 – Rateable land

Section 6.47 – Concessions

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

Section 69A – When concession under Act s. 6.47 cannot be granted

Risk related:

A reputational risk may be present, should Council choose to continue charging the Club rates contrary to s. 6.26(2)(a)(i) of the Act.

Workforce related:

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM104/05/23**MOVED** Cr S McCormick**SECONDED** Cr P Hart

That Council:

1. Pursuant to s. 6.12(1)(c) of the *Local Government Act 1995*, determines to write off the outstanding rates debt of \$9,650.57 and any accrued interest associated with the debt for the Toodyay Club;
2. Terminates the existing Lease Agreement with the Toodyay Club Inc.; and
3. Authorises the Chief Executive Officer to negotiate a new lease agreement with the Toodyay Club Inc. which excludes the payment of Shire rates, pursuant to s.6.26(2)(a)(i) of the *Local Government Act 1995*.

MOTION CARRIED BY ABSOLUTE MAJORITY 8/0

9.3.3 Update - review of outstanding leases and agreements

Date of Report:	2 May 2023
Applicant or Proponent:	Shire of Toodyay
File Reference:	MAN12
Author:	S Schafers – Governance Officer
Responsible Officer:	S Haslehurst – Chief Executive Officer
Previously Before Council:	November 2022 Ordinary Council Meeting May 2022 Ordinary Council Meeting
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Review
Attachments:	1. Status Report on Lease Agreements - May 2023. ↔

PURPOSE OF THE REPORT

To present a six (6) monthly status report of the Shire's contracts, leases, and agreements.

BACKGROUND

At an Ordinary Council Meeting held on 27 May 2022, it was resolved:

That Council:

1. *Receives the status update of Shire's Contracts, Leases and Agreements provided at Confidential Attachments 1 to 5, attached to this report.*
2. *Notes that a timeline for review of outstanding leases and agreements will be provided to Council once the responsible role can be filled.*

The spreadsheet for Contracts, Leases, and Agreements contained a priority list which indicated a timeline for review as follows:

Priority	Meaning
1	next 4 months
2	next 8 months
3	next 12 months
4	next 2 years
5	next 5 years
6	next 7 years
7	next 9 years

Council was subsequently provided with a 'Status Report on Lease Agreements and other legal documents' relating to twenty-five (25) properties at the Ordinary Council Meeting held on 23 November 2022, where it was resolved that Council:

1. *Notes the contents of the 'Status Report on Lease Agreements and other legal documents' as attached to this report (Attachment 1).*
2. *Requests the CEO to provide six monthly updates to Council on this matter at Ordinary Council Meetings commencing May 2023.*

Actions relating to the aforementioned twenty-five (25) properties are particularised in the updated 'Status Report on Lease Agreements and other legal documents' (**Attachment 1**)

COMMENTS AND DETAILS

All legal files recorded as a Priority 1 on the 'Contracts and Agreements (Legal) Register' (the Register) have been reviewed with the following outcomes:

- (a) 52 files have been reviewed and archived;
- (b) 25 files have ongoing arrangements with no further actions required;
- (c) 8 files have been kept active for future records (SAT Notices, Elections etc);
- (d) 3 files were incorrectly recorded as Priority 1 and have since been downgraded to Priority 7 on the Register;
- (e) 4 new legal files have been created;
- (f) 37 files have been reviewed and finalised;
- (g) 10 files have been reviewed with pending actions; and
- (h) 19 files have been reviewed and require further discussion and/or consultation.

Items (f) to (h) are particularised in the current 'Status Report on Lease Agreements and other legal documents' (**Attachment 1**).

IMPLICATIONS TO CONSIDER

Consultative:

Shire Officers will consult with community groups when appropriate.

Strategic:

Shire of Toodyay Community Strategic Plan – Toodyay 2028

Governance: The way the Shire leads and operates

- O1: Provide accountable and transparent leadership for the community
- O2: Consistently improve our governance practices
- O3: Ensure rigorous organisational systems

Policy related:

Financial Governance

Risk Management

Financial:

There are financial implications for the Shire when fees/charges and utility costs are not managed appropriately.

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

3.58 Disposing of property

Part 6 Financial Management Division 5 — Financing local government activities — Subdivision 2

Risk related:

There are liability and reputational risks associated with not managing lease agreements, contracts, MOU's, licences and agreements (other) appropriately.

Workforce related:

Nil

VOTING REQUIREMENTS

Simple Majority

Cr Duri moved the Officer's Recommendation.

Cr Pearce seconded the motion.

Clarification was sought.

Cr McKeown moved a Procedural Motion as follows:

That the meeting be closed to the public in relation to Agenda Item 9.3.3. Update - review of outstanding leases and agreements at 2.01pm in accordance with Standing Order 10.1(e).

Clarification was sought.

The motion was put.

PROCEDURAL MOTION/COUNCIL RESOLUTION NO. OCM105/05/23

MOVED Cr M McKeown

SECONDED Cr S Pearce

That:

1. Council close the meeting to the public in relation to Agenda Item 9.3.3. Update - review of outstanding leases and agreements at 2.01pm in accordance with Standing Order 10.1(e) to allow confidential business to continue behind closed doors in accordance with Section 5.23 (2) (e) of the *Local Government Act 1995*.

Note: in accordance with Standing Orders Clause 5.2 (5) while the resolution under sub-clause 5.2 (2) remains in force, the operation of Standing Orders Clause 7.9 is to be suspended until the Council or the committee, by resolution, decides otherwise.

MOTION CARRIED 8/0

In accordance with Standing Orders 5.2 (3) the Presiding Member directed everyone to leave except the Members; the CEO and all Shire Officers present.

All members of the public departed the Council Chambers at 2.02pm.

Further clarification was sought.

MOTION/COUNCIL RESOLUTION NO. OCM106/05/23

MOVED Cr P Hart

SECONDED Cr D Wrench

That Council move from behind closed doors at 2.04pm.

MOTION CARRIED 8/0

The Council Chambers were re-opened at 2.05pm.

The motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM107/05/23

MOVED Cr C Duri

SECONDED Cr S Pearce

That Council:

1. Notes the contents of the 'Status Report on Lease Agreements and other legal documents' as attached to this report (**Attachment 1**).
2. Requests the CEO to continue to provide six monthly updates to Council on this matter.

MOTION CARRIED 8/0

9.3.4 Toodyay Recreation Centre - Management Reporting

Date of Report:	9 May 2023
Applicant or Proponent:	Shire of Toodyay
File Reference:	PRO15
Author:	M Rebane – Executive Assistant
Responsible Officer:	T Bateman – Manager Corporate and Community Services
Previously Before Council:	Not applicable
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Review
Attachments:	<ol style="list-style-type: none"> 1. Management Packs - January to March 2023; ↗ 2. Marketing Reports - January to March 2023. ↗

PURPOSE OF THE REPORT

To receive the Management Reporting Packs and Marketing Reports for the March 2023 quarter, submitted by Clublinks Management Pty Ltd in accordance with the management contract.

BACKGROUND

As Venue Manager for the TRC, Clublinks Management Pty Ltd is required to submit a monthly report to the Shire that details monthly activities, in accordance with the contract. Council receives these reports quarterly.

COMMENTS AND DETAILS

The Venue Manager of the Toodyay Recreation Centre, has provided the following:

1. Management Packs (**Attachment 1**) which includes a summary of activities for the months of February and March 2023.
2. Marketing Reports (**Attachment 2**) which provide further detail on visitation and usage in addition to key financial information.

Additionally, Clublinks provides financial information which is considered commercial in confidence and is therefore not included in this report. Information is provided to Councillors via the Council Hub.

IMPLICATIONS TO CONSIDER**Consultative:**

Clublinks and Shire Officers meet monthly.

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

- *Social Objectives – Our community wellbeing and connection:*
 - 1: *Maintain and develop services that meet the requirements of our diverse community.*
 - 2: *Facilitate community safety and wellbeing.*
 - 3: *Support the development of places and spaces for recreation, learning, art and culture.*
- *Economic Objectives – Business and jobs in the community*
 - 2: *Promote Toodyay as a tourism destination.*
 - 3: *Encourage economic diversification.*

Policy related:

Nil.

Financial:

The Shire invests significantly in the operational costs of the TRC, with the expectation that Clublinks will operate the TRC to best practice standards; meeting community needs.

Legal and Statutory:

The Venue Manager is required to provide monthly reports to the Shire in accordance with the Management Contract.

Risk related:

Receiving and reviewing the financial performance of the TRC assists the effective oversight of the management and mitigates risk.

Workforce related:

The Shire has an ongoing commitment to the contract for the management and operation of the TRC.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM108/05/23

MOVED Cr S Pearce

SECONDED Cr P Hart

That Council:

1. Receives the Management Reporting Packs for the March 2023 quarter (Attachment 1); and
2. Receives the Marketing Reports for the March 2023 quarter (Attachment 2).

MOTION CARRIED 8/0

9.4 INFRASTRUCTURE AND ASSETS

Nil.

9.5 COMMITTEE REPORTS**9.5.1 Environmental Advisory Committee Recommendations**

Date of Report:	5 May 2023
Applicant or Proponent:	Environmental Advisory Committee
File Reference:	COC14
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:	Executive
Attachments:	<ol style="list-style-type: none"> 1. Extract of EAC Minutes from meeting held on 3 May 2023; and ↔ 2. DRAFT Verge Maintenance Policy. ↔

PURPOSE OF THE REPORT

To receive the minutes of the Environmental Advisory Committee (EAC) meeting held on 3 May 2023 and consider recommendations made by the EAC.

BACKGROUND

At the EAC meeting held on 3 May 2023, the EAC made recommendations to Council as follows:

Recommendation 1 – Lot 3 (No. 34) Stirling Terrace, Toodyay - Proposed Tree Removal

That Council supports the proposal to remove two lemon-scented gums and to prune a third as indicated in the Attachment 1 at Lot 3 (No. 34) Stirling Terrace, Toodyay subject to the following condition:

- (a) *That the applicant plants and maintains new native species of a non-self-pruning variety, to the satisfaction of the Shire of Toodyay, within three months of the date of the approval.*

Recommendation 2 – DRAFT Verge Maintenance Policy

That Council adopts the DRAFT Verge Maintenance Policy, as amended (Attachment 1).

COMMENTS AND DETAILS

Recommendation 1 will be brought to Council in the June 2023 OCM Agenda, as part of a Development and Regulation report for Council's consideration.

Regarding Recommendation 2, the EAC asked questions related to operational procedures around the verge maintenance spraying program, and whether signage could be purchased through Shire resources and provided (at cost) to property owners who do not wish for their verge to be sprayed by the Shire.

The only change made to the Verge Maintenance Policy by the EAC was to include the name of a Council policy referred to, being the Community Consultation and Engagement Policy.

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

The Verge Maintenance Policy was adopted by Council on 27 Oct 2020 (CRN: 300/10/20) and is available on the Shire website here:

<https://www.toodyay.wa.gov.au/documents/280/verge-maintenance>

IMPLICATIONS TO CONSIDER

Consultative:

The changes made to the policy were minimal and the changes made were identified to the members of the Environmental Advisory Committee at their meeting held on 3 May 2023.

Further changes made to the policy were made during the Council workshop held on Wed 10 May 2023. At this workshop there were five Councillors present.

At the workshop a question was asked in respect to whether the Shire would infringe a landholder for not maintaining their verge. An incorrect response was provided at the Workshop, and the Reserves Management Officer has advised the following:

I am not aware that the Shire has ever infringed a landholder for not maintaining their verge. A land holder could potentially be fined for setting fire to or clearing their verge. The verge is not their land, it is crown land under Shire management, therefore the Shire cannot hold them responsible for maintaining it; and cannot fine them for not maintaining it.

Strategic:

Shire of Toodyay Community Strategic Plan – Toodyay 2028

Objective 1: Provide accountable and transparent leadership for the community

Objective 2: Consistently improve our governance practices

Policy related:

It is because of the Corporate Documents Policy that all policies were in need for a review, to put them into the format that the Corporate Documents Policy requires them to be.

Financial:

Nil.

Legal and Statutory:

Nil.

Risk related:

It is a role of Council to review policies. If Council chooses not to endorse the recommendation there may be an identifiable, albeit low risk of non-compliance. This report mitigates any risk.

Workforce related:

If Recommendation 2 is carried, a Shire Officer will be publishing the updated policy onto the website.

VOTING REQUIREMENTS

Simple Majority

Cr Hart moved the Officer's Recommendation as follows:

That Council:

1. **Receives the extract of the minutes of the Environmental Advisory Committee (EAC) (Attachment 1);**
2. **Notes the recommendations of the EAC; and**
3. **Adopts the DRAFT Verge Maintenance Policy, as amended (Attachment 2).**

Cr Duri seconded the motion.

Clarification was sought.

Cr McKeown moved an amendment to the motion as follows:

That Point 3 be revised to include the following words after the words "as amended"

"subject to a further amendment being made as follows:

That paragraph 2 in the Introduction of the Policy be revised to read as follows:

The local government within the district of which a road is situated (not being a state government road) has the care, control, and management of the road. This care, control and management includes not only the road, drainage, footpaths and supporting infrastructure, but also the naturally occurring vegetation contained within.

Cr McCormick seconded the amendment.

Further clarification was sought.

The amendment was put.

AMENDMENT/COUNCIL RESOLUTION NO. OCM109/05/23

MOVED Cr M McKeown

SECONDED Cr S McCormick

That Point 3 be revised to include the following words after the words "as amended"

"subject to a further amendment being made as follows:

(a) That paragraph 2 in the Introduction of the Policy be revised to read as follows:

The local government within the district of which a road is situated (not being a state government road) has the care, control, and management of the road. This care, control and management includes not only the road, drainage, footpaths and supporting infrastructure but also the naturally occurring vegetation contained within.”

AMENDMENT CARRIED 8/0

Clarification was sought.

Cr McKeown moved an amendment to the motion as follows:

(b) That Point 1(e) be amended to read as follows:

(e) *The Shire will not become involved in verge maintenance issues involving the presentation or perceived levels of neglect when a landholder does not maintain the verge unless there is a perceived risk or hazard.*

Cr Hart and Cr Duri accepted the minor amendment.

The substantive motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM110/05/23

MOVED Cr P Hart

SECONDED Cr C Duri

That Council:

1. Receives the extract of the minutes of the Environmental Advisory Committee (EAC) (Attachment 1);
2. Notes the recommendations of the EAC; and
3. Adopts the DRAFT Verge Maintenance Policy, as amended (Attachment 2) subject to the following amendments:
 - (a) That paragraph 2 in the Introduction of the Policy be revised to read as follows:

The local government within the district of which a road is situated (not being a state government road) has the care, control, and management of the road. This care, control and management includes not only the road, drainage, footpaths and supporting infrastructure but also the naturally occurring vegetation contained within.
 - (b) That Point 1(e) be amended to read as follows:

(e) *The Shire will not become involved in verge maintenance issues involving the presentation or perceived levels of neglect when a landholder does not maintain the verge unless there is a perceived risk or hazard.*

MOTION CARRIED 8/0

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**10.1 Notice of Motion - Cr Ruthven - Closure of a section of Fitzgerald Terrace**

Date of Report:	9 May 2023
Applicant or Proponent:	Cr E Ruthven
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:	Executive
Attachments:	1. Maps of Fitzgerald Tce West Toodyay. ↔

PURPOSE OF THE REPORT

To consider a notice of motion provided by Councillor Ruthven.

BACKGROUND

On 9 May 2023 Councillor Ruthven provided the Chief Executive Officer notification of a notice of motion for the May 2023 Ordinary Meeting of Council as follows:

I would like to propose a motion to permanently close a section of Fitzgerald Terrace. The section I would like to have closed is between the driveway of 75 Fitzgerald Terrace west to where Fitzgerald Terrace meets North Street.

The property at 410 Toodyay West Road has a rear access gate onto Fitzgerald Terrace in addition to their main gate on Toodyay West Road and I'm not sure if the Shire should maintain the rear access in this situation.

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

COMMENTS AND DETAILS

Nil.

IMPLICATIONS TO CONSIDER**Consultative:**

Local Government Act 1995

s. 3.50, (1) to (8) - Closing certain thoroughfares to vehicles

s. 3.51, (1) to (4) – Affected owners to be notified of certain proposals

s.3.52, (1) to (4) – Public access to be maintained and plans kept

Strategic:

Shire of Toodyay Community Plan – Toodyay 2028

Built Environment:

O1: Ensure safe and sustainable transport options.

O2: Ensure our built environment meets community needs.

Policy related:

Nil.

Financial:

There are no immediate financial implications as a result of the Fitzgerald Terrace closure between North Street and driveway of 75 Fitzgerald Terrace.

Legal and Statutory:

The Shire of Toodyay Standing Orders Local Law prescribes the manner in which motions of notice are to be given. The provision of notice by Cr Ruthven is in accordance with said requirements.

Clause 4.4(6) of the Shire of Toodyay Standing Orders Local Law states,

'A motion of which notice has been given is to lapse unless:

- (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or*
- (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.*

Risk related:

Emergency access requirements might be compromised if sections of Fitzgerald Terrace and North Street are closed at the same time. To provide emergency access to the east side of Fitzgerald Terrace, North Street would need to be re-opened to overcome this issue.

Workforce related:

Nil.

VOTING REQUIREMENTS

Simple Majority

Cr Ruthven moved the Notice of Motion.

Cr Pearce seconded the motion.

Clarification was sought.

Cr McKeown objected to the motion.

Debate commenced.

The motion was put.

NOTICE OF MOTION/COUNCIL RESOLUTION NO. OCM111/05/23**MOVED** Cr B Ruthven**SECONDED** Cr S Pearce

That Council

1. Determines to advertise its intention to permanently close the section of Fitzgerald Terrace, West Toodyay west of Collett Way to North Street as per Attachment 1 to this report in accordance with section 58 of the *Land Administration Act 1997*.
2. Requests the CEO to:
 - (a) give public notice of Council's intention to close the above-mentioned section of Fitzgerald Terrace, inviting public submissions from affected stakeholders in the West Toodyay area for a period of not less than 35 days;
 - (b) bring a report back to the July 2023 Ordinary Council Meeting for Council to consider the submissions received.

Voted For: Crs R Madacsi, B Ruthven, C Duri, P Hart, S Pearce and D WrenchVoted Against: Crs S McCormick and M McKeown**MOTION CARRIED 6/2**

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

Meeting Type	Date
Audit & Risk Committee Meeting	7 June 2023
Museum Advisory Committee Meeting	7 June 2023
Local Emergency Management Committee Meeting	14 June 2023
Agenda Briefing	21 June 2023
Ordinary Council Meeting	28 June 2023

16 CLOSURE OF MEETING

The Shire President declared the meeting closed at 2.37pm.



ATTACHMENTS MINUTES

Ordinary Council Meeting

Wednesday, 24 May 2023

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5.1 Ordinary Meeting of Council held on 26 April 2023**OFFICER'S RECOMMENDATION**

That the Unconfirmed Minutes of the Ordinary Council Meeting held on 26 April 2023 be confirmed

AMENDED OFFICER'S RECOMMENDATION

That the Unconfirmed Minutes of the Ordinary Council Meeting held on 26 April 2023 be confirmed subject to amendments as follows:

- (a) The words "Amendment Motion" in Council Resolution No. OCM084/04/23 be changed to read "Alternate motion"

Please note that there is now an Amended Officer's Recommendation for confirmation of the minutes for 26 April 2023.



Agenda Briefing

17 May 2023

Notes

Unconfirmed Notes

These notes were approved for distribution on 18 May 2023.

Suzie Haslehurst
CHIEF EXECUTIVE OFFICER

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

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

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

Received Notes

These notes were received at an Ordinary Council Meeting held on 24 May 2023.

Signed:

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

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AGENDA BRIEFING NOTES

17 MAY 2023

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr R Madacsi, Shire President, declared the briefing open at 1.03pm.

2 RECORDS OF ATTENDANCEMembers

Cr R Madacsi	Shire President
Cr B Ruthven	Deputy Shire President (<i>via zoom</i>)
Cr C Duri	Councillor
Cr P Hart	Councillor (<i>via zoom</i>)
Cr S McCormick	Councillor
Cr S Pearce	Councillor
Cr D Wrench	Councillor (<i>via zoom</i>)

Staff

Ms S Haslehurst	Chief Executive Officer
Ms T Bateman	Manager Corporate and Community Services
Mr J Augustin	Manager Infrastructure and Assets
Mr M Werder	Project Manager
Ms S Schafers	Governance Officer
Mrs N Mwale	Finance Coordinator
Mrs M Rebane	Executive Assistant

VisitorsC. Jean**2.1 APOLOGIES**

Cr M McKeown Councillor

2.2 APPROVED LEAVE OF ABSENCE

Nil

2.3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

3 DISCLOSURE OF INTERESTS

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.

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

Nil.

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AGENDA BRIEFING NOTES

17 MAY 2023

4.2 PUBLIC QUESTION TIME

Nil.

5 CONFIRMATION OF MINUTES

As per Council Meeting Agenda

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

Nil.

6.2 DEPUTATIONS

Nil.

6.3 PRESENTATIONS

Nil.

6.4 SUBMISSIONS

Nil.

7 BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED)**7.1 Confirmation of Minutes - 29 March 2023**

Nil.

8 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Nil.

AGENDA BRIEFING NOTES

17 MAY 2023

9 OFFICER REPORTS

9.1 DEVELOPMENT AND REGULATION

9.1.1 Draft Local Planning Policy - Extractive Industries

The CEO advised the Presiding Member that this report will be pulled for consideration at the Ordinary Council Meeting due to the absence of the Manager Development and Regulation.

9.1.1 - Questions and Points raised		
Councillor	Discussion	Response
Duri	<p>On perusing the Extractive Industries and Waste Disposal Policy – I am unable to locate the hours of “Truck Movement” in the policy.</p> <p>8.1 Table 2: Extractive Industries – Development Criteria</p> <p>Hours of operation are limited to 7am to 5pm Monday to Friday and 7am to 1pm on Saturday. No operation on public holiday days. Agreed.</p> <p>ELEMENT: TRANSPORT</p> <p>Can you please clarify the hours agreed to for truck movements in this policy? Are they the same as the Operations hours?</p>	<p><u>Manager Development and Regulation response as follows:</u></p> <p>Yes they are the same. Council could choose to add separate times for cartage.</p>

9.1.2 Draft Local Planning Policy - Development in Extracts Industrial Area.

Nil.

9.1.3 Draft Local Planning Policy - Road Naming

Nil.

9.1.4 Draft Local Planning Policy - Car Parking

9.1.4 - Questions and Points raised		
Councillor	Discussion	Response
Duri	<p>2.0 Cash In Lieu of Parking Bays</p> <p>2.1 (b) Where the majority of the required parking bays are constructed on site, there is only</p>	<p><u>Manager Development and Regulation response:</u></p> <p>We will amend prior to advertising.</p>

AGENDA BRIEFING NOTES

17 MAY 2023

9.1.4 - Questions and Points raised		
Councillor	Discussion	Response
	a minor deficiency in the total number of bays minor deficiency in the total number of bays provided and the remaining bays cannot be accommodated on the land; or --Typo - Repeated words	
Pearce	<p>LP Policy: Car Parking</p> <p>What would the process be to update Table Definition to be consistent with other LPP?</p> <p>The draft policy says that Council means Shire of Toodyay but other policies give the definition of Council as being: <i>The local government, responsible for making decisions in formal meetings held under the auspices of Part 5 of the Local Government Act 1995 and under the Shire's Standing Orders Local Law 2008.</i></p>	<p><u>Manager Development and Regulation response as follows:</u></p> <p><i>These can be amended for consistency prior to advertising.</i></p>
Pearce	Why does it need to be advertised as not significant changes were made	<p><u>CEO response:</u></p> <p><i>LPP's are advertised to allow submissions from the public. This is in accordance with the community consultation policy. This is why we publicly advertise and bring to Council for adoption once we receive submissions.</i></p>

9.2 CORPORATE AND COMMUNITY SERVICES

9.2.1 Reconciliation Action Plan 2023-2026

9.2.1 - Questions and Points raised		
Councillor	Discussion	Response from CEO unless otherwise specified
Pearce	Made changes at the workshop – were they included?	<i>Those changes were made and included in the draft Agenda.</i>
Madacsi	Earlier discussions were that certain actions would look at community consultation. Is that still the case?	<i>Yes it is.</i>

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AGENDA BRIEFING NOTES

17 MAY 2023

9.2.2 List of Payments - April 2023

9.2.2 - Questions and Points raised		
Councillor	Discussion	Response from Manager Corporate and Community Services unless otherwise specified.
Pearce	<p>243 28-04-2023 Natural Area Consulting Management Services</p> <p>Chitty Rd upgrade: tree inspection, revegetation and monitoring 1,320.00</p> <p>244 28-04-2023</p> <p>Natural Area Consulting Management Services</p> <p>Chitty Rd upgrade: tree inspection, revegetation and monitoring 825.00</p> <p>Would the Officer please explain, the two invoices for a similar activity.</p>	<p><u>Manager Infrastructure & Assets response:</u></p> <p>Payment amount \$1,320 refers to field investigation tasks to determine:</p> <ul style="list-style-type: none"> • Locations of the black cockatoo habitat trees recorded using GDA94/20. • Locations of any black cockatoo species observed. • The name and number of each fauna species identified. • Whether the black cockatoo habitat trees show current or past use by black cockatoo species. • A description of the inspection methodology used. • Photographs of the black cockatoo habitat trees. • A description of each of the black cockatoo habitat trees including species and condition. <p>Payment amount \$825.00 refers to works related to "Habitat Tree Inspection" report writing (final report)</p>
Pearce	<p>279 28-04-2023 Toodyay Tennis Club Community sponsorship 900.00.</p> <p>Minutes from SCM July 6th 2022. Item 6.1.1 Community Sponsorship did not list TTC receiving sponsorship funding.</p> <p>Would the Officer please explain this payment as a Community sponsorship and for what were the funds requested?</p>	<p><i>This sponsorship was approved by the CEO under Delegation ES11 as provided for in the Community Funding Policy.</i></p> <p><i>The funding supported the 100-Year anniversary celebration.</i></p>

AGENDA BRIEFING NOTES

17 MAY 2023

9.2.2 - Questions and Points raised		
Councillor	Discussion	Response from Manager Corporate and Community Services unless otherwise specified.
Hart	The List of Payments for April 2023 has a payment of \$160.09 dated 28-04-2023 to One Music Australia. What use does the Shire make of the music licence fee?	<i>Music is protected by copyright. This licence allows the Shire to play music in public spaces and venues such as Memorial Hall, for events/activities held at the TRC, the Youth Choir at the CRC, or Shire events such as TIFF. If music is played publicly over a PA/speaker system, a licence is required.</i>
Madacsi	Altus Planning (Sides) \$3,938 – is this the final payment for representation or is the matter continuing at SAT?	<u>Planning and Compliance Officer response:</u> <i>This is not the final payment as the matter is still ongoing.</i>
Madacsi	71 Colas reconstruction and seal Bindi-Bindi Rd \$341,499.30 – did the works come in on budget?	<u>Manager Infrastructure & Assets response:</u> <i>This cost item refers to the Bindi Bindi Toodyay Rd SLK 14.3 – 16.20 (WO 3008) project. The project was completed with a cost overrun of \$21,009.64 due to a scope variation for additional gravel at the intersection points.</i>
Madacsi	79 DFES ESLB 3rd quarter contribution \$91,303 – what is this?	<i>Each year the Shire administers the Emergency Services Levy on behalf of Department of Fire and Emergency Services (DFES) - a charge paid by all property owners and included on the annual rates notice. The charge goes towards funding fire and emergency services across WA. For the 2022/23 financial year, the Shire raised \$294,264. Payments are remitted to DFES on a quarterly basis. The Shire receives an administration fee from DFES to collect the funds with the rates.</i>
Madacsi	80 DMIRS BSL levies \$1,185.25 – what is this?	<i>The Building Services Levy (BSL) is a levy charged on building applications processed by the Shire. It is collected on behalf of DMIRS and remitted monthly. The Shire receives a commission to administer the fees.</i>

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AGENDA BRIEFING NOTES

17 MAY 2023

9.2.2 - Questions and Points raised		
Councillor	Discussion	Response from Manager Corporate and Community Services unless otherwise specified.
Madacsi	81-85 there were 5 invoices for Drain-flow Services for culvert and drain cleaning (Bindi-Bindi Rd) – why five?	<u>Manager Infrastructure & Assets response:</u> <i>The project was delivered in stages and invoiced accordingly. The works included drainage cleaning and road sweeping.</i>
Madacsi	108 Modus Australia for 6 toilet buildings \$75,1666.30 – is this the Duidgee Park ablutions?	<u>Manager Infrastructure & Assets response:</u> <i>This payment refers to Modus Australia Invoice No. 10948 (final invoice). Modus Australia provided one (1) building with six (6) toilet units. The figure of “\$75,1666.30” is incorrect. It should be \$75,166.30.</i>
Madacsi	247 & 248 Chitty Road vegetation clearing and vertical clearing \$33,000 and \$4,400 respectively – is the clearing now complete?	<u>Manager Infrastructure & Assets response:</u> <i>Clearing works at Chitty Road are completed.</i>

9.2.3 Monthly Financial Statements - April 2023

9.2.3 - Questions and Points raised		
Councillor	Discussion	Response from Finance Coordinator unless otherwise specified
Pearce	Attachment Report P 137 Rates Outstanding April 2023 \$1,341,518. Outstanding Current 790,000, 1 Yr. 151,000, Yr. 278, (deferred 280,000) Would the officer inform what processes have been used to collect o/standing rates?	<i>In accordance with the Shire's Debt Collection Policy (see sections 3.1-3.5), officers have undertaken the following actions;</i> <ul style="list-style-type: none"> <i>The final rates notices were sent out on 1 May 2023.</i> <i>Letters are in process to be sent out to rate payers with balances owing for 3 years and over.</i> <i>Officers continue to work with ratepayers and monitor payment arrangements to pay off outstanding rates.</i>

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AGENDA BRIEFING NOTES

17 MAY 2023

9.2.3 - Questions and Points raised														
Councillor	Discussion	Response from Finance Coordinator unless otherwise specified												
		<ul style="list-style-type: none"> The Shire has engaged Cloud Collections to recover rates owing for more than 3 years. The Shire has received \$14,049.49 for outstanding rates through settlement on a recent property sale. 												
Pearce	Received response to question indicating we use policy for collection. What is the impact of this amount of money being outstanding on our rates on the budget?	<p><u>Project Manager response:</u> Money outstanding is getting interest at present. As it is the same as if we had borrowed it from the bank it is not having an impact such as running out of money because we had not received it.</p> <p><u>CEO response:</u> Cashflow is not significantly affected by the fact we have that amount of rates outstanding. It is quite usual for local governments to have an Outstanding rate balance on the books. Some of that will be recent debts and some will be more long-term outstanding rates.</p>												
Pearce	<p>From report p 135 Attachments</p> <p>Rates Revised budget 7,069,204 YTD 7,079,719</p> <p>Would the Officer please explain this figure as o/standing current rates as above indicate 790,000</p>	<p>Rates raised to date for year 2022/23 - \$7,079,719.</p> <p>Of the above rates raised, the following pertains:</p> <table border="0"> <tr> <td>Current Outstanding Rates</td> <td>\$790,626.90</td> </tr> <tr> <td>Less: Prepaid Rates</td> <td>\$162,586.93</td> </tr> <tr> <td>Current Rates Owing</td> <td>\$628,039.97</td> </tr> <tr> <td>Add: Arrears 1 year and over</td> <td>\$429,523.11</td> </tr> <tr> <td>Deferred rates</td> <td>\$283,954.99</td> </tr> <tr> <td>Total Outstanding Rates owing</td> <td>\$1,341,518.00</td> </tr> </table>	Current Outstanding Rates	\$790,626.90	Less: Prepaid Rates	\$162,586.93	Current Rates Owing	\$628,039.97	Add: Arrears 1 year and over	\$429,523.11	Deferred rates	\$283,954.99	Total Outstanding Rates owing	\$1,341,518.00
Current Outstanding Rates	\$790,626.90													
Less: Prepaid Rates	\$162,586.93													
Current Rates Owing	\$628,039.97													
Add: Arrears 1 year and over	\$429,523.11													
Deferred rates	\$283,954.99													
Total Outstanding Rates owing	\$1,341,518.00													
Pearce	<p>P135 Attachment</p> <p>Other Revenue 111,663 540,884 429,221 384.39%</p> <p>The increase is explained.</p> <p>Would the officer explain revenue shire receives from donations/fundraising?</p>	<p>Donations/fundraising revenue is received mainly as a result of activities facilitated by the Community Resource Centre, but also includes donations received from the community/visitors e.g. museum donations.</p>												

AGENDA BRIEFING NOTES

17 MAY 2023

9.2.3 - Questions and Points raised		
Councillor	Discussion	Response from Finance Coordinator unless otherwise specified
Pearce	Is it 3 years before action is taken on sale of a property	<p><u>CEO response:</u> The Act stipulates that the time for acquiring property to recover rates is 3 years.</p> <p><u>Project Manager response:</u> At the time of putting the motion together, there were two properties that had not paid rates. One was sold at auction for \$125,000 last month. This is being settled through a solicitor because it is under a memorial. We are going through that process. Another property was to be subdivided in 2005 or thereabouts – the mortgagee came in and had paid \$30,000 of the debt of \$35,000 – they are going through process to subdivide the property and sell off the lots in an approved subdivision.</p> <p>Other properties who were in arrears over three years have all been approached. Four attended a debt collection agency and three set up payment arrangements. One property had their bank become involved who paid the rates off. Direct policy approaches have been made and continual liaison with outstanding ratepayers made.</p> <p><u>CEO response:</u> The three years relates specifically to acquisition of property for sale but guidelines in the Shire's policy outline the following actions (1) contact the person directly; (2) contact in writing (3) follow up on the letter. A lot of actions are taken before sent to Debt Collection Agency to give people the opportunity to enter into a payment agreement to repay their rates.</p>

AGENDA BRIEFING NOTES

17 MAY 2023

9.3 EXECUTIVE SERVICES

9.3.1 Local Laws Review Process		
9.3.1 - Questions and Points raised		
Councillor	Discussion	Response from Manager Corporate and Community Services unless otherwise specified.
<i>McCormick</i>	Under Point 1 it has some bullet points on what is to be reviewed. Intrigued by Point 3 – Toodyay and Jimperding. Where is Jimperding cemetery?	<i>Jimperding cemetery is a private cemetery on Cobbler Pool Road.</i>
<i>Ruthven</i>	Does the cemeteries local law include the Nardie cemetery and Culham cemetery?	<p><i>Take the question on notice.</i></p> <p><u>Response after Agenda Briefing</u></p> <p><i>The answer would be yes but bearing a few things in mind:</i></p> <p>(a) <i>Nardie is a closed cemetery. There are no burials or additions permitted to occur in this cemetery.</i></p> <p>(b) <i>Culham is a private cemetery and as such while aspects of the local law apply, we are not the authorising board. The authorising board is the church and the church minister.</i></p>
<i>Pearce</i>	At our workshop we had a look at the local laws and we decided the ones we received submissions on we would look at first and postpone the others	<p><u>CEO response:</u></p> <p><i>In the report, a recommendation has been made to review all local laws as they have not been reviewed for nine years and there may be situations like the cemeteries local law that need to be considered despite submissions not having been received.</i></p>
<i>Pearce</i>	This includes the Standing Orders Local Law even though the government may change legislation?	<p><u>CEO response:</u></p> <p><i>There is a section in the report that talks about Standing Orders Local Law 2008. The WALGA advice received was that the regulations concerning standardised meeting procedures for local governments are not likely to be received by local governments any time soon. The advice was to review the Standing Orders.</i></p>

AGENDA BRIEFING NOTES

17 MAY 2023

9.3.1 - Questions and Points raised		
Councillor	Discussion	Response from Manager Corporate and Community Services unless otherwise specified.
Madacsi	Chose to have the Health Local Law made under the Local Government LGA	<u>CEO response:</u> <i>Advice received from EHO who had checked into that particular issue but we are also proposing the health local law is reviewed even though relatively new is reviewed as part of the process to ensure compliance.</i>

9.3.2 Toodyay Club Lease - Request to Waive Shire Rates

Nil.

9.3.3 Update - review of outstanding leases and agreements

9.3.3 - Questions and Points raised		
Councillor	Discussion	Response from Governance Officer unless otherwise specified.
Pearce	Showground Pavilion Toodyay Soccer Club ...Would the Governance Officer please check that the Soccer Club entered into agreement to use recreation centre. See Lease report. If so, there may be no need to have discussions with Club as to use of Showgrounds.	<i>Thank you for picking up the issue with the Soccer Club. I can confirm they are using the Recreation Centre. The Status Report has been updated to reflect the change.</i>
Duri	Please see below a typo for the date of renewal for the new lease of the golf club. Please change from 31/06/2021 to 01/07/2021 to 30/06/2024 as there is not 31 days in June. ATTACHMENT 1: STATUS REPORT ON LEASE AGREEMENTS ETC 4 Community Group's LEG011 Golf Course precinct Toodyay Golf Club Inc. 01/07/2014 to 30/06/2021 Finalised - 31/06/2021 to	<i>Thank you for picking up the typo, which has been corrected on the status report.</i>

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AGENDA BRIEFING NOTES

17 MAY 2023

9.3.3 - Questions and Points raised		
Councillor	Discussion	Response from Governance Officer unless otherwise specified.
	30/06/2024 Will require a new lease when current term has expired	
Pearce	Officer's Recommendation six monthly updates. Should we mention a specific date or does this cover it sufficiently?	<i>CEO response:</i> <i>We did talk about that and agreed that continuing to bring the updates Council was sufficient.</i>

9.3.4 Toodyay Recreation Centre - Management Reporting

Nil

9.4 INFRASTRUCTURE AND ASSETS

Nil.

9.5 COMMITTEE REPORTS

9.5.1 Environmental Advisory Committee Recommendations

Nil.

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 Notice of Motion - Cr Ruthven - Closure of a section of Fitzgerald Terrace

10.1 - Questions and Points raised

Councillor	Discussion	Response
Pearce	In the body of the proposal of the motion the last sentence has a typographical in it.	<i>CEO response:</i> <i>This can be fixed and updated in the minutes.</i>

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

Nil.

12 QUESTIONS OF MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil.

AGENDA BRIEFING NOTES

17 MAY 2023

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 1.30pm.



Special Council Meeting

29 March 2023

Minutes

To: The President and Councillors.

Here within are the Minutes of the Special 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 blue ink, appearing to read 'Suzie Haslehurst', is written over a faint circular stamp.

Suzie Haslehurst

CHIEF EXECUTIVE OFFICER



SPECIAL COUNCIL MEETING MINUTES**29 MARCH 2023****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.

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SPECIAL COUNCIL MEETING MINUTES

29 MARCH 2023

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29 MARCH 2023

Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following a Special 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 5 April 2023.

[Handwritten signature]
Suzie Haslehurst

CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 26 April 2023.

Signed:

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



SPECIAL COUNCIL MEETING MINUTES

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr R Madacsi, Shire President, declared the meeting open at 3.00pm and read aloud an Acknowledgement of Country:

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

The Shire President read through other preliminaries.

2 RECORDS OF ATTENDANCEMembers

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

Staff

Ms S Haslehurst	Chief Executive Officer
Mr J Augustin	Manager Infrastructure and Assets
Ms T Bateman	Manager Corporate and Community Services
Mr H de Vos	Manager Development and Regulation
Mr M Werder	Project Manager
Ms Sue Schafers	Governance Officer
Ms Lorraine Hort	Administration Assistant

VisitorsS Dival**2.1 APOLOGIES**

Nil

2.2 APPROVED LEAVE OF ABSENCE

Nil

SPECIAL COUNCIL MEETING MINUTES**29 MARCH 2023****3 DISCLOSURE OF INTEREST**

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 PUBLIC QUESTION TIME**

Nil

5 PUBLIC SUBMISSIONS

Nil

SPECIAL COUNCIL MEETING MINUTES

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6 OFFICER REPORTS**6.1 DEVELOPMENT AND REGULATION****6.1.1 Update on progress of Draft Local Planning Scheme No. 5**

Date of Report:	24 March 2023
Applicant or Proponent:	Shire of Toodyay
File Reference:	LPS 5
Author:	H de Vos – Acting Manager Planning and Development
Responsible Officer:	H de Vos – Manager Development and Regulation
Previously Before Council:	26 October 2021- Item 9.1.1
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> 1. Attachment 1 - Shire of Toodyay Local Planning Scheme No. 5 (as modified); ↓ 2. Attachment 2 - Item 9.1.1 26 October 2021 ↓ 3. Attachment 3 - Schedule of Submissions ↓ 4. Attachment 4 - Extract from Part 4 of the Planning and Development (Local Planning Schemes) Regulations 2015. ↓

SUMMARY

Applicant:	Shire of Toodyay
Owner:	Shire of Toodyay
Proposal:	Development of Draft Local Planning Scheme No. 5
Location:	Shire of Toodyay

PURPOSE OF THE REPORT

To update the Council in the progress of the development of the draft Local Planning Scheme No. 5.

BACKGROUNDProcedures involved in Preparation of Local Planning Scheme

The *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) prescribe the procedures to be followed in the preparation of a Local Planning Scheme. The predominant stages can be summarised as follows: -

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Resolution to prepare a Local Planning Scheme:

- (i) Preparation and Adoption of Local Planning Scheme for purpose of Seeking Consent to Advertise for Public Comment;
- (ii) Grant of Consent to Advertise by the Minister for Planning and seeking the advice of the Environmental Protection Authority;
- (iii) Public Advertisement of Local Planning Scheme and Consultation with affected Government Agencies;
- (iv) Consideration by Council of Submissions;
- (v) Adoption of Local Planning Scheme with Modifications (if appropriate) arising from Consideration of Submissions;
- (vi) Final Approval of Minister to be sought to Modified Scheme;
- (vii) Publication of Scheme Text of Local Planning Scheme in Government Gazette following grant of Final Approval by Minister; and
- (viii) LPS5 becomes operative and LPS4 is automatically revoked.

Procedures Covered to Date

To date, stages (i) – (iv) of the procedures listed above have been completed. The purpose of this report, together with its recommendations, is to present to Council the submissions that have been received for consideration, decide upon the modifications to be made to the Scheme documents in light of the submissions, and adopt the Scheme as modified for the purpose of seeking the Minister for Planning's Final Approval – thus completing stages v) – vii) of the above schedule.

Process of preparing LPS5

In 2017, Council resolved to prepare the Shire of Toodyay Local Planning Scheme No. 5.

The first draft was submitted to the Department of Planning, Lands and Heritage (DPLH) for preliminary comment in mid-2018. After consideration, DPLH staff met with Shire staff and provided comment, which has been taken into consideration during refinement of LPS5.

The refined draft was presented to the Council of the Shire of Toodyay at the Council Forum held on 1 August 2018.

Draft LPS5 was formally presented to full Council on 28 August 2018 in order to progress with formal referral of the documentation to the WAPC for consent to advertise in accordance with the Regulations. During the course of 2019, both DPLH and the EPA requested Council to make minor modifications and to correct anomalies/inconsistencies in the draft LPS5 text and scheme maps.

The Commission and the EPA provided its formal consent to advertise LPS5 in April 2020. The relevant notice was published in the Toodyay Herald of Tuesday 1 September 2020. The Public Notice to landowners and State Government Agencies inviting submissions was posted the week prior. The Public Notice inviting submissions by 3 December 2020, was also published in the Toodyay Herald on October 2020 and November 2020.

Proposed LPS5 attracted 24 submissions pursuant to the statutory advertising period. Submissions have been summarised and are reflected in the Schedule of Submissions. Of the 24 submissions, 4 submissions were from Government Agencies.

The passage of the development of the Shire of Toodyay's new Draft Local Planning Scheme No. 5 ('DLPS5') has been a lengthy one spanning several years.

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Most recently, in October 2021, the DLPS5 was brought to the Ordinary Council Meeting with a recommendation for the Council to adopt the Scheme. At the time there were lingering questions about the Scheme in the minds of elected members as well as from the wider community. As such, the Council did not feel it was in a position to adopt the Scheme without further consideration being given to its relevance to the existing Local Planning Strategy. There was thought from within the Council that the current Local Planning Strategy (being three years old) was not reflecting the current wishes and expectations of the community.

Accordingly, at the Ordinary Council Meeting, it was resolved:

COUNCIL RESOLUTION NO. 209/10/21

That Council:

1. *Defers the adoption of the Local Planning Scheme No 5 until a review of the local planning strategy is completed in 2022; and*
2. *Requests the CEO to bring a plan and timeline to Council regarding a review of the Shire of Toodyay Local Planning Strategy and Local Planning Scheme No 5 by December 2021.*

For further details please refer to **Attachment 1: 9.1.1 Local Planning Scheme No. 5 – Minutes 26 October 2021**.

The opinion regarding the above resolution has changed over time with the Council and Administration in agreement that the Draft Local Planning Scheme No. 5 in essence is in an appropriate form to progress with the modifications which will be discussed and are attached.

This assumption is with a caveat that the Shire commences an omnibus Scheme Amendment within 6 – 12 months of the gazettal of Local Planning Scheme No.5.

Therefore, Council will be revoking Resolution 209/10/21 in order to be able to progress the Draft Local Planning Scheme No. 5 to the Western Australian Planning Commission.

COMMENTS AND DETAILS

The progress of the Scheme Review has been beset with delays for a number of reasons; resources, staffing changes, Council changes and general development changes within the Shire of Toodyay.

Normally, a Scheme should be reviewed every 10 years, so clearly the introduction of the new Scheme is long overdue. The WAPC and Department of Planning, Lands and Heritage (DPLH) have been keen to see this process finalised, as it is the Shire of Toodyay and only one or two other LGAs that are operating on outdated Schemes. The Shire has received advice that in instances where progress is stalling, the Minister can intervene and order that a Local Planning Scheme be adopted. For obvious reasons this is best avoided.

Further consideration has been given to issues raised by the community and elected members. As a result, additional modifications have been made to the Scheme as follows:

Boundary Setbacks

The Shire has received some opposition to the proposal to modify the boundary setbacks. The modifications are reflected in red in the table below and will revert to the current setback requirements for Rural, Rural Residential and Rural Living (future Rural Smallholdings) under LPS4. All the rest of the proposed Draft LPS5 elements for seatbacks will remain.

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ZONE \ CONTROLS	Minimum Boundary Setback (metres)			Maximum Plot Ratio %	Minimum Landscaping Area %
	Street	Rear	Sides		
Residential	In accordance with the Residential Design Codes unless varied by the Scheme Provisions.				
Rural	50*	50	50	n/a	n/a
Rural Residential	30	30	30	n/a	n/a
Rural Smallholding	30*	30	30	n/a	n/a
Rural Enterprise	20	20	20	n/a	n/a
Environmental Conservation	As per building envelope			n/a	n/a
Light Industry	5	5	4m one side	60%	10%
Commercial, Service Commercial and Mixed Use	Residential development/components are in accordance with the Residential Design Codes unless varied by the Scheme provisions.				
	Otherwise, to be determined by the local government in each particular case.				
Private Clubs, Institutions & Places of Worship	To be determined by the local government in each particular case.				

Modifications to Schedule 1 - Additional uses

The Schedule 1 – Additional uses is proposed to be adopted with the original modifications outlined in October 2021 but with the following changes.

- Lot 77 (111) Clarkson Street, West Toodyay – Industry Light

This is where Mechweld has been operating in breach of the existing Scheme. The Shire had received a submission to add an additional use, Industry-Light to the new Scheme. This was originally included as modification; however, Councillors have demonstrated an unwillingness to accept this modification and it will be removed.

Modifications to Schedule 2 – Special uses

The Schedule 2 – Special uses is proposed to be adopted with the original modifications outlined in October 2021 but with the following changes:

- Lot 89 Church Gully Road, Coondle – Abattoir

This is a legacy special use that was applied to the lot many years ago as the landowner at the time had intended to run an abattoir. Whilst the Special Use zone was granted, no abattoir development/operation occurred at this site. Therefore, the Special Use zone is redundant and sterilises the development of the land. This was not identified during drafting of the new Scheme and it is recommended that the Special Use zone is removed and that the zoning of the land reverts back to Rural under the new Scheme.

- Lots 1,2, 3, 4 and 5 on DP415396, Toodyay (Roman Catholic Church Group of Buildings).

The Shire received a submission from a consulting firm acting on behalf of the Roman Catholic Church requesting that a Special Use zone be created to include the following:

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Roman Catholic Church Group heritage site

As 'P' uses

- Exhibition Centre
- Home Office

As Discretionary 'D' uses

- Art Gallery
- Arts and Crafts Centre
- Carpark
- Child Care Premises
- Cinema/Theatre
- Civic Use
- Club Premises
- Community Purpose
- Consulting Rooms
- Emergency Services
- Family Day Care
- Funeral Parlour
- Home Business
- Home Occupation
- Home Store
- Industry - Cottage
- Medical Centre
- Office
- Place of Worship
- Reception Centre
- Recreation - Private
- Recreation - Public
- Research Centre
- Residential Building
- Restaurant / Café
- Shop
- Single House
- Telecommunication Infrastructure

As Discretionary 'A' uses

- Aged/Dependent Persons Dwelling/s or Establishment

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- Ancillary Dwelling
- Bed and Breakfast
- Caravan Park
- Caretaker's Dwelling
- Educational Establishment
- Grouped Dwelling
- Holiday Accommodation
- Holiday House
- Hospital
- Nursing Home
- Tourist Accommodation
- Tourist Development
- Veterinary Centre

These modifications were put forward in October 2021, however during the workshopping process, Councillors have indicated that there is no appetite to include these modifications and therefore they will be removed.

Modifications to Zoning

Generally, the proposed Scheme zoning has been well received.

- Timberden Drive rezoning from Rural to Rural Smallholdings.

This proposed change raised some concerns in the community. The proposal was questioned during the workshopping process and the consensus was to continue the new Scheme with the changes. Any existing land uses (such as animals) could be continued to be enjoyed by the landowners under non-conforming use rights.

- Mixed use zone change.

The current Local Planning Strategy 2017 lists the following action:

Rezone Lots 2-6 and 325 Clinton St; Lots 23-24 Fiennes St; Lots 50, 500-501 Duke St; and Lots 176-177 Hammersley St, Toodyay from Residential R30 to Mixed Use to provide additional employment and commercial land as a logical expansion to the Toodyay townsite. Residential development to meet the requirements of R10/40 R-Coding.

At workshopping it was considered inappropriate to rezone these lots to Mixed Use. This can be removed from the draft Scheme Maps; however, it does make sense to retain as it will resolve the issue with the RSL land as the Mixed Use zone lists Club Premises as an 'A' use in the zoning table whereas it is an 'X' use in the Residential Zone. Given most of the common land uses in the Mixed Uses zone are either 'D' or 'A' uses, the Shire and Council will still be able to regulate development effectively. It is recommended that this zoning change remains.

- West Toodyay – proposed rezoning from Residential Development to and Special Residential to Rural Residential

It was felt at the workshop that the current zoning of land in West Toodyay as either Residential Development (future Urban Development) and Special Residential R2.5

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(future Residential) is more appropriately zoned as Rural Residential. Particularly, as the former land uses will effectively sterilise the opportunity for landowners to apply for stock. Therefore, these lots in West Toodyay will be recommended for change to Rural Residential.

IMPLICATIONS TO CONSIDER**Consultative:**

The DPLS5 was advertised formally to the community in accordance with the provisions outlined under [Regulation 22 of the Planning And Development \(Local Planning Schemes\) Regulations 2015 \(WA\)](#) – between August and December 2020. However, due to operational requirements and resourcing issues, the matter was not brought back to Council for final adoption for a further ten (10) months – in October 2021. This is a long period of time during which the Council has had new elections and therefore it is arguable that the delay warrants readvertising of the DPLS5.

To address this issue, the Council has indicated that there is an expectation to conduct an omnibus Scheme amendment to allow any outstanding matters to be addressed which are yet to be finalised in the draft Scheme. This will be an opportunity for further community input and feedback.

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

Our Strategic Outcome: A Council that engages with the community and provides good governance on behalf of the community. The Shire strives to ensure that the community is engaged in important decisions and supports the direction of Council. This is accompanied by a commitment to achieve the highest levels of accountability.

Objective 1: Provide accountable and transparent leadership for the community

- S1.1 Use the Strategic Community Plan as the blueprint for Council policy development and decisions;*
- S 1.2 Complete the development of a new Local Planning Scheme and related Local Planning Policies;*
- S 1.3 Provide clear and engaged leadership on behalf of the community; and*
- S 1.4 Increase communication on advocacy undertaken for services and initiatives that benefit Toodyay.*

Objective 2: Consistently improve our governance practices

- S 2.1 Build a positive culture of engagement between the Shire and the community; and*
- S 2.2 Improve internal and external communication to maximise transparency.*

Policy related:

The Shire's local planning policies adopted under the provisions of LPS4 will continue to operate under a transitional clause in LPS5 until such time the review of Council's local planning policies has been completed. It is important that the LPPs are current and consistent with the provisions of LPS5 and represent the needs of the community.

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Financial:

In adopting the recommendations of this report, there will be a need to prepare final documentation once the Minister for Planning's decision with respect to the grant of final approval is known.

By far the greatest cost to be incurred is publishing the Scheme Text in the Government Gazette. Staff expect that the cost of publication is likely to be of the order of \$25,000 to \$30,000. Allowance for this cost will have to be made in the 2022/2023 budget (with a budget amendment approved by Council) or the 2023/2024 budget.

Legal and Statutory:

Planning and Development Act 2005;

Planning and Development (Local Planning Schemes) Regulations 2015 (Part 4 (r19 – r33) read with r76A);

Shire of Toodyay Local Planning Strategy 2017.

Risk related:

Should the Scheme review continue to delay the Shire faces major reputational risks with a score level of 4. This would be if the Minister had to step in to finalise this process. The Likelihood of this is almost certain with a score level of 5. This places further delays in the Extreme Risk category.

Workforce related:

This process has a major impact on staff resourcing. Further delays will take our attention away from other essential work.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION 1

That Council revokes the Council Resolution No. 209/10/21 of 26 October 2021.

This resolved that Council:

1. Defers the adoption of the Local Planning Scheme No 5 until a review of the local planning strategy is completed in 2022; and
2. Requests the CEO to bring a plan and timeline to Council regarding a review of the Shire of Toodyay Local Planning Strategy and Local Planning Scheme No 5 by December 2021.

The Presiding Member moved the Officer's Recommendation.

The Presiding Member sought an indication of support from a third of Councillors for the revocation to be considered at the meeting.

The Presiding Member stated that in accordance with Part 15 of the *Shire of Toodyay Standing Orders 2008* and Regulation 10(1) of the *Local Government (Administration) Regulations 1996* the recommendation was supported in writing by a third of the Councillors for the revocation to be considered at the meeting.

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The three (3) Councillors who supported in writing, the motion to revoke resolution 209/10/21 were:

1. Cr Madacsi (**Mover**);
2. Cr Pearce (**1st seconder**); and
3. Cr Hart (**2nd seconder**).

Clarification was sought.

Cr McKeown objected, by way of Point of Order in accordance with Standing Order 8.2 pertaining to Standing Order 15.2. "Council may consider a motion to revoke or to change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion." Do we have a written statement of legal and financial consequences?

The Presiding Member's response:

It is laid out quite clearly in the Officers Report the process that led to the Council Resolution and the fact that it must be revoked in order to progress with the Local Planning Scheme No 5 legally. We cannot proceed without revoking the Resolution 209/10/21, to do so would be illegal. There is no direct financial implication whether we revoke or not. The indirect cost is publishing the Scheme text in the government gazette, the expected cost of publication will be \$25,000 - \$30,000. Under legal and statutory implications, you have the Local Planning Strategy, Planning and Development (Local Planning Schemes) Regulations 2015, and the Planning and Development Act 2005. There is very little that I can see that is omitted that would require this particular motion not to meet the requirements of 15.2 (2) of the Standing Orders. There is no direct financial implication and legal reasoning has been supplied.

Further clarification was sought.

The Presiding Member rejected the Point of Order with the following comment:

"The process and why that process had to occur is quite clear. We cannot adopt Officer Recommendation 2 without revoking the adoption of Resolution (209/10/21) because the review of the Local Planning Strategy needs to be completed prior. We know that that if we adopt Recommendation 2 without revoking Resolution (209/10/21) it would be an illegal action. We know there is no financial implication. We are getting to splitting hairs here Councillor, and it is time to move on.

Cr McKeown requested that the reasons for rejecting the Point of Order be recorded in the minutes. The Presiding Member agreed.

Clarification was sought.

Debate commenced.

Further clarification was sought.

Debate recommenced.

The substantive motion was put.

MOTION/COUNCIL RESOLUTION NO. SCM063/03/23

MOVED Cr R Madacsi

SECONDED Cr P Hart and Cr S Pearce

That Council revokes Part 1 of the Council Resolution No. 209/10/21 of 26 October 2021.

This resolved that Council:

SPECIAL COUNCIL MEETING MINUTES

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<p>1. Defers the adoption of the Local Planning Scheme No 5 until a review of the local planning strategy is completed in 2022.</p> <p>This was supported in writing by Councillors Madacsi, Pearce and Hart, in accordance with part 15 of the <i>Shire of Toodyay Standing Orders Local Law 2008</i> and Regulation 10 (1) of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p><u>Voted For:</u> Crs R Madacsi, B Ruthven, C Duri, P Hart, S McCormick, S Pearce and D Wrench</p> <p><u>Voted Against:</u> Cr M McKeown</p> <p style="text-align: right;">MOTION CARRIED 7/1</p>
<p>Attachments</p> <p>1 Copy of Revocation Motion.</p>

OFFICER RECOMMENDATION 2

That Council:

1. Receives the Schedule of Submissions that forms the subject of Attachment 3 to this report;
2. Determines the submissions by resolving to adopt the recommendations in the Schedule of Submissions that formed the subject of Attachment 3 to this report;
3. Amends proposed Shire of Toodyay Local Planning Scheme No. 5 in light of the submissions in accordance with the attached modified document that formed the subject of Attachment 1 to this report and subject to the following additional amendments:
 - (a) The Zoning Table be amended to make the 'Commercial Vehicle Parking' land use an 'A' use in lieu of an 'X' use for the Rural Residential zone.
 - (b) The Special Use 15 zone for the Roman Catholic Church precinct be adopted as advertised.
4. Authorises the Chief Executive Officer to undertake any necessary minor editorial, grammatical and other modifications to the Scheme documents that do not change the effect of the Scheme as adopted;
5. Adopts proposed Shire of Toodyay Local Planning Scheme No. 5 (as modified), comprising the modified Scheme Text and modified Scheme Map that formed the subject of Attachment 1 to this report;
6. Requests the CEO to submit proposed Local Planning Scheme No. 5 (as modified) to the Western Australian Planning Commission as required by the *Planning and Development (local planning schemes) Regulations 2015* requesting final approval of the Scheme by the Minister for Planning.
7. Requests that the CEO commence the preparation of an omnibus scheme amendment within six (6) months of the date of this resolution.
8. Requests that the CEO commence work on the preparation of a review of the Local Planning Strategy within six (6) months of the date of this resolution.

SPECIAL COUNCIL MEETING MINUTES**29 MARCH 2023**

9. Requests that a report is brought back to the Council at the November 2023 Ordinary Council Meeting providing an update on the omnibus scheme amendment and local planning strategy review.

The Presiding Member read out Officer's Recommendation 2.

Cr Pearce moved Officer's Recommendation 2.

Clarification was sought.

Cr Hart seconded the motion.

Cr McKeown moved an amendment to the Officer's Recommendation.

Cr Hart seconded the amendment.

The amendment was put.

AMENDMENT MOTION/COUNCIL RESOLUTION NO. SCM064/03/23

MOVED Cr M McKeown

SECONDED Cr P Hart

That Council adds a tenth point to the Officer's Recommendations to read as follows:

10. Requests the CEO to modify the schedule of submissions; and to change the columns referring to Council Comments and Recommendations to read: Officer Comments and Recommendations.

AMENDMENT CARRIED 8/0

Debate continued on the substantive motion.

Clarification was sought.

Debate continued.

The motion was put.

MOTION/COUNCIL RESOLUTION NO. SCM065/03/23

MOVED Cr S Pearce

SECONDED Cr P Hart

That Council:

1. Receives the Schedule of Submissions that forms the subject of Attachment 3 to this report;
2. Determines the submissions by resolving to adopt the recommendations in the Schedule of Submissions that formed the subject of Attachment 3 to this report;
3. Amends proposed Shire of Toodyay Local Planning Scheme No. 5 in light of the submissions in accordance with the attached modified document that formed the subject of Attachment 1 to this report and subject to the following additional amendments:

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- (a) The Zoning Table be amended to make the 'Commercial Vehicle Parking' land use an 'A' use in lieu of an 'X' use for the Rural Residential zone.
- (b) The Special Use 15 zone for the Roman Catholic Church precinct be adopted as advertised.
4. Authorises the Chief Executive Officer to undertake any necessary minor editorial, grammatical and other modifications to the Scheme documents that do not change the effect of the Scheme as adopted;
5. Adopts proposed Shire of Toodyay Local Planning Scheme No. 5 (as modified), comprising the modified Scheme Text and modified Scheme Map that formed the subject of Attachment 1 to this report;
6. Requests the CEO to submit proposed Local Planning Scheme No. 5 (as modified) to the Western Australian Planning Commission as required by the *Planning and Development (local planning schemes) Regulations 2015* requesting final approval of the Scheme by the Minister for Planning.
7. Requests that the CEO commence the preparation of an omnibus scheme amendment within six (6) months of the date of this resolution.
8. Requests that the CEO commence work on the preparation of a review of the Local Planning Strategy within six (6) months of the date of this resolution.
9. Requests that a report is brought back to the Council at the November 2023 Ordinary Council Meeting providing an update on the omnibus scheme amendment and local planning strategy review.
10. Requests the CEO to modify the schedule of submissions; and to change the columns referring to Council Comments and Recommendations to read: Officer Comments and Recommendations.

Voted For: Crs R Madacsi, B Ruthven, C Duri, P Hart, S McCormick, S Pearce and D Wrench

Voted Against: Cr M McKeown

MOTION CARRIED 7/1

SPECIAL COUNCIL MEETING MINUTES

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7 CLOSURE OF MEETING

The Shire President declared the meeting closed at 3.48pm.

Shire of Toodyay Policy Manual

LOCAL PLANNING POLICY

PLANNING POLICY NO	LPP.17
POLICY SUBJECT	DEVELOPMENT IN EXTRACTS INDUSTRIAL AREA
ADOPTION DATE	20 August 2009
LAST REVIEW	13 May 2010

STATEMENT OF INTENT

This policy will provide guidelines and standards for development within the Extracts Industrial Area to ensure that all development occurs in a manner that minimises land use conflicts, maintains safety standards and improves the visual appearance of the area.

OBJECTIVES

- To minimise problems that may arise from industrial land uses.
- To ensure that development occurs in a manner that improves the safety and visual appearance of the Industrial Estate.
- To provide a tool to ensure that the development standards for the Extracts Industrial Area are consistently applied to all proposals.

DEFINITIONS

'Extracts Industrial Area' shall refer to that area of land zoned 'Light Industry' under the Shire of Toodyay Local Planning Scheme No 4 and designated as 'Light Industry' on the Scheme Maps.

STATUTORY POWER

This Local Planning Policy is made pursuant to Clause 2.2 of the Shire of Toodyay Local Planning Scheme No 4.

POLICY STATEMENT

1. In considering any application for development within the Extracts Industrial Area, the Council will have regard to the following:
 - a) The compatibility of the proposed use with other surrounding uses;
 - b) The potential impact of the proposal on the efficient and effective operations of existing and planned industry, infrastructure or public purposes; and
 - c) The risks, hazards, health and amenity associated with the proposed use being located in proximity to existing and planned industry, infrastructure or a public purpose or any other use.

Local Planning Policy No.17 – Development in Extracts Industrial Area

Shire of Toodyay Policy Manual

2. All new development and redevelopment of existing premises within the Extracts Industrial Area shall comply with the development standards set out in this policy. However, these development standards will not be applied retrospectively to existing developments.
3. The provisions of this policy shall not excuse compliance with any other legislation, policy or requirement that may apply to the proposed development.
4. The Council may vary the requirements of this policy, where it is considered that full compliance with the policy is impractical or such variation is warranted in the circumstances of the case.

Building Setbacks

5. All structures within the Extracts Industrial Area shall have a minimum setback to the front boundary of 5.0 metres.
6. The total gross floor area of all buildings on a property will have a maximum coverage of 60% of the total lot area.
7. All structures shall maintain a minimum setback of 3.0 metres to a secondary street frontage.
8. A structure may have a nil setback to a side boundary, provided that vehicular access to the rear of the lot is maintained and that the provisions of the Building Code of Australia can be achieved.

Note: The Building Code of Australia requires that commercial and industrial premises achieve a minimum setback of 3.0 metres from boundaries to ensure adequate fire separation between buildings, however the Code allows a lesser setback if appropriate fire walls are installed.

9. In the Extracts Industrial Area, no person shall use the setback area between the building line and the street alignment for any purpose other than one or more of the following:
 - a) A means of access;
 - b) The daily parking of vehicles used by employees and customer or clients;
 - c) An open air or trade display, with the consent of the Council; and
 - d) Landscaping.
10. Setback areas shall not be used for the storing of vehicles which are being repaired or wrecked, the storage of materials, products, by-products or wastes, or the storage of fuel except in underground tanks.

Land Use

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11. Where a use in the Extracts Industrial Area is defined as a Prescribed Premises in the Regulations to the Environmental Protection Act 1987 (as amended) or an Offensive Trade under the Health Act 1911 (as amended), the proposal shall be advertised for public comment and advice may also be sought from the Department of Environment and Conservation and/or the Health Department.
12. Factory units may be developed in the Extracts Industrial Area, provided that:
 - a) There is no more than one occupancy for each factory unit;
 - b) No industrial unit is used for machinery or automotive wrecking or for the sale of motor vehicles or caravans; and
 - c) Factory units shall be separated from each other by an internal wall or walls constructed of brick, stone or concrete in accordance with the Building Code of Australia and shall not be altered, moved or removed without the consent of the Council.
13. Any open air or trade display on a property shall comply with the following requirements:
 - a) The open air or trade display may be used for the display of trade goods and equipment for the purpose of advertisement relating to the business for which the lot is being used;
 - b) The open air or trade display area shall not impede movement to or from any parking areas, vehicle access ways or loading areas;
 - c) No more than 30% of the setback area shall be used for an open air or trade display area.
14. Council may require the provision of one or more areas for the storage of refuse and bulk bins in any industrial development. This refuse or storage area shall be:
 - a) Screened from view from any public street;
 - b) Enclosed by a wall of masonry or colourbond material and having a minimum height of 1.5 metres;
 - c) The floor of the refuse or storage area is to be paved and drained to an approved effluent disposal system; and
 - d) A tap for cleaning purposes is to be installed.
15. Caretaker's dwellings will not be permitted, other than under extenuating circumstances, where the approved use for the site requires a caretaker's residence. The caretaker's residence shall only be occupied by a supervisor, owner or manager of the legitimate and approved land use undertaken on site.

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Parking & Access

- 16 All development within the Extracts Industrial Area shall make provision for the off-street parking of motor vehicles, in accordance with the provisions of Council's Policy TP.4 – Car Parking Policy. All parking areas shall be designed to enable all vehicles to return to the street in forward gear.
- 17 All parking, access and vehicle manoeuvring areas constructed shall be sealed to a minimum bitumen standard, kerbed, drained, linemarked and in accordance with the relevant Australian Standards. These areas are to be maintained to the satisfaction of Council.
- 18 No land or buildings shall be developed unless provision is made for an area clear of the street for the purpose of loading and unloading goods or materials and all servicing vehicles should be able to leave and enter the street in forward gear.
- 19 Vehicular access ways shall not be less than 4.5 metres wide. A lesser width of 3.0m may be permitted where a one way system of traffic movement may be established on the lot.

Landscaping

- 20 As part of an application to develop within the Extracts Industrial Area, the proponent shall provide details on the proposed landscaping to be installed on the property.
- 21 The landscaping of industrial properties aims to soften the impact of the proposed development and to maintain visual amenity. Such landscaping must comply with the following criteria and any other adopted design criteria of the Council:
 - e) A 3.0 metre wide landscaping strip shall be provided along all road frontages, except at the points of access to the property. This landscaping strip may be reduced to 1.0 metre along a secondary street frontage.
 - f) The landscaping strips are to be bound by non-mountable kerbing (or similar);
 - g) All landscaping shall include shade trees and indigenous or common local shrubs, with a minimum plant cover of 75%;
 - h) Council will not support the extensive use of loose landscaping materials such as woodchips or gravel;
 - i) Landscaping shall be provided to minimise the visual impact of parking areas and to provide shade trees;
 - j) All landscaping must be installed within 60 days of the commencement of operations on the property; and
 - k) Landscaping strips must be reticulated and maintained to the satisfaction of the Council.

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Disposal of Waste Water, Effluent and Other Materials

- 22 All stormwater and effluent shall be disposed of on site. Approval for all effluent disposal systems must be sought from the Shire of Toodyay through the lodgement of an *Application to Construct or Install an Apparatus for the Treatment of Sewage*.
- 23 Suitable barriers must be provided around leach drains, septics and soak wells to prevent vehicular impact on these systems.
- 24 Deleterious and hazardous waste materials and any other noxious by products may not be contained or stored on site and shall be disposed of in an approved waste facility. This will include materials such as asbestos, tyres, waste oil etc.
- 25 Where inflammable, explosive or petroleum based products are used and/or are likely to be discharged, a sealed wash down area and a petrol and oil separator must be installed.

Fencing

- 26 The details of the fencing to be used on the property should be provided at the time of making an application to develop land within the Extracts Industrial Area. Dependent upon the nature of the proposed land use, the Council may require that solid screen fencing be provided on one or more of the lot boundaries.
- 27 Generally, front fencing should be open in nature and should complement the adjoining landscaping areas.
- 28 Second hand fencing materials will not be permitted within the Extracts Industrial Area.

**Adopted as TP Policy 15 December 2005
Amended Council Meeting 16 November 2006
Amended Council Meeting 15 November 2007
Amended Council Meeting 21 May 2009
Reviewed Council Meeting 13 May 2010**

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Development in Extracts Industrial Area

Introduction

This policy will provide guidelines and standards for development within the Extracts Industrial Area to ensure that all development occurs in a manner that minimises land use conflicts, maintains safety standards, prevents the use of declared plants and improves the visual appearance of the area.

Objective

- To minimise problems that may arise from industrial land uses.
- To ensure that development occurs in a manner that improves the safety and visual appearance of the Industrial Estate.
- To provide a tool to ensure that the development standards for the Extracts Industrial Area are consistently applied to all proposals.
- To ensure the development does not introduce or support feral and/or invasive animals or plants

Scope

1. In considering any application for development within the Extracts Industrial Area, the Council will have regard to the following:
 - a) The compatibility of the proposed use with other surrounding uses;
 - b) The potential impact of the proposal on the efficient and effective operations of existing and planned industry, infrastructure, or public purposes; and
 - c) The risks, hazards, health, and amenity associated with the proposed use being located in proximity to existing and planned industry, the natural and agricultural environment, infrastructure or a public purpose or any other use.

Definitions

Term	Definition
Building Code of Australia	Is a set of two documents that forms part of the National Construction Code ("NCC") that includes the Plumbing Code of Australia, a series of documents published by the Australian Building Codes Board ("ABCB") to provide a nationally consistent framework for the construction of buildings and structures throughout Australia
Caretakers Cottage	A detached accessory Dwelling Unit or a Suite constructed within the principal building, used to accommodate a caretaker or watchperson.
Council	The local government, responsible for making decisions in formal meetings held under the

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Term	Definition
	auspices of Part 5 of the <i>Local Government Act 1995</i> and under the <i>Shire's Standing Orders Local Law 2008</i> .
Development	Development includes land to be used for a particular purpose, the construction, alteration or demolition of a building or works
Deleterious and hazardous Waste	A substance that because of its quantity, concentration, or physical, chemical, or infectious characteristics may pose an imminent and substantial threat to public health, safety, or welfare or the environment.
Declared plants	A Declared Plant is a weed that has been declared under the relevant Act. Once a weed is declared, landholders are obliged to control that plant on their properties..
Infrastructure	The resources (such as personnel, buildings, or equipment) required for an activity
Invasive Animals & Plants	An invasive species is an organism that is not indigenous, or native, to a particular area.
Natural Environment	the topography, soils, water systems, flora and fauna species native to the area which excludes introduced species that are declared invasive, potentially invasive, or a threat to biosecurity.
Setback	Minimum distance which a building or other structure must be set back from the boundary
Shire	Shire of Toodyay.

Policy Statement

1. All new development and redevelopment of existing premises within the Extracts Industrial Area shall comply with the development standards set out in this policy. However, these development standards will not be applied retrospectively to existing developments.
2. The provisions of this policy shall not excuse noncompliance with any other legislation, policy or requirement that may apply to the proposed development.

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3. The Council may vary the requirements of this policy, where it is considered that full compliance with the policy is impractical, or such variation is warranted in the circumstances of the case.
4. All development must protect against adverse impact to the natural environment.

Building Setbacks

5. All structures within the Extracts Industrial Area shall have a minimum setback to the front boundary of 5.0 metres.
6. The total gross floor area of all buildings on a property will have a maximum coverage of 60% of the total lot area.
7. All structures shall maintain a minimum setback of 3.0 metres to a secondary street frontage.
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 - c) An open air or trade display, with the consent of the Council; and
 - d) Landscaping.
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Land Use

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Parking & Access

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 - e) A 3.0-metre-wide landscaping strip shall be provided along all road frontages, except at the points of access to the property. This landscaping strip may be reduced to 1.0 metre along a secondary street frontage.
 - f) The landscaping strips are to be bound by non-mountable kerbing (or similar);
 - g) All landscaping shall include shade trees and indigenous or common local shrubs, with a minimum plant cover of 75%.
 - h) Use of declared plants is not permitted.
 - i) Council will not support the use of loose landscaping materials such as gravel.
 - j) Landscaping shall be provided to minimise the visual impact of parking areas and to provide shade trees.
 - k) All landscaping must be installed within 60 days of the commencement of operations on the property: and

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- l) Landscaping strips must be reticulated and maintained to the satisfaction of the Council.

Disposal of Wastewater, Effluent and Other Materials

- 22 All stormwater and effluent shall be disposed of on site. Approval for all effluent disposal systems must be sought from the Shire through the lodgment of an *Application to Construct or Install an Apparatus for the Treatment of Sewage*.
- 23 Suitable barriers must be provided around leach drains, septic and soak wells to prevent vehicular impact on these systems to the satisfaction of the Shire.
- 24 Deleterious and hazardous waste materials and any other noxious by products may not be contained or stored on site and shall be disposed of in an approved waste facility. This will include materials such as asbestos, tyres, and waste oil. As per Australian standards AS 2758.1:2014.
- 25 Where inflammable, explosive or petroleum-based products are used and/or are likely to be discharged, a sealed wash down area and a petrol and oil separator must be installed.

Fencing

- 26 The details of the fencing to be used on the property should be provided at the time of making an application to develop land within the Extracts Industrial Area. Dependent upon the nature of the proposed land use, the Council may require that solid screen fencing be provided on one or more of the lot boundaries.
- 27 Generally, front fencing should be open in nature and should complement the adjoining landscaping areas.
- 28 Secondhand fencing materials will not be permitted within the Extracts Industrial Area.

Reference Information

LPP. 17 Development in Extracts Industrial Area

Legislation

[Planning and Development Act 2005](#)

[Planning and Development Regulations 2009](#)

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[Planning and Development \(Local Planning Schemes\) Regulations 2015](#)
[Shire of Toodyay Local Planning Scheme](#)

Associated documents

Can just list them here

Version control information

Version No.	Date Issued	Review position	Developed by	Approved by
V1	21 May 2009	Council	Manager Planning & Development	Council
V2				

Document control information	
Document Theme	
Document Category	
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Archived antecedent documents and previous versions	
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LOCAL PLANNING POLICY

POLICY NO:	LPP,22
POLICY SUBJECT:	ROAD NAMING
ADOPTION DATE:	20 August 2009
LAST REVIEW	13 May 2010

STATEMENT OF INTENT

This policy provides guidelines for the naming of new and existing roads within the Shire of Toodyay.

OBJECTIVES

- To provide a consistent procedure to local road naming within the Shire of Toodyay.
- To provide Council, staff, the local community and developers with clear information on the requirements for the naming of roads.
- To ensure that road names comply with relevant legislation and requirements.
- To ensure consideration and regard to the history, natural environment, indigenous culture and character of the area is duly given when determining road names.

POLICY STATEMENT

1.0 Procedure for Adopting a New Road Name

- 1.1 Developers of new subdivisions shall advise Council of their preference on names for new roads within the subdivision prior to lodgement of clearance of subdivision.
- 1.2 Developers are encouraged to apply themes to areas of a subdivision.
- 1.3 Proposed names should be appropriate to the history, natural environment, indigenous culture and / or character of the area.
- 1.4 Applicants are advised to have regard for Part 3.0 of this document and for the 'Geographical Names Committee W.A. – Principles, Guidelines and Procedures' when selecting proposed road names.
- 1.5 A written proposal is to be submitted inclusive of a plan indicating the location of the road to be named and reasons / justification for the name.
- 1.6 Proposals for road names should include an appropriate road type suffix. (See Attachment 1)

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- 1.7 Council's Development Services staff will initially assess the proposed name for compliance with this policy. Proposed names in accordance with this policy will then be advertised in two (2) locally circulated newspapers (i.e. The Toodyay Herald and Avon Valley Advocate) specifying a minimum submission/comment period of thirty five (35) days.
- 1.8 At the close of the submission period the proposal will be presented to Council with all received comment tabled for consideration.
- 1.9 Council's decision is to be then forwarded to the Office of the Minister for Land Information and the Geographic Names Committee of W.A.
- 2.0 Procedure for Renaming an Existing Road**
- 2.1 A request to change an existing road name must be received from an owner or resident of the affected road.
- 2.2 Council must receive a majority written concurrence from all owners and residents of the subject road for the proposed name to enable the matter to proceed.
- 2.3 The applicant is responsible for obtaining the necessary written support from owner/residents.
- 2.4 A road name shall not be altered if it bears historical, local, regional, indigenous or family significance.
- 2.5 Proposed names should be appropriate to the history, natural environment, indigenous culture and character of the area.
- 2.6 Applicants are advised to have regard for Part 3.0 of this document and for the 'Geographical Names Committee W.A. – Principles, Guidelines and Procedures' when selecting proposed road names.
- 2.7 A written proposal is to be submitted inclusive of a plan indicating the location of the road to be renamed and reasons/ / justification for the name.
- 2.8 Proposals for road names should include an appropriate road type suffix. (See Attachment 1)
- 2.9 Council's Development Services staff will initially assess the proposed new name for compliance with this policy. Proposed names in accordance with this policy will then be advertised in two (2) locally circulated newspapers (i.e. The Toodyay Herald and Avon Valley Advocate) specifying a minimum submission/comment period of thirty five (35) days. All affected property owners and occupiers are to be advised directly of the proposal and the said submission period.
- 2.10 At the close of the submission period the proposal will be presented to Council with all received comment tabled for consideration.

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- 2.11 Council's decision is to be then forwarded to the Office of the Minister for Land Information and the Geographic Names Committee of W.A.

3.0 Road Naming Selection Criteria

- 3.1 New names and changes of names shall have strong local community support.
- 3.2 Names in public use shall have primary consideration.
- 3.3 Name duplication and dual naming should be avoided.
- 3.4 Names of living individuals should be used only in exceptional circumstances.
- 3.5 Names characterised as follows are to be avoided, where possible:-

incongruous; given and surname combinations; qualified names; double names; corrupted, unduly cumbersome, obscene, derogatory or discriminating names; and commercialised names.
- 3.6 Preferred sources of names are:-

descriptive names appropriate to the features, natural environment, pioneers, war casualties and historical events connected with the area, and names from Aboriginal languages currently or formerly identified with the general area.
- 3.7 Generic terms must be appropriate to features described.
- 3.8 New names proposed must be accompanied by exact information as to location, feature identification, origin, or if alteration is proposed, by a rationale.
- 3.9 The use of the genitive apostrophe is to be avoided (e.g. Butcher's).
- 3.10 Hyphenated words in place names shall only be used where they have been adopted in local usage (e.g. City of Kalgoorlie-Boulder).

**Note: Part 3.0 and Attachment One are a direct extract from the 'Geographical Names Committee W.A. – Principles, Guidelines and Procedures' document of May 2006. The intent is to maintain consistency with their selection criteria and to also provide this information as a matter of convenience for applicants.*

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Attachment One – Road Types

Road types are grouped into three categories – Culs-de-sac, Open Ended and Either. The use of appropriate types is strongly encouraged to assist the travelling public and delivery companies and emergency services. Existing exceptions to these rules are often the result of particular circumstances, and similar use is not encouraged. Redevelopment is often a reason for the non-typical use of such road types.

CULS-DE-SAC

Type	Abbreviation	Description
BRAE	BRAE	A roadway running along a hill area.
BROW	BROW	A roadway that runs along or over the top of a hill.
CLOSE	CL	A short enclosed roadway.
COPSE	CPS	A roadway running through or to a public open space or woodland area.
COURT	CT	A short enclosed roadway.
COURTYARD	CTYD	An enclosed area.
COVE	COVE	A short enclosed roadway.
DALE	DALE	A roadway situated between hills.
END	END	A roadway that has a definite finishing point.
GLADE	GLD	A roadway usually in a valley of trees.
GLEN	GLEN	A roadway usually in a valley of trees.
GREEN	GRN	A roadway often leading to a grassed public recreation area.
GROVE	GR	A roadway which often features a group of trees standing together.
KEY	KEY	A roadway serving as an entry to an estate or stage of a development as a feature or landscaped entry with controlled access.
LOOKOUT	LKT	roadway leading to or having a view of fine natural scenery.
MEWS	MEWS	A roadway having houses grouped around the end.
NOOK	NOOK	A short, secluded roadway with limited frontage indicating privacy.
PLACE	PL	A short sometimes-narrow enclosed roadway.
PLAZA	PLZA	A roadway enclosing the four sides of an area forming a market place or open space
POCKET	PKT	A short roadway leading to an intimate village environment.
POINT	PNT	A roadway leading to a focal point or river frontage.
PORT	PORT	A small roadway abutting a harbour, inlet, marina etc. in a coastal development.
REST	REST	A short roadway with limited residential frontage creating a quiet secluded environment.

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RETREAT SHUNT	RTT SHUN	A roadway forming a place of seclusion. A short, dead-end track used in State Forest only.
TARN	TARN	A roadway surrounding or leading to a lake or some other water feature.
TOP	TOP	A roadway constructed at the highest part of an area.
TOR WHARF	TOR WHRF	A roadway along a rocky height or hillside. A roadway running alongside a water feature creating a wharf-like impression.

OPEN ENDED STREETS

Type	Abbreviation	Description
ALLEY	ALLY	A usually narrow roadway for people or vehicles in cities and towns. A minor roadway through the centre of city blocks or squares.
APPROACH	APP	A roadway leading to an area of community interest i.e. public open space, commercial area, beach etc.
ARCADE	ARC	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
AVENUE	AV	A broad roadway, usually planted on each side with trees
BANAN	BA	Aboriginal word meaning 'Street' or 'Path'(east Kimberley only).
BEND	BEND	A roadway containing a bend.
BOULEVARD	BVD	A wide roadway, well paved, usually ornamented with trees and grass plots.
BRACE	BR	A small roadway, which connects other roads or a major road to another feature.
BREAK	BRK	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.
BYPASS	BYPA	An alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.
CENTRE	CTR	A roadway, which runs into or around a group of buildings forming the central point of an area of activity i.e. commercial, community, public open space, etc.
CIRCLE	CIR	A roadway, which forms a circle or part of a circle.
CIRCUIT	CCT	A roadway enclosing an area.
CIRCUS	CRCS	A circular open place where many roadways come together.

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CONCOURSE	CON	A roadway which runs around a central area, e.g. public open space or a commercial area.
CRESCENT DRIVE	CR DR	A crescent or half moon shaped roadway. A wide thoroughfare allowing a steady flow of traffic without many cross streets.
EDGE	EDGE	roadway constructed along the edge of a cliff or ridge.
ENTRANCE	ENT	A roadway connecting other roads.
ESPLANADE	ESP	A level roadway, often along the seaside or a river.
FAIRWAY	FAWY	A short open roadway between other roadways.
FOLLOW	FOLW	A roadway meandering through wooded or undulating country.
FORMATION	FORM	A formed surface, once a timber railway which now provides vehicular access.
FREEWAY	FWY	An express highway, with limited or controlled access.
GATE	GTE	A roadway leading into an estate, main entrance to a focal point, public open space.
GRANGE	GRA	GRA A roadway leading to a country estate, or focal point, public open space, shopping area, etc.
HIGHWAY INTERCHANGE	HWY INTG	A main road or thoroughfare, a main route. A highway or freeway junction designed so that traffic streams do not intersect.
JUNCTION	JNC	A roadway making a transition from a major to a minor road in an estate, etc. A through road leading from one minor road to another as a link.
LANE	L	A narrow way between walls, buildings etc. a narrow country or city roadway.
LINE	LINE	A generally long and straight road.
LINK	LINK	A roadway which links similar land uses i.e. pockets of residential, other roadway, etc.
LOOP	LOOP	A roadway that diverges from and rejoins the main thoroughfare.
MALL	MALL	A sheltered walk, promenade or shopping precinct.
MEANDER	MNDR	A sinuous winding roadway, wandering at random through an area or subdivision.
PARADE	PDE	A public promenade or roadway which has good pedestrian facilities along the side.
PARKWAY	PWY	A roadway through parklands or an open grassland area.
PASS	PASS	A roadway connecting major thoroughfares or running through hills.
PATH	PATH	A roadway usually used for pedestrian traffic.

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PATHWAY	PWAY	A narrow roadway of any length meandering through an estate.
PROMENADE	PROM	PROM A roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking.
QUADRANT	QDRT	A loop road forming a circular path or a curved deviation from another road.
QUAYS	QYS	A roadway leading to a landing place alongside or projecting into water.
RAMBLE	RMBL	A roadway that meanders from place to place.
RIDGE ROAD	RDGE RD	A roadway along the top of a hill. A place where one may ride, an open way or public passage for vehicles, persons and animals, a roadway forming a means of communication between one place and another.
ROTARY	RTY	An intersection of two or more carriageways at a common level where all traffic travels around a central island.
ROUTE	RTE	A roadway allowing steady traffic flow with limited cross streets.
ROW	ROW	A roadway with a line of professional buildings on either side.
STREET	ST	A public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.
TERRACE	TCE	A roadway usually with houses on either side raised above the road level.
TRACK	TRK	A roadway with a single carriageway.
TRAIL	TRL	A roadway through a natural bushland region.
TURN UNDERPASS	TURN UPAS	A roadway containing a sharp bend or turn. A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
WALK	WK	A thoroughfare with restricted vehicle access used mainly by pedestrians
WALKWAY	WKWY	A roadway on which traffic travels at a slow pace.
WAY	WY	An accessway between two streets.
WYND	WYND	A short narrow roadway or alley.

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EITHER CULS-DE-SAC OR OPEN ENDED STREETS

Type	Abbreviation	Description
CHASE	CH	A roadway leading down to a valley.
CORNER	CNR	A roadway containing a sharp bend or corner.
CREST	CRST	A roadway running along the top or summit of a hill.
CROSS	CRSS	A roadway forming a 'T' or cross.
DIP	DIP	Short roadway through a steep valley or gully.
ELBOW	ELB	A roadway containing a sharp bend or turn.
FRONTAGE	FRTG	A roadway passing a point of interest or significance with lots fronting only one side e.g. public open space, coastline, etc.
GAP	GAP	A roadway that traverses a passage or a pass through a ridge or hill.
GARDENS	GDNS	A roadway with special plantings of trees, flowers etc. and often leading to a place for public enjoyment.
HEIGHTS	HTS	A roadway traversing high ground.
HILL	HILL	A roadway going up a natural rise.
OUTLOOK	OTLK	A roadway leading to an area which affords a view across surrounding areas.
RISE	RISE	A roadway going to a higher place or position.
SPUR	SPUR	A minor roadway running off at less than 45 degrees.
SQUARE	SQ	A roadway bounding the four sides of an area to be used as open space or a group of buildings
VALE	VALE	A roadway along low ground between hills.
VIEW	VIEW	A roadway commanding a wide panoramic view across surrounding areas.
VISTA	VSTA	A road with a view or outlook.

All of the above abbreviations are according to the Australian Standard for Geographic Information Systems – data dictionary for transfer of street addressing information (AS 4212-1994)

**Adopted as TP Policy 13 December 2007
Amended Council Meeting 21 May 2009
Reviewed Council Meeting 13 May 2010**



Road Naming

Introduction

This is a Local Planning Policy prepared under Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

Objective

- To provide a consistent procedure to local road naming within the Shire of Toodyay.
- To provide Council, staff, the local community, and developers with clear information on the requirements for the naming of roads.
- To ensure that road names comply with relevant legislation and requirements.
- To ensure consideration and regard to the history, natural environment, indigenous culture and character of the area is duly given when determining road names.

Scope

This policy provides guidelines for the naming of new and existing roads within the Shire of Toodyay.

Definitions

Term	Definition
Council	Shire of Toodyay
Cul-de-sac	A street or passage closed at one end.
Subdivision	An area of land divided into plots for sale.

Policy Statement


1.0 Procedure for Adopting a New Road Name

- 1.1 Developers of new subdivisions shall advise Council of their preference on names for new roads within the subdivision prior to lodgement of clearance of subdivision.
- 1.2 Developers are encouraged to apply themes to areas of a subdivision.
- 1.3 Proposed names should be appropriate to the history, natural environment, indigenous culture and / or character of the area.
- 1.4 Applicants are advised to have regard for Part 3.0 of this document and for the 'Geographical Names Committee W.A. – Principles, Guidelines and Procedures' when selecting proposed road names.

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- 1.5 A written proposal is to be submitted inclusive of a plan indicating the location of the road to be named and reasons / justification for the name.
 - 1.6 Proposals for road names should include an appropriate road type suffix. (See Attachment 1)
 - 1.7 Council's Development Services staff will initially assess the proposed name for compliance with this policy. Proposed names in accordance with this policy will then be advertised in the local newspaper and on the Shire's website specifying a minimum submission/comment period of thirty five (35) days.
 - 1.8 At the close of the submission period the proposal will be presented to Council with all received comment tabled for consideration.
 - 1.9 Council's decision is to be then forwarded to the Office of the Minister for Land Information and the Geographic Names Committee of W.A.


2.0 Procedure for Renaming an Existing Road

- 2.1 A request to change an existing road name must be received from an owner or resident of the affected road.
- 2.2 Council must receive a majority written concurrence from all owners and residents of the subject road for the proposed name to enable the matter to proceed.
- 2.3 The applicant is responsible for obtaining the necessary written support from owner/residents.
- 2.4 A road name shall not be altered if it bears historical, local, regional, indigenous, or family significance.
- 2.5 Proposed names should be appropriate to the history, natural environment, indigenous culture, and character of the area.
- 2.6 Applicants are advised to have regard for Part 3.0 of this document and for the 'Geographical Names Committee W.A. – Principles, Guidelines and Procedures' when selecting proposed road names.
- 2.7 A written proposal is to be submitted inclusive of a plan indicating the location of the road to be renamed and reasons/ / justification for the name.

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- 2.8 Proposals for road names should include an appropriate road type suffix. (See Attachment 1)
- 2.9 Council's Development Services staff will initially assess the proposed new name for compliance with this policy. Proposed names in accordance with this policy will then be advertised in the local newspaper and on the Shire's website specifying a minimum submission/comment period of thirty five (35) days.. All affected property owners and occupiers are to be advised directly of the proposal and the said submission period.
- 2.10 At the close of the submission period the proposal will be presented to Council with all received comment tabled for consideration.
- 2.11 Council's decision is to be then forwarded to the Office of the Minister for Land Information and the Geographic Names Committee of W.A.

3.0 Road Naming Selection Criteria

- 3.1 New names and changes of names shall have strong local community support.
- 3.2 Names in public use shall have primary consideration.
- 3.3 Name duplication and dual naming should be avoided.
- 3.4 Names of living individuals should be used only in exceptional circumstances.
- 3.5 Names characterised as follows are to be avoided, where possible – incongruous; given and surname combinations; qualified names; double names; corrupted, unduly cumbersome, obscene, derogatory, or discriminating names; and commercialised names.
- 3.6 Preferred sources of names are: -
descriptive names appropriate to the features, natural environment, pioneers, war casualties and historical events connected with the area, and names from Aboriginal languages currently or formerly identified with the general area.
- 3.7 Generic terms must be appropriate to features described.
- 3.8 New names proposed must be accompanied by exact information as to location, feature identification, origin, or if alteration is proposed, by a rationale.
- 3.9 The use of the genitive apostrophe is to be avoided (e.g. Butcher's).
- 3.10 Hyphenated words in place names shall only be used where they have been adopted in local usage (e.g., City of Kalgoorlie-Boulder).

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*Note: Part 3.0 and Attachment One are a direct extract from the current version 'Geographical Names Committee W.A. – [Policies and Standards for Geographical Naming in Western Australia](#) document.

The intent is to maintain consistency with their selection criteria and to also provide this information as a matter of convenience for applicants.

Attachment One – Road Types

Road types are grouped into three categories: Cul-de-sac, Open Ended and Either. The use of appropriate types is strongly encouraged to assist the travelling public and delivery companies and emergency services. Existing exceptions to these rules are often the result of particular circumstances, and similar use is not encouraged. Redevelopment is often a reason for the nontypical use of such road types.

CUL-DE-SAC

Type	Abbreviation	Description
BRAE	BRAE	A roadway running along a hill area.
BROW	BROW	A roadway that runs along or over the top of a hill.
CLOSE	CL	A short, enclosed roadway.
COPSE	CPS	A roadway running through or to a public open space or woodland area.
COURT	CT	A short, enclosed roadway.
COURTYARD	CTYD	An enclosed area.
COVE	COVE	A short, enclosed roadway.
DALE	DALE	A roadway situated between hills.
END	END	A roadway that has a definite finishing point.
GLADE	GLD	A roadway usually in a valley of trees.
GLEN	GLEN	A roadway usually in a valley of trees.
GREEN	GRN	A roadway leading to a grassed public recreation area.
GROVE	GR	A roadway which often features a group of trees standing together.
KEY	KEY	A roadway serving as an entry to an estate or stage of a development as a feature or landscaped entry with controlled access
LOOKOUT	LKT	roadway leading to or having a view of fine natural scenery.
MEWS	MEWS	A roadway having houses grouped around the end.
NOOK	NOOK	A short, secluded roadway with limited frontage indicating privacy.
PLACE	PL	A short sometimes-narrow enclosed roadway.
PLAZA	PLZA	A roadway enclosing the four sides of an area forming a marketplace or open space
POCKET	PKT	A short roadway leading to an intimate village environment.

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POINT	PNT	A roadway leading to a focal point or river frontage.
PORT	PORT	A small roadway abutting a harbour, inlet, marina etc. in a coastal development.
REST	REST	A short roadway with limited residential frontage creating a quiet secluded environment

OPEN ENDED STREETS

Type	Abbreviation	Description
ALLEY	ALLY	A usually narrow roadway for people or vehicles in cities and towns. A minor roadway through the centre of city blocks or squares.
APPROACH	APP	A roadway leading to an area of community interest i.e. public open space, commercial area, beach etc.
ARCADE	ARC	A passage having an arched roof, or any covered passageway, especially one with shops along the sides
AVENUE	AV	A broad roadway, usually planted on each side with trees
BANAN	BA	Aboriginal word meaning 'Street' or 'Path'(east Kimberley only).
BEND	BEND	A roadway containing a bend.
BOULEVARD	BVD	A wide roadway, well paved, usually ornamented with trees and grass plots.
BRACE	BR	A small roadway, which connects other roads or a major road to another feature.
BREAK	BRK	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.
BYPASS	BYPA	An alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.
CENTRE	CTR	A roadway, which runs into or around a group of buildings forming the central point of an area of activity i.e. commercial, community, public open space, etc.
CIRCLE	CIR	A roadway, which forms a circle or part of a circle.
CIRCUIT	CCT	A roadway enclosing an area.
CIRCUS	CRCS	A circular open place where many roadways come together.
CONCOURSE	CON	A roadway which runs around a central area, e.g. public open space or a commercial area
CRESCENT	CR	A crescent or half moon shaped roadway.
DRIVE	DR	A wide thoroughfare allowing a steady flow of traffic without many cross streets
EDGE	EDGE	roadway constructed along the edge of a cliff or ridge.

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ENTRANCE	ENT	A roadway connecting other roads.
ESPLANADE	ESP	A level roadway, often along the seaside or a river.
FAIRWAY	FAWY	A short open roadway between other roadways.
FOLLOW	FOLW	A roadway meandering through wooded or undulating country.
FORMATION	FORM	A formed surface, once a timber railway which now provides vehicular access.
FREEWAY	FWY	An express highway, with limited or controlled access.
GATE	GTE	A roadway leading into an estate, main entrance to a focal point, public open space.
GRANGE	GRA	GRA A roadway leading to a country estate, or focal point, public open space, shopping area, etc.
HIGHWAY	HWY	A main road or thoroughfare, a main route.
INTERCHANGE	INTG	A highway or freeway junction designed so that traffic streams do not intersect.
JUNCTION	JNC	A roadway making a transition from a major to a minor road in an estate, etc. A through road leading from one minor road to another as a link.
LANE	L	A narrow way between walls, buildings etc. a narrow country or city roadway.
LINE	LINE	A generally long and straight road.
LINK	LINK	A roadway which links similar land uses i.e. pockets of residential, other roadway, etc.
LOOP	LOOP	A roadway that diverges from and rejoins the main thoroughfare.
MALL	MALL	A sheltered walk, promenade or shopping precinct.
MEANDER	MNDR	A sinuous winding roadway, wandering at random through an area or subdivision.
PARADE	PDE	A public promenade or roadway which has good pedestrian facilities along the side.
PARKWAY	PWY	A roadway through parklands or an open grassland area.
PASS	PASS	A roadway connecting major thoroughfares or running through hills.
PATH	PATH	A roadway usually used for pedestrian traffic.
PATHWAY	PWAY	A narrow roadway of any length meandering through an estate.
PROMENADE	PROM	PROM A roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking
QUADRANT	QDRT	A loop road forming a circular path or a curved deviation from another road.
QUAYS	QYS	A roadway leading to a landing place alongside or projecting into water.
RAMBLE	RMBL	A roadway that meanders from place to

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RIDGE ROAD	RDGE RD	place. A roadway along the top of a hill. public passage for vehicles, persons and animals, a roadway forming a means of communication between one place and another.
ROTARY	RTY	An intersection of two or more carriageways at a common level where all traffic travels around a central island.
ROUTE	RTE	A roadway allowing steady traffic flow with limited cross streets
ROW	ROW	A roadway with a line of professional buildings on either side.
STREET	ST	A public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.
TERRACE	TCE	A roadway usually with houses on either side raised above the road level.
TRACK	TRK	A roadway with a single carriageway.
TRAIL	TRL	A roadway through a natural bushland region.
TURN	TURN	A roadway containing a sharp bend or turn.
UNDERPASS	UPAS	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
WALK	WK	A thoroughfare with restricted vehicle access used mainly by pedestrians
WALKWAY	WKWY	A roadway on which traffic travels at a slow pace.
WAY	WY	An accessway between two streets.
WYND	WYND	A short narrow roadway or alley.

EITHER CULS-DE-SAC OR OPEN-ENDED STREETS

Type	Abbreviation	Description
CHASE	CH	A roadway leading down to a valley.
CORNER	CNR	A roadway containing a sharp bend or corner.
CREST	CRST	A roadway running along the top or summit of a hill.
CROSS	CRSS	A roadway forming a 'T' or cross.
DIP	DIP	Short roadway through a steep valley or gully.
ELBOW	ELB	A roadway containing a sharp bend or turn.
FRONTAGE	FRTG	A roadway passing a point of interest or significance with lots fronting only one side e.g. public open space, coastline, etc.
GAP	GAP	A roadway that traverses a passage or a pass through a ridge or hill.
GARDENS	GDNS	A roadway with special plantings of trees, flowers etc. and often leading to a place for public enjoyment.
HEIGHTS	HTS	A roadway traversing high ground.
HILL	HILL	A roadway going up a natural rise.

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OUTLOOK	OTLK	A roadway leading to an area which affords a view across surrounding areas.
RISE	RISE	A roadway going to a higher place or position.
SPUR	SPUR	A minor roadway running off at less than 45 degrees.
SQUARE	SQ	A roadway bounding the four sides of an area to be used as open space or a group of buildings
VALE	VALE	A roadway along low ground between hills.
VIEW	VIEW	A roadway commanding a wide panoramic view across surrounding areas.
VISTA	VSTA	A road with a view or outlook.

Reference Information

LPP.22 Local Planning Policy - Road Naming

Legislation

[Planning and Development Act 2005](#)

[Planning and Development Regulations 2009](#)

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

[Shire of Toodyay Local Planning Scheme](#)

Associated documents

Can just list them here

Version control information

Version No.	Date Issued	Review position	Developed by	Approved by
V1	13 May 2010	Council	MPD	Council
V2				

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Shire of Toodyay Policy Manual

LOCAL PLANNING POLICY

POLICY NO:	LPP.11
POLICY SUBJECT:	CAR PARKING
ADOPTION DATE:	20 August 2009
LAST REVIEW	13 May 2010

STATEMENT OF INTENT

This policy establishes standards for the provision of car parking associated with all development within the Shire of Toodyay. The policy aims to ensure adequate and safe access to facilities and services, whilst maintaining and complementing the amenity and character of the Shire.

The policy aims to facilitate consistent decision making by the Council and provides a guide for prospective developers and the general community on the development standards for car parking.

This policy is made pursuant to the provisions of the Shire of Toodyay Local Planning Scheme No 4 and clarifies the requirements of Clause 5.17.

OBJECTIVES

The policy establishes guidelines that will:

- Result in the construction of efficient and attractive car parking areas;
- Provide appropriate access, circulation and manoeuvrability within parking areas;
- Provide the adequate size and number of parking bays to meet the needs of development; and
- Ensure vehicular and pedestrian safety.

STATUTORY POWERS

This Local Planning Policy is made pursuant to Clause 2.2 of the Shire of Toodyay Local Planning Scheme No 4.

POLICY STATEMENT

1.0 GENERAL PROVISIONS

- 1.1 Unless otherwise provided within this policy, all development shall provide on site car parking in accordance with the requirements set out in "Table 1 – Car Parking Requirements".

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- 1.2 Where a proposed use is not specifically defined within Table 1, the Council will establish the requirement for the use dependent on the merits of the proposed development and considering:
 - a) The number of vehicles likely to be attracted to the development;
 - b) Maintenance of safety and amenity standards;
 - c) The traffic generating potential of the proposed development; and
 - d) The car parking availability in the immediate locality.
- 1.3 Premises (or lots) with more than one use will have the parking requirements calculated in proportion to the uses occupying the site. Council may consider a variation to the parking requirements for these developments where it is satisfied that appropriate and reasonable common usage of the parking areas occurs.
- 1.4 This policy is not intended as a control or means to achieve the retrospective provision of car parking to service an existing development.
- 1.5 The Council may vary the requirements of this policy, where it is considered that full compliance with the policy is impractical or such variation is warranted in the circumstances of the case.
- 1.6 The Council reserves the right to introduce fees in public parking areas and implement any other financial measures considered necessary to ensure adequate parking provision within the Shire of Toodyay.
- 1.7 Council may require the lodgement of performance or bank guarantees to ensure the satisfactory construction, completion and establishment of car parking areas and associated landscaping.

2.0 CASH IN LIEU OF PARKING BAYS

- 2.1 The Council may consider a cash contribution in lieu of the provision of car spaces in the following circumstances:
 - a) Where the development is of a minor nature and additional parking bays are not considered essential to the functioning of the land use;
 - b) Where the majority of the required parking bays are constructed on site, there is only a minor deficiency in the total number of bays provided and the remaining bays can not be accommodated on the land; or
 - c) Within the Town Centre zone, in accordance with the provisions of Part 4.0.
- 2.2 Unless otherwise provided within this policy, the cash in lieu payment for parking bays shall be calculated as follows:
 - a) The estimated cost to the developer in constructing the required parking bays to a bitumen paved standard, including drainage,

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lighting and landscaping. For the purpose of this policy, a parking bay (and its associated manoeuvring and landscaping areas) is considered to occupy an area of 30m²; plus

- b) The value of that area of land which would have been occupied by the parking bays as determined by the State Valuer General or other licensed Valuer.

The costs of construction will be determined by the Council and will be reviewed annually, taking into consideration CPI adjustments and be listed in the schedule of fees and charges.

- 2.3 The use of cash in lieu payments to meet car parking requirements is not as of right and shall be determined at Council's discretion. It is Council's preference that the cash in lieu arrangement only be used within the Town Centre zone and it is unlikely that cash in lieu of parking bays will be considered outside of this zone.
- 2.4 Where the Council agrees to the payment of cash in lieu of the provision of parking bays, an appropriate condition will be included on the planning approval for the proposed development. This payment must be made prior to the issue of a building licence for the proposed development. The Council may vary this requirement and consider staged payments supported by a bank guarantee, where cash in lieu of car parking will be provided for more than 20 parking bays.
- 2.5 Council will hold all cash payments in lieu of the provision of parking bays in reserve and these monies will be used for the provision of public car parking facilities either within the Town Centre zone or in the vicinity of the land where the parking requirement arose.
- 2.6 Any parking bays provided by Council as a result of cash in lieu payments will be administered by Council and will be made available to the general public for use. The Council reserves the right to impose fees for the usage of these areas.
- 2.7 Where the amount of cash in lieu payable under this policy cannot be agreed, it shall be determined by arbitration in accordance with the Commercial Arbitration Act 1985.
- 2.8 Where desirable to facilitate the conservation of a heritage place contained on the State Register of Heritage Places, the Heritage List or situated within a heritage area, the Council may agree to cash in lieu arrangement for 100% of the car parking requirement.

3.0 CAR PARKING WITHIN RESIDENTIAL ZONES

- 3.1 All residential development shall be provided on site parking bays in accordance with the provisions of the Residential Design Codes (2002) and as shown within Table 1.

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- 3.2 The Council will not accept a cash-in-lieu arrangement for parking bays required for residential land uses.
- 3.3 All single houses and grouped dwellings shall be provided at least one covered car bay.
- 3.4 The Council's preference is that residential parking areas be situated at the rear of a dwelling, accessed via a side driveway, or for garages and carports integrated with and located under the main roof of the dwelling. Parking areas within the front setback area is the least preferred option, as this is considered to have a detrimental impact on the streetscape and neighbourhood amenity.

4.0 CAR PARKING IN THE TOWN CENTRE ZONE

- 4.1 All developments within the Town Centre zone must provide car parking, in accordance with the requirements specified within "Table 1 – Car Parking Requirements".
- 4.2 Within the Town Centre zone, the Council may consider the variation to those parking ratios specified in Table 1, where it can be shown that:
 - a) The land use generates a lesser demand for parking; or
 - b) The proposed development meets the requirements of any design guidelines adopted by the Council and significantly enhances the streetscape, amenity and economic viability of the Town Centre.

This will be a consideration in calculating appropriate cash in lieu contributions for development within the Town Centre.

- 4.3 Parking areas within the Town Centre zone should be situated at the rear of buildings and screened from the streetscape, so as to enhance and preserve the heritage, amenity and ambience values of the Town Centre zone.
- 4.4 Cash in lieu of the provision of parking bays for developments within the Town Centre zone will only be considered where there is insufficient land area available to provide the parking bays and no other reasonable solution for the provision of on-site car parking exists.
- 4.5 The cash in lieu payment for parking bays within the Town Centre zone shall be calculated as follows:
 - a) The estimated cost to the developer in constructing the required parking bays to a bitumen paved standard, including drainage, lighting and landscaping. For the purpose of this policy, a parking bay (and its associated manoeuvring and landscaping areas) is considered to occupy an area of 30m²; plus
 - b) 75% of the value of that land area that would have been occupied by the parking bays as determined by the State Valuer General or other licensed Valuer.

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The costs of construction will be determined by the Council and will be reviewed annually, taking into consideration CPI adjustments and be listed in the schedule of fees and charges.

5.0 DESIGN STANDARDS FOR CAR PARKING AREAS

LOCATION AND AVAILABILITY

- 5.1 On site parking bays shall be situated such that they are readily accessible to staff, clients, residents and visitors. Closure of public car parking areas at certain times is at the discretion of the Council.
- 5.2 Council may be prepared to support the provision of the required parking bays on adjoining or nearby land in the same ownership, provided that the subject land is appropriately zoned. This scenario will only be supported through a legal agreement registered on the relevant certificates of title.
- 5.3 Council may be prepared to support the sharing of parking areas between adjoining land uses in different ownerships, where the demand for the parking bays occurs at different times and all parties involved have no objections to the arrangement. This scenario will only be supported through a reciprocal rights agreement, signed by all parties and the Council, and registered against the certificate of title.
- 5.4 Council may require that new commercial or industrial developments be provided loading bays, such that commercial vehicles can be positioned wholly on site when loading and that loading activities can occur without disrupting access to car parking areas.

DESIGN & CONSTRUCTION STANDARDS

- 5.5 Unless otherwise stated in this policy, all parking bays shall be constructed, bitumen sealed, kerbed, drained, line-marked, landscaped and maintained to the satisfaction of the Council and in accordance with the relevant Australian Standards.
- 5.6 Staff and visitor parking bays, and in the case of a mixed use development, residential parking bays, shall be appropriately marked and/or signposted.
- 5.7 Council may consider construction of car parking areas to a suitable gravel standard only, provided such areas are located behind the building line. Any parking bays within front setback areas must be bitumen sealed, in accordance with Clause 5.5.
- 5.8 All parking areas must be designed such that vehicles may egress or ingress the parking area in a forward direction.
- 5.9 All new and relocated vehicular driveways or crossovers providing ingress and/or egress to a property should comply with the following criteria:

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- a) The driveway or crossover must not be obtrusive or dominate the streetscape or residential environment;
- b) The driveway or crossover must be located such that safe vehicle sight lines to and from oncoming traffic are maintained and must be clear of all obstructions such that pedestrians can be clearly seen;
- c) Where a property has more than one street frontage, the driveway or crossover should be located on the street with the lowest traffic volume;
- d) Driveways and crossovers should be located more than 6 metres from:
 - A 'T' junction or street intersection;
 - A break in the median strip;
 - The commencement of a curve leading to an intersection;
 - The approaches to "stop" or "give way" signs; and
- e) Driveways and crossovers should not be located within 25 metres of any signalised intersection and preferably not within 90 metres of a signalised intersection involving a major road.

MATERIALS AND LANDSCAPING

5.10 The materials used in parking areas and driveways within the Toodyay townsite must be sympathetic to the historic values of the area.

5.11 All car parking areas associated with commercial or industrial development must include adequate provision for landscaping to soften the impact of extensive paved areas and to maintain visual amenity. Such landscaping must comply with the following criteria and any other adopted design criteria of the Council:

- a) Landscaping strips shall be provided along all street boundaries. The landscaping strips are to be bound by non-mountable kerbing (or similar);
- b) All landscaping shall include shade trees and indigenous or common local shrubs, with a minimum plant cover of 75%;
- c) Council will not support the extensive use of loose landscaping materials such as woodchips or gravel;
- d) In the case of larger parking areas, landscaping will also be required within and between rows of car parking bays; and
- e) Landscaping strips must be reticulated and maintained to the satisfaction of the Council.

Adopted as TP Policy 28 July 2005
Reviewed Council Meeting 24 November 2005
Reviewed Council Meeting 16 November 2006
Amended Council Meeting 15 November 2007
Amended Council Meeting 21 May 2009
Reviewed Council Meeting 13 May 2010

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TABLE 1

CAR PARKING REQUIREMENTS

LAND USE	MINIMUM NUMBER OF CAR PARKING SPACES
RESIDENTIAL	
Single House	As per the Residential Design Codes
Grouped Dwelling	As per the Residential Design Codes
Multiple Dwelling	As per the Residential Design Codes
Ancillary Accommodation	As per the Residential Design Codes
Single Bedroom or Aged or Dependent Persons' Dwelling	As per the Residential Design Codes
OTHER RESIDENTIAL	
Caretaker's Dwelling	2 bay per dwelling
Consulting Rooms	2 bays for the dwelling plus 3 spaces per consultant
Home Business	2 bays per dwelling plus 1 per employee
Residential Building <i>(A Residential Building is a building being used or designed to be used for human habitation temporarily by 2 or more persons or permanently by 7 or more persons who do not comprise a single family, but does not include a hospital, sanatorium, prison, hotel, motel or residential school).</i>	1.5 bays per bed
TOURIST	
Bed & Breakfast	2 bays per dwelling plus 1 bay for each guest room
Farm Stay/Host Farm	1 bay per guest room plus 1 bay for each member of staff
Holiday Accommodation	1 bay per accommodation unit plus 1 bay per 4 units for visitors and staff plus 1 bus bay for every 20 units
Motel	1 bay per accommodation unit plus 1 bay per 4 units for visitors and staff plus 1 bus bay for every 20 units
RETAIL AND COMMERCIAL	
Convenience Store	1 bay per 20m ² of NLA plus 1 loading bay
Fast Food Outlet	1 bay per 20m ² of NLA plus 1 loading bay
Hotel	1 bay per bedroom plus 1 bay for every 10m ² of public bar area plus 6 bays for every 100m ² of lounge and dining areas plus 1 loading bay
Motor Vehicle, Machinery and/or Marine Sales and Hire	1 bay per 100m ² of sales area plus 1 bay per employee
Office	1 bay per 30m ² of ground floor NLA plus 1 bay per 40m ² of upper floor/s NLA
Reception Centre	1 bay per 4m ² of function area plus 1 loading bay
Restaurant	1 bay for every 20m ² of NLA plus 1 loading bay

Local Planning Policy No.11 – Car Parking

Shire of Toodyay Policy Manual

LAND USE	MINIMUM NUMBER OF CAR PARKING SPACES
Service Station	2 bays per working bay plus 1 bay for each employee <i>A convenience store or restaurant associated with a service station shall be calculated in accordance with the requirements for these uses</i>
Shop – Retail	1 bay per 20m ² of NLA plus 1 loading bay
Shop – Hardware & Rural Services	1 bay per 50m ² of NLA plus 1 loading bay
Showroom	1 bay per 50m ² of NLA plus 1 loading bay
Tavern	1 bay for every 10m ² of public bar area plus 6 bays for every 100m ² of lounge and dining areas plus 1 loading bay
Trade Display	1 bay per 50m ² of display area plus 1 loading bay
Warehouse	1 bay per 100m ² of NLA plus 1 loading bay
INDUSTRY	
Industry – General	1 bay per 100 m ² of NLA (minimum 5 bays) plus 1 loading bay
Industry – Light	1 bay per 50m ² of NLA (minimum 5 bays) plus 1 loading bay
Industry – Noxious	1 bay per 100 m ² of NLA (minimum 5 bays) plus 1 loading bay
Industry – Rural	1 bay per employee plus 3 visitors bays plus 1 loading bay
Industry – Service	1 bay per 50m ² of NLA (minimum 5 bays) plus 1 loading bay
Motor Vehicle, Machinery and/or Marine Repair, Wrecking, Wash	1 bay per service or repair bay plus 1 bay per employee
Storage facility/depot/lay down area	1 bay per employee with a minimum of 4 bays plus 1 loading bay
COMMUNITY USES	
Child Care Service	1 bay per 5 children
Cinema / Theatre	1 bay per 4 seats
Educational Establishment	1.5 bays per classroom for educational establishments catering for kindergarten to year 10. All other applications assessed on its expected parking requirements. <i>Safe pick-up and set-down areas (including off-street bus zones) shall be developed as directed by Council.</i>
Funeral Parlour	5 bays plus 1 bay per employee
Hospital	1 bay per 2 beds
Medical Centre	5 bay per practitioner <i>Ancillary medical services / pharmacies will be calculated at 1 bay per 20m² of NLA</i>
Nursing Home	1 bay per 3 beds
Place of Worship	1 bay per 4 persons that the building is designed to accommodate
Veterinary Centre	6 bays per practitioner
NON-URBAN	

Local Planning Policy No.11 – Car Parking

Shire of Toodyay Policy Manual

LAND USE	MINIMUM NUMBER OF CAR PARKING SPACES
Roadside Stall	4 bay <i>A minimum of 200m clear sight distance is required along all roads adjoining the site</i>
Rural Pursuit	1 bay per 100m ² of display area plus 1 loading bay plus 1 bay per 45m ² of retail NLA
Winery	1 space per 30m ² of NLA plus 1 loading bay

Notes:

Net Lettable Area (NLA) means the area of all floors within the internal finished surfaces of permanent walls but excludes the following areas:

- (a) All stairs, toilets, cleaner's cupboards, lift shafts and motor rooms, escalators, tea rooms and plant rooms, and other service areas;
- (b) Lobbies between lifts facing other lifts serving the same floor;
- (c) Areas set aside as public space or thoroughfares and not for the exclusive use of occupiers of the floor or building;
- (d) Areas set aside for the provision of facilities or services to the floor or building where such facilities are not for the exclusive use of occupiers of the floor or building.

All other definitions for terms used within this policy can be found within the Shire of Toodyay Town Planning Scheme No 4.

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Car Parking

Introduction

This policy establishes standards for the provision of car parking associated with all development within the Shire of Toodyay. The policy aims to ensure adequate and safe access to facilities and services, whilst maintaining and complementing the amenity and character of the Shire. The policy aims to facilitate consistent decision making by the Council and provides a guide for prospective developers and stakeholders on the development standards for car parking.

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*

Objective

The policy establishes guidelines that will

- Result in the construction of efficient and attractive car parking areas
- Provide appropriate access, circulation, and manoeuvrability within parking areas
- Provide the adequate size and number of parking bays to meet the needs of development
- Ensure vehicular and pedestrian safety

Scope

Unless otherwise provided within this policy, all development shall provide on-site car parking in accordance with the requirements set out in “Table 1 – Car Parking Requirements”.


Definitions

Term	Definition
Amenity	A desirable or useful feature or facility of a building or place.
Payment in lieu parking	Refers to a payment made by a developer “in lieu” of providing the minimum number of on-site car parking spaces specified in the planning framework.
Residential Design Codes	Provide the minimum performance requirements (compliance standards) for single, grouped and special purpose dwelling planning assessment in low to medium density coding in Western Australia.

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Term	Definition
Council	Shire of Toodyay

Policy Statement

1.0 General Provisions


- 1.1 Where a proposed use is not specifically defined within Table 1, the Council will establish the requirement for the use dependent on the merits of the proposed development and considering:
 - a) The number of vehicles likely to be attracted to the development.
 - b) Maintenance of safety and amenity standards.
 - c) The traffic generating potential of the proposed development; and
 - d) The car parking availability in the immediate locality.
- 1.2 Premises (or lots) with more than one use will have the parking requirements calculated in proportion to the uses occupying the site. Council may consider a variation to the parking requirements for these developments where it is satisfied that appropriate and reasonable common usage of the parking areas occurs.
- 1.3 This policy is not intended as a control or means to achieve the retrospective provision of car parking to service an existing development.
- 1.4 The Council may vary the requirements of this policy, where it is considered that full compliance with the policy is impractical, or such variation is warranted in the circumstances of the case.
- 1.5 The Council reserves the right to introduce fees in public parking areas and implement any other financial measures considered necessary to ensure adequate parking provision within the Shire of Toodyay.
- 1.6 Council may require the lodgement of performance or bank guarantees to ensure the satisfactory construction, completion and establishment of car parking areas and associated landscaping.

2.0 Cash In Lieu of Parking Bays

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- 2.1 The Council may consider a cash contribution in lieu of the provision of car spaces in the following circumstances:
- a) Where the development is of a minor nature and additional parking bays are not considered essential to the functioning of the land use.
 - b) Where the majority of the required parking bays are constructed on site, there is only a minor deficiency in the total number of bays minor deficiency in the total number of bays provided and the remaining bays cannot be accommodated on the land; or
 - c) Within the Town Centre zone, in accordance with the provisions of Part 4.0.
- 2.2 Unless otherwise provided within this policy, the cash in lieu payment for parking bays shall be calculated as follows:
- a) The estimated cost to the developer in constructing the required parking bays to a bitumen paved standard, including drainage, lighting, and landscaping. The purpose to this policy, a parking bay (and its associated manoeuvring and landscaping areas) is considered to occupy an area of 30m²; plus
 - b) The value of that area of land which would have been occupied by the parking bays as determined by the State Valuer General or other licensed Valuer.


The costs of construction will be determined by the Council and will be reviewed annually, taking into consideration CPI adjustments and be listed in the schedule of fees and charges.

- 2.3 The use of cash in lieu payments to meet car parking requirements is not as of right and shall be determined at Council's discretion. It is Council's preference that the cash in lieu arrangement only be used within the Town Centre zone and it is unlikely that cash in lieu of parking bays will be considered outside of this zone.
- 2.4 Where the Council agrees to the payment of cash in lieu of the provision of parking bays, an appropriate condition will be included on the planning approval for the proposed development. This payment must be made prior to the issue of a building permit for the proposed development. The Council may vary this requirement and consider staged payments supported by a bank guarantee, where cash in lieu of car parking will be provided for more than 20 parking bays.

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- 2.5 Council will hold all cash payments in lieu of the provision of parking bays in reserve and these monies will be used for the provision of public car parking facilities either within the Town Centre zone or in the vicinity of the land where the parking requirement arose.
 - 2.6 Any parking bays provided by Council as a result of cash in lieu payments will be administered by Council and will be made available to the general public for use. The Council reserves the right to impose fees for the usage of these areas.
 - 2.7 Where the amount of cash in lieu payable under this policy cannot be agreed, it shall be determined by arbitration in accordance with the Commercial Arbitration Act 1985.
 - 2.8 Where desirable to facilitate the conservation of a heritage place contained on the State Register of Heritage Places, the Heritage List or situated within a heritage area, the Council may agree to cash in lieu arrangement for 100% of the car parking requirement.

3.0 Car Parking Within Residential Zones

- 3.1 All residential development shall include onsite parking bays in accordance with the provisions of the Residential Design Codes (2023) and as shown within Table 1.
- 3.2 The Council will not accept a cash-in-lieu arrangement for parking bays required for residential land uses.
- 3.3 All single houses and grouped dwellings shall provide at least one car parking bays in accordance with the R Codes.
- 3.4 The Council's preference is that residential parking areas be situated at the rear of a dwelling, accessed via a side driveway, or for garages and carports integrated with and located under the main roof of the dwelling. Parking areas within the front setback area is the least preferred option, as this is considered to have a detrimental impact on the streetscape and neighbourhood amenity.


4.0 Car Parking in the Town Centre Zone

- 4.1 All developments within the Town Centre zone must provide car parking, in accordance with the requirements specified within "Table 1 – Car Parking Requirements".

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4.2 Within the Town Centre zone, the Council may consider the variation to those parking ratios specified in Table 1, where it can be shown that:

- a) The land use generates a lesser demand for parking; or
- b) The proposed development meets the requirements of any design guidelines adopted by the Council and significantly enhances the streetscape, amenity, and economic viability of the Town Centre.

This will be a consideration in calculating appropriate cash in lieu contributions for development within the Town Centre.

4.3 Parking areas within the Town Centre zone should be situated at the rear of buildings and screened from the streetscape, to enhance and preserve the heritage, amenity and ambience values of the Town Centre zone.

4.4 Cash in lieu of the provision of parking bays for developments within the Town Centre zone will only be considered where there is insufficient land area available to provide the parking bays and no other reasonable solution for the provision of on-site car parking exists.

4.5 The cash in lieu payment for parking bays within the Town Centre zone shall be calculated as follows:

- a) The estimated cost to the developer in constructing the required parking bays to a bitumen paved standard, including drainage, lighting and landscaping. For the purpose of this policy, a parking bay (and its associated manoeuvring and landscaping areas) is considered to occupy an area of 30m²; plus
- b) 75% of the value of that land area that would have been occupied by the parking bays as determined by the State Valuer General or other licensed Valuer.

The costs of construction will be determined by the Council and will be reviewed annually, taking into consideration CPI adjustments, and be listed in the schedule of fees and charges.

5.0 Design Standards for Car Parking Areas


Location and Availability

5.1 On-site parking bays shall be situated such that they are readily accessible to staff, clients, residents, and visitors. Closure of public car parking areas at certain times is at the discretion of the Council.

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- 5.2 Council may be prepared to support the provision of the required parking bays on adjoining or nearby land in the same ownership, provided that the subject land is appropriately zoned. This scenario will only be supported through a legal agreement registered on the relevant certificates of title.
 - 5.3 Council may be prepared to support the sharing of parking areas between adjoining land uses in different ownerships, where the demand for the parking bays occurs at different times and all parties involved have no objections to the arrangement. This scenario will only be supported through a reciprocal rights agreement, signed by all parties and the Council, and registered against the certificate of title.
 - 5.4 Council may require that new commercial or industrial developments be provided loading bays, such that commercial vehicles can be positioned wholly on site when loading and that loading activities can occur without disrupting access to car parking areas.

Design & Construction Standards

- 5.5 Unless otherwise stated in this policy, all parking bays shall be constructed, bitumen sealed, kerbed, drained, line-marked, landscaped and maintained to the satisfaction of the Council and in accordance with the relevant Australian Standards.
- 5.6 Staff and visitor parking bays, and in the case of a mixed use development, residential parking bays, shall be appropriately marked and/or signposted.
- 5.7 Council may consider construction of car parking areas to a suitable gravel standard only, provided such areas are located behind the building line. Any parking bays within front setback areas must be bitumen sealed, in accordance with Clause 5.5.
- 5.8 All parking areas must be designed such that vehicles may egress or ingress the parking area in a forward direction.
- 5.9 All new and relocated vehicular driveways or crossovers providing ingress and/or egress to a property should comply with the following criteria:
 - a) The driveway or crossover must not be obtrusive or dominate the streetscape or residential environment.
 - b) The driveway or crossover must be located such that safe vehicle sight lines to and from oncoming traffic are maintained and must be clear of all obstructions such that pedestrians can be clearly seen;
 - c) Where a property has more than one street frontage, the driveway or crossover should be located on the street with the lowest traffic volume.

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- d) Driveways and crossovers should be located more than 6 metres from:
 - A 'T' junction or street intersection.
 - A break in the median strip.
 - The commencement of a curve leading to an intersection.
 - The approaches to "stop" or "give way" signs; and
- e) Driveways and crossovers should not be located within 25 metres of and signalised intersection and preferably not within 90 metres of a signalised intersection involving a major road.

Materials and Landscaping

- 5.10 The materials used in parking areas and driveways within the Toodyay townsite must be sympathetic to the historic values of the area.
- 5.11 All car parking areas associated with commercial or industrial development must include adequate provision for landscaping to soften the impact of extensive paved areas and to maintain visual amenity. Such landscaping must comply with the following criteria and any other adopted design criteria of the Council:
 - a) Landscaping strips shall be provided along all street boundaries. The landscaping strips are to be bound by non-mountable kerbing (or similar);
 - b) All landscaping shall include shade trees and indigenous or common local shrubs, with a minimum plant cover of 75%;
 - c) Council will not support the extensive use of loose landscaping materials such as woodchips or gravel;
 - d) In the case of larger parking areas, landscaping will also be required within and between rows of car parking bays; and
 - e) Landscaping strips must be reticulated and maintained to the satisfaction of the Council.
 - f) Landscaping should be consistent with the Local Planning Policy – Landscaping.

Car Parking Requirements Table 1

LAND USE	MINIMUM NUMBER OF CAR PARKING SPACES
RESIDENTIAL	
Single House	As per the Residential Design Codes
Grouped Dwelling	As per the Residential Design Codes
Multiple Dwelling	As per the Residential Design Codes
Ancillary Accommodation	As per the Residential Design Codes

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Single Bedroom or Aged or Dependent Persons' Dwelling	As per the Residential Design Codes
OTHER RESIDENTIAL	
Caretaker's Dwelling	2 bays per dwelling
Consulting Rooms	2 bays for the dwelling plus 3 spaces per consultant
Home Business	2 bays per dwelling plus 1 per employee
Residential Building <i>(A Residential Building is a building being used or designed to be used for human habitation temporarily by 2 or more persons or permanently by 7 or more persons who do not comprise a single family, but does not include a hospital, sanatorium, prison, hotel, motel or residential school).</i>	1.5 bays per bed
TOURIST	
Bed & Breakfast	2 bays per dwelling plus 1 bay for each guest room
Farm Stay/Host Farm	1 bay per guest room plus 1 bay for each member of staff
Holiday Accommodation	1 bay per accommodation unit plus 1 bay per 4 units for visitors and staff plus 1 bus bay for every 20 units
Motel	1 bay per accommodation unit plus 1 bay per 4 units for visitors and staff plus 1 bus bay for every 20 units
RETAIL AND COMMERCIAL	
Convenience Store	1 bay per 20m ² of NLA plus 1 loading bay
Fast Food Outlet	1 bay per 20m ² of NLA plus 1 loading bay
Hotel	1 bay per bedroom plus 1 bay for every 10m ² of public bar area plus 6 bays for every 100m ² of lounge and dining areas plus 1 loading bay
Motor Vehicle, Machinery and/or Marine Sales and Hire	1 bay per 100m ² of sales area plus 1 bay per employee
Office	1 bay per 30m ² of ground floor NLA plus 1 bay per 40m ² of upper floor/s NLA
Reception Centre	1 bay per 4m ² of function area plus 1 loading bay
Restaurant	1 bay for every 20m ² of NLA plus 1 loading bay
LAND USE	MINIMUM NUMBER OF CAR PARKING SPACES
Service Station	2 bays per working bay plus 1 bay for each employee <i>A convenience store or restaurant associated with a service station shall be calculated in accordance with the requirements for these uses</i>

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Shop – Retail	1 bay per 20m ² of NLA plus 1 loading bay
Shop – Hardware & Rural Services	1 bay per 50m ² of NLA plus 1 loading bay
Showroom	1 bay per 50m ² of NLA plus 1 loading bay
Tavern	1 bay for every 10m ² of public bar area plus 6 bays for every 100m ² of lounge and dining areas plus 1 loading bay
Trade Display	1 bay per 50m ² of display area plus 1 loading bay
Warehouse	1 bay per 100m ² of NLA plus 1 loading bay
INDUSTRY	
Industry – General	1 bay per 100 m ² of NLA (minimum 5 bays) plus 1 loading bay
Industry – Light	1 bay per 50m ² of NLA (minimum 5 bays) plus 1 loading bay
Industry – Noxious	1 bay per 100 m ² of NLA (minimum 5 bays) plus 1 loading bay
Industry – Rural	1 bay per employee plus 3 visitors bays plus 1 loading bay
Industry – Service	1 bay per 50m ² of NLA (minimum 5 bays) plus 1 loading bay
Motor Vehicle, Machinery and/or Marine Repair, Wrecking, Wash	1 bay per service or repair bay plus 1 bay per employee
Storage facility/depot/lay down area	1 bay per employee with a minimum of 4 bays plus 1 loading bay
COMMUNITY USES	
Child Care Service	1 bay per 5 children
Cinema / Theatre	1 bay per 4 seats
Educational Establishment	1.5 bays per classroom for educational establishments catering for kindergarten to year 10. All other applications assessed on its expected parking requirements. <i>Safe pick-up and set-down areas (including off-street bus zones) shall be developed as directed by Council.</i>
Funeral Parlour	5 bays plus 1 bay per employee
Hospital	1 bay per 2 beds
Medical Centre	5 bay per practitioner <i>Ancillary medical services / pharmacies will be calculated at 1 bay per 20m² of NLA</i>
Nursing Home	1 bay per 3 beds
Place of Worship	1 bay per 4 persons that the building is designed to accommodate
Veterinary Centre	6 bays per practitioner
NON-URBAN	

LAND USE	MINIMUM NUMBER OF CAR PARKING SPACES
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Roadside Stall	4 bay <i>A minimum of 200m clear sight distance is required along all roads adjoining the site</i>
Rural Pursuit	1 bay per 100m ² of display area plus 1 loading bay plus 1 bay per 45m ² of retail NLA
Winery	1 space per 30m ² of NLA plus 1 loading bay

Notes:

Net Lettable Area (NLA) means the area of all floors within the internal finished surfaces of permanent walls but excludes the following areas:

- (a) *All stairs, toilets, cleaner's cupboards, lift shafts and motor rooms, escalators, tea rooms and plant rooms, and other service areas;*
- (b) *Lobbies between lifts facing other lifts serving the same floor;*
- (c) *Areas set aside as public space or thoroughfares and not for the exclusive use of occupiers of the floor or building;*
- (d) *Areas set aside for the provision of facilities or services to the floor or building where such facilities are not for the exclusive use of occupiers of the floor or building.*

All other definitions for terms used within this policy can be found within the Shire of Toodyay Town Planning Scheme No 4.

Legislation

[Planning and Development Act 2005](#)

[Planning and Development Regulations 2009](#)

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

[Shire of Toodyay Local Planning Scheme](#)

Associated documents

Local Planning Policy - Landscaping

Version control information


Version No.	Date Issued	Review position	Developed by	Approved by
V1	13 May 2010	Council	MPD	Council
V2				

Document control information	
Document Theme	
Document Category	

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Shire of Toodyay & Noongar Kaartdijin Aboriginal Corporation
Reconciliation Framework
Reconciliation Action Plan | July 2023 – June 2026



Cover artwork: *Three Moort (Families)* by Sarah Miles



Welcome to Country



Kaya gnulla moort, wandju Noongar kwabadak boodja Ballardong, Yued, Whadjuk.
 Ngany koort boodja. Ngaany karlak. Noonuk karlak.
 Ngyarn waangkiny mooditj weirn uk ngyarn moort – Noongar, Wadjela.
 Gnulla boodja, gnulla wirn, gnulla moort.
 Koort djurpin noonak djuripin. Nyinniny, waangkiny deman, maam, ngarnk kura kura.

*Hello everyone, welcome to my beautiful Noongar country, the land of three Noongar tribes.
 Our Heartland. My home. Your home.
 I call on the good spirits to look out for our people – Aboriginal and non-Aboriginal.
 Our land, our spirit, our people. We were given our knowledge through the oral tradition from our
 grandfathers, grandmothers, mothers, and fathers long time ago.*

Sharmaine Miles, Noongar Ballardong Elder

Introductions

Robert Miles
Noongar Kaartdijin Aboriginal Corporation (NKAC) Chairperson
Noongar Yued Maaman

It is with great pride that I am able to represent the Noongar community of this land where we meet, being the land of the Ballardong, Yued, and Whadjuk people with whom we share the Shire boundaries. I pay my respects to the Noongar Elders, both past and present, to whom we owe this document. A special thank you to my peers at the Noongar Kaartdijin Aboriginal Corporation, for not giving up on this reconciliation path that we started several years ago. I thank the Shire of Toodyay for their generosity of spirit and unwavering support for a plan that is more than just words – it is action and commitment. I look forward to this second RAP translating to real outcomes and opportunities for our First Peoples.



Cr Rosemary Madacsi
Shire of Toodyay President

With great respect I acknowledge the Ballardong, Yued, and Whadjuk Noongar culture and heritage within the Shire of Toodyay, and their Elders past, present and emerging. Once again, I am delighted to lead the Shire's commitment towards Reconciliation through our second Reconciliation Action Plan. This plan continues the important work undertaken to connect the Toodyay community with the wealth of Aboriginal history, tradition, and culture that so enriches our society. I wish to acknowledge the outstanding contribution that members of the Reconciliation Working Group have provided to the creation of these plans, and to the expression of key actions within the community.



Suzie Haslehurst
Shire of Toodyay CEO

I am very proud to present the Shire of Toodyay's second Reconciliation Action Plan. Over the last two years, the NKAC and the Shire have continued to work together to support truth telling via the Gnulla Karnany Waangkiny project at the Newcastle Gaol and Connor's Mill museums; and a sign about the Toodyay Valley from an Aboriginal cultural perspective erected beside the Bilya Track, near Newcastle Bridge. The actions contained in this RAP will continue to guide and assist the Shire to increase cultural awareness and create opportunities for meaningful engagement. These include a proposed "Welcome to Noongar Boodja" mural at the Toodyay Visitor Centre, and the development of a "Noongar Trail" – a walk trail/self-drive tour to a number of important Noongar places around the town and surrounds.





Kaya, wandju nidja Noongar boodja
Hello, welcome to Noongar country

Pre-European history: For over 45,000 years, Noongar tribes lived and moved across the Toodyay Valley – an area culturally rich and covered in fertile lands. Noongar people were highly active gathering and hunting foods, camping at various sites, meeting and trading with others, managing the land, and tending to cultural responsibilities during all six bonar (seasons).

The Creation Time: The Nyitting (dreaming) is the Noongar ‘spiritual connection and ancestral times’. A time before time, when spirits rose from the earth and descended from the sky to create the land forms and all living things. Nyitting stories laid down the lore for social and moral order, and established cultural patterns and customs. Creation stories can vary from region to region, but they are part of the connection between all living things.

A spiritual and mythological Wagyl place: The Toodyay Brook has significant spiritual importance as a course travelled by the Wagyl (rainbow serpent) when making its way from Bolgart (north of the Shire boundary) through the waterways, including Redbank Pool, and to Burlong Pool (south of the Shire boundary), upstream of Northam along the Gogulja (Avon River) during the summer months.

Naming of Toodyay: The names ‘Toodyay’ and ‘Duidjee’ Park come from the Noongar word ‘Dudja’, meaning ‘mist’. It is not pronounced ‘two-jay’, instead sounding like ‘Dood-jar’. Toodyay is simply an area known for a lot of mist – especially during Makuru season, around June and July.

Today: Although European colonisation caused displacement of Noongar people from their cultural lands, and led to decades of discrimination and systemic institutionalisation, a very strong sense of place and identity exists today. This continues through connection to boodja (country) and extended moort (family) relationships; and maintaining language, cultural practices and story-telling.

Boodja (tribal lands): The Shire of Toodyay is in a unique location, with its boundary being within the three Noongar lands of the Ballardong, Yued, and Whadjuk peoples. The town of Toodyay itself sits on the westerly border of Ballardong and stretches east into the Wheatbelt. Yued is in the north and north-easterly part of the Shire, while Whadjuk is to the west. Traditionally boundaries were not limited to lines on a map, with Noongar people moving across these lands for trading of goods, cultural responsibilities and ceremonies, and following the seasons.

Registered sites across the Shire: Within the Shire there are 14 registered Aboriginal heritage sites – including all waterways – with more significant sites unregistered. Most sites have been impacted since European settlement through clearing of land, over-extraction of water, river flow restrictions, fenced-off land, community activities, and building of government and private infrastructure.

Noongar Night Sky: Aboriginal astronomy is an important part of Noongar history. Worl Waanginy (sky stories) – observing and interpreting the night sky – have been used for navigation, calendars, ceremony, cultural lore, song-lines, and art for thousands of years. Here in Toodyay (Dudja), the region is known for its clear, dark nights – perfect for telling the sky’s tales.



The Shire of Toodyay Reconciliation Action Plan

The Shire of Toodyay, bordering the north-eastern edge of the Perth metropolitan area, spans 1,683 square kilometres; has a population of approximately 4,601 people; and displays a wealth of natural and cultural heritage.

Our Reconciliation Action Plan (RAP)

This RAP is designed to align with the Shire’s Toodyay Community Strategic Plan.

It is the Shire’s second Reconciliation Action Plan (RAP). It is viewed as a positive step for the entire Toodyay community, as it transforms good intentions and discussions into measurable actions that support and empower the Aboriginal community.

As with the first RAP, this Plan has been developed with the assistance of the Noongar Kaartdijin Aboriginal Corporation (NKAC) and the Reconciliation Working Group.

Over the course of the first RAP (1 July 2020 – 30 June 2023) many activities have taken place and achievements been made:

- a) Aboriginal flag flown at Shire buildings, and acknowledgement of country at all Shire events.
- b) Annual support for NAIDOC activities and Reconciliation Week celebrations.
- c) Aboriginal history included in the Shire museum’s online educational resources.
- d) Significant partnership between NKAC and the Shire (funded through Lotterywest) to develop the Gnulla Karnany Waangkiny (Our Truth Telling) project – a permanent visual display at Newcastle Gaol Museum and Connor’s Mill launched in 2022 – highlighting Noongar heritage relevant to this region and ensuring a more inclusive museum through the inclusion of Noongar culture and history, including dark history.
- e) ‘Welcome to Noongar boodja’ wall mural at Toodyay Visitor Centre.
- f) Support (financial and practical) to NKAC in its development of the ‘Noongar Trail’ – a walk trail and self-drive tour of a number of important Noongar places around town and surrounds. This trail will incorporate 11 sites, all close to town, and will be launched in 2023.



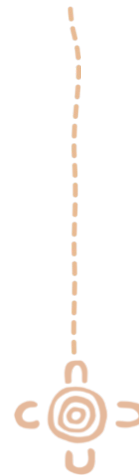
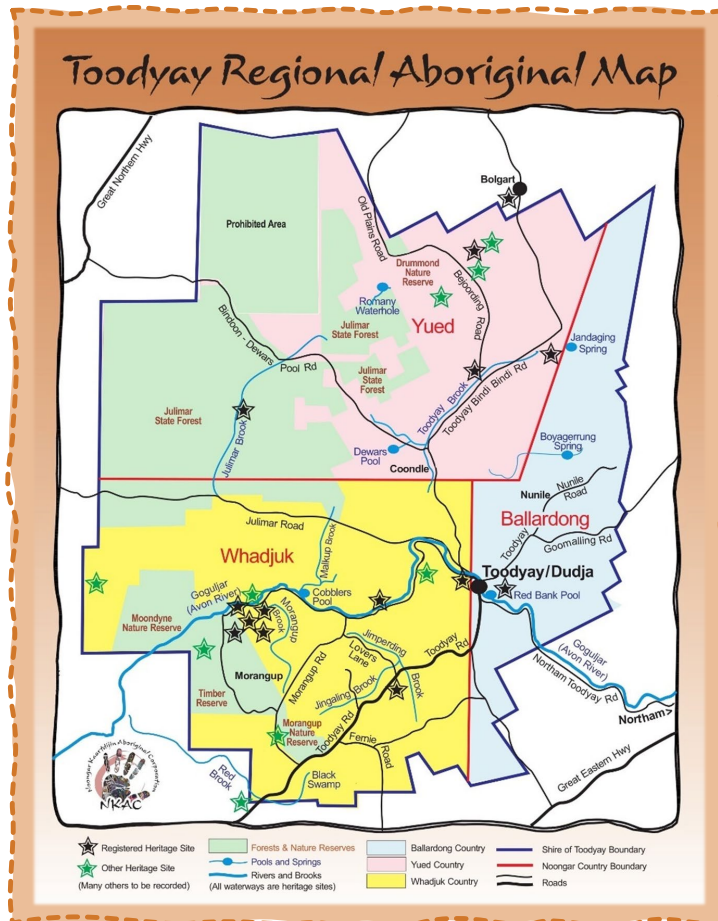
Our continued vision for reconciliation



Reconciliation is an ongoing process. We want our RAP to be meaningful and achievable, and to continue to deliver realistic outcomes that benefit the whole community.

As guided by the Reconciliation Working Group, the Shire is committed to providing meaningful actions and achievable outcomes which will create a wider community understanding of our vision – an inclusive community where we share stories, history, and knowledge. We seek to provide a framework which actively promotes respect, equality, understanding, and partnerships between the Aboriginal and non-Aboriginal community.

We acknowledge the Aboriginal people – the Ballardong, Yued, and Whadjuk people – as the traditional custodians of the land. We respect and value the diversity of Aboriginal culture and stories.





The four core pillars of the RAP

1: Relationships	2: Respect	3: Opportunities	4: Governance
Build and maintain meaningful relationships through shared partnerships and trust. These relationships are vital to improve the way we all work together and deliver on our objectives.	Recognise and respect the Ballardong, Yued, and Whadjuk Noongar culture and heritage within the Shire of Toodyay through acknowledgement, events and activities, and supporting an inclusive community.	Increase communication and advocacy undertaken for services and initiatives within the Shire of Toodyay for Aboriginal and Torres Strait Islanders.	Commit to taking responsibility and accountability to deliver the actions contained in the plan.

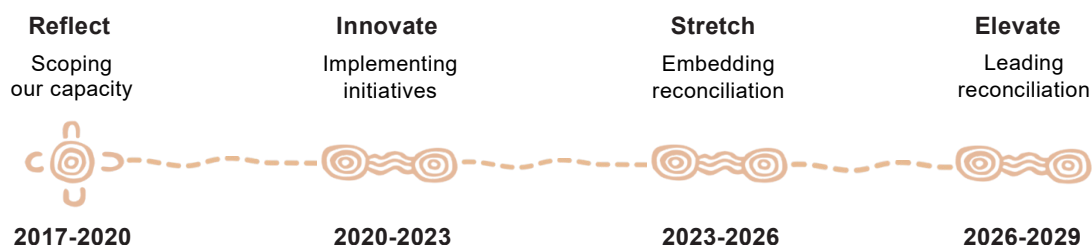
Our reconciliation journey

Under the pillars of the RAP are the four stages of the Shire’s reconciliation journey. At the **Reflect** stage, we learned what was important, prepared for future reconciliation initiatives, committed to developing relationships with Aboriginal stakeholders, and decided on our vision.

At the **Innovate** stage, we launched our first RAP, focused on developing and strengthening relationships with Aboriginal peoples, and focused on developing and piloting innovative reconciliation strategies.

At the **Stretch** stage – our current stage – we have developed a strong approach to advancing reconciliation, and are focusing on longer-term strategies and working towards defined targets and goals.

When we move into the **Elevate** stage, we will develop the next RAP, aiming to advance reconciliation and champion initiatives that empower Aboriginal people and create societal change.



Reconciliation Action Plan

1. Relationships

Action	Deliverable	Timeline
1: Establish and maintain mutually beneficial relationships with Aboriginal stakeholders and organisations	Meet with local Aboriginal community members, NKAC, and other established groups to ensure future partnership.	Quarterly
2: Build relationships through celebrating National Reconciliation Week (NRW)	a) Continue Reconciliation Week lunches and connecting with local Aboriginal community b) Encourage and support staff and senior management to participate in Reconciliation Week activities	Annual, May/June
3: Promote reconciliation through the Shire's sphere of influence	a) Communicate our commitment to reconciliation b) Collaborate with Aboriginal organisations and community groups to develop ways to advance reconciliation c) Acknowledgment of Country in strategic and Shire documents	As required
4: Australia Day celebrations	Liaise with NKAC and the community to consider a new date for the annual Australia Day event.	Within the 2023-2026 RAP period



Reconciliation Action Plan

2. Respect

Action	Deliverable	Timeline
5: Increase understanding, value, and recognition of Aboriginal culture, history, knowledge, and rights through Aboriginal learning	<ul style="list-style-type: none"> a) Shire staff participate in Cultural Awareness Training, Public Sector Training, and a local introduction session b) Shire to keep up to date with Aboriginal Heritage Legislation c) Support an NKAC-led external on-country heritage training workshop (with Noongar participants) 	Ongoing
6: Demonstrate respect to Aboriginal people by observing cultural protocols	<ul style="list-style-type: none"> a) Include an Acknowledgment of Country at the commencement of important events/meetings b) Include Welcome to Country by local traditional owners/representatives at Shire events 	As required
7: Build respect for Aboriginal culture and history	<ul style="list-style-type: none"> a) Support NAIDOC Week activities b) Incorporate Aboriginal history at appropriate Shire locations c) Aboriginal flag to be flown at Shire Administration and Visitor Centre 	Continued



Reconciliation Action Plan

3. Opportunities

Action	Deliverable	Timeline
8: Improve employment outcomes by increasing Aboriginal recruitment	Identify (other model and partnership) opportunities for Aboriginal people to participate in work experience at the Shire in order to improve employment prospects	Ongoing
9: Promote/support Aboriginal events and activities	<ul style="list-style-type: none"> a) Promote Reconciliation Week and NAIDOC Week via Shire advertising streams b) Continued support of NAIDOC and Reconciliation Week activities via venues/sponsorship 	Annual
10: Include Aboriginal history in new projects and further develop Aboriginal context for Aboriginal history in Shire	<ul style="list-style-type: none"> a) Engage with NKAC and local Aboriginal people to develop historical content in Shire museums b) Encourage Aboriginal art in public spaces (including through identified partnerships) c) Include interpretive artworks/signage in key Shire projects 	Ongoing
11: Noongar interpretive signage	<ul style="list-style-type: none"> a) Work towards creating and establishing interpretive signage at strategic locations throughout the Shire (NKAC will seek joint support in any funding requirements) b) These could include the Noongar Trail, Toodyay walk tracks, nature reserves, entrances, and other agreed sites 	Ongoing
12: Aboriginal admin/cultural space	<ul style="list-style-type: none"> a) Communicate any Shire facilities/options NKAC and other Aboriginal groups can access for regular meetings b) Make aware and provide reasonable support for any grant opportunities to NKAC 	Ongoing
13: Collaborative Land Management Practices on nature reserves (for future planning)	<ul style="list-style-type: none"> a) Commence discussion, and identify opportunities where Aboriginal engagement in or joint management of Shire nature reserves is possible (i.e. a long-term aspiration for a collaborative/partnership of traditional and contemporary land management practice) b) During this RAP period, activities may include consulting Noongar traditional land management experts (such as Noongar Land Enterprise Group) to visit and provide guidance and advice 	Ongoing

Reconciliation Action Plan

4. Governance

Action	Deliverable	Timeline
14: Establish and maintain an effective RAP Working Group to drive governance of RAP	a) Maintain Aboriginal representation on the RAP Working Group b) Meet at least four times a year to drive and monitor the RAP implementation (possibly twice, with more informal meetings each quarter)	Quarterly
15: Provide support for effective implementation of RAP commitments	a) Council to lead and allocate resources needed for RAP implementation b) Engage community and Council in the delivery of the RAP commitments	Quarterly
16: Build accountability through RAP reporting (achievements and challenges)	a) Complete and submit annual RAP Impact Measurement Questionnaire to Reconciliation Australia b) Report progress to Council, Senior staff, and the local community	Annual
17: Shire logo/brand	Start discussion on making a change to existing logo to reflect name of area, known for its mist (long-term goal for the future 2026-2029 RAP)	Ongoing

Contact information

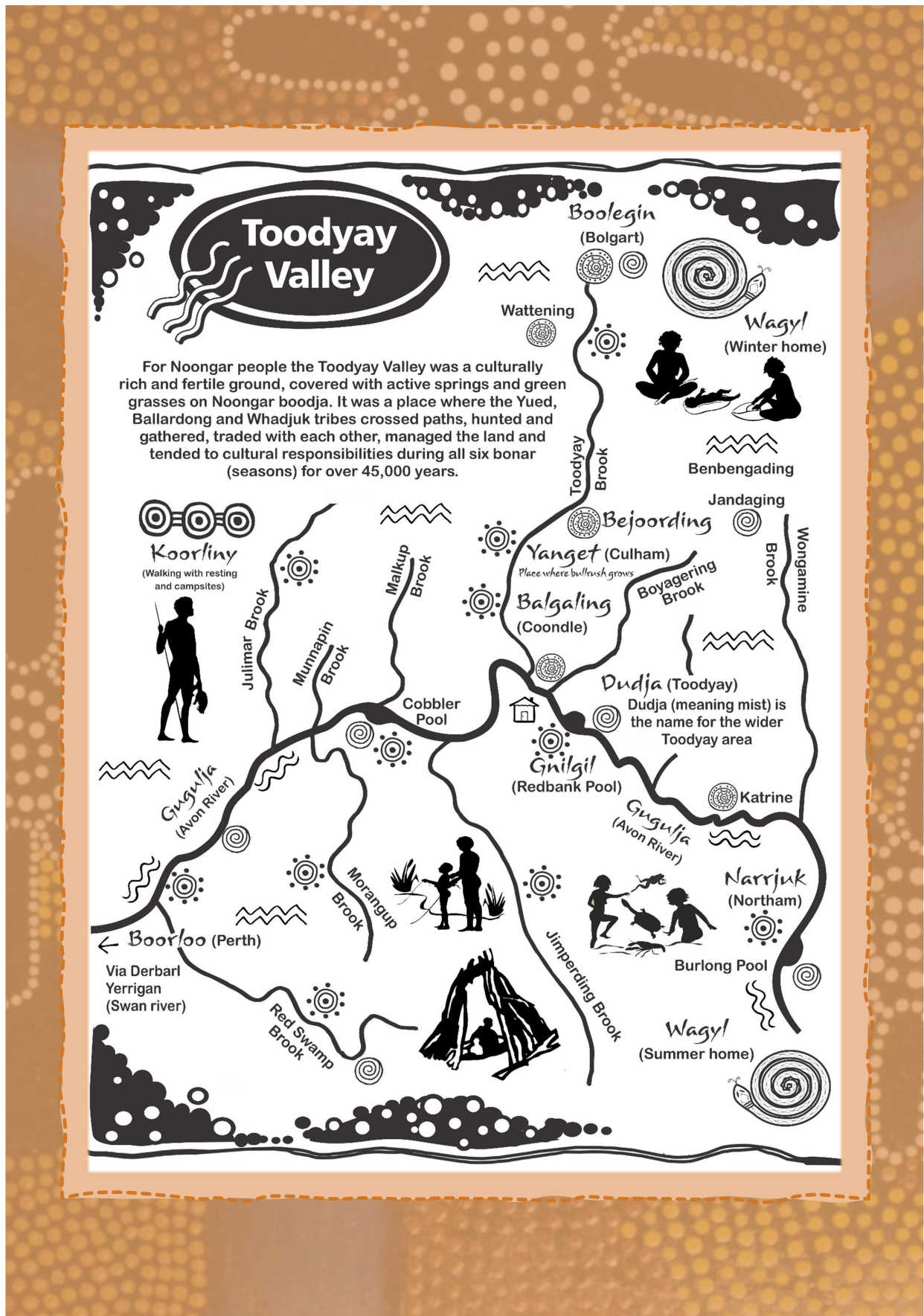
Shire of Toodyay
 15 Fiennes Street (PO Box 96)
 Toodyay WA 6566

Phone: (08) 9574 9300

Email: records@toodyay.wa.gov.au

Website: www.toodyay.wa.gov.au





For Noongar people the Toodyay Valley was a culturally rich and fertile ground, covered with active springs and green grasses on Noongar boodja. It was a place where the Yued, Ballardong and Whadjuk tribes crossed paths, hunted and gathered, traded with each other, managed the land and tended to cultural responsibilities during all six bonar (seasons) for over 45,000 years.



Koorliny
(Walking with resting and campsites)





NOONGAR TRADITIONAL PRACTICE & PROTOCOL



Noongar people have complex lore and customs. Lore for Noongar people is unwritten and refers to Kaartdijin (knowledge), beliefs, rules or customs. Noongar lore works with nature to protect animals and our environment. Noongar lore is linked to kinship and mutual obligation. It also relates to marriage, trade and custodianship of Boodja (land). Noongar cultural protocol establishes who can and cannot 'speak for country'. Traditionally, it has governed use of fire, hunting and gathering, and our behaviour regarding Moort (family). Noongar lore has been handed down from Elders through generations.



Welcome to Country

A Welcome to Country ceremony is acknowledgement and recognition of the rights of Noongar people. This acknowledgement pays respect to the traditional custodians, ancestors and continuing cultural practices of Noongar people. The land, waterways and culturally significant sites are very important to Noongar people. It is an acknowledgement of the past, is a mark of respect and provides a safe passage for visitors.



Throwing of Sand

A Bilya (river) is a spirit home. When Noongar people visit a river or water body, they throw a handful of sand into the water, and use language to let the Wagyl (spirit snake) know of their presence. The condition and health of the waterways relate to the wellbeing of the Wagyl and Moort (family). It is part of caring for country. When Noongar people practice this custom the water can be safely used for swimming, drinking and catching fish or turtle.



Smoking Ceremony

A smoking ceremony is a traditional Noongar ritual used to not only cleanse and purify a specific area, but to also cleanse the spirit, body and soul while you are on Noongar Boodja. It helps to ward off Warra Weirn (bad spirits) and bring in blessings of Kwop Weirn (good spirits). The leaves and shavings from the Balga (grass tree) are used. This ritual of purification and unity helps to keep you safe while on country.

Acknowledgement: www.noongarculture.org.au



Shire of Toodyay					
List of Payments Presented to Council for Period 1 April to 30 April 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
1	01-04-2023	BENDIGO & ADELAIDE BANK LTD	Monthly service fee	15.00	
2	01-04-2023	BENDIGO & ADELAIDE BANK LTD	Transfer fee	10.00	
3	01-04-2023	BENDIGO & ADELAIDE BANK LTD	BPAY fee	390.83	
4	01-04-2023	BENDIGO & ADELAIDE BANK LTD	Overdraft fee	15.00	
5	03-04-2023	QPC GROUP	Freight and delivery fee	31.90	
6	03-04-2023	ALLEASING	Solar lease depot and library	1,407.46	
7	03-04-2023	PAYMATE	Community standpipe usage fee	0.75	
8	03-04-2023	HP FINANCIAL SERVICES PTY LTD	Photocopier Lease	1,116.84	
9	03-04-2023	COMMONWEALTH BANK OF AUSTRALIA	CBA merchant fee	98.95	
10	03-04-2023	COMMONWEALTH BANK OF AUSTRALIA	CBA merchant fee	71.94	
11	03-04-2023	COMMONWEALTH BANK OF AUSTRALIA	CBA merchant fee	241.03	
12	03-04-2023	COMMONWEALTH BANK OF AUSTRALIA	CBA merchant fee	185.18	
13	03-04-2023	BENDIGO & ADELAIDE BANK LTD	Bank fee	7.81	
14	03-04-2023	BENDIGO & ADELAIDE BANK LTD	Bank fee	3.61	
15	04-04-2023	PAYMATE	Community standpipe usage fee	0.01	
16	04-04-2023	BENDIGO & ADELAIDE BANK LTD	Bank fee	0.33	
17	04-04-2023	BUNNINGS - MIDLAND	Supply easy drain for library drainage problems	133.07	
18	04-04-2023	EZI-FIX WELDING & HANDYMAN SERVICES	Fit new drains to side entrance of library	1,100.00	
19	04-04-2023	SHIRE OF NORTHAM	Pro rata long service leave provision for Scott Patterson	11,295.84	
20	05-04-2023	DEPT OF WATER & ENVIRONMENTAL REGULATION	Annual license fee for Toodyay waste transfer station FY 23/24	347.60	
21	05-04-2023	BENDIGO & ADELAIDE BANK LTD	Bank fee	0.11	
22	06-04-2023	PAYMATE	Community standpipe usage fee	0.01	
23	11-04-2023	PAYMATE	Community standpipe controller monthly fee	82.50	
24	12-04-2023	BENDIGO & ADELAIDE BANK LTD	Bank fee	7.15	
25	13-04-2023	PAYMATE	Community standpipe controller usage fee	0.33	
26	14-04-2023	CREDIT CARD CESM	Credit Card - CESM - R Koch - March 2023	4.00	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 April to 30 April 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
			<i>Credit card fee March 2023</i>		4.00
27	14-04-2023	CREDIT CARD MCCS	Credit card - T Bateman - MCCS - March 2023	254.94	
			<i>Canva - annual subscription</i>		164.99
			<i>Adobe - monthly subscription</i>		18.69
			<i>Action & Safety - safety vests for Hugo, Sean and Tobie</i>		65.30
			<i>International transaction fee March 2023</i>		1.96
			<i>Credit card fee March 2023</i>		4.00
28	14-04-2023	CREDIT CARD MAS	Credit Card - MAS - Augustin - March 2023	1,105.50	
			<i>Parins - insurance excess for Coondle fire truck</i>		303.00
			<i>Department of Transport - a number plate change fee</i>		49.00
			<i>SPOT - subscription</i>		339.32
			<i>International transaction fee March 2023</i>		10.18
			<i>Credit card fee March 2023</i>		4.00
			<i>Department of water and environmental regulation - cleaning permit application</i>		400.00
29	14-04-2023	CREDIT CARD CEO	Credit card - CEO - S Haslehurst March 2023	1,257.70	
			<i>Crown Metropol - road forum, accommodation for the Shire President</i>		329.00
			<i>Microsoft - CRC Xbox game pass</i>		15.95
			<i>Microsoft - CRC karaoke subscription</i>		5.95
			<i>The Adnate Perth - accommodation for LG CEO briefing WALGA</i>		269.16
			<i>Town of Cambridge - parking for LG CEO briefing WALGA</i>		5.80
			<i>Adobe - monthly subscription</i>		627.84
			<i>Credit card fee March 2023</i>		4.00
30	14-04-2023	QPC GROUP	Freight and delivery charge for visitors centre	29.70	
31	14-04-2023	BENDIGO & ADELAIDE BANK LTD	Bank fee	8.69	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 April to 30 April 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
32	14-04-2023	ADVANCED TRAFFIC MANAGEMENT	Traffic controllers with signs and cones to worksite on Toodyay Bindi Bindi Rd Culham 27/03/2023	4,041.95	
33	14-04-2023	ADVANCED TRAFFIC MANAGEMENT	Traffic controllers with signs and cones to worksite on Bindi Bindi Rd Toodyay 23/03/2023 - 24/03/2023	5,763.12	
34	14-04-2023	ADVANCED TRAFFIC MANAGEMENT	Traffic controllers with signs and cones to worksite on Toodyay Bindi Bindi Rd Culham 3/04/2023	2,285.58	
35	14-04-2023	ADVANCED TRAFFIC MANAGEMENT	Traffic controllers with signs and cones to worksite on oodyay Bindi Bindi Rd Culham 2/04/2023	3,809.03	
36	14-04-2023	ADVANCED TRAFFIC MANAGEMENT	Traffic controllers with signs and cones to worksite on Toodyay Bindi Bindi Rd Culham 1/04/2023	3,383.27	
37	14-04-2023	ADVANCED TRAFFIC MANAGEMENT	Traffic controllers with signs and cones to worksite on Toodyay Bindi Bindi Rd Culham 28/03/2023	3,691.49	
38	14-04-2023	ADVANCED TRAFFIC MANAGEMENT	Traffic controllers with signs and cones to worksite on Bindi Bindi Rd Toodyay 27/03/2023	2,646.49	
39	14-04-2023	ADVANCED TRAFFIC MANAGEMENT	Traffic controllers with signs and cones to worksite on Toodyay Bindi Bindi Rd Culham 4/04/202	5,672.04	
40	14-04-2023	ADVANCED TRAFFIC MANAGEMENT	Traffic controllers with signs and cones to worksite on Toodyay Bindi Bindi Rd Culham 5/04/2023	2,094.51	
41	14-04-2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Supply scarifier teeth	964.92	
42	14-04-2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Supply service kit for John Deere grader	1,051.46	
43	14-04-2023	Alison Barbara DOWNIE	Consignment sales February - March 2023	19.97	
44	14-04-2023	ALTUS PLANNING & APPEALS	Planning services for sides v Shire of Toodyay at lot 550 Bindi Bindi Toodyay Road Coondle and at lot 553 Coondle Drive	660.00	
45	14-04-2023	ALTUS PLANNING & APPEALS	Planning services in relation to sides v Shire of Toodyay at lot 550 Bindi Bindi Toodyay Rd, Coondle and at lot 553 Coondle Drive, Coondle	3,278.00	
46	14-04-2023	AUSTRALIA POST	Postage charges for February 2023	524.04	
47	14-04-2023	AVON SKIP BINS	Memorial hall bin hire for January, February, March 2023	105.00	
48	14-04-2023	AVON SKIP BINS	Sportsground bin Hire for January, February, March 2023	105.00	
49	14-04-2023	AVON SKIP BINS	Depot bin hire for January, February, March 2023	105.00	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 April to 30 April 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
50	14-04-2023	AVON SKIP BINS	Memorial hall bin empty 07/03/23, 14/03/23, 21/03/23, 28/03/23	200.00	
51	14-04-2023	AVON SKIP BINS	Sportsground bin empty 07/03/23, 21/03/23, 28/03/23	150.00	
52	14-04-2023	AVON SKIP BINS	Depot bin empty 24/03/23	50.00	
53	14-04-2023	Barry Graham KEENS	Consignment sales March 2023	29.00	
54	14-04-2023	BRODERICK WASTE SOLUTIONS	Management and disposal of waste for the fortnight ended 4 April 2023	5,610.00	
55	14-04-2023	BRODERICK WASTE SOLUTIONS	Cartage of waste from Toodyay transfer station to Northam for March 2023	5,537.40	
56	14-04-2023	BUNNINGS - MIDLAND	Nail gun, battery charger, chainsaw, Ozito 18V battery	1,376.98	
57	14-04-2023	C & F BUILDING APPROVALS	Compliance assessment and issue of class 10a, issue of building permits	2,640.00	
58	14-04-2023	C & F BUILDING APPROVALS	Issue of building permits	550.00	
59	14-04-2023	C & F BUILDING APPROVALS	Compliance assessment and issue of class 10a, issue of building permits	2,090.00	
60	14-04-2023	C & F BUILDING APPROVALS	Compliance assessment and issue of class 10 A and 10 B	1,155.00	
61	14-04-2023	CADDS FASHIONS SPORTFIRST NORTHAM	Work safety boots for G. Stevens	219.99	
62	14-04-2023	Carolyn Anne SKINNER	Reimbursement of cost for accommodation and parking for grant writing workshop SLWA	233.16	
63	14-04-2023	CATALYSE PTY LTD	Fees for 2022 Markyt community scorecard, voicebank, printing and postage	21,560.00	
64	14-04-2023	CHARLES SERVICE COMPANY	February 2023 cleaning services for VC, library, depot, public toilets, memorial hall, pavilion, museum, community centre	11,215.39	
65	14-04-2023	CHARLES SERVICE COMPANY	Additional cleaning services at admin building and at youth hall	2,129.60	
66	14-04-2023	CHARLES SERVICE COMPANY	March 2023 cleaning services for VC, library, depot, public toilets, memorial hall, pavilion, museum, community centre	11,215.39	
67	14-04-2023	CHARLES SERVICE COMPANY	Cleaning of big meeting room, little office, public computer room at community centre from 23/01/23 to 24/02/23	1,815.00	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 April to 30 April 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
68	14-04-2023	CHARLES SERVICE COMPANY	Cleaning of big meeting room, little office & public computer room at community centre from 27/02/23 to 17/03/23	1,089.00	
69	14-04-2023	CLUBLINKS MANAGEMENT PTY LTD	Budgeted operating loss FY23 Q4 contribution subsidy	134,015.42	
70	14-04-2023	CLUBLINKS MANAGEMENT PTY LTD	Hire of community pavilion on Mar 29 and on Mar 30 2023	384.25	
71	14-04-2023	COLAS WA	Road reconstruction and seal on Bindi Bindi Toodyay Rd	341,499.38	
72	14-04-2023	CORSIGN (WA) PTY LTD	Flexi bollards for West Toodyay bridge	3,135.00	
73	14-04-2023	CORSIGN (WA) PTY LTD	Street signs	367.40	
74	14-04-2023	DAMIAN'S PLUMBING	Waste removal from portable toilets at Duidgee Park	495.00	
75	14-04-2023	DAMIAN'S PLUMBING	Empty of portable toilets at Duidgee park	495.00	
76	14-04-2023	DAMIAN'S PLUMBING	Empty of portable toilets at Duidgee park	495.00	
77	14-04-2023	DATAKOM SOLUTIONS (AU) PTY LTD	Datapay direct access March 2023	404.83	
78	14-04-2023	Deborah TERMANN	Consignment sales March 2023	14.00	
79	14-04-2023	DEPT OF FIRE & EMERGENCY SERVICES	ESLB 3rd Qtr contribution	91,303.50	
80	14-04-2023	DEPT OF MINES INDUSTRY REGULATION & SAFETY	BSL levies February 2023	1,185.25	
81	14-04-2023	DRAINFLOW SERVICES PTY LTD	Jet drain culvert cleaning and sweeping on Bindi Bindi Toodyay Road and on West Toodyay Rd	1,155.00	
82	14-04-2023	DRAINFLOW SERVICES PTY LTD	Jet drain culvert cleaning and sweeping on Bindi Bindi Toodyay Road and on West Toodyay Rd	2,772.00	
83	14-04-2023	DRAINFLOW SERVICES PTY LTD	Jet drain culvert cleaning and sweeping on Bindi Bindi Toodyay Road and on West Toodyay Rd	2,695.00	
84	14-04-2023	DRAINFLOW SERVICES PTY LTD	Sweeping works, preparation for linemarking on Bindi Bindi Toodyay Rd	1,443.75	
85	14-04-2023	DRAINFLOW SERVICES PTY LTD	Jet drain culvert cleaning and sweeping on Bindi Bindi Toodyay Road and on West Toodyay Rd	2,772.00	
86	14-04-2023	EAG ELECTRICAL AIR-CONDITIONING & GAS	Supply and fit LED lights to "C" container in depot	1,083.50	
87	14-04-2023	EAG ELECTRICAL AIR-CONDITIONING & GAS	Check and test faulty electric door at recreation centre	242.00	
88	14-04-2023	EAG ELECTRICAL AIR-CONDITIONING & GAS	Check electrical faulty at memorial hall bar fridge	148.50	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 April to 30 April 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
89	14-04-2023	EAG ELECTRICAL AIR-CONDITIONING & GAS	Check fault with hot water system at admin kitchen	121.00	
90	14-04-2023	EASIFLEET	Hugo De Vos payroll salary deductions PPE 11/04/2023	498.10	
91	14-04-2023	EMERG SOLUTIONS PTY LTD	Additional BART licenses	480.00	
92	14-04-2023	EQUIFAX	Fit 2 work integrity checks March 2023	96.36	
93	14-04-2023	ESSELMONT ESTATE	Consignment sales March 2023	12.27	
94	14-04-2023	FRONTLINE FIRE & RESCUE EQUIPMENT	Kestrel portable weather meter, reflective name stickers, Nomex flash hoods	1,923.79	
95	14-04-2023	FRONTLINE FIRE & RESCUE EQUIPMENT	Pac fire zip bag for 3M masks	660.00	
96	14-04-2023	FULTON HOGAN INDUSTRIES PTY LTD	Seal on Bindi Bindi Toodyay Rd and two coat seal spray on Telegraph Bindi Bindi Toodyay Rd	114,459.66	
97	14-04-2023	G & C STEYTLER	Consignment sales December 2022 and March 2023	12.00	
98	14-04-2023	Gemma RINGA CIVIL	Supply yellow sand for Duidgee park	342.38	
99	14-04-2023	Gijsbertus Wilhelmus VAN DER LEE	Refund of crossover for 12A Mt Anderson St	1,129.80	
100	14-04-2023	JCB CONSTRUCTION EQUIPMENT AUSTRALIA	Seal kit for T0005 ram repairs	163.69	
101	14-04-2023	JCB CONSTRUCTION EQUIPMENT AUSTRALIA	New crowd bucket ram for T0005	7,526.77	
102	14-04-2023	JCB CONSTRUCTION EQUIPMENT AUSTRALIA	Service filters for JCB backhoe	477.73	
103	14-04-2023	JIM VAUGHAN	Consignment sales March 2023	44.00	
104	14-04-2023	John BUTLER	Consignment sales March 2023	15.40	
105	14-04-2023	KWIK COPY	Printing of an additional 100 tip passes	125.35	
106	14-04-2023	Kyla BROWNE	Reimbursement of cost for event expenses: kids club, business sundowner, Kahoot game day	232.21	
107	14-04-2023	LANDGATE	Copy of transfer of land act document	28.20	
108	14-04-2023	MODUS AUSTRALIA	Six toilet buldings	75,166.30	
109	14-04-2023	Leah Imelda CARVELL	Consignment sales March 2023	52.08	
110	14-04-2023	LINEMARKING WA PTY LTD	Linemarking on Bindi Bindi Toodyay Rd	16,280.00	
111	14-04-2023	MICKS STIX	Consignment sales March 2023	34.50	
112	14-04-2023	MM MECHANICAL PTY LTD	Cool room trailer repairs	1,245.20	
113	14-04-2023	MM MECHANICAL PTY LTD	Weld up secondary crack on water manifold	50.00	
114	14-04-2023	MM MECHANICAL PTY LTD	Repairs to Morangup fire truck rego T7851	4,786.64	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 April to 30 April 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
115	14-04-2023	MOONDYNE FESTIVAL COMMITTEE - TOODYAY FESTIVALS INC	Sponsorship of the Toodyay Moondyne festival on 7th May 2023	10,000.00	
116	14-04-2023	OFFICEWORKS	Epson scanner	464.95	
117	14-04-2023	PENTANET LIMITED	NBN commercial business unlimited data for 15 Fiennes St, 96 Stirling Terrace, Toodyay, WA 6566 and for 67 Stirling Tce, billing period 01/04/2023 - 30/04/2023	818.90	
118	14-04-2023	PROFESSIONAL LOCKSERVICE	Keys cut for community centre	128.70	
119	14-04-2023	PROFESSIONAL PC SUPPORT PTY LTD	ICT support agreement: security requirements 11/04/2023	495.00	
120	14-04-2023	PROFESSIONAL PC SUPPORT PTY LTD	ICT support agreement: fire station phones 9/03/2023	275.00	
121	14-04-2023	PUBLIC TRANSPORT AUTHORITY OF WA	TransWA ticket sales for March 2023	185.47	
122	14-04-2023	QUILTS BY ROBYN	Consignment sales March 2023	125.00	
123	14-04-2023	ROAD RAIL & MINE PRODUCTS PTY LTD	Supply and Installation of w-beam barrier and signages on Toodyay Bindi Bindi Rd Road	28,405.30	
124	14-04-2023	Robert VAN OOSTEN	Consignment sales February 2023 and March 2023	33.00	
125	14-04-2023	RYLAN CONCRETE	Semi mountable kerb on Telegraph - Bindi Bindi Rd	8,316.00	
126	14-04-2023	S F FITZGERALD PLUMBING & GAS	Clean out inlet valve in cistern at Old Goal toilets	165.00	
127	14-04-2023	S F FITZGERALD PLUMBING & GAS	Clear root blockage at Connors cottage	286.00	
128	14-04-2023	S F FITZGERALD PLUMBING & GAS	Clear tundish drain under RPZD at recreation precinct pump room	165.00	
129	14-04-2023	SHIRE OF NORTHAM	Waste disposal and recycling delivered to the Northam waste site on Old Quarry Rd February 2023	17,322.53	
130	14-04-2023	SHRED-X PTY LTD	CRC shred bin and bin rental	69.65	
131	14-04-2023	SHRED-X PTY LTD	240 lt permanent security bin for April 2023	26.00	
132	14-04-2023	SPACETOCO PTY LTD	Online booking facilities April 2023	165.00	
133	14-04-2023	SYNERGY	Synergy Grouped Account 802970900 for period from 24 Jan 2023 to 23 Mar 2023	7,903.24	
134	14-04-2023	SYNERGY	Electricity account 149993610, lot 301 Railway Rd for period from 08 Mar 2023 to 11 Apr 2023	527.46	
135	14-04-2023	SYNERGY	Streetlights, electricity account 17458579025 for period from Feb 2023 to 24 Mar 2023	3,633.86	
136	14-04-2023	TAMMAR PUBLICATIONS	Consignment sales March 2023	41.95	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 April to 30 April 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
137	14-04-2023	Tanya Michelle STUART	Consignment sales March 2023	92.36	
138	14-04-2023	THE FRAMING FACTORY	Replacing glass and frame for a painting	71.00	
139	14-04-2023	TOLL	Freight charges on 23/03/23, 25/03/23, 30/03/23	73.06	
140	14-04-2023	TOODYAY BAKERY & CAFE	23/03/2023 SCP refreshments	170.00	
141	14-04-2023	TOODYAY GARDEN & OUTDOOR CENTRE - ALAN	Punnets of flowers and rake	65.00	
142	14-04-2023	TOODYAY HARDWARE & FARM	Bolts	9.72	
143	14-04-2023	TOODYAY HERALD	Shire of Toodyay monthly news	783.28	
144	14-04-2023	TOODYAY HERALD	Draft LPP extractive industries and waste disposal advert for April 2023	165.79	
145	14-04-2023	TOODYAY IGA	Staff amenities February 2023	994.38	
			<i>BFS - spring water, foil tray, wooden cutlery, soft drinks, food for BFS training</i>		266.39
			<i>Admin - glen 20, milk, sugar, USD flash drive 32 gb, cleaning suppliers, coffee</i>		104.67
			<i>VC - cleaning suppliers, spring water, milk, food for farewell at VC</i>		227.15
			<i>Rangers - cat litter, carrots, dog food</i>		53.89
			<i>Palnning and development - spring water, tissues</i>		51.96
			<i>Library - newspapers, milk, paper cups</i>		113.09
			<i>EHO - cleaning suppliers</i>		25.89
			<i>Depot - USB falsh drive 32 gb, milk, tea baqs</i>		33.87
			<i>CRC - milk, suppliers for (kids club) events: paper plates, ice, sweets, snacks</i>		117.47
146	14-04-2023	TOODYAY TYRE & EXHAUST	Tyres for T0003	576.00	
147	14-04-2023	TOODYAY TYRE & EXHAUST	Tyre repairs tubes fitted	94.00	
148	14-04-2023	TOODYAY TYRE & EXHAUST	Techking trailer tyres and disposal	4,066.00	
149	14-04-2023	TOODYAY TYRE & EXHAUST	Tyres and disposal fee for fire truck	1,114.00	
150	14-04-2023	UNIFORMS @ WORK	Uniform order for Kelly Stevens	339.70	
151	14-04-2023	UNIFORMS @ WORK	Uniform order for Kelly Stevens	48.40	
152	14-04-2023	URL NETWORKS PTY LTD	URL networks SIP trunks for all Shire business numbers	309.26	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 April to 30 April 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
153	14-04-2023	VERNICE PTY LTD	Hire of profiler for shoulder sealing on Toodyay Bindi Bindi Rd	4,290.00	
154	14-04-2023	VICTORIA HOTEL	Accommodation for Maurice Werder 08-Mar - 09-Mar-23	165.00	
155	14-04-2023	VICTORIA HOTEL	Accommodation for Maurice Werder 01-Mar - 02-Mar-23	165.00	
156	14-04-2023	VICTORIA HOTEL	Accommodation for Maurice Werder 22-Feb -23 -Feb-23	165.00	
157	14-04-2023	VICTORIA HOTEL	Accommodation for Maurice Werder 15-Feb - 16-Feb-23	165.00	
158	14-04-2023	VICTORIA HOTEL	Accommodation and meals for Maurice Werder 14-Feb - 15-Feb-23	199.00	
159	14-04-2023	VICTORIA HOTEL	Accommodation for Maurice Werder 08-Feb- 09-Feb-23	165.00	
160	14-04-2023	VICTORIA HOTEL	Accommodation for Maurice Werder 05-Apr - 06-Apr-23	165.00	
161	14-04-2023	VICTORIA HOTEL	Accommodation for Maurice Werder 15-Mar - 16-Mar-23	165.00	
162	14-04-2023	VICTORIA HOTEL	Accommodation for Maurice Werder 22-Mar - 23-Mar-23	165.00	
163	14-04-2023	VICTORIA HOTEL	Accommodation for Maurice Werder 29-Mar- 30-Mar-23	165.00	
164	14-04-2023	WA FUEL SUPPLIES	23,000 litres of diesel	40,226.22	
165	14-04-2023	WALGA	2023 WA transport and roads forum R. Madacsi attendance	70.00	
166	14-04-2023	WALGA	Effective community leadership course for Cr C. Duri	583.00	
167	14-04-2023	WALGA	Pro-rata eLearning course emergency management fundamentals Jan 2023 - 31 Oct 2023	1,518.00	
168	14-04-2023	WHEATBELT NATURAL RESOURCE MGT (INC)	Vials RHDV for rabbit control	297.00	
169	14-04-2023	WINC AUSTRALIA P/L	Stationery order for library, planning and development and corporate services	497.26	
170	14-04-2023	WOBM - WHEATBELT OFFICE OF BUSINESS MACHINES - NORTHAM	Rental of photocopier at Toodyay library for April 2023	117.59	
171	14-04-2023	ZONE 50 ENGINEERING SURVEYS PTY LTD	Survey control, seal set out and spotting lines on Bindi Bindi Toodyay Rd	6,677.00	
172	14-04-2023	ZONE 50 ENGINEERING SURVEYS PTY LTD	Newcastle park feature survey	1,287.00	
173	17-04-2023	QPC GROUP	Freight and delivery fee	33.00	
174	17-04-2023	KOMATSU AUSTRALIA CORPORATE FINANCE PTY LTD	Front wheel loader lease	4,901.37	
175	17-04-2023	CNH INDUSTRIAL CAPITAL AUST PTY LTD	Iveco truck lease	3,207.70	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 April to 30 April 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
176	17-04-2023	COMMONWEALTH BANK OF AUSTRALIA	Bpoint fee	38.18	
177	18-04-2023	GEAR SELECT	Drum roller lease	2,296.91	
178	18-04-2023	PAYMATE	Community standpipe controller usage fee	.66	
179	19-04-2023	PAYMATE	Community standpipe controller usage fee	.01	
180	24-04-2023	PAYMATE	Community standpipe controller usage fee	.05	
181	24-04-2023	QPC GROUP	Freight and delivery fee	29.70	
182	24-04-2023	KOMATSU AUSTRALIA CORPORATE FINANCE PTY LTD	Grader lease	4,560.99	
183	26-04-2023	BENDIGO & ADELAIDE BANK LTD	Bank fee	7.04	
184	27-04-2023	PAYMATE	Community standpipe controller usage fee	.33	
185	28-04-2023	BENDIGO & ADELAIDE BANK LTD	Bank fee	6.93	
186	28-04-2023	ADVANCED TRAFFIC MANAGEMENT	Traffic controllers with signs and cones to worksite on Toodyay Bindi Bindi Rd Culham 11/04/2023	2,008.60	
187	28-04-2023	ADVANCED TRAFFIC MANAGEMENT	Traffic controllers with signs and cones to worksite on Chitty Rd Hoddys Well 11/04/2023	1,801.80	
188	28-04-2023	ADVANCED TRAFFIC MANAGEMENT	Traffic controllers with signs and cones to worksite on Chitty Rd Hoddys Well 12/04/2023	1,714.90	
189	28-04-2023	ADVANCED TRAFFIC MANAGEMENT	Traffic controllers with signs and cones to worksite on Chitty Rd Hoddys Well 13/04/2023	1,714.90	
190	28-04-2023	ADVANCED TRAFFIC MANAGEMENT	Traffic controllers with signs and cones to worksite on Toodyay Bindi Bindi Rd Culham 30/03/2023	2,643.41	
191	28-04-2023	ADVANCED TRAFFIC MANAGEMENT	Traffic controllers with signs and cones to worksite on Chitty Rd Hoddys Well 14/04/2023	1,722.60	
192	28-04-2023	ADVANCED TRAFFIC MANAGEMENT	Traffic controllers with signs and cones to worksite on Toodyay Bindi Bindi Rd Culham 20/04/2023	986.92	
193	28-04-2023	AUSTRALIA DAY COUNCIL OF WA	Certificate of appreciation	10.00	
194	28-04-2023	AUSTRALIA POST	Postage charges for March 2023	1,032.66	
195	28-04-2023	ATO	March 2023 BAS	49,385.00	
196	28-04-2023	AUTOPRO NORTHAM	Disc brake pads for 4WD T0001	80.45	
197	28-04-2023	AUTOPRO NORTHAM	Air filter for service on hino tuck	61.54	
198	28-04-2023	AUTOPRO NORTHAM	Supply service kit for CEO vehicle	103.89	
199	28-04-2023	AUTOPRO NORTHAM	Supply fuel line	42.16	
200	28-04-2023	AUTOPRO NORTHAM	Mirror spotter clamp on	51.90	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 April to 30 April 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
201	28-04-2023	AVON WASTE - STONDON PTY LTD	Fortnightly rubbish collection charges for period from 13/03/23 to 24/03/23	17,187.82	
202	28-04-2023	AVON YARD & MAINTENANCE SERVICES	Brushcutting road reserve on wicklow hills and tree removal on Ringa bridge	2,310.00	
203	28-04-2023	BRODERICK WASTE SOLUTIONS	Management of waste transfer station and disposal of waste for the fortnight ended 18 April 2023	5,610.00	
204	28-04-2023	CADDS FASHIONS SPORTFIRST NORTHAM	Zip boots for L. Campbell	206.99	
205	28-04-2023	CADDS FASHIONS SPORTFIRST NORTHAM	Work safety boots for A. Lamas	188.99	
206	28-04-2023	CADDS FASHIONS SPORTFIRST NORTHAM	Shirts, embroidery PPE for Depot	172.50	
207	28-04-2023	CHARLES SERVICE COMPANY	Consumables for cleaning	1,122.70	
208	28-04-2023	CHARLES SERVICE COMPANY	Cleaning of rooms at the community centre 20/3/23 to 21/4/23	1,621.40	
209	28-04-2023	CHARLES SERVICE COMPANY	April 2023 cleaning services for VC, library, depot, public toilets, memorial hall, pavilion, museum, community centre	11,215.39	
210	28-04-2023	CHARLES SERVICE COMPANY	Cleaning service at admin building and at youth hall from 20/03/23 to 21/04/23	2,178.00	
211	28-04-2023	Charmeine Gail DURİ	Councillor attendance allowance April 2023	1,188.30	
212	28-04-2023	CLUB FED PTY LTD	Mental health in the workplace training for managers and supervisors 1 st of May 2023	2,260.00	
213	28-04-2023	COATES HIRE	LED lighting tower for ANZAC gunfire breakfast	680.63	
214	28-04-2023	CORSIGN (WA) PTY LTD	School bus stop signage qty 34	2,057.00	
215	28-04-2023	CORSIGN (WA) PTY LTD	Local traffic only signs for Phillips Rd	99.00	
216	28-04-2023	CRAFTDOJO AUSTRALIA	Minecraft day for April school holiday program 2023 from 10 am to 3 pm	700.00	
217	28-04-2023	D CLEMENTS SMASH REPAIRS	Insurance excess for MIA vehicle 1HNV832	300.00	
218	28-04-2023	D CLEMENTS SMASH REPAIRS	Insurance excess 1HVN832 damage to rear of vehicle	300.00	
219	28-04-2023	DAMIAN'S PLUMBING	Empty of portable toilets at Duidgee park	495.00	
220	28-04-2023	DAMIAN'S PLUMBING	Empty of portable toilets at Duidgee park	495.00	
221	28-04-2023	DAMIAN'S PLUMBING	Empty of portable toilets at Duidgee park	495.00	
222	28-04-2023	Danielle Kim WRENCH	Councillor attendance allowance April 2023	1,188.30	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 April to 30 April 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
223	28-04-2023	DATACOM SOLUTIONS (AU) PTY LTD	Datascape monthly fee February 2023	3,468.33	
224	28-04-2023	DRAINFLOW SERVICES PTY LTD	Sweeping works for line marking on Bindi Bindi, Toodyay Rd	1,485.00	
225	28-04-2023	EASIFLEET	Hugo De Vos payroll salary deductions PPE 25/04/2023	498.10	
226	28-04-2023	Elizabeth June RUTHVEN	Councillor attendance allowance April 2023	1,859.13	
227	28-04-2023	Elizabeth June RUTHVEN	Expense reimbursement for staying at Pingelly recreation and cultural centre	50.00	
228	28-04-2023	EZI-FIX WELDING & HANDYMAN SERVICES	First section of floor boards at Butterly house	2,050.00	
229	28-04-2023	EZI-FIX WELDING & HANDYMAN SERVICES	Manufacture antenna mounting bracket for internet	250.00	
230	28-04-2023	FRONTLINE FIRE & RESCUE EQUIPMENT	Reflective name sticker, googles	2,103.56	
231	28-04-2023	Gary HORSFIELD	Window cleaning of shire facilities April 2023	300.00	
232	28-04-2023	JOMAR (WA) PTY LTD	Emergency propping on bridge Telegraph Rd	60.50	
233	28-04-2023	Julie-Anne VUCEMILLO	Crossover reimbursement	1,129.80	
234	28-04-2023	KLEEN WEST DISTRIBUTERS	Jumbo toilet rolls for disable toilets	120.45	
235	28-04-2023	KLEEN WEST DISTRIBUTERS	Hand soap 20 ltr	78.71	
236	28-04-2023	KOMATSU AUSTRALIA PTY LTD	A new door window and rubber for Komatsu grader	1,077.45	
237	28-04-2023	Kyla BROWNE	Reimbursement of cost for event expenses: Minecraft day, paint and plant a pot workshop, sundry office items and tubs for storage room	206.78	
238	28-04-2023	MODUS AUSTRALIA	Supply and fit toilet fixtures at Duidgee Park	6,047.80	
239	28-04-2023	Leon James COUPER	Reimbursement of cost for purchased PPE	438.35	
240	28-04-2023	MARKETFORCE	Tender for the provision of bush fire mitigation works program	555.40	
241	28-04-2023	Michael Vincent MCKEOWN	Councillor attendance allowance April 2023	1,188.30	
242	28-04-2023	MM MECHANICAL PTY LTD	Repairs to BFB truck T7124	3,386.68	
243	28-04-2023	NATURAL AREA CONSULTING MANAGEMENT SERVICES	Chitty Rd upgrade: tree inspection, revegetation and monitoring	1,320.00	
244	28-04-2023	NATURAL AREA CONSULTING MANAGEMENT SERVICES	Chitty Rd upgrade: tree inspection, revegetation and monitoring	825.00	
245	28-04-2023	ONE MUSIC AUSTRALIA	Music licence fee for period from 1 April to 30 June 2023	160.09	
246	28-04-2023	OZ DIVISION HOLDINGS PTY LTD	Refund for a development application	576.00	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 April to 30 April 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
247	28-04-2023	PERTH ARBOR SERVICES	Vegetation clearing for Chitty Rd upgrade	33,000.00	
248	28-04-2023	PERTH ARBOR SERVICES	Additional vertical clearing on Chitty Rd	4,400.00	
249	28-04-2023	Philip David HART	Councillor attendance allowance April 2023	1,188.30	
250	28-04-2023	PROFESSIONAL PC SUPPORT PTY LTD	Starlink internet services for depot March and April 2023	305.80	
251	28-04-2023	PROFESSIONAL PC SUPPORT PTY LTD	Managed ITC agreement charges for May 2023	10,114.13	
252	28-04-2023	Magrietha PERPOLI	Refund for a development application	2,471.00	
253	28-04-2023	Rosemary June MADACSI	Councillor attendance allowance April 2023	4,523.25	
254	28-04-2023	S F FITZGERALD PLUMBING & GAS	Spindle replacement Duke St toilet	233.50	
255	28-04-2023	S F FITZGERALD PLUMBING & GAS	Repair tap Pelham reserve toilets	143.00	
256	28-04-2023	S F FITZGERALD PLUMBING & GAS	Repair tap disabled toilet and cistern at memorial hall	472.50	
257	28-04-2023	S F FITZGERALD PLUMBING & GAS	Repair ladies toilet at showgrounds pavilion	148.60	
258	28-04-2023	SAPIO PTY LTD	Investigation and solution, UPS batteries faulty, no internet and no phones for depot	918.50	
259	28-04-2023	SHIRE OF NORTHAM	Old Quarry Rd waste disposal and recycling fee for March 2023	14,992.18	
260	28-04-2023	SNAP - WEST PERTH	Business cards	506.00	
261	28-04-2023	SOUTHERN CROSS AUSTEREO PTY LTD	Around the towns advertising for March 2023	99.00	
262	28-04-2023	SOUTHERN CROSS AUSTEREO PTY LTD	Around the towns advertising for February 2023	99.00	
263	28-04-2023	ST JOHN AMBULANCE WA	First aid training for Medhi Hafsia	160.00	
264	28-04-2023	Steven John MCCORMICK	Councillor attendance allowance April 2023	1,188.30	
265	28-04-2023	STEWART & HEATON CLOTHING CO PTY LTD	Jackets, cargo, name badges	917.53	
266	28-04-2023	SUPERCIVIL PTY LTD	Compact, gravel top up and re-shape on Bindi Bind Toodyay Rd	163,229.09	
267	28-04-2023	Susan Caroline PEARCE	Councillor attendance allowance April 2023	1,188.30	
268	28-04-2023	SYNERGY	Electricity account 321395980 Coondle Nunile fire station for period from 03 Feb 2023 to 04 Apr 2023	480.02	
269	28-04-2023	TOODYAY HARDWARE & FARM	Bolts	5.31	
270	28-04-2023	TOODYAY HARDWARE & FARM	Bolt cup, washer	4.32	
271	28-04-2023	TOODYAY HARDWARE & FARM	Pine 90X35 p/m	388.50	

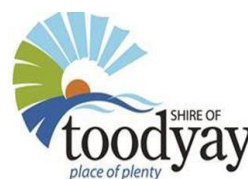
Shire of Toodyay					
List of Payments Presented to Council for Period 1 April to 30 April 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
272	28-04-2023	TOODYAY HARDWARE & FARM	PVC reticulation pipe 40 mm	9.26	
273	28-04-2023	TOODYAY HARDWARE & FARM	Sprinkler	19.95	
274	28-04-2023	TOODYAY HARDWARE & FARM	Poly pipe 19 mm x 50 m	48.45	
275	28-04-2023	TOODYAY HARDWARE & FARM	Clamps, spray jet, repair plugs, poly adaptors, plug end	42.45	
276	28-04-2023	TOODYAY HARDWARE & FARM	Solenoid 25 mm flow control	48.45	
277	28-04-2023	TOODYAY HARDWARE & FARM	Solenoid 25 mm	42.95	
278	28-04-2023	TOODYAY HARDWARE & FARM	Valve inlet compact	24.65	
279	28-04-2023	TOODYAY TENNIS CLUB	Community sponsorship	900.00	
280	28-04-2023	TOODYAY TRADERS	Quick white spray 310 g	38.00	
281	28-04-2023	TOODYAY TRADERS	Connector	16.80	
282	28-04-2023	TOODYAY TRADERS	Elbow faucet 25mm, tee faucet 25mm	70.75	
283	28-04-2023	TOODYAY TRADERS	PVC red priming fluid 50 ml	10.00	
284	28-04-2023	TOODYAY TRADERS	Adaptor faucet. tee pressure 40 mm, bush pressure 40 mm	23.90	
285	28-04-2023	TOODYAY TRADERS	Lupins flaked 25 kg	48.10	
286	28-04-2023	TOODYAY TRADERS	Adaptor valve 25 mm	3.90	
287	28-04-2023	TOODYAY TRADERS	Consumables	42.60	
288	28-04-2023	TOODYAY TRADERS	Joiners 20 mm	34.75	
289	28-04-2023	TOODYAY TRADERS	Padbol 150 mm 12 mm, Lanolin spray 750 mm	43.75	
290	28-04-2023	TOODYAY TRADERS	Barley flaked 25 kg	42.90	
291	28-04-2023	TOODYAY TRADERS	Garden pressure spray, fungicide 150 g	32.00	
292	28-04-2023	TOODYAY TRADERS	Tool set	24.50	
293	28-04-2023	TOODYAY TRADERS	Tee pressure, adaptor valve, barrel union pressure, PVC cement 500 ml	57.30	
294	28-04-2023	TOODYAY TRADERS	Broom, window wiper	36.15	
295	28-04-2023	TOODYAY TRADERS	Drill bit, screws, washer	47.65	
296	28-04-2023	TOODYAY TRADERS	Barley flaked 25 kg	21.45	
297	28-04-2023	TOODYAY TRADERS	Pin 10 X 300 mm, drill bit	62.25	
298	28-04-2023	TOODYAY TRADERS	Screws for deck	61.60	
299	28-04-2023	TOODYAY TRADERS	Pipe, poly riser 20 mm X 100 mm	18.60	
300	28-04-2023	TOODYAY TRADERS	Tie wire	43.00	
301	28-04-2023	TOODYAY TRADERS	Barley flaked 25 kg	42.90	
302	28-04-2023	TOODYAY TRADERS	Coupling, bush pressure, PVC telescopic coupling 25 mm	31.40	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 April to 30 April 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
303	28-04-2023	TOODYAY TRADERS	Cap pressure 20 mm, poly cap 3/4	11.80	
304	28-04-2023	TOODYAY TRADERS	Box valve rectangle 420 X 305 mm	6.95	
305	28-04-2023	TOODYAY TRADERS	Box valve rectangle 420 X 305 mm	29.75	
306	28-04-2023	TOODYAY TYRE & EXHAUST	Tube and rim for ranger's trailer	249.00	
307	28-04-2023	TOODYAY TYRE & EXHAUST	Puncture repairs	35.00	
308	28-04-2023	TOODYAY TYRE & EXHAUST	Puncture repairs	35.00	
309	28-04-2023	TOODYAY TYRE & EXHAUST	Puncture repairs	40.00	
310	28-04-2023	TOODYAY TYRE & EXHAUST	Supply and fit drive tyre for truck T0012	429.00	
311	28-04-2023	TOODYAY TYRE & EXHAUST	Tyre replacement and disposal	251.00	
312	28-04-2023	VERNICE PTY LTD	Hire of watercart, grader, drum roller, bobcat and profiler	4,732.75	
313	28-04-2023	VERNICE PTY LTD	Dry hire water cart for March 2023	506.00	
314	28-04-2023	VICTORIA HOTEL	Accommodation for Maurice Werder 12-Apr - 13-Apr-23	165.00	
315	28-04-2023	WEST WIDE AUTO ELECTRICS	SES Ford Ranger repairs	857.50	
316	28-04-2023	WEST WIDE AUTO ELECTRICS	Victron battery charger	989.30	
317	28-04-2023	WEST WIDE AUTO ELECTRICS	Repair headlight fault	496.00	
318	28-04-2023	WEST WIDE AUTO ELECTRICS	Lighting test, repair and replace bullbar lights	732.50	
319	28-04-2023	WEST WIDE AUTO ELECTRICS	Air conditioner repair	720.50	
320	28-04-2023	WEST WIDE AUTO ELECTRICS	Replace LED reverse module	872.00	
321	28-04-2023	WINC AUSTRALIA P/L	Stationery order for BFS, CRC, museum, depot, planning and development	1,611.92	
322	28-04-2023	ZONE 50 ENGINEERING SURVEYS PTY LTD	Spotting survey for sealing works and line mark on Telegraph Bindi Bindi Toodyay Rd	7,375.50	
323	28-04-2023	ZONE 50 ENGINEERING SURVEYS PTY LTD	Survey control, seal set out and spotting lines on Bindi Bindi Toodyay Rd	2,948.00	
324	28-04-2023	ZONE 50 ENGINEERING SURVEYS PTY LTD	Survey control, seal set out and spotting lines on Bindi Bindi Toodyay Rd	1,694.00	
325	Payroll PPE 11/04/2023	Payroll PPE 11/04/2023		104,086.96	
326	Aware Super PPE 11/04/2023	Superannuation Payroll 11/04/2023		21,740.20	
327	Payroll PPE 25/04/2023	Payroll PPE 25/04/2023		103,069.62	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 April to 30 April 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
				1,742,734.64	3,616.52

Direct Debit \$ 21,430.14
 Trust Chqs
 EFT \$ 1,492,407.72
 DD Payroll \$ 228,896.78
 DD Loans
 Muni Chqs
TOTAL \$ 1,742,734.64

STATEMENT OF COMPREHENSIVE INCOME BY NATURE OR TYPE



FOR THE PERIOD ENDING 30 April 2023

	2022/23	2022/23	2022/23	2021/22	Var.\$
	Actual(b)	Revised Adopted Budget	YTD Budget(a)	Actual	(b)-(a)
Revenue					
Rates	7,079,719	7,069,204	7,069,204	6,893,240	10,515
Fees and charges	1,176,758	1,443,191	1,078,420	1,197,621	98,338
Operating grants, subsidies and contributions	1,109,018	1,727,628	1,335,983	4,273,361	(226,965)
Interest earnings	90,048	90,000	38,360	50,689	51,688
Other Revenue	540,884	190,428	111,663	982,694	429,221
	9,996,427	10,520,451	9,633,630	13,397,605	362,797
Expenses					
Employee costs	(3,249,601)	(4,296,688)	(3,495,640)	(3,858,452)	246,039
Materials and contracts	(3,593,490)	(4,690,015)	(3,439,986)	(4,936,202)	(153,504)
Utility charges	(319,589)	(475,915)	(345,276)	(409,331)	25,687
Depreciation on non-current assets	(234)	(4,436,148)	(3,327,129)	(192,543)	3,326,895
Interest expenses	(83,446)	(155,813)	(116,856)	(172,887)	33,410
Insurance expenses	(377,908)	(394,666)	(299,487)	(636,347)	(78,421)
Other expenditure	(232,367)	(291,946)	(230,869)	(238,463)	(1,498)
	(7,856,635)	(14,741,191)	(11,255,243)	(10,444,225)	3,398,608
Non-Operating grants, subsidies and Contributions	2,111,490	2,213,540	2,202,296	1,671,882	(90,806)
Net Result For The Period	4,251,282	(2,007,200)	580,683	4,625,262	3,670,599
Total Comprehensive Income For The Period	4,251,282	(2,007,200)	580,683	4,625,262	3,670,599

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 April 2023



	2022/23	2022/23	2022/23	2021/22	Var.\$
	Actual(b)	Revised Adopted Budget	YTD Budget(a)	Actual	(b)-(a)
OPERATING ACTIVITIES					
Net Current assets at start of financial year-surplus/(deficit)	2,790,337	3,198,000	3,198,000	1,111,677	(407,663)
	2,790,337	3,198,000	3,198,000	1,111,677	(407,663)
Revenue from Operating Activities					
Fees and charges	1,176,758	1,443,191	1,078,420	1,197,621	(266,433)
Operating grants, subsidies and contributions	1,109,018	1,727,628	1,335,983	4,273,361	(618,610)
Interest earnings	90,048	90,000	38,360	50,689	48
Other Revenue	540,884	190,428	111,663	982,694	350,456
	2,916,708	3,451,247	2,564,426	6,504,365	(534,539)
Expenditure from Operating Activities					
Employee costs	(3,249,601)	(4,296,688)	(3,495,640)	(3,858,452)	1,047,087
Materials and contracts	(3,593,490)	(4,690,015)	(3,439,986)	(4,936,202)	1,096,525
Utility charges	(319,589)	(475,915)	(345,276)	(409,331)	156,326
Depreciation on non-current assets	(234)	(4,436,148)	(3,327,129)	(192,543)	4,435,914
Interest expenses	(83,446)	(155,813)	(116,856)	(172,887)	72,367
Insurance expenses	(377,908)	(394,666)	(299,487)	(636,347)	16,758
Other expenditure	(232,367)	(291,946)	(230,869)	(238,463)	59,579
	(7,856,635)	(14,741,191)	(11,255,243)	(10,444,225)	6,884,556
Non-cash amounts excluded from operating activities	0	4,461,148	3,352,129	192,543	(4,461,148)
Amount attributable to operating activities	(2,149,590)	(3,630,796)	(2,140,688)	(2,635,640)	1,481,206
Cash Flows from Investing Activities					
Non-Operating grants, subsidies and Contributions	2,111,490	2,213,540	2,202,296	1,671,882	(102,050)
Net Proceeds from Financial Assets	0	0		192,510	0
Proceeds from sale of Property, Plant and equipment	348,972	736,971	453,694	298,068	(387,999)
Payments for Property, Plant and equipment	(230,307)	(341,659)	(230,307)	(303,207)	111,352
Payments for of Land and Buildings	(181,290)	(979,125)	(181,290)	0	797,835
Purchase of intangible assets	0	0		(192,510)	0
Payment for construction/purchase of Infrastructure	(2,751,953)	(3,412,943)	(2,751,953)	(2,713,932)	660,990
	(703,088)	(1,783,216)	(507,560)	(1,047,189)	1,080,128
Cash Flows from Financing Activities					
Principal elements of finance lease payments - separate from Capex	(115,913)	(139,662)	(116,385)	0	23,749
Transfer from Reserves	0	50,000	41,667	624,879	(50,000)
Repayment of Borrowings	(150,748)	(317,686)	(264,738)	(306,787)	166,938
Transfer to Reserves	0	(632,540)	(527,117)	(721,406)	632,540
	(266,661)	(1,039,888)	(866,573)	(403,314)	773,227
Budgeted deficiency before general rates	(3,119,339)	(6,453,900)	(3,514,821)	(4,086,143)	3,334,561
Estimated amount to be raised from general rates	7,079,719	7,069,204	7,069,204	6,876,480	10,515
Net current assets at end of financial year - surplus/(deficit)	3,960,380	615,304	3,554,383	2,790,337	3,345,076

**SHIRE OF TOODYAY
VARIANCE REPORT**

FOR THE PERIOD ENDED 30 April 2023

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.

	Revised Adopted Budget	YTD ACTUALS	VAR TO YTD BUDGET	VAR TO YTD BUDGET
			\$	%
Revenue				
Rates	7,069,204	7,079,719	10,515	0.15%
There is a permanent variance of \$10,515 due to rates instalment interest earnings. A revised budget was adopted by Council at a Special Council Meeting held on 1 February 2023, reducing the rates revenue by \$152,715 and the road maintenance budget by the same. Mining tenements penalty interest totalling \$2,926.23 was reversed. The rates were reissued in March 2023.				
Fees and charges	1,078,420	1,176,758	98,338	9.12%
Timing variance -Legal fees for rates debt collection is higher than budgeted income. Planning and building application fees are higher for this time but are expected to smooth out for the remaining months. A permanent favourable variance of \$22,585 for rent received for Drummond Drive and Ferguson Road communication towers has been recognised in the Mid Year Budget Review.				
Operating grants, subsidies and contributions	1,335,983	1,109,018	(226,965)	-16.99%
Timing variance of \$226,965 as a result of Roads grants not yet received.				
Interest earnings	38,360	90,048	51,688	134.74%
Favourable variance of \$51,688 due to rates penalty interest earnings higher than anticipated interest earnings.				
Other Revenue	111,663	540,884	429,221	384.39%
Timing variance - variance primary due to insurance rebates received not budgeted for. Employee compensation claims received and donations/fundraising.				
Expenses				
Employee costs	(3,495,640)	(3,249,601)	246,039	-7.04%
Timing variances relating to payroll costing allocations in addition to reduced employee costs as a result of vacancies throughout the year.				
Materials and contracts	(3,439,986)	(3,593,490)	(153,504)	4.46%
Budgeting variance of \$153,504 for materials and contracts expenses as compared to the YTD Budget attributed to timing variance.				
Utility charges	(345,276)	(319,589)	25,687	-7.44%
Timing variances of \$25,687 due to timing of budget ahead of actual invoices .				
Depreciation on non-current assets	(3,327,129)	(234)	3,326,895	-99.99%
Depreciation, although a non cash cost, is under budget due to depreciation not yet processed. Depreciation to be processed after June 2022 Financials audit.				
Interest expenses	(116,856)	(83,446)	33,410	-28.59%
Timing variances of \$33,410 due to timing of loans repayments .				
Insurance expenses	(299,487)	(377,908)	(78,421)	26.19%
Budgeting variance of \$78,421 for Insurance expenses as compared to the YTD Budget attributed to timing variance.				
Other expenditure	(230,869)	(232,367)	(1,498)	0.65%
No material variance to report.				
Non-operating grants	2,202,296	2,111,490	(90,806)	-4.12%
A variance of \$90,806 for non-operating grants and contributions mainly due to the timing variance of receiving roads grants for various roads capital projects due to some projects not yet completed.				

	YTD BUDGET	YTD ACTUALS	VAR TO YTD BUDGET	VAR TO YTD BUDGET
Capital Activities				
Land and Buildings	(815,938)	(181,290)	634,648	-77.78%
Capital works for building is tracking under budget due to timing of projects.				
Infrastructure - Roads	(3,752,666)	(2,457,011)	1,295,655	-34.53%
Expenditure on Infrastructure Assets-Roads is less than YTD budget, mainly due to work in progress and timing issue.				
Infrastructure - Bridges & Drainage	(307,707)	(294,539)	13,168	-4.28%
Timing Variance due to timing of construction of works.				
Infrastructure - Other	(124,265)	(403)	123,862	-99.68%
Timing Variance due to timing of projects.				
Plant and Equipment	(1,207,372)	(230,307)	977,065	-80.92%
Timing variances as a result of timing of purchases of Plant and Equipment .				
Loans				
Loan Repayments	(264,738)	(150,748)	113,990	-43.06%
No material variance to report.. Principal and Interest repayments processed for the period ending 30 April 2023 in accordance with WATC schedule				
Reserves				
Transfer from Reserves	41667	0	(41,667)	-100.00%
Variance Timing -transfers from reserve yet to be completed				
Transfer to Reserves	(527,117)	0	527,117	-100.00%
Variance Timing -transfers to reserve yet to be completed				



RATES AGED TRIAL BALANCE

As at 30 April 2023
Rates Account Reconciliation As At 30 April 2023

	Amount	Current Overdue	Arrears-Year 1	Arrears-Year 2	Arrears-Year 3 and over	Deferments	Total Balance	Variance
Rates Control	199,710.10	1,220,150.01	790,626.90	151,309.92	278,213.19	0.00	1,220,150.01	0.00
Rates Deferment	199,740.50	283,955.69	0.00	0.00	0.00	283,955.69	283,955.69	0.00
Rates PrePayment	199,750.10	-162,586.93	-162,586.93	0.00	0.00	0.00	-162,586.93	0.00
Total		1,341,518.77	628,039.97	151,309.92	278,213.19	0.00	1,341,518.77	0.00

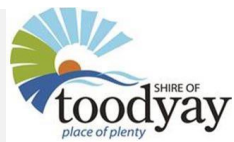
Account Reconciliation	
Rates Accounts Total	1,341,518.77
Rates Control Accounts Total	1,341,518.77
Variance	0.00

NOTE

Rates Control account is a summary account presenting the balances of all rates payers transactions for the period.

Deferment of the payment of Shire rates means that the pensioner does not have to pay their Council rates each year (Deferment only applies to Rates, Water Rates and Emergency Service Levy only, all other charges must be paid in full).

Rates Prepayment is when rates payers makes excess payment for their rates, resulting in the Shire owing the rates payers.



AGED DEBTORS TRIAL BALANCE

As at 30 April 2023
Debtors Account Reconciliation As At 30 April 2023

Description	Current	31-59 Days	60-89 Days	Over 90 Days	Balance
Debtor Control-Miscellaneous Debtors	71,828.50	13,392.33	15,498.45	48,731.57	149,450.85
Debtor Control-Libraries	0.00	0.00	76.35	6.20	82.55
Debtor Control-Community Services	330.00	509.00	0.00	0.00	839.00
Debtor Control-Infringements	0.00	0	0.00	109.85	109.85
Dog Registration	0.00	0	100.00	0.00	100.00
Debtor Control-Other Debtors	-76.41	0.00	0.00	-16,964.96	-17,041.37
Total	72,082.09	13,901.33	15,674.80	31,882.66	133,540.88

Account Reconciliation	
Debtors Accounts Total	133,540.88
Debtors Control Accounts Total	133,540.88
Variance	0.00

Comments/Notes-Receiveable General

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

SHIRE OF TOODYAY

Bank Account Balances and Investments
For the Period Ended 30 April 2023

FUNDS	31/03/2023	30/04/2023	Interest Rate	Period of Investment	Investment Date	Maturity Date
Municipal Reserve	3,366,215.20	584,682.09				
Bendigo Bank - At Call Account	1,781,984.00	1,781,984.00	4.10%	216 days	25/11/2022	29/06/2023
	610,777.44	2,310,777.44	2.75%	N/A	25/11/2022	N/A
	5,758,976.64	4,677,443.53				
Bonds and deposits held		Balance			10,777.44	
633 000 110 482 783		163,226.12				
Term deposits - held for rehabilitation bonds						
633 000 137 945 127 - T100 BGC		142,317.47				
633 000 152 237 145 - T214 TOODYAY STONE		49,720.49				
633 000 152 238 135 - T4 OPAL VALE P/L-SAM MANGIONE		125,713.01				
633 000 152 238 176 - T114 VERNICE P/L		209,425.15				
633 000 152 238 218 - T458 BORAL RESOURCES		454,038.63				
633 000 152 240 834 - T797 IRONBRIDGE PROPERTY		33,049.16				
633 000 158 622 798 - T805 VERNICE PTY LTD		24,492.08				
633 000 165 467 309 - T809 OPAL VALE LANDFILL BOND		124,073.08				
633 000 173 945 890 - T811 TAQWA HOLDINGS-LANDSACPE BOND		9,591.45				
633 000 184 647 550 - T820 AVON EARTHWORKS		1,038.16				
Total		1,336,684.80				

The above totals reflect the actual balance of the bank statements held at the Bank at the month end. These balances will not include items such as un-presented cheques and payments and monies received by the Shire on the last day of the month.

Shire of Toodyay

Capital Works Schedule 2022/2023 as at 30 April 2023

	ADOPTED BUDGET 2022/23	MYBR 2022/23	CARRY FORWARDS 2023/24	YEAR TO DATE ACTUALS	Status	COMMENT
LAND AND BUILDINGS	979,125	261,699	712,426	181,290		
Emergency Water Facilities	24,340	24340		-		
Julimar Bush Fire Station (LGGS)	15,000	5000		-		
Bejoording Fire Station	668,426	0	668426	-		Budget amended - Grant not received
Butterly House - Veranda Repairs	10,000	10000	0	-		
Works Depot - Painting	7,798	7798	0	-	Not Yet started	Delayed to later half 2022/2023
Donegans Cottage - Structural Repair	30,000		30000	-	In Progress	Carried over to 2023/2024-Original Contractors unavailable
Library Drainage & Brickwork Repair and Painting	23,000	15000	8000	1,295	In Progress	Carried over to 2023/2024-Original Contractors unavailable
Parkers Cottage - Structural Repair	6,000	160561	6000	-	In Progress	Carried over to 2023/2024-Original Contractors unavailable
Duidee Park Toilet Replacement	155,561	21000	0	179,994	Completed	Project Finalised
Duke Street Toilet Upgrade	21,000	10000	0	-	In Progress	To be finalised by June 2023
Lee Steere Pavillion	10,000	8000	0	-	In Progress	Journal required to correct misposting
Depot Material Bunkers	8,000		0	-	Delayed	Work not started
PLANT AND EQUIPMENT	1,448,846	1,059,085	389,000	230,307		
HEAVY VEHICLE/PLANT REPLACEMENT SCHEDULE	923,280	721,076	150,000	42,000		
Backhoes / Loaders / Tractors						
Komatsu WA320-6 Front End Loader T0006	50,000	50000			On going lease payments	Monthly lease payment costed to operations
Graders						
John Deere 670GP	400,000	400000			Delayed	Tenders to be evaluated
Komatsu GD655-5 T0017	59,000	59000			On going lease payments	Monthly lease payment costed to operations
Trucks						
2014 Hino FS2844 Tipper	41,988	41938			Awaiting delivery	New lease vehicle - ordered
2012 Hino FS2844 Diesel Truck	44,638	44638			To be delivered	New lease vehicle - ordered
2018 Iveco Stralis 450 Prime Mover T0012	47,000	47000			Awaiting delivery	Expected delivery in April-May 2023
Trailers & Dollys						
Side Tip Trailer - 1	100,000		100000		Delayed	Carried forward 2023/2024
Rollers & Brooms						
Wacker Neuson Vibrating Roller	25,000	25,000			On going lease payments	Monthly lease payment costed to operations
Tow Behind Sweeper	50,000		50000		Delayed	Carried forward 2023/2024
Ride On Mowers/Mulchers						
Mini Excavator	42,000	42000		42000	Completed	Purchase complete 2022/2023
Slide in Water Cart	52,154				Completed	Budget Amendment - Slide-in Water Cart received 2021/2022
Barrow Lights (Pair) - Mtce	11,500	11500			Delayed	To be completed by June 2023
LIGHT VEHICLE REPLACEMENT SCHEDULE	525,566	338,009	239,000	188,307		

Holden Colorado Cab Chassis (R1)- T0001	55,000		55000	Ordered	Not expected to be received prior to 30 June 2023	
Holden Colorado Space Cab 4x4 (R2)- T0002	55,000		55000	Ordered	Ordered	
Mitsubishi Triton GL Utility (P&G)- T0013	46,655	46655		Ordered	Not expected to be received prior to 30 June 2023	
Mitsubishi Triton GL Utility- T0014	41,800	41800	47370	Completed	Complete- trade to Pickles prior to 30 June 2023	
Mitsubishi Triton Utility -T0015	43,400	43400	49367	Completed		
Mitsubishi Triton GL Utility (P&G)-T0016	46,655	46655		On track	Partly funded-Funds to be received from LGIS	
Mitsubishi Triton 4x4 D/Cab (Constr)-T0023	42,000		42000	On track	Ordered	
Mitsubishi Triton GL Utility (Grader)-T0024	43,400	43400	49337	Completed		
Toyota Camry (PO) Pajero-T0000	45,000		45000	Ordered	Expected delivery in September-October 2023	
Mitsubishi Triton GL Utility-T6480	42,000		42000	On track		
Toyota Hilux 4x2 Cab Chassis (BMO)-T7030	39,836	39836	42233	Completed	Purchase complete 2022/2023	
Vehicle Asset Tracking System	14,820	14820		On track		
Capital - 12.2 Refit Upgrade		56,443				
Fire Danger Rating System	10,000	5000			Amended -fund install only -\$5,000	
INFRASTRUCTURE	5,144,065	3,412,943	2,322,414	2,751,953		
ROADS	4,503,199	2,762,077	2,322,414	2,457,011		
Dewars Pool-Bindoon Road RRG SLK 11.68-14.30	160,000	160000	106,119	On track	Underway and expected to finish in couple of weeks	
Bejoording Road - Second seal	340,000	340000	7,090	On track	Underway and expected to finish in before June 2023	
Telegraph Rd - Bindi Bindi Toodyay Road (From Connor St) SLK 0.00 - 3.00 30000189	1,016,856	763856	800000	1,135,190	Completed	Project Finalised
Bindi Bindi Toodyay Road Widening & Clearing RRG SP SLK 14.30 -16.20	354,345	354345	0	457,249	Completed	Project Finalised
Bindi Bindi Toodyay Road SLK 9.18-20.33	475,129	475129	0	190,571	On track	Underway and expected to be finalised by June 2023
Julimar Road Rehabilitation - RRG - SLK 17.56 - 19.81	537,049	0	537049	4,524	Deferred	Waiting on clearing permit. Carry over to 2023/2024
Julimar Road Rehab - Black Spot - SLK 14.11 - 15.96	711,000	0	711000	14,030	Deferred	Waiting on clearing permit. Carry over to 2023/2024
Chitty Road Upgrade - R2R SLK 4.34 - 6.75	274,365	0	274365	57,681	Deferred	Waiting on clearing permit. Carry over to 2023/2024
Julimar Road Edge Break Repairs	100,000	100000	0	102,025	Completed	Project completed
Clackline Road - Road Repairs and Reseal	52,942	52942	0	35,783		Underway and expected to be finalised by June 2023
Toodyay Street - Second Coat Seal	67,721	67721	0	50,965	Completed	Project Finalised
Asphalt Repairs - Stirling Terrace, Anzac Ave, Hamersley St & Oddfellow St	77,683	77,683	-			
Stirling Terrace & Piesse St Line Marking	10,002	10002	0	10,041	On track	
Coondle West Road Reseal - SLK 6.79 - 9.35	116,705	116705	0	109,243	Completed	Project Finalised
Retford Road	89,402	106099	0	108,048	Completed	Project Finalised
Maintenance of Roadside Vegetation - Contract Works - Pruning	70,000	70000	0	68,452	Completed	Project Finalised
Verge Spray Program	50,000	50000	0		On track	Project underway
Gravel Supply - Emergency works Bejoording Rd - Sheen Rd to Boundary		17595	0			
DRAINAGE	130,000	130,000	-	73,519		
Drainage improvement - 7 Harcourt Street	-			1,413		
Clackline Toodyay Road-Culvert Road				210		
Drainage Repair - Range Road	-			1,497		
Floodway Repair - Telegraph Road	60,000	60000		42,951	On track	Underway and expected to be finalised by June 2023
Stirling Terrace Drainage Upgrades - 22 Stirling Terrace	20,000	20000		10,200	Completed	Project Finalised
Cleaning of Stormwater Drainage	50,000	50,000		17,248	On track	Underway and expected to be finalised by June 2023
BRIDGES	239,248	239,248	-	221,020	Completed	Project Finalised
Bridge No. 4081 - Telegraph Road - Bridge Repair	47,500	47500		43,150	Completed	Project Finalised

Bridge No. 4089 - Wattering Road	26,731	26,731	23,231	Completed	Project Finalised
Bridge No. 9025 - Footbridge	90,326	90,326	88,576	Completed	Project Finalised
Bridge No. 4080 - Julimar Road	74,691	74,691	66,063		
FOOTPATHS	122,500	122,500	-	-	
Harcourt Street - Shared Pathway	66,500	66,500		Not yet started	Quotes received, work to start in April 2023
Reserve Street - Shared Pathway	56,000	56,000		Not yet started	Quotes received, work to start in April 2023
OTHER INFRASTRUCTURE	149,118	159,118	-	403	
Duidgee Park - Pendulum Swing	-			403	
Newcastle Park - Upgrade	149,118	149,118		Not yet started	Quotes received, design expected in May-June 2023
Community Standpipe Controller - Capital Works Infrastructure Other					
TRC Water Meters		10,000			
TOTAL CAPITAL EXPENDITURE	7,572,036	4,733,727	3,423,840	3,163,550	



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

Description	Council Resolution	Classification	Comments	Adopted Budget	Proposed Budget	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
Budget Adoption 10 August 2022		Opening Surplus/(Deficit)	Opening surplus	10,000					10,000
Revised budget adopted 1 February 2023			As a result of the quashed UV Mining rate, a revised budget was presented to Council and adopted 1 February 2023. This amendment had a nil impact on the budget's bottom line.						10,000
Rates - Instalment Administration Fees			Lower take up of instalment option than anticipated	(16,000)	(10,598)		0	(5,402)	4,598
Rates Interest Penalty			Interest raised on outstanding rates higher than budgeted	(45,000)	(60,000)		15,000	0	19,598
Financial Assistance Grants - General Purpose			Notification of final grants received after budget adoption. Actual grants higher than anticipated.	(246,501)	(280,519)		34,018	0	53,616
Financial Assistance Grants - Roads			Notification of final grants received after budget adoption. Actual grants higher than anticipated.	(115,522)	(168,168)		52,646	0	106,262
Interest on investments			Significant increase in interest rates	(5,000)	(30,000)		25,000	0	131,262
Members of Council - Other Contributors Received			AROC Cost reimbursements - Executive Officer/administration etc	0	(38,000)		38,000	0	169,262
Members of Council - Other Materials and Contracts			AROC membership and Executive Officer costs reallocated from 043.447.10	1,000	49,000		0	(48,000)	121,262
Administration - Printing, Stationery & Office Consumables			Budget not required - costs posted to Corporate Services Stationery	11,000	0		11,000	0	132,262
Staff training			Additional staff training allocation required due to recent staff turnover including many new to Local Government . Additional budget allocation required to complete Strategic Community Plan and preparation of business plan for proposed Bypass. Offset by reduction in funds required for proposed Bypass. Offset by reduction in funds required for Chalice agreement.	65,000	75,000		0	(10,000)	122,262
Professional Services			AROC membership and Executive Officer costs reallocated from 043.447.10	156,000	196,000		0	(40,000)	82,262
Office of the CEO - Other Materials and Contracts			LG Pro Training reimbursement from other LGs - Induction to Local Government	61,500	51,500		10,000	0	92,262
Corporate Services - Other Income			HR consultant to assist	(500)	(6,600)		6,100	0	98,362
State IR transition costs				9,800	14,800		0	(5,000)	93,362
Bushfire Risk Management - Rental / Lease Properties			Rent received for communications towers at Drummond Drive and Ferguson Road	0	(22,585)		22,585	0	115,947
Emergency Management - Other Grants - Operating			Animal Welfare Grant	0	(4,156)		4,156	0	120,103
Capital Plant income - DFES funded			Capital - 12.2 Refit Upgrade	0	(56,443)		56,443	0	176,546
MAF Income			Round 1 2022/23	(205,085)	(178,686)		0	(26,399)	150,147
MAF Income			Round 2 2022/23	0	(221,976)		221,976	0	372,123
Bejording Fire Station Income			Grant deferred by DFES - potential budget item for 2023/24 subject to successful grant application	(586,889)	0		0	(586,889)	(214,766)
MAF Expenditure			Round 1 2022/23	205,085	178,686		26,399	0	(188,367)
MAF Expenditure			Round 2 2022/23	0	221,976		0	(221,976)	(410,343)
Other Health - Professional Services - Consultants, Survey, Design and Audits			Medical Centre Mgmt - Negotiated contract and set up costs	0	37,500		0	-37,500	(447,843)
CRC - Fees and Charges			Fees and charges for services provided	0	(14,000)		14,000	0	(433,843)
CRC - State Grants - Operating			DPIRD Grant and Centrelink Contribution	0	(85,428)		85,428	0	(348,415)
CRC - Other Income			Includes cash from CRC Committee transferred to Shire	0	(39,500)		39,500	0	(308,915)
CRC - Employees costs			New positions as a result of CRC coming in house	7,091	82,091		0	-75,000	(383,915)
CRC - Contractors			Includes relocation and set up	0	8,930		0	-8,930	(392,845)
CRC - Computer Hardware, IT etc.			Includes relocation and set up	0	6,539		0	-6,539	(399,384)
CRC - Other Materials and Contracts			Includes additional Rates and utilities at Xmas shop	0	45,000		0	-45,000	(444,384)
Community Amenities - Rent/Lease Payments			Reduction in Silver Chain as a result of contract variation after CRC relocated to Community Centre	(24,000)	(20,000)		0	-4,000	(448,384)
Community Amenities - Contractors			Community Centre - Internal painting - doors, trim etc prior to hanging Shire artwork	115,000	125,000		0	-10,000	(458,384)
Transfers from Reserve			Transfer from Reserve originally budgeted to partially fund Donegan's Cottage not required prior to 30 June 2023 due to works not being completed.	(6,000)	0		0	(6,000)	(464,384)
Water subsidy - Toodyay Recreation Centre			Water subsidy - Toodyay Recreation Centre - Council Resolution	2,213	27,478		0	(25,265)	(489,649)
Grant revenue - Telegraph Rd - Bindi Bindi Toodyay Road (From Connor St) SLK 0.00 - 3.00 30000189			Fully funded federal project will not be completed by 30 June 2023. Value of unspent grants to be recognised as contract liability at year end and brought in as revenue for 2023/24 in addition to extra funding \$547,000.	(1,016,856)	(763,856)		0	(253,000)	(742,649)
Julimar Road Rehabilitation - SLK 17.56 - 19.81			Grant funds to be received for this project will be carried forward.	(287,283)	0		0	(287,283)	(1,029,932)
Julimar Road Rehab - Black Spot - SLK 14.11 - 15.96			On hold - clearing permits. Carry over	(711,000)	0		0	(711,000)	(1,740,932)
Chitty Road Upgrade - SLK 4.34 - 6.34 (to Shire boundary)			On hold - clearing permits. Carry over - funding issue to be resolved	(274,365)	0		0	(274,365)	(2,015,297)
Streets, roads, bridges, depots - Contractors			Additional funds required for maintenance grading contractor as a result of a temporary position vacancy.	115,600	165,600		0	(50,000)	(2,065,297)
Streets, roads, bridges, depots - Professional Services - Consultants, Survey, Design and Audits			Funds required for RAV Truck Route Safety Audit Depot Communications - CCTV UPS. Ongoing connection issues to be addressed. Quote received to replace UPS in addition to alternative internet solutions	0	10,267		0	(10,267)	(2,075,564)
Streets, roads, bridges, depots - Other Materials and Contracts				35,000	40,000		0	(5,000)	(2,080,564)

Building Services	Repayment of Building Services Levies and Construction Training Fund liabilities held in Synergy not provided for in budget.	90,000	102,000	0	(12,000)	(2,092,564)
Professional advice	Drainage consultancy costs and Asset Management data updates and valuations for Land and Buildings and Infrastructure - not included in adopted budget.	5,000	60,000	0	(55,000)	(2,147,564)
Other Revenue - Insurance claim for T0016	T0016 - P & G Utility. Budgeted to receive trade in value of \$10,000. Unable to be traded - received \$25,000 from insurance	0	(23,364)	23,364	0	(2,124,200)
Plant and Equipment maintenance	Emergency works to Komatsu Grader	90,000	106,186	0	(16,186)	(2,140,386)
Proceeds on Sale of Assets - Plant and Equipment	Carry over \$117,000 in proceeds from sale plant and equipment that will not be traded prior to 30 June 2023 and recognise increase to proceeds from sales via auction higher than expected due to extraordinary market conditions	(493,000)	(410,431)	0	(82,569)	(2,222,955)
Transfers to Reserve	Increase Asset Development Reserve transfer due to increase to asset proceeds	121,000	347,540	0	(226,540)	(2,449,495)
Proceeds on sale of assets	Increase proceeds from sale of properties	(100,000)	(326,540)	226,540	0	(2,222,955)
Side Tip Trailer	Carry over - No spend this FY - vehicle ordered but will not be delivered prior to 30 June 2023	100,000	0	100,000	0	(2,122,955)
Tow Behind Sweeper	Carry over - No spend this FY - vehicle ordered but will not be delivered prior to 30 June 2023	50,000	0	50,000	0	(2,072,955)
Holden Colorado Cab Chassis (R1)	Carry over - No spend this FY - vehicle ordered but will not be delivered prior to 30 June 2023	55,000	0	55,000	0	(2,017,955)
Holden Colorado Space Cab 4x4 (R2)	Carry over - No spend this FY - vehicle ordered but will not be delivered prior to 30 June 2023	55,000	0	55,000	0	(1,962,955)
Mitsubishi Triton 4x4 D/Cab (Constr)	Carry over - No spend this FY - vehicle ordered but will not be delivered prior to 30 June 2023	42,000	0	42,000	0	(1,920,955)
Toyota Camry (PO) Pajero	Carry over - No spend this FY - vehicle ordered but will not be delivered prior to 30 June 2023	45,000	0	45,000	0	(1,875,955)
Mitsubishi Triton GL Utility	Carry over - No spend this FY - vehicle ordered but will not be delivered prior to 30 June 2023	42,000	0	42,000	0	(1,833,955)
Capital Plant DFES expenditure	Capital - 12.2 Refit Upgrade	0	56,443	0	(56,443)	(1,890,398)
Slide-in Water Cart	This item was included as a carry forward from the 2021/22 budget but was received prior to 30 June 2022 and included in 2021/22 actuals - ofwd funds not required. See above - Request to be included in 2023/24 with additional funds to cover retaining wall and cost increases.	52,154	0	52,154	0	(1,838,244)
Bejoording Fire Station Expenditure	Shire portion to be increased \$30K	668,426	0	668,426	0	(1,169,818)
Julimar Bush Fire Station	Project finalised 2021/22 however crossover yet to be installed	15,000	5,000	10,000	0	(1,159,818)
Donegans Cottage - Structural Repair	Request carry over - Contractor unavailable prior to 30 June 2023	30,000	0	30,000	0	(1,129,818)
Parkers Cottage - Structural Repair	Request carry over - Contractor unavailable prior to 30 June 2023	6,000	0	6,000	0	(1,123,818)
Library Drainage & Brickwork Repair and Painting	Request carry over - Contractor unavailable prior to 30 June 2023	668,426	15,000	653,426	0	(470,392)
Fire Danger Rating System	DFES to provide signage - Shire to fund installation.	10,000	5,000	5,000	0	(465,392)
Gravel Supply - Bejoording Rd from Sheen Rd to Shire Boundary	Emergency works required with no existing budget allocation	668,426	17,595	650,831	0	185,439
Telegraph Rd - Bindi Bindi	This project is a fully funded federal project and was recently increased by \$547,000. New budget of \$1.6M required but not expected to be spent in full by 30 June 2023. Carry over estimated to be \$800,000	1,016,856	763,856	253,000	0	438,439
Toodyay Road (From Connor St) SLK 0.00 - 3.00	Partially funded - On hold - clearing permits. Carry over	537,049		537,049	0	975,488
30000189	Fully funded - On hold - clearing permits. Carry over	711,000		711,000	0	1,686,488
Julimar Road Rehabilitation - SLK 17.56 - 19.81	Fully funded - On hold - clearing permits. Carry over - funding issue to be resolved	274,365		274,365	0	1,960,853
Julimar Road Rehab - Black Spot - SLK 14.11 - 15.96	Additional costs were incurred on this project for the rock pitching and spray seal as a result of changes to the original design and an increase in oil prices compared to original estimates.	89,402	106,099	0	(16,697)	1,944,156
Chitty Road Upgrade - SLK 4.34 - 6.34 6.75 Boundary discussion	Additional funds required to install new meters	0	5,000	0	(5,000)	1,939,156
Reifford Road	Installation of water meters at TRC - Council Resolution	0	10,000	0	(10,000)	1,929,156
Dudgee Park toilets - cabling and pipes						
Capital expenditure - TRC						
				0	5,152,406	(3,233,250)
						1,929,156

Date	Type	Ref	Amount	Balance	Description	Comment
16/08/2010	RC	130393	-690.80	0.00	Receipts	
01/07/2011	RI	SC	-636.80	0.00	REMOVE RUBBISH SERVICE	
19/08/2011	SB	BILLING	636.80	636.80	BILLING11	
03/08/2012	RB	BILLING	98.40	183.40	BILLING12	
03/08/2012	SB	BILLING	85.00	85.00	BILLING12	
31/10/2012	JT	INT OCT 2012	1.39	184.79	Journal	
30/11/2012	JT	INT NOV 12	0.89	185.68	Journal	
31/12/2012	JT	INT DEC 12	0.92	186.60	Journal	
31/01/2013	JT	INT JAN 2013	0.92	187.52	Journal	
28/02/2013	JT	INT FEB 13	0.83	188.35	Journal	
31/03/2013	JT	INT MARCH 13	0.92	189.27	Journal	
30/04/2013	JT	INT APR 13	0.89	190.16	Journal	
31/05/2013	JT	INT MAY 13	0.92	191.08	Journal	
30/06/2013	JT	INT JUNE 2013	0.89	191.97	Journal	
04/09/2013	RB	BILLING	103.20	375.17	BILLING13	
04/09/2013	SB	BILLING	80.00	271.97	BILLING13	
30/09/2013	JT	INT SEPT 13	2.73	377.90	Journal	
31/10/2013	JT	INT OCT 13	1.54	379.44	Journal	
30/11/2013	JT	INT NOV 2013	1.82	381.26	Journal	
31/12/2013	JT	INT DEC 2013	1.88	383.14	Journal	
31/01/2014	JT	INT JAN 2014	1.88	385.02	Journal	
28/02/2014	JT	INT FEB 14	1.70	386.72	Journal	
31/03/2014	JT	INT MARCH 14	1.88	388.60	Journal	
30/04/2014	JT	April 14	1.82	390.42	Journal	
31/05/2014	JT	INT MAY 2014	1.88	392.30	Journal	
30/06/2014	JT	INT JUNE 2014	1.82	394.12	Journal	
01/07/2014	RI	SC	1050.00	1444.12	RUBBISH SERVICE	
08/08/2014	RB	BILLING	96.00	1620.12	BILLING14	
08/08/2014	SB	BILLING	80.00	1524.12	BILLING14	
31/08/2014	JT	INT AUG 14	3.77	1623.89	Journal	
30/09/2014	JT	INT SEPT 2014	2.20	1626.09	Journal	
15/10/2014	JT	RATES	2877.51	4503.60	Batch 9828 REMOVE INCORRECT CHARGES FROM PREVIOUS YEARS Batch 9830 RATES CHARGES AS PER LEASE AGREEMENT	
31/10/2014	JT	INT OCT 2014	0.90	4504.50	Journal	
30/11/2014	JT	INT NOV 2014	0.87	4514.26	Journal	
30/11/2014	SU	INT NOV 2014	8.89	4513.39	Surcharge	
31/12/2014	SU	INT DEC 2014	30.62	4545.78	Surcharge	
31/12/2014	JT	INT DEC 2014	0.90	4515.16	Journal	
07/01/2015	JT	ACCOUNTANT	-3495.78	1050.00	Batch 9952 REMOVE CHARGES AS PER CEO DIRECTION	Rates for 2014/2015
16/01/2015	RC	BENDIGO BANK	-1050.00	0.00	Receipts	
16/01/2015	AA	BENDIGO BANK	0.00	1050.00	Allocation Adjustment	
31/07/2015	RB	BILLING	3588.17	4718.17	BILLING15	Rates for 2015/2016
31/07/2015	SB	BILLING	1130.00	1130.00	BILLING15	
30/09/2015	SU	INT SEPT 2015	16.77	4735.42	Surcharge	
30/09/2015	JT	INT SEPT 2015	0.48	4718.65	Journal	
31/10/2015	SU	INT OCT 2015	32.49	4768.85	Surcharge	
31/10/2015	JT	INT OCT 2015	0.94	4736.36	Journal	
30/11/2015	SU	INT NOV 2015	31.44	4801.20	Surcharge	
30/11/2015	JT	INT NOV 2015	0.91	4769.76	Journal	
31/12/2015	SU	INT DEC 2015	32.49	4834.63	Surcharge	
31/12/2015	JT	INT DEC 2015	0.94	4802.14	Journal	
31/01/2016	SU	INT JAN 2016	32.49	4868.06	Surcharge	
31/01/2016	JT	INT JAN 2016	0.94	4835.57	Journal	
29/02/2016	SU	INT FEB 2016	30.40	4899.34	Surcharge	
29/02/2016	JT	INT FEB 2016	0.88	4868.94	Journal	
31/03/2016	SU	INT MAR 2016	32.49	4932.77	Surcharge	
31/03/2016	JT	INT MAR 2016	0.94	4900.28	Journal	
08/04/2016	JT	RATES	-1743.69	3189.08	Batch 10522 REMOVE 50% OF RATES CHARGES AS PER COUNCIL RESOLUTION 35/03/16	50% reduction as per Council resolution 35/03/16

20/04/2016	AA	RATES	0.00	3189.08	Batch 10536 Reallocation of Excess	
30/04/2016	SU	INT APRIL 2016	28.70	3217.78	Surcharge	
16/05/2016	RC	167034	-3189.08	28.70	Receipts	
31/05/2016	SU	RATES	0.27	28.97	Surcharge	
30/06/2016	SU	INT JUNE 2016	0.26	29.23	Surcharge	
02/08/2016	RB	BILLING	3716.04	4875.27	BILLING16, Calculated amount \$24000.00 @ 15.0400 = \$3609.60	Rates for 2016/2017
02/08/2016	SB	BILLING	1130.00	1159.23	BILLING16	
31/08/2016	SU	INT AUG 2016	0.54	4875.81	Surcharge	
14/09/2016	JT	RATES	-1804.80	3071.01	Batch 10656 REMOVE 50% OF RATES CHARGES AS PER COUNCIL RESOLUTION 35/03/16	50% reduction as per Council resolution 35/03/16
30/09/2016	SU	INT SEPT 2016	8.96	3080.48	Surcharge	
30/09/2016	JT	INT SEPT 2016	0.51	3071.52	Journal	
17/10/2016	RC	BENDIGO BANK	-3071.01	9.47	Receipts	
31/10/2016	WO	RATES	-9.47	0.00	Batch 10839	
28/08/2017	RB	BILLING	3776.18	4806.18	BILLING 1718, Calculated amount \$24000.00 @ 15.2700 = \$3664.80	Rates for 2017/2018
28/08/2017	SB	BILLING	1030.00	1030.00	BILLING 1718	
10/10/2017	RC	BENDIGO BANK	-1992.91	2813.27	Receipts	
11/10/2017	JT	INSTAL	52.18	2887.95	Journal	
11/10/2017	JT	ADFEE	22.50	2835.77	Journal	
13/12/2017	RC	BENDIGO BANK	-962.65	1925.30	Receipts	
12/02/2018	RC	BENDIGO BANK	-962.65	962.65	Receipts	
17/04/2018	RC	BENDIGO BANK	-962.65	0.00	Receipts	
03/09/2018	RB	BILLING	3867.12	4897.12	BILLING 18, Calculated amount \$24000.00 @ 15.6060 = \$3745.44	Rates for 2018/2019
03/09/2018	SB	BILLING	1030.00	1030.00	BILLING 18	
18/10/2018	RC	BENDIGO BANK	-2010.06	2887.06	Receipts	
19/10/2018	JT	INSTAL	29.09	2938.65	Journal	
19/10/2018	JT	ADFEE	22.50	2909.56	Journal	
20/12/2018	RC	BENDIGO BANK	-979.55	1959.10	Receipts	
18/02/2019	RC	BENDIGO BANK	-979.55	979.55	Receipts	
22/03/2019	RC	BENDIGO BANK	-220.00	759.55	Receipts	
29/04/2019	RC	BENDIGO BANK	-979.55	-220.00	Receipts	
01/05/2019	RC	183782	220.00	0.00	Receipts	
02/08/2019	RB	BILLING	3344.06	4379.06	BILLING 19/20, Calculated amount \$23000.00 @ 14.0200 = \$3224.60	Rates for 2019/2020
02/08/2019	SB	BILLING	1035.00	1035.00	BILLING 19/20	
12/09/2019	RC	BENDIGO BANK	-1883.06	2496.00	Receipts	
16/09/2019	JT	INSTAL	25.05	2543.55	Journal	
16/09/2019	JT	ADFEE	22.50	2518.50	Journal	
15/11/2019	RC	BENDIGO BANK	-847.85	1695.70	Receipts	
31/01/2020	JT	INT JAN 2020	0.10	1698.65	Journal	
31/01/2020	SU	INT JAN 2020	2.85	1698.55	Surcharge	
29/02/2020	JT	INT FEB 2020	0.18	1703.69	Journal	
29/02/2020	SU	INT FEB 2020	4.86	1703.51	Surcharge	
17/03/2020	RC	BENDIGO BANK	-1698.65	5.04	Receipts	
31/03/2020	WO	RATES	-5.04	0.00	Batch 12663	
09/07/2020	RB	BILLING	3344.06	4379.06	BILLING 20/21, Calculated amount \$23000.00 @ 14.0200 = \$3224.60	Rates for 2020/2021
09/07/2020	SB	BILLING	1035.00	1035.00	BILLING 20/21	
17/08/2020	RC	BENDIGO BANK	-1871.06	2508.00	Receipts	
19/10/2020	RC	BENDIGO BANK	-836.00	1672.00	Receipts	
19/03/2021	RC	BENDIGO BANK	-1672.00	0.00	Receipts	

TCI

Filing

Toodyay Club Inc.

PO Box 359 Toodyay, 6566

PH: (08) 9574 2207

LEGOSR

SHIRE OF TOODYAY	
Record Number:	IFM 36545
11 FEB 2016	
Officer / Dept:	EXECSER / RATES
File Number:	A1979 / 239 ST IT

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

Dear Stan,

It would be appreciated if this matter can be put be for Council for consideration.

I am writing with regard to the council rates that the Toodyay Club is now being charged.

In the 110 years the Club has been operating it has never paid rates. There was always a lease paid and the services we use. (rubbish removal)

A new lease was negotiated a couple of years ago with the CEO Mr Stan Scott.

In the lease agreement it states about being charged rates. When I asked for that to be taken out I was told it would be left in but that we would not get charged rates.

Contrary to this we have been charged for the last 2 years. They were wavered in 2014/2015. I then received a rate notice for 2015/2016 and when I queried it this time was told the CEO was unable to have them wavered.

I am enquiring if there is a reason why we are now required to pay rates after over 100 years?

TCI

Toodyay Club Inc.

PO Box 359 Toodyay, 6566

PH: (08) 9574 2207

As we are a not for profit organisation, this has an impact on our day to day running costs.

Hoping this can be dealt with at your earliest convenience.

Thank you.

Please contact me if there is anything further you require.

Yours faithfully



Deborah Hasson

Secretary / Manager

Toodyay Club Inc

MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 22 MARCH 2016

9.5.3 Toodyay Club Rates

Date of Report:	14 March 2016
Name of Applicant / Proponent/s:	Shire of Toodyay
File Reference:	LEG058
Author:	M Lamb – Governance Officer
Responsible Officer:	S Scott - CEO
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive
Attachments:	1. <i>Tabled Document: Correspondence from Toodyay Club.</i>
Voting Requirements:	Absolute Majority

PURPOSE OF THE REPORT

To consider a request to waive current and future rates for the Toodyay Club located at Lot 239 Stirling Terrace, Toodyay.

BACKGROUND

The Toodyay Club has been a part of the Toodyay social culture for many years. It is a commercial run entity with an income gained from membership fees, sale of food and liquor and other social fund raising activities.

The Club's current lease covers a term of 10 years with an option to renew for a further five years. The current term began on 1 February 2013 and expires on 31 January 2023.

Within Lease Agreement Clause 4.1 – Amounts to be paid by Lessee – rates can be charged against this portion of land and future building/s:

*'The Lessee covenants with the Lessor:
(b) (i) local government rates, service charges and charges;'*

The Shire does not currently charge rates to other community groups leasing buildings however, not all Clubs' have an income stream the same or similar to that of the Toodyay Club.

MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 22 MARCH 2016

CONSULTATION IMPLICATIONS

Communication by email, letter and telephone has been held between the Club Secretary, Deborah Hasson and Shire of Toodyay CEO.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

The Toodyay Club currently pays rent of \$200 per annum.

The current rate breakdown is as follows:

Description	Levy (\$)
General Rate	3487.37
Commercial Service (provision of 3 bins)	750.00
Commercial Recycling Service	300.00
Waste Transfer Station	80.00
Emergency Services Levy (FESA)	100.80
TOTAL	\$4718.17

All other service fees and insurances for the site and building are met by the Toodyay Club.

LEGAL AND STATUTORY IMPLICATIONS

Subject to the *Rates and Charges (Rebates and Deferrals) Act 1992*, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

* *Absolute majority required.*

Section 5.43 (a) of the *Local Government Act 1995* states that "a local government cannot delegate to a CEO any power or duty that requires a decision of an absolute majority or a 75% majority of the local government."

The decision to waive rates must be made by Council.

MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 22 MARCH 2016

RISK IMPLICATIONS (including DAIP)

This proposal does not contain any notable risk implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

The Toodyay Club provides a valuable service to the community as a place for social gatherings and to play sport in a team environment representing the community of Toodyay.

OFFICER COMMENT / DETAILS

It is the recommendation of this Officer that Council does not approve that the waiving of rates for the balance of the ten years for the Toodyay Club be supported.

OFFICER'S RECOMMENDATION

That Council:

1. Refuse the request by the Toodyay Club to waive payment of rates for the balance of the current lease term to 2023; and
2. Review the conditions of the lease prior to renewal in 2023 when a possible extension of the lease is due for consideration.

Cr Wood moved the Officer's Recommendation as follows:

That Council:

1. **Refuse the request by the Toodyay Club to waive payment of rates for the balance of the current lease term to 2023; and**
2. **Review the conditions of the lease prior to renewal in 2023 when a possible extension of the lease is due for consideration.**

Cr J Dow seconded the motion.

Clarification was sought.

MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 22 MARCH 2016

Cr Dow moved an amendment to the motion as follows:

That a new Point 2 be inserted to read as follows:

- 2 That the rates raised for 2015/2016 and 2016/2017 for the Toodyay Club be discounted by 50%.**

Cr Chitty seconded the amendment.

Clarification was sought.

The Shire President adjourned the meeting at 6.13 pm.

The Shire President resumed the meeting at 6.49 pm.

All Managers were not present at the resumption of the meeting.

Correspondence from the Toodyay Club Inc was tabled at 6.49 pm.

Clarification was sought.

The amendment was put.

AMENDMENT/COUNCIL RESOLUTION NO 34/03/16

MOVED Cr Dow

SECONDED Cr Chitty

That a new Point 2 be inserted to read as follows:

- 2 That the rates raised for 2015/2016 and 2016/2017 for the Toodyay Club be discounted by 50%.**

AMENDMENT CARRIED 8/1

The substantive motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 35/03/16

MOVED Cr Wood

SECONDED Cr J Dow

That Council:

1. Refuse the request by the Toodyay Club to waive payment of rates for the balance of the current lease term to 2023;
2. That the rates raised for 2015/2016 and 2016/2017 for the Toodyay Club be discounted by 50%; and
3. Review the conditions of the lease prior to renewal in 2023 when a possible extension of the lease is due for consideration.

MOTION CARRIED 9/0



The Toodyay Club Inc
Oddfellow St Toodyay
PO Box 359, Toodyay
08 9574 4517
toodyayclub@bigpond.com
ABN 37 238 674 947

Suzie Hazlehurst
Chief Executive Officer
Shire of Toodyay



Dear Suzie

Thank you for your time earlier this month to meet with myself and our Club Accountant Natalie, we also thank your Managers of Corporate & Community and Governance, Susan and Tabitha for their input.

We very much appreciated your advice regarding the consideration for remission of our current rates debt and possible future exemption of levied rates for the Toodyay Club.

Like most of the Community Associations in Toodyay, the Toodyay Club is run by a small group of dedicated volunteers, to provide a sporting club and facilities for its members and visitors.

This group of volunteers have worked hard to clear the Club debt and make some headway for sustainability. Without remission of our debt and exemption of future rates, we would have a significant strain put on the Club's finances.

Attached is our submission to be considered by Council at the next Ordinary Council meeting.

We do hope that the Shire administration and Councillors look favourably on our request.

Yours sincerely

Steve Andrijich
President
Toodyay Club Inc.

28 March 2023



The Toodyay Club Inc
Oddfellow St Toodyay
PO Box 359, Toodyay
08 9574 4517
toodyayclub@bigpond.com
ABN 37 238 674 947

Shire Councillors
Shire of Toodyay
PO Box 96
Toodyay WA 6566

Dear Councillors

We write this submission for you to consider our request for review and remission on our current rates account, comprising of 2 prior years' rates assessments.

We are the current Committee of the Toodyay Club Incorporated, a not-for-profit Association and would like to provide some background for you to fully consider our request.

The Toodyay Club was originally known as the Gentlemen's Club in Toodyay and was operating as early as 1908, although only later became Incorporated in 1923. Originally it was located at Stirling House however in 1976 the Shire of Toodyay purchased the building and the Toodyay Club merged with the Bowling Club and relocated to its current location. The Toodyay Shire provided the land and the Toodyay Club built the facilities and club rooms.

Over these past many years, the Toodyay Club has changed and evolved along with the rest of the world. We have invested significant funds over the years to improve and maintain the establishment and greens and to keep up with modern technological changes and the changing demographics of the community and our members.

Around June 2022 the Management Board, those charged with Governance of the Toodyay Club, amassed significant debts and then closed the doors. At no point was it communicated to the members that the Club was in financial debt.

As members, a select few of us called a meeting of members and the community to disclose what had been discovered and to put it to a vote if there was interest and support to undertake repaying the debt and to re-open the Club doors.

At the time we were still accumulating the extent of the debts. The Post Office had held mail as the post box had not been paid and so a lot of bills were still unknown at that point.

All funds in the bank account had been exhausted and the stock on the shelves depleted. We, as the few that offered ourselves as volunteers to work the bar had to reach into our own pockets to buy stock to sell on opening night.

We called a meeting with Clubs WA in the hope of gaining some assistance and direction and they introduced us to our now Accountant who specialises in Associations and in particular Governance in Associations.

All the cards were put on the table, we were aware of a little over \$50k in debts including almost \$10k in Employer Superannuation Guarantee and \$13k in ATO debt. The remaining balances related to utilities, stock and services that had been provided.

Over the coming months we traded on Friday nights, 6 hours on a Saturday and 6 hours on a Sunday, with community support and the support of our Committee and volunteers, we were able to pay off all of the Superannuation debt and supplier debt. Our Accountant put our case forward to the ATO and was able to have our debt fully remitted which meant by January 2023 we were completely debt free and could focus on the operations and upkeep of the facility.

Shortly thereafter in February, we received the first indication that there was another debt, that being the rates from the Shire of Toodyay which were \$9,650.57 for the prior 2 years. This is the debt that we are asking for your consideration of remitting in order to assist us with the ongoing operation of the Toodyay Club.

As we are all volunteers and there are no paid workers and as we move into Autumn and Winter, we will open on Fridays and Sundays. On Friday nights an affordable meal is offered for members and visitors in conjunction with Toodyay Locals Care (TLC) and their kitchen volunteers.

We are working the situation as best we can, including the upkeep and maintenance of the green. The committee recently organised the repair and upgrade of the lights over the bowling green, to extend the hours of its use. We are developing stronger relations with the Bowling Club and rely on members and the wider community for support.

We have put into place, systems and processes, transparent financial practices and governance measures that will ensure that going forward, the actions that have occurred in the recent past will not be able to occur in the future. As part of our safeguards, our Accountant, being an external party, will monitor regularly our conduct and activities in particular the financial activities and transactions to ensure everything is tracking as it should be.

We are in the process of developing a business and strategic plan, as part of that plan we want invigorate and develop the Club, in particular the Bowling Club and Greens so that the wider community has the opportunity to use these great facilities we have in place.

The remission of the Rates would mean that those funds could benefit greatly being set aside for future development, resurfacing and ongoing maintenance of the Greens for example.

As part of our submission, we are also requesting that a new lease be drafted altogether, with the rates clause removed. Our current lease has expired and this would be an opportune time to review.

We thank you for your time and consideration and hope that we can receive your favourable support with these matters.

Yours sincerely



Steve Andrijich
President
On behalf of Toodyay Club Incorporated Committee and Members

28 March 2023

ATTACHMENT 1: STATUS REPORT ON LEASE AGREEMENTS ETC

Commercial

Legal File No:	Premises	Lessee	Lease Period	Current/Further actions
LEG215	Toodyay Community Centre	Silver Chain	<p>Silver Chain has two leases:</p> <p>A: office space 04/12/2020 to 03/12/2023</p> <p>B: additional rooms 07/11/2020 to 07/11/2023</p> <p>On 03/11/2022, LPC on behalf of Silver Chain proposed the following:</p> <ol style="list-style-type: none"> 1. "Toodyay Community Centre – Office Space" becomes the sole lease, expiring 3 December 2023 as per the lease extension. 2. "Toodyay Community Centre – Additional Rooms" is terminated. I note it is currently holding over. 3. Rental for the combined spaces is updated to \$14,248.98 p.a. (current rental \$24,048.40 pa) 4. Silver will prepare the new Deed at their cost <p>09/11/2022 - CEO authorised the variation</p>	<p>Finalised - Extension and variation of Office Space Lease expires on 31/12/2024, at which time a new Lease will need to be negotiated.</p>
LEG419	Toodyay Community Centre	Child Health Clinic (WA Country Health Service Wheatbelt aka Department of Health)	<p>In 2001, the Shire received a contribution of \$40,000.00 from Department of Health for the building construction. The Child Health Clinic has occupied a room since approximately</p>	<p>Pending – On 10/03/2023, WA Country Health Service Wheatbelt agreed to commence their approval process for a 5 year Lease to commence on 1 May 2023.</p>

ATTACHMENT 1: STATUS REPORT ON LEASE AGREEMENTS ETC

			<p>2002, without paying rent or utility costs.</p> <p>Several attempts were made to finalise a lease arrangement without success. It was noted a rent-free existence was never intended to be infinite.</p>	<p>3/05/2023 – follow up email sent to WA Country Health Service, as the Licence has not been forthcoming</p>
LEG177	Mrs O’Reilly’s Cottage	Heartlands Vet	<p>30/05/2017 to 29/05/2019 Lease had an option to extend (3 years) which was never exercised. Regardless, the period of extension has expired.</p> <p>Lease has a ‘Hold Over’ clause, which allows the Lessee to continue occupying the premises after the lease has expired</p>	<p>Finalised - New Lease commencing on 1/03/2023 & expiring on 28/02/2025 Further 3 year term available</p>
LEG214	Connor’s Cottage	Clare Love Beauty	<p>Lease commenced on 1/09/2017 and has been continuing on year by year basis.</p> <p>Records indicate there has been no rent increase for 5 years, primarily because Ms Love rejected this notion. Ms Love also requested the Shire be responsible for garden maintenance, contrary to other commercial leases for Shire owned property.</p> <p>Ms Love was also subletting parts of the Premises without CEO approval. Ms Love has since sought & received retrospective approval from the CEO for</p>	<p>Finalised – New Lease commencing on 24/03/2023 & expiring on 23/03/2025. Further 2 year term available.</p> <p>Ms Love is now responsible for all the garden maintenance.</p> <p>Management Agreement with Tony Maddox has been cancelled (effective 24/03/2023), thereby saving the Shire \$1,472.28 pa</p>

ATTACHMENT 1: STATUS REPORT ON LEASE AGREEMENTS ETC

			<p>subletting. She has been reminded of her obligations.</p> <p>The Shire used Tony Maddox to manage the property at a cost of approximately \$1,472.28 pa. The reason for this arrangement remains unclear.</p>	
LEG115	Toodyay Community Centre	Dept of Communities (DoC) - - Child Protection	24/11/2000 to 23/11/2025	Finalised - Important Notation: DoC may choose not to enter into a new Lease when the current one expires, given they rarely use the Premises. If the Lease is not renewed, the Shire will lose revenue of approx. \$22,000 pa
LEG024	Alma Beard Medical Centre	TBA	The commercial lease agreement will operate in conjunction with the Contract for the Medical Practice	Finalised - 15/05/2023 to 14/05/2028 Further 3 year term available

Residential (Shire owned property)

Legal File No:	Premises	Lessee	Lease Period	Current/Further actions
LEG240	19A Clinton Street, Toodyay	Ms Suzie Haslehurst	Currently tenanted by CEO with no fixed term	Finalised - Property requires renovations
LEG204	19B Clinton Street, Toodyay		Currently untenanted	Finalised- Property requires renovations

ATTACHMENT 1: STATUS REPORT ON LEASE AGREEMENTS ETC

Community Group's

Legal File No:	Premises	Lessee	Lease Period	Current/Further actions
LEG047	Toodyay Community Centre	Toodyay Playgroup Inc.	01/07/2014 to 30/06/2021	Finalised - 31/06/2021 to 30/06/2024 Will require a new lease when current term has expired
LEG011	Golf Course precinct	Toodyay Golf Club Inc.	01/07/2014 to 30/06/2021	Finalised - 1/07/2021 to 30/06/2024 Will require a new lease when current term has expired
LEG257	Community Depot (Junction)	Toodyay Community Singers Inc.	10/10/2016 to 09/10/2021	Finalised – 10/10/2021 to 9/10/2026 Will require a new lease when current term has expired
LEG256	Community Depot (Junction)	Woodturners Association of WA Inc. (Avon Woodturners Group)	30/11/2016 to 29/11/2021	Finalised - 30/11/2021 to 29/11/2026 Will require a new lease when current term has expired
LEG254	Community Depot (Junction)	Toodyay Friends of the River Inc. (Seed Orchard)	29/09/2016 to 30/09/2021	Finalised - 30/09/2021 to 29/09/2026 Will require a new lease when current term has expired
LEG208	Community Depot (Junction)	Toodyay Chamber of Commerce & Industry (TCCI)	04/12/2017 to 03/12/2022	Finalised – 5/12/2022 to 4/12/2027 Will require a new lease when current term has expired
LEG058	Toodyay Club	Toodyay Club Inc	01/02/2013 to 01/02/2023	Pending – Notice to Extend Lease form provided; however, Club has delayed signing the form due to outstanding rates. 3/04/2023 - Letter received from Club

ATTACHMENT 1: STATUS REPORT ON LEASE AGREEMENTS ETC

				stating they were not aware of the o/s rate debt when they assumed control. CEO determined the matter be presented to Council for their consideration. Report prepared for OCM on 24/05/2023
LEG259	Community Depot (Junction)	Toodyay Farmers Market Inc	18/10/2016 to 17/10/2021	Pending – Was not recorded on legal register – this has since been rectified Notice to Extend Lease form sent on 4 April 2023
LEG268	Community Depot (Junction)	Toodyay Events Planning Inc	22/05/2018 to 22/05/2023	Pending – Notice to Extend Lease has been sent out
LEG260	Community Depot (Junction)	2J2Air	Radio station has ceased operating	Further actions - 2J2Air has been taken over by a newly formed community group. A new Lease will be drawn up pending receipt of the group’s Incorporation etc.
LEG002	Racecourse Precinct	Toodyay Race Club Inc.	21/10/2011 to 30/11/2032 Although the Lease remains current, there are issues relating to the condition of the premises and the Lessee’s obligations	Further actions - Race Club is currently in breach of their Lease Agreement. Shire Officers will meet with the Race Club to discuss the outcome of outstanding matters resulting from the Breach Notice and the recent LGIS Report
LEG007	Bank Building	Bendigo Bank	01/03/2020 to 28/02/2025	Finalised - Will require a new lease when current term has expired
LEG253	Community Depot (Junction)	Toodyay Theatre Group Inc. (Storage)	21/11/2016 to 20 November 2021	Finalised – 21/11/2021 to 20/11/2026 Will require a new lease when current term has expired
LEG207	Community Depot (Junction)	Toodyay Garden Club Inc	08/03/2018 to 07/03/2023	Pending – Notice to extend Lease sent out for signing on 14/03/2023

ATTACHMENT 1: STATUS REPORT ON LEASE AGREEMENTS ETC

<p>LEG113</p>	<p>Tennis Precinct Fiennes Street</p>	<p>Toodyay Tennis Club Inc. (TTC)</p>	<p>Shire records show the following:</p> <p>Lease between the Shire and TTC commenced on 1/07/2014 and expired on 30/06/2021. The further term was never signed and therefore there is no current lease agreement for Fiennes Street precinct.</p> <p>Lease between the Shire, TTC and Clublinks was never signed. TTC refused to sign it.</p> <p>TTC decided to return to the Tennis Precinct in October 2022 and will only use the Rec Centre facilities for Tuesday tennis.</p> <p>Concerns were raised by the Shire about the condition of the courts within the Tennis Precinct. As a result, TTC engaged Tennis WA to assess the courts in terms of risk.</p> <p>Tennis West concluded: Court 1 - unusable Court 2 – unusable Court 3 – very poor Court 4 – very poor Court 5 (Shire responsibility) - unusable Court 6 (Shire responsibility) - unusable</p> <p>TTC has indicated they may seek funding to resurface Courts. Their</p>	<p>Further actions - Currently under review by the CEO and Shire Officers</p>
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ATTACHMENT 1: STATUS REPORT ON LEASE AGREEMENTS ETC

			future intentions in relation to Fiennes Street are not known	
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Licences

Legal File No:	Premises	Lessee	Lease Period	Current/Further actions
LEG061	Memorial Hall	Toodyay Theatre Group Inc. (TTG)	01/12/2017 to 31/11/2022	Finalised - New Lease commencing on 01/01/2023 & expiring on 31/12/2027. Further 5 year term available.
LEG025	L4092 Toodyay Mt Nardie Telecommunications Facility	The Shire of Toodyay	Lease expired on 6/08/2019 Email received from Burgess Rawson on 21/10/2022 confirming Lease was on a month-to-month agreement	Finalised - No further action required unless advised by Burgess Rawson
LEG104	PTA (Westrail) Plan: L3374 (Pioneer Arboretum)	The Shire of Toodyay	07/05/1998 to 28/02/2008 Nov 2022 - Discussions with Arc Infrastructure about the Licence. Arc to follow up with PTAWA Shire continues to maintain the land (Pioneer Arboretum)	Pending – 20/04/2023 – PTAWA wrote to the Shire formally ascertaining their continued interest in the Licence. 26/04/2023 – Letter to PTAWA confirming continued interest. Note: PTAWA will prepare Licence and in the meantime acknowledges that the Shire will continue “on an overholding tenancy” pending the new Licence
LEG030	Northam-Toodyay Rd opposite intersection Dumbarton St	PTA	01/08/2022 to 31/07/2032	Finalised - Review prior to expiry date
LEG111	Secondary Storage Tank - Grandis Rd, Morangup (Rolling Green	The Shire of Toodyay	01/07/2016 to 30/06/2021	Finalised – 01/07/2021 to 30/06/2026 Further 5 year term available

ATTACHMENT 1: STATUS REPORT ON LEASE AGREEMENTS ETC

	Conservation)			
LEG262	Community Depot (parking spaces)	Avivo: Live Life Inc.	25/01/2018 to 24/01/2019 Lease was issued in error as Avivo does not have exclusive use of the property. Licence to Occupy to replace existing Lease	Finalised – New Licence commencing on 23/03/2023 & expiring on 22/03/2026
LEG182	Shire of Toodyay Emergency Centre(s)	FESA and Shire of Toodyay	17/12/2007 to 17/12/2022 Licence to Use Agreement was for 15 yrs. Option to extend should have been done 12mths prior to expiry	Pending - FESA will consult with internal stakeholders to see if MOU is still required
LEG167	Shire of Toodyay	Licence btw the Shire of Toodyay and the Australian Communications & Media Authority (Emergency vehicles/car to car)	7/09/2022 to 28/09/2023	Further actions – Currently under review

Not for Profit (Peppercorn Rent)

Legal File No:	Premises	Lessee	Lease Period	Current/Further actions
LEG134	Donegan’s Cottage	Toodyay Historical Society Inc.	20/05/2019 to 19/05/2022	Finalised - 20/05/2022 to 19/05/2025 Will require a new lease when current term has expired
LEG020	Parkers Cottage	Toodyay Spinners Inc.	05/07/2019 to 04/07/2022	Finalised - 5/07/2022 to 4/07/2025 Will require a new lease when current term has expired

ATTACHMENT 1: STATUS REPORT ON LEASE AGREEMENTS ETC

LEG255	Community Depot (Junction)	Toodyay Roadwise Group (TRG)	10/01/2017 to 31/12/2022 Lease was issued in error as TRG is not an incorporated body. Licence to Occupy to replace existing Lease	Finalised - 16/05/2023 to 15/05/2028 Further 5 year term available
LEG013	Wattening Brigade Headquarters	Bejoording Community Group	No current lease	Finalised - CEO has determined no further action be taken at this stage
LEG087	Lot 11 Harper Road, Toodyay	Butterly Cottages Inc (aka Toodyay Homes for the Aged Inc.	19/03/1981 to 18/03/2080 (99 year Lease)	Finalised - No further action
LEG129	5 Harper Rd, Toodyay	Toodyay Men’s Shed	24/02/2016 to 24/02/2027 (21 year lease)	Finalised - Review prior to expiry date
LEG268	Community Depot (Junction)	Toodyay Event Planning Inc.	22/05/2018 to 21/05/2023	Pending - Notice to Extend Lease sent on 4/04/2023. Will require a new Lease at end of this term
LEG059	Morangup Community Hall	Morangup Progress Association (MPA)	In July 2020, the Chairperson determined that MPA would not enter into a new Lease due to issues with the Shire (lack of response, lack of maintenance) The current MPA Committee is interested in formalising a Licence to Occupy the Premises	Pending – Draft Licence sent to the MPA Committee for their review and comment

ATTACHMENT 1: STATUS REPORT ON LEASE AGREEMENTS ETC

Seasonal User Agreements

Legal File No:	Premises	Lessee	Lease Period	Current/Further actions
LEG145	Showground Pavilion	Toodyay Kindergym	Annual User – booked through SpacetoCo	Further actions - Need to sign the revised User Agreement. However, the Agreement has been subject to a number of changes which have been endorsed by the CEO. For that reason, the Governance Officer and Community Development Officer will meet with the group to discuss the new Agreement and address any concerns or compliance issues.
LEG225	Showground Pavilion	Toodyay Senior Football Club Inc	Annual Seasonal User – booked through SpacetoCo	Further actions - Need to sign the revised User Agreement. However, the Agreement has been subject to a number of changes which have been endorsed by the CEO. For that reason, the Governance Officer and Community Development Officer will meet with the group to discuss the new Agreement and address any concerns or compliance issues.
LEG226	Showground Pavilion	Toodyay Junior Football Club Inc	Annual Seasonal User – booked through SpacetoCo	Further actions - Need to sign the revised User Agreement. However, the Agreement has been subject to a number of changes which have been endorsed by the CEO. For that reason, the Governance Officer and Community Development Officer will meet with the group to discuss the new Agreement and address any concerns or compliance issues.
LEG234	Showground Pavilion	Toodyay Cricket Club	Annual Seasonal User – booked through SpacetoCo	Further actions - Need to sign the revised User Agreement.

ATTACHMENT 1: STATUS REPORT ON LEASE AGREEMENTS ETC

				However, the Agreement has been subject to a number of changes which have been endorsed by the CEO. For that reason, the Governance Officer and Community Development Officer will meet with the group to discuss the new Agreement and address any concerns or compliance issues.
LEG165	Youth Hall	Avon Valley Shotokan Karate Club	Annual User – booked through SpacetoCo	Further actions - Need to sign the revised User Agreement. However, the Agreement has been subject to a number of changes which have been endorsed by the CEO. For that reason, the Governance Officer and Community Development Officer will meet with the group to discuss the new Agreement and address any concerns or compliance issues.
LEG128	Youth Hall	Toodyay Fun & Fitness	Annual User – booked through SpacetoCo Was not included in Fees & Charges	Further actions – Need to sign the revised User Agreement. However, the Agreement has been subject to a number of changes which have been endorsed by the CEO. For that reason, the Governance Officer and Community Development Officer will meet with the group to discuss the new Agreement and address any concerns or compliance issues.
LEG164	Youth Hall	Toodyay Scouts	No longer operating Will be archived pending finalisation of the outstanding actions	Further actions - Scouts WA have confirmed the group is in ‘recess’. As the group has not used or paid any fees and charges, Scouts WA have been asked to permanently remove equipment stored at Youth Hall
LEG227	Showground Pavilion	Toodyay Autumn Club	Annual User – booked through SpacetoCo	Further actions - Need to sign the revised User Agreement.

ATTACHMENT 1: STATUS REPORT ON LEASE AGREEMENTS ETC

				However, the Agreement has been subject to a number of changes which have been endorsed by the CEO. For that reason, the Governance Officer and Community Development Officer will meet with the group to discuss the new Agreement and address any concerns or compliance issues.
LEG230	Toodyay Recreation Centre	Toodyay Soccer Club	Annual User – booked/managed through Club Links	No further action required

Sub Leases

Legal File No:	Premises	Lessee	Lease Period	Current/Further actions
LEG243	CBH Group Sub-Lease Part Railway Reserve Bindi-Bindi Toodyay Road, Coondle Lessor: Cooperative Bulk Handling Ltd Head Lessor: Public Transport Authority	Shire of Toodyay	31/08/2017 to 31/08/2022	Finalised – 01/09/2022 to 31/08/2027

MOUs

Legal File No:	Premises	Lessee	Lease Period	Current/Further actions
LEG097	N/A	Interface Agreement (MOU) btw: Brookfield Rail P/L; the Shire of Toodyay &	09/11/2014 to 08/11/2019	Finalised - Remains ongoing as long as there is no change to interface

ATTACHMENT 1: STATUS REPORT ON LEASE AGREEMENTS ETC

		Main Roads WA		
LEG052	CCTV cameras in Shire of Toodyay (various locations)	The Shire of Toodyay & WA Police Force (WAPF)	02/04/2014 to 01/04/2018	<p>Further actions – New MOU will need to be prepared pending Manager C&CS obtaining a 2nd quote for ongoing service of equipment. CCTV is currently not subject to a service agreement due to cost.</p> <p>Preliminary discussions with WAPF Toodyay OIC about approaching WAPF for a financial contribution appears positive, given the CCTV is used on a regular basis for policing purposes.</p>
LEG248	CESM	MOU btw DFES, Shire of Toodyay & Shire of Goomalling	26/02/2018 to 25/02/2021	<p>Finalised – 24/03/2022 to 23/03/2025 with an option to extend for a further 3 years</p>

Licences (other), Agreements (other) & Contracts

Legal File No:	Premises	Lessee	Lease Period	Current/Further actions
LEG083	Toodyay Waste Management Facility	Licence to operate Waste Transfer Station	12mth Licence which expired on 30/08/2022 (normally a 5 year Licence). Council has been made aware of the issues surrounding this issue.	<p>Pending – Although the Licence fee has been paid, the actual Licence is yet to be received by the Shire</p>
LEG125	Toodyay Visitors Centre	Transwa & Shire of Toodyay (Agency Ticketing)	Oversight of Agreement is managed by Visitors Centre Team leader	<p>Finalised – 01/06/2022 to 31/05/2027</p>

ATTACHMENT 1: STATUS REPORT ON LEASE AGREEMENTS ETC

		Agreement)		
LEG275	Reserve 27698, 31 Henry Street, Toodyay	Licence btw Shire of Toodyay & Water Corp	01/08/2017 to 31/07/2022	Further actions – Water Corp have confirmed internal stakeholder approval for the Licence to be renewed. Licence remains in place. However, as the process has changed additional approval needs to be obtained from Dept Planning Lands & Heritage which could be lengthy.
LEG300	Shire of Toodyay	Agreement btw Shire of Toodyay & PPS (IT Support Services)	29/10/2019 to 28/10/2022	Further action – Currently on a month to month basis M CCS has had preliminary discussions with XL2 regarding the contract. Consideration is now being given to test the market prior to formally extending or entering into a new Agreement with PPS
LEG289	Shire of Toodyay	Agreement btw Shire of Toodyay and Datascape	04/04/2019	Finalised - Agreement is ongoing unless terminated by either party
LEG305	Shire of Toodyay	Agreement btw Shire of Toodyay and SpacetoCo	01/01/2020 to 31/01/2023	Further actions – Agreement has the option to extend continuously. M CCS has determined a new Agreement should be entered into as the existing one is light on detail
LEG303	Shire of Toodyay	Contract btw Shire of Toodyay & Keslake Group P/L (Bituminous surfacing)	30/10/2019 to 29/10/2022	Further actions – Although Contract term has expired, there is a 12mth fault time frame to repair any degradation to surfacing. Fault time frame to be reviewed post 29/10/2023
LEG297	Shire of Toodyay	Contract btw Shire of Toodyay & Broderick Waste	1/07/2019 to 30/06/2022 Option to extend for a further 2 year term was accepted by Manager	Finalised – 1/07/2022 to 30/06/2024 As there is no further term available this

ATTACHMENT 1: STATUS REPORT ON LEASE AGREEMENTS ETC

			Infrastructure & Assets	will need to go to tender. Have recommended that this process commence first week in March 2024
LEG421	Shire of Toodyay	Certificate of Registration (mandatory requirement) for 2 Drones	Annual registration which is managed by Manager Development & Regulation	Finalised – Registration expires on 16/12/2023
LEG422	Shire of Toodyay	Infrastructure Maintenance Agreement btw Shire of Toodyay and Chalice Mining	New Agreement 12 month duration	Finalised – 5/04/2023 to 5/04/2024
LEG216	Shire of Toodyay	Service Agreement btw the Shire of Toodyay and ISS (sanitary disposal contract)	21/11/2007 - ongoing	Finalised – Service Agreement will automatically renew for subsequent terms of 24mths unless terminated by either party
LEG138	Shire of Toodyay	Agreement btw the Shire of Toodyay and Fuji Xerox	8/02/2017 – end date not in agreement	Further actions – Currently being reviewed by Shire Officers
LEG400	Shire of Toodyay	Contract btw the Shire of Toodyay and Clublinks (for the management of the Toodyay Recreation Centre)	28/11/2020 to 29/11/2022	Finalised – 28/11/2022 to 29/11/2024

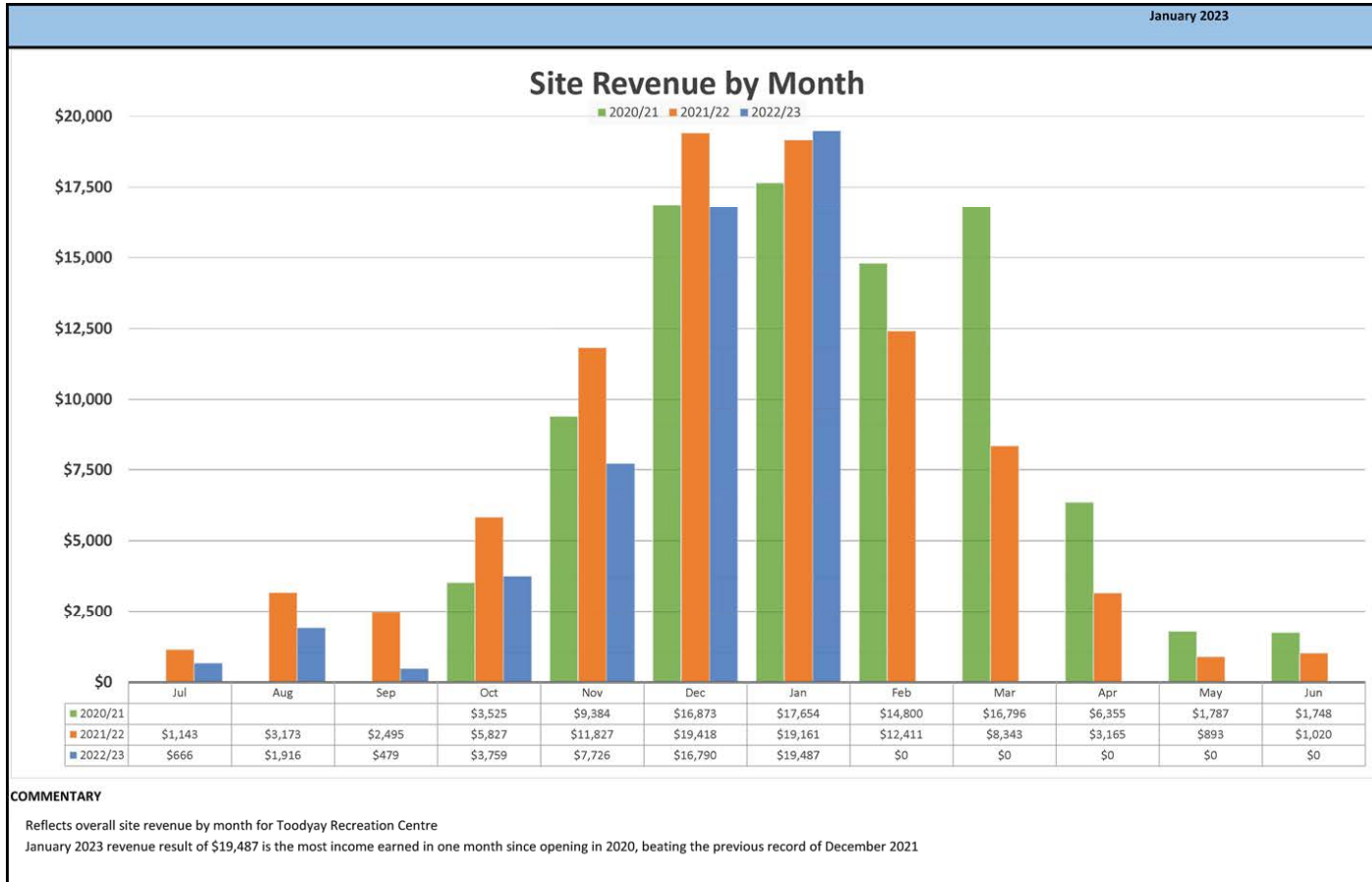


Management Reporting Packs

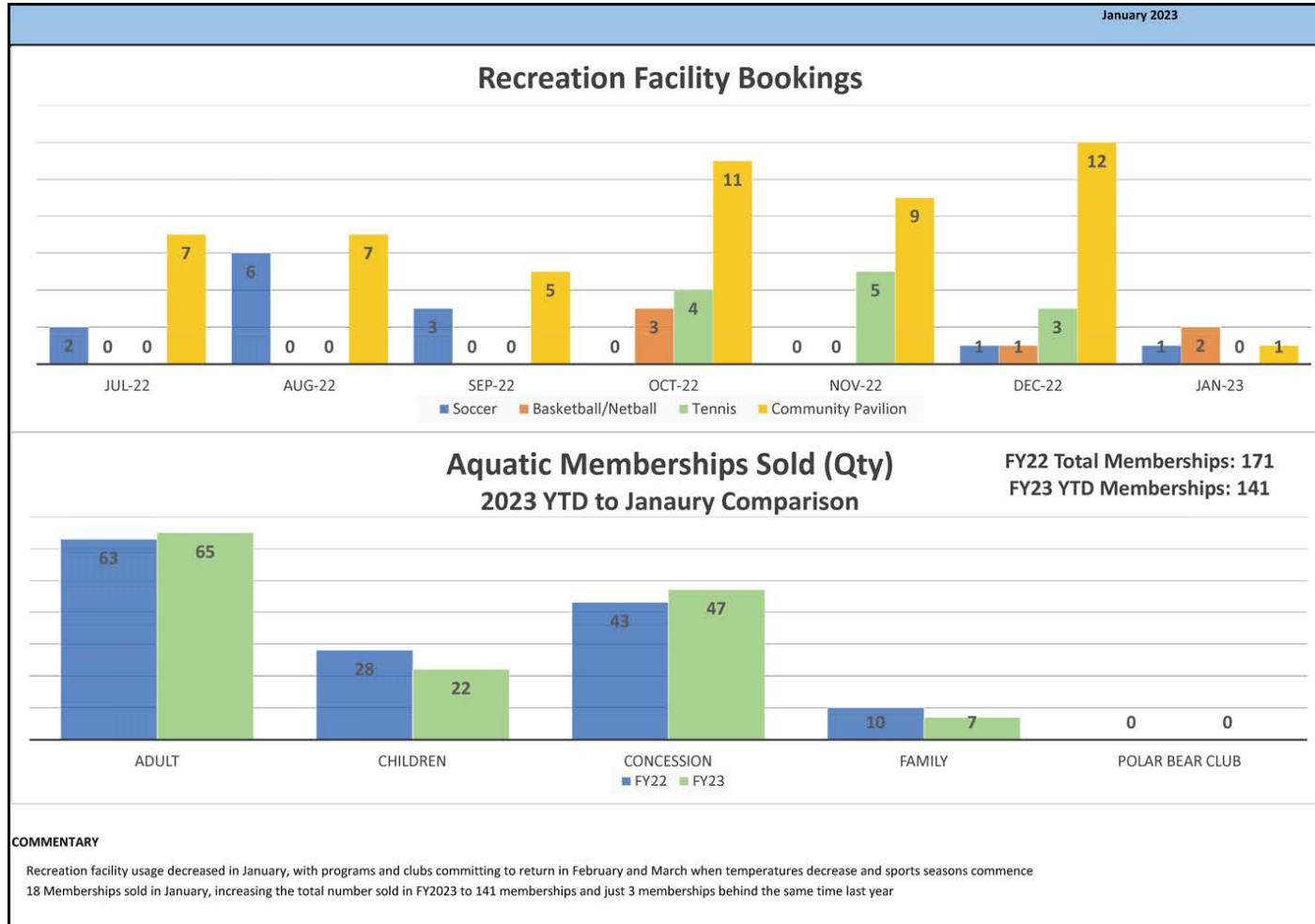
(including summaries)

March 2023 quarter

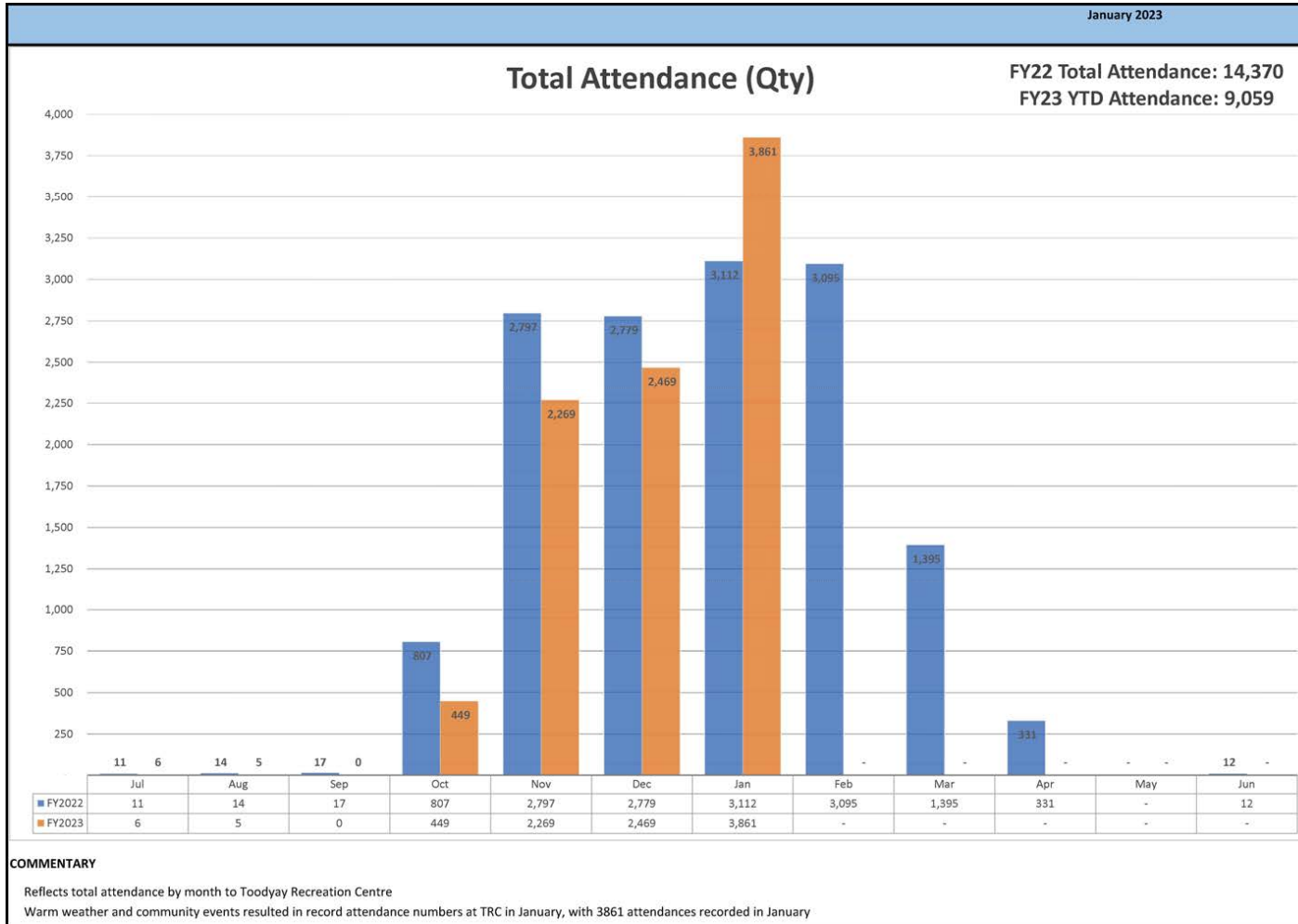
Management Reporting Pack - January 2023



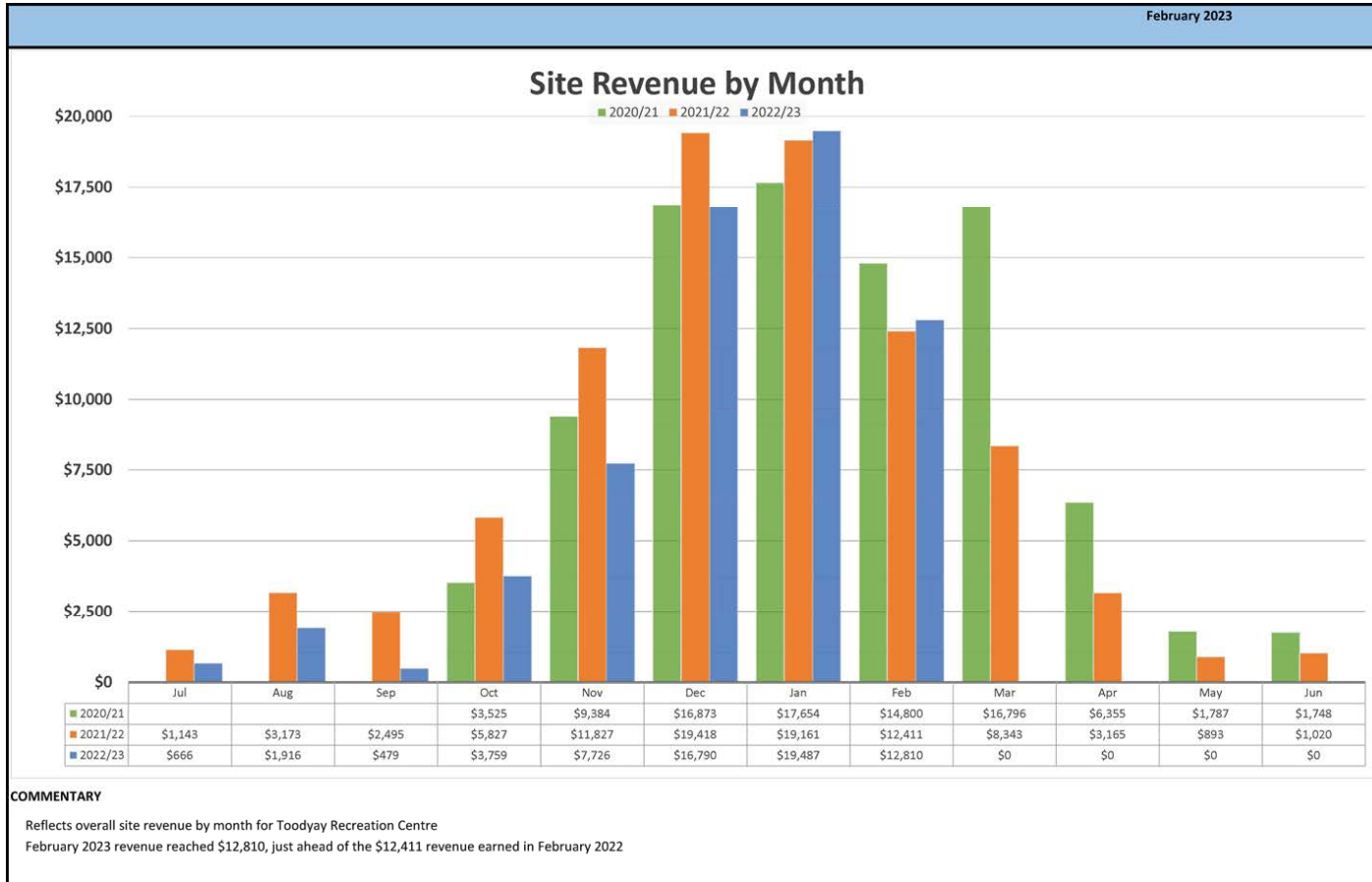
Management Reporting Pack - January 2023



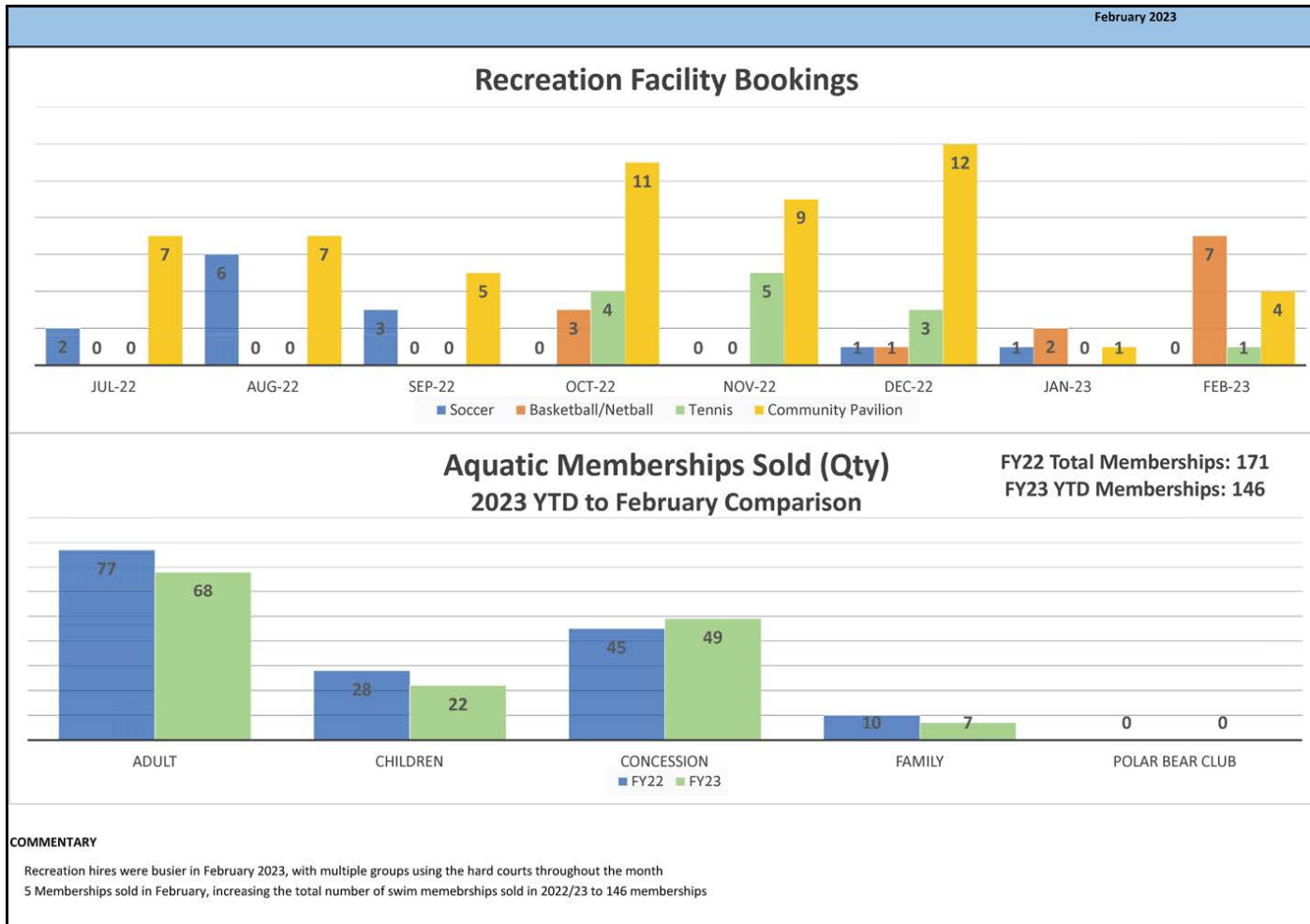
Management Reporting Pack - January 2023



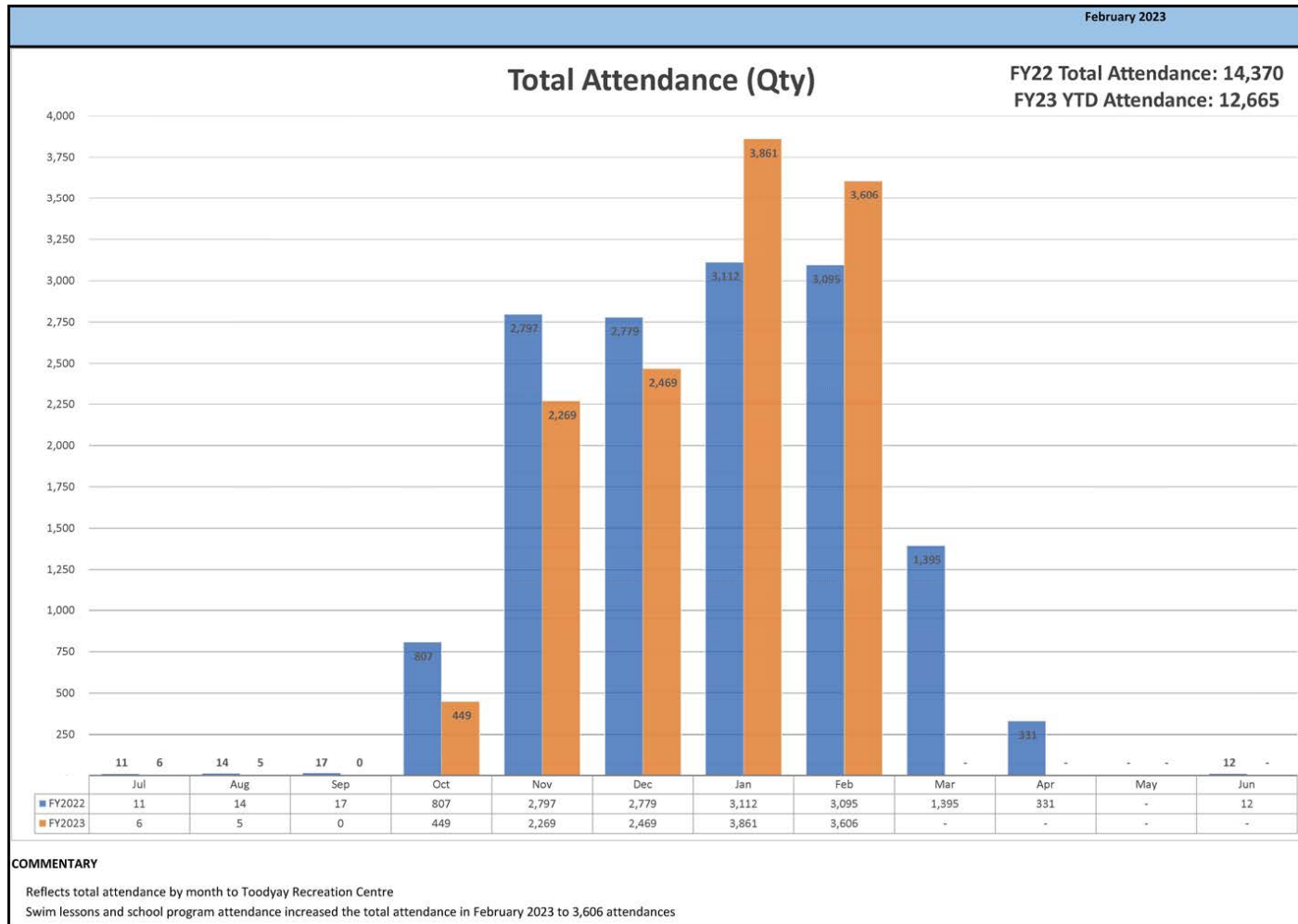
Management Reporting Pack - February 2023



Management Reporting Pack - February 2023



Management Reporting Pack - February 2023





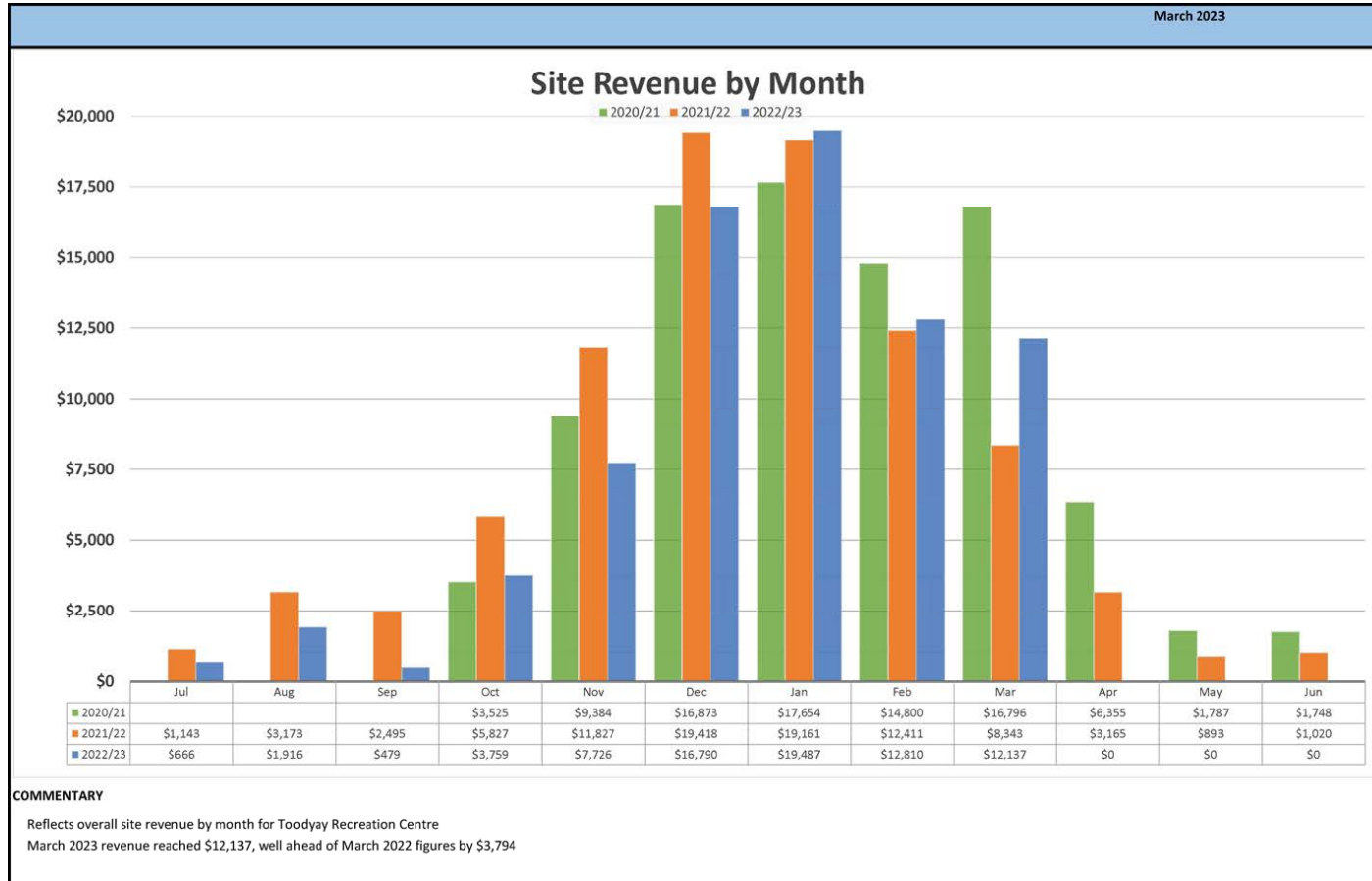
February 2023 Summary

Events

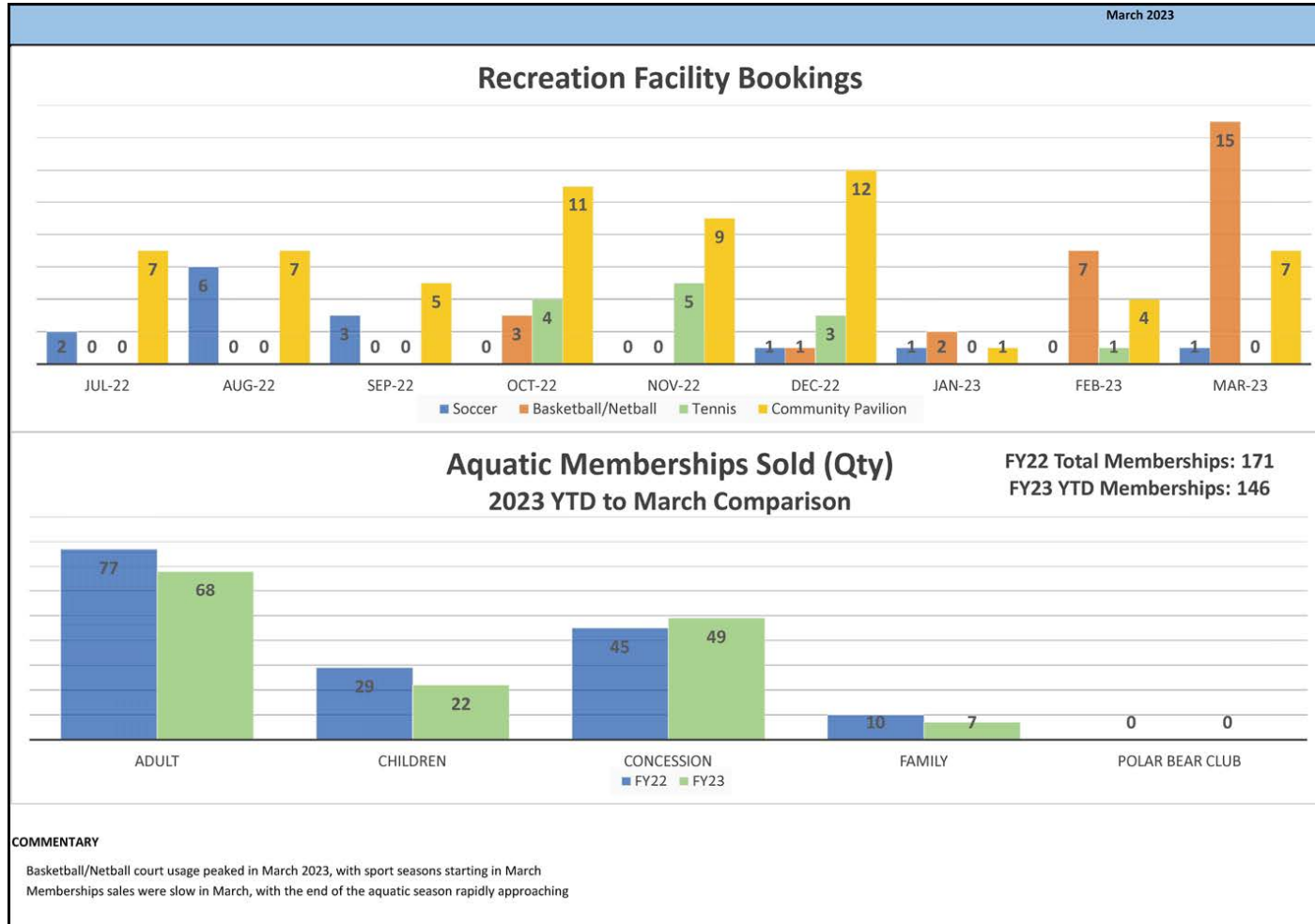
- Aquatic:
 - Swim Program 6 weeks commenced during February with 25 children over Tuesday, Wednesday and Thursday afternoons.
 - A swim instructor was employed early February to assist with the swim program.
 - In Term swimming between weeks 3-4 of Term 1 for home school, Bolgart and Toodyay District High School Primary swimmers.
 - Toodyay District High School swim carnival 24th February with 140 swimmers in attendance, a fantastic day of fun, music and swimming.
 - Memberships sold during February are on the decrease due to the season ending towards the end of April.
 - 3 Sundays during February with fine weather and the inflatable to draw patronage.
- Recreation:
 - Toodyay Tennis Club continued Tuesday mornings during February 2023.
 - Pilates resumed early February 2023 on a Thursday evening.
 - Agreements have been completed with Toodyay Soccer Club (juniors), Toodyay Netball Club (Seniors and Juniors) and Mortlock Netball for the upcoming winter season most commencing in March or May.
- Food & Beverage:
 - We continue to have a good result in the Café with hot drinks and hot food selling well during the month, due to the inflatable days on a Sunday and also the TDHS swim carnival.
- Merchandise:
 - Merchandise sales remain steady during February.
- Marketing:
 - Despite a slight decrease in overall engagement rate during February, it remains high compared to industry standards. TRC had less published posts during February therefore stats were down, as we increase posts towards March this will increase once again.
 - A very positive sign is despite the number of posts decreasing our overall impressions grew significantly, meaning a higher community grab were exposed to our content which is a good sign.
 - As Facebook is our primary socials platform due to the demographic of Toodyay it was great to see some well engaged posts during the month, with highlights from our Australia Day Pool Party clearly number one, showcasing the success of the event.
 - The third post highlighting our December ToodyayMOVES winner with her prize was a good start to what is to come moving forward with the APP, and shows the audience is engaged with that content.
 - While Instagram is less of a priority in our overall social media strategy, we do invest time and effort into achieving good outcomes on the platform. That way, we can communicate to a younger audience and demonstrate how we can provide value in their lives, too. We are on par with what is a considered a good engagement rate on Instagram and we look forward to bringing more success to this platform in 2023.
 - Some highlights for February include the success once again of the Australia Day pool party, Twilight Pickleball and Summer series netball, as well as upcoming interest for our Polar Bear Club introduced in 2022.



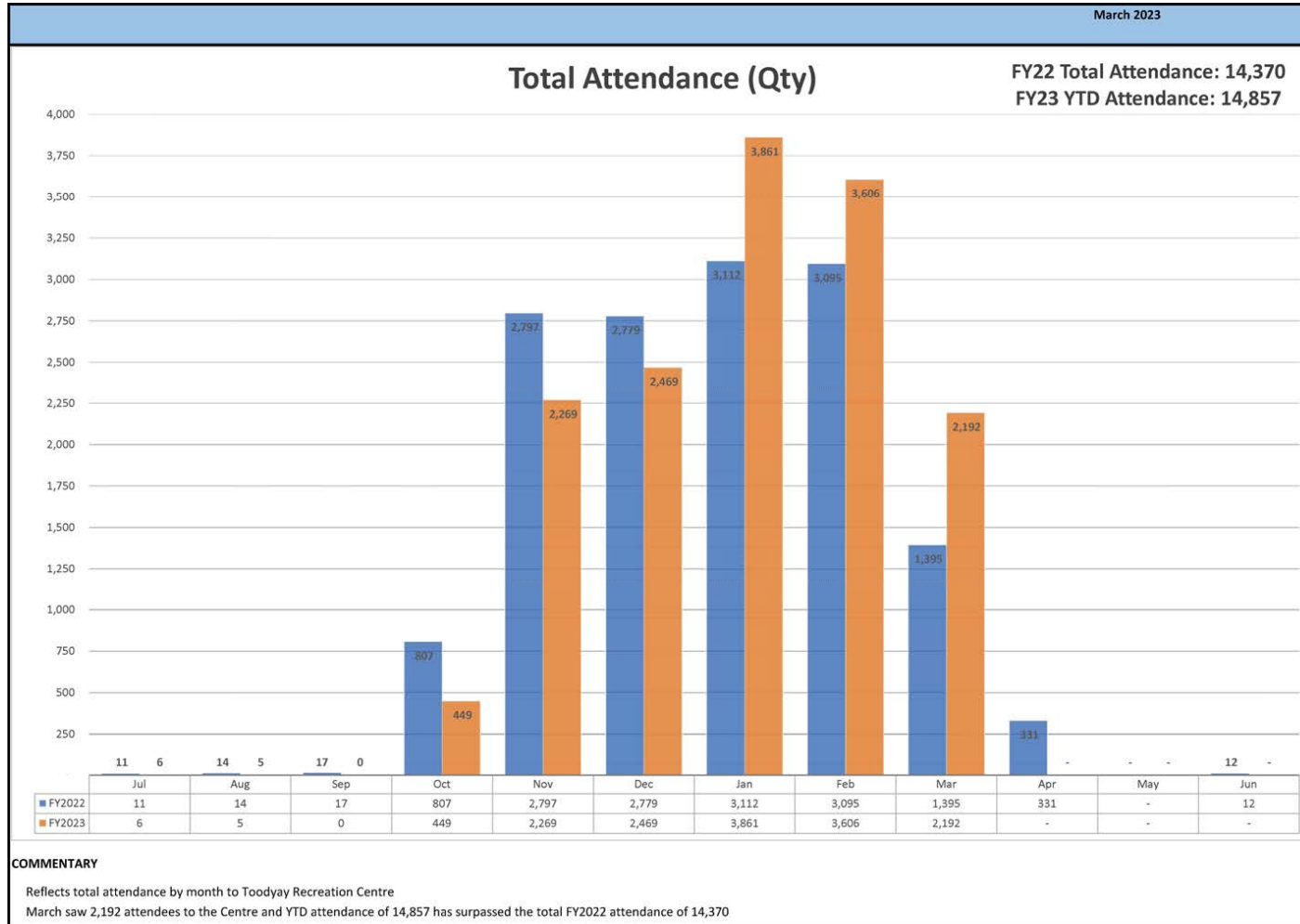
Management Reporting Pack - March 2023



Management Reporting Pack - March 2023



Management Reporting Pack - March 2023





March 2023 Summary

Events

- Aquatic:
 - Six-week Swim Program commenced during February continued during March, 25 children over Tuesday, Wednesday and Thursday afternoons with 50% passing their levels.
 - A swim instructor was employed early February to assist with the swim program.
 - Toodyay District High School Cadets ran a 4-week program during March on a Friday afternoon, teaching kayaking/snorkelling and lifesaving skills.
 - The fine weather continued during March, with the Inflatable drawing families on the long weekend and the following Sunday/s.
 - Toodyay Cricket Club held their end of season windup BBQ and Fun Day at the Aquatic Centre on Sunday 12th March along with the inflatable.

- Recreation:
 - Toodyay Tennis Club continued Tuesday mornings during March 2023.
 - Pilates continues on Thursday evening throughout March.
 - Mortlock Netball and Toodyay Netball Club have commenced training during March.
 - Social Junior and Senior Summer Series Netball commenced mid March, however only one team registered for 6 weeks series.
 - Saturday 11th March – Toodyay Friends of the River event held at the Community Pavilion.
 - Wednesday 29th & Thursday 30th Shire of Toodyay Community Consultation 'Moving Forward' events at the Community Pavilion.

- Food & Beverage:
 - Café during March remains high due to the weekend usage and warmer days.

- Merchandise:
 - Merchandise sales remain steady during March.

- Marketing:
 - We witnessed a 39% decrease in website visitors during March. This was not unexpected as we returned to 'normal' levels after our dedicated Facebook campaign to push visitors towards our website. Most of our key pages, including our homepage, witnessed increases overall, indicating a positive sign, showing interested in our offerings. Toodyay MOVEs page saw a large spike in traffic which is another positive sign as we aim to increase user uptake and engagement moving forward.
 - There was a high increase in our engagement rate during March on social media, with an increase of 120% on Facebook. This is well above industry standards. Instagram followed a similar trend this month with engagement rate up a huge 409%.
 - This is demonstrating the content we are producing is resonating well with our audience and we will continue to aim to achieve this moving forward.
 - Facebook continues to remain our primary platform given the demographics of Toodyay, it was great to see some highly engaged posts this month with highlights from the Rottneest Virtual Swim taking the number one spot, showcasing the success of the event.
 - The second post was promotion of our Twilight Pickleball competition, followed celebration of our latest Learn to Swim program graduates and finally some action shots of the TDHS swimming carnival also proved popular.
 - While Instagram is less of a priority in our overall social media strategy, we do invest time and effort into achieving good outcomes on the platform. That way we can communicate to a younger audience and demonstrate how we can provide value in their lives too. With a high engagement rate this month we had a variety of posts to showcase Toodyay Recreation Centre's offerings. Highlights from the TDHS swimming carnival, the Toodyay MOVEs March challenge, updated opening hours and promotion of the summer series netball competition featured as top posts.





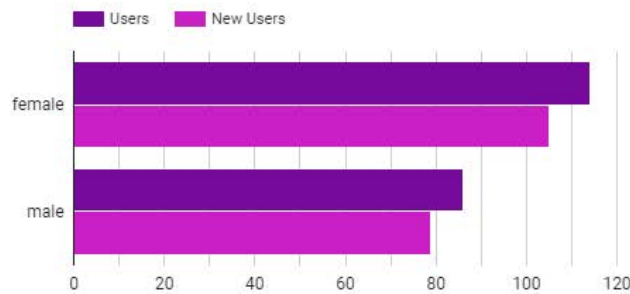
Website Page Visitations

%Δ = Percentage change compared to previous month

Jan 1, 2023 - Jan 31, 2023

Page Title	Users	% Δ	New Users	% Δ	Avg. Time on Page	% Δ	Bounce Rate	% Δ
1. Toodyay Recreation Centre	371	17.0% ↑	329	18.8% ↑	00:00:18	8.7% ↑	3.54%	-23.3% ↓
2. Australia Day Pool Party - FREE ENTRY - Toodyay Recreation ...	186	-	158	-	00:00:28	-	0.55%	-
3. Entry Fees & Membership - Toodyay Recreation Centre	134	-69.5% ↓	29	-91.2% ↓	00:00:26	67.6% ↑	0%	-100.0% ↓
4. Swim Program at Toodyay Aquatic Centre Learn to swim, To...	72	94.6% ↑	34	385.7% ↑	00:00:40	29.7% ↑	0%	-
5. WHAT'S ON - Toodyay Recreation Centre	68	19.3% ↑	4	-	00:00:06	-57.9% ↓	0%	-
6. Aquatic Centre - Toodyay Recreation Centre	59	47.5% ↑	22	175.0% ↑	00:00:20	-11.8% ↓	0%	-
7. Learn to Swim, Lap Pool, and Leisure Pool - Toodyay Recreati...	58	23.4% ↑	8	-11.1% ↓	00:00:13	50.9% ↑	0%	-
8. Contact - Toodyay Recreation Centre	53	-3.6% ↓	5	-16.7% ↓	00:00:45	-9.4% ↓	0%	-
9. Lane Availability - Toodyay Recreation Centre	32	-5.9% ↓	1	-	00:00:35	19.2% ↑	0%	-
10. Lotterywest Community Pavilion - Toodyay Recreation Centre	24	84.6% ↑	1	-	00:00:26	-19.1% ↓	0%	-
Grand total	698	-16.5% ↓	663	-15.4% ↓	00:00:22	15.7% ↑	1.93%	-5.2% ↓

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Overall, we witnessed a 16% decrease in website visitors as compared to last month. This was an expected result however, given our recent Facebook advertising campaign that was launched to send traffic to our membership page, was completed. We enjoyed huge increases across our dedicated swim and pool webpages, demonstrating the interest and demand for our lesson programs and pool offerings. This is likely off the back of our successful holiday season in the aquatic space.

Search Engine Optimisation

Website Health

Measures the website against key metrics like performance, mobile readiness, SEO, and security
(Score ranges from 1-100)

79

(84 last month)

Our website health remains strong, despite a slight decline from last month. Maintaining our score around 80 and above is our goal and we continue to reach that target. The importance of this cannot be understated – a positive website user experience will result in better business outcomes. Improving this score will be a priority for us moving forward.





Social Media

Profile	Audience	Net Audience Growth	Published Posts	Impressions	Engagements	Engagement Rate (per Impression)	Video Views
Reporting Period	699	18	28	29,320	2,545	8.7%	1,146
Jan 1, 2023 – Jan 31, 2023	↗ 2.6%	↘ 14.3%	↘ 15.2%	↘ 43.6%	↘ 17%	↗ 47%	↗ 39.2%
Compare to	681	21	33	51,953	3,068	5.9%	823
Dec 1, 2022 – Dec 31, 2022							
Toodyay Recreation Ce...	699	18	28	29,320	2,545	8.7%	1,146

Profile	Audience	Net Audience Growth	Published Posts	Impressions	Engagements	Engagement Rate (per Impression)	Video Views
Reporting Period	205	4	15	3,441	44	1.3%	282
Jan 1, 2023 – Jan 31, 2023	↗ 2%	↘ 42.9%	↗ 15.4%	↗ 110.3%	↗ 41.9%	↘ 32.5%	↘ 14.8%
Compare to	201	7	13	1,636	31	1.9%	331
Dec 1, 2022 – Dec 31, 2022							
toodyayrecentre	205	4	15	3,441	44	1.3%	282

Given the demographics in Toodyay, Facebook is our most utilised channel as this is where most of our community is likely to go when scrolling on Social Media. As a result, we dedicate most of our promotional attention to this platform specifically. To see a 47% increase from December is no small feat and is a result predicated on the engaging and valuable content we provide. Additionally, our audience continues to grow and that's what we're ultimately trying to achieve.

Social Media Facebook Key Content

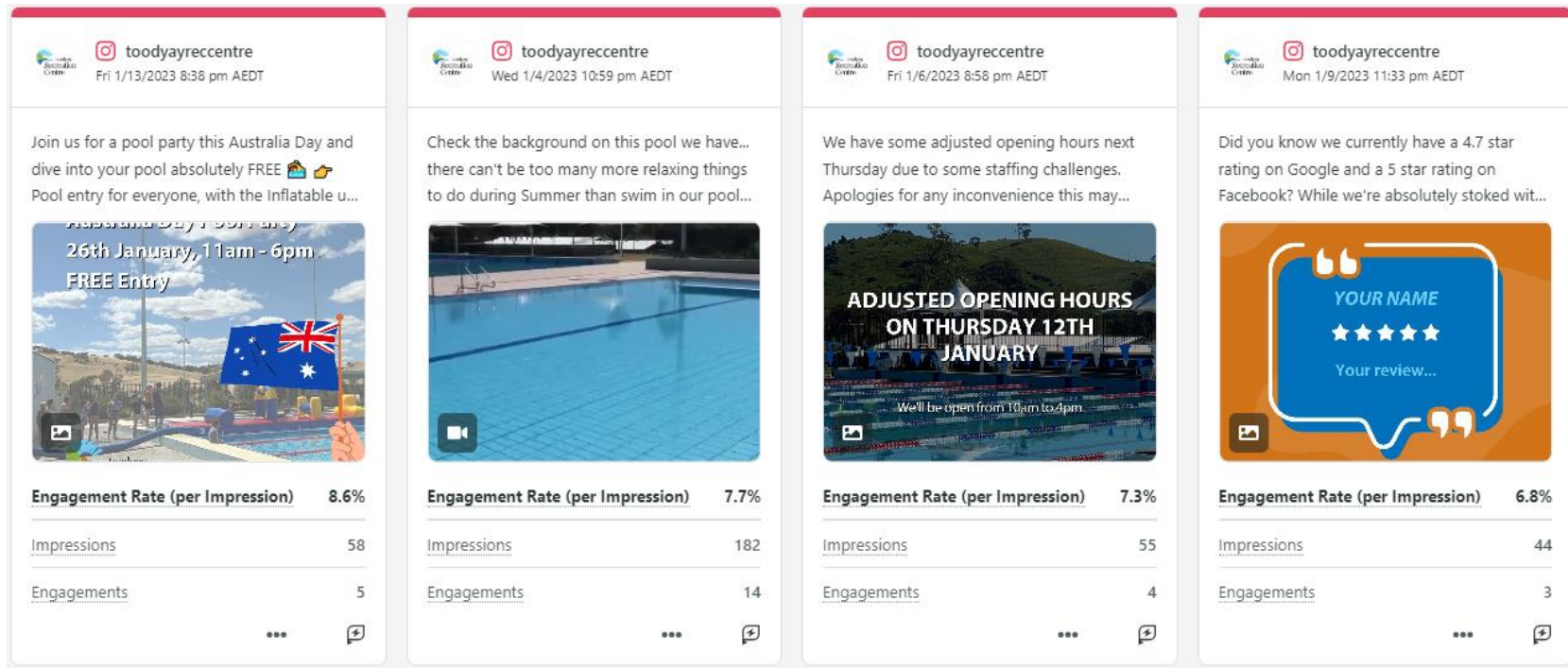
Post Content	Engagement Rate (per Impression)	Impressions	Engagements
<p>In case you missed it! A huge Merry Christmas and a Happy New Year from us at the Toodyay Rec Centre 🎄🎁 There are a couple of extra...</p> 	19%	163	31
<p>Just in case you needed a little happiness in your day today 😊 Few things are better than a child's happy smile, and the Toodyay pool ...</p> 	17.1%	654	112
<p>The positive feedback has been flooding through after our Australia Day pool party last Thursday! Thanks to Bree here, for taking the...</p> 	15.5%	304	47
<p>It's not too late to register you and your family for free entry into our pool on Australia Day! With live music from the legend Pete Byfield...</p> 	14.5%	807	117

The 4 content pieces above were the key drivers of our 47% increase in engagement rate (per impression) in January. As you can see, 3 of the 4 include content focused around people – which is typically received well given Facebook is a social platform. This demonstrates to us that our social media strategy is headed in the right direction, which will ultimately, assist in driving better business outcomes.

Additionally, receiving a positive review from a customer from our Australia Day pool party and posting that on socials was received well, indicating the enjoyed experience from our patrons on the day. We will continue to highlight our customer reviews and stories when we can.

Social Media

Instagram Key Content



While Instagram is less of a priority in our overall social media strategy, we do invest time and effort into achieving good outcomes on the platform. That way, we can communicate to a younger audience and demonstrate how we can provide values in their lives, too. We are on par with what is considered a good engagement rate on Instagram and we look forward to bringing more success to this platform in 2023.



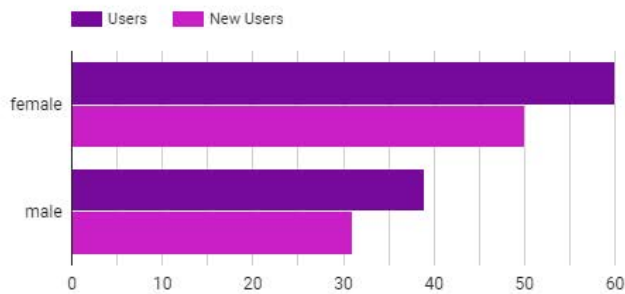
Website Page Visitations

%Δ = Percentage change compared to previous month

Feb 1, 2023 - Feb 28, 2023

Page Title	Users	% Δ	New Users	% Δ	Avg. Time on Page	% Δ	Bounce Rate	% Δ
1. Toodyay Recreation Centre	193	-48.0% ↓	172	-47.7% ↓	00:00:15	-15.5% ↓	4.48%	26.7% ↑
2. Rottnest Virtual Swim 2023 - Toodyay Recreation Centre	95	331.8% ↑	92	384.2% ↑	00:00:23	1,024.7% ↑	1.04%	-
3. Swim Program at Toodyay Aquatic Centre Learn to swim, To...	80	11.1% ↑	48	41.2% ↑	00:00:31	-21.4% ↓	0%	-
4. Entry Fees & Membership - Toodyay Recreation Centre	67	-50.0% ↓	16	-44.8% ↓	00:00:22	-16.3% ↓	0%	-
5. Summer Netball Series - Toodyay Rec Centre	50	-	30	-	00:00:13	-	0%	-
6. Lane Availability - Toodyay Recreation Centre	39	21.9% ↑	11	1,000.0% ↑	00:00:20	-41.7% ↓	0%	-
7. WHAT'S ON - Toodyay Recreation Centre	31	-54.4% ↓	2	-50.0% ↓	00:00:19	175.6% ↑	0%	-
8. A sport taking the world by storm! Available now. - Toodyay R...	29	866.7% ↑	16	1,500.0% ↑	00:00:33	-26.4% ↓	0%	-
9. Contact - Toodyay Recreation Centre	24	-54.7% ↓	5	0.0%	00:00:15	-66.1% ↓	11.11%	-
10. Learn to Swim, Lap Pool, and Leisure Pool - Toodyay Recreati...	22	-62.1% ↓	1	-87.5% ↓	00:00:17	31.5% ↑	0%	-
Grand total	472	-32.4% ↓	436	-34.2% ↓	00:00:24	8.5% ↑	2.07%	7.4% ↑

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Overall, we witnessed a 32% decrease in website visitors as compared to last month. This result was not unexpected though as traffic returned to “normal” levels after our dedicated Facebook campaign to drive traffic to the page. Our Rottnest Virtual Swim and Pickleball page saw huge spikes in traffic which is a positive sign.

Search Engine Optimisation

Website Health

Measures the website against key metrics like performance, mobile readiness, SEO, and security
(Score ranges from 1-100)



(79 last month)

After a slight drop in in January website health bounced back this month up 5 points. Maintaining our score around 80 and above is our goal and we continue to reach that target. The importance of this cannot be understated – a positive website user experience will result in better business outcomes. Improving this score will be a priority for us moving forward.

Social Media

Profile	Audience	Net Audience Growth	Published Posts	Impressions	Engagements	Engagement Rate (per Impression)	Video Views
Reporting Period	705	7	10	51,499	2,088	4.1%	460
Feb 1, 2023 – Feb 28, 2023	↑ 1%	↓ 61.1%	↓ 64.3%	↑ 68.7%	↓ 19%	↓ 52%	↓ 60%
Compare to	698	18	28	30,528	2,579	8.4%	1,149
Jan 1, 2023 – Jan 31, 2023							
Toodyay Recreation Ce...	705	7	10	51,499	2,088	4.1%	460

Profile	Audience	Net Audience Growth	Published Posts	Impressions	Engagements	Engagement Rate (per Impression)	Video Views
Reporting Period	204	-1	7	1,783	16	0.9%	1
Feb 1, 2023 – Feb 28, 2023	↓ 0.5%	↓ 125%	↓ 53.3%	↓ 49.2%	↓ 63.6%	↓ 28.4%	↓ 99.6%
Compare to	205	4	15	3,511	44	1.3%	282
Jan 1, 2023 – Jan 31, 2023							
toodyayrecentre	204	-1	7	1,783	16	0.9%	1

Despite a slight decrease in overall engagement rate this month it remains high compared to industry standards. With less published posts this month a few stats were slightly down this month, however this will bounce back as the frequency of posts increases. A very positive sign is that despite the number of posts decreasing our overall impressions grew significantly, meaning more eyes were exposed to our content which is always a good sign.



Social Media Facebook Key Content

Post Date	Engagement Rate (per Impression)	Impressions	Engagements
Thu 2/2/2023 2:15 pm AEDT	26.8%	1,229	329
Sat 2/25/2023 8:11 pm AEDT	14.1%	312	44
Tue 2/21/2023 5:15 pm AEDT	12.7%	425	54
Sun 2/12/2023 2:37 pm AEDT	11.7%	2,288	267

As Facebook is our primary platform due to the demographic of Toodyay it was great to see some well engaged posts this month with highlights from our Australia Day Pool Party clearly number one, showcasing the success of the event. The 3rd post highlighted our ToodyayMOVES winner and her prize, we hope to relaunch the MOVES app over the coming months so it's great to see our audience well engaged with that content.

Social Media

Instagram Key Content

Post Date	Post Description	Engagement Rate (per Impression)	Impressions	Engagements
Thu 2/2/2023 2:15 pm AEDT	Some awesome photos from an even more awesome day 📸👏 Thank you to everyone who came to our Australia Day Pool Party. We...	7.4%	95	7
Sat 2/4/2023 11:55 pm AEDT	It's difficult finding a sport to play that isn't time consuming, requires hours of training, and involves weekly pain/stress. That's why we've... 	4.7%	43	2
Tue 2/14/2023 6:24 pm AEDT	Hi all, Please see upcoming pool closures and lane availability. For future reference, any busy periods in the pool that's worth noting will be...	4%	50	2
Tue 2/7/2023 5:05 pm AEDT	Summer Netball Series starting at TRC on Wednesday 8th March! Get your team registered now 🕒 4x weeks 🏠 \$40 per... 	3.2%	31	1

While Instagram is less of a priority in our overall social media strategy, we do invest time and effort into achieving good outcomes on the platform. That way, we can communicate to a younger audience and demonstrate how we can provide values in their lives, too. We are on par with what is considered a good engagement rate on Instagram and we look forward to bringing more success to this platform in 2023.



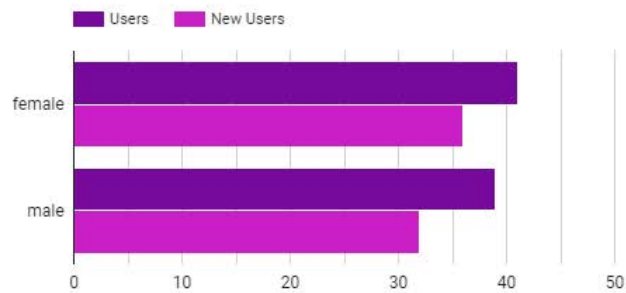
Website Page Visitations

%Δ = Percentage change compared to previous month

Mar 1, 2023 - Mar 31, 2023

Page Title	Users	% Δ	New Users	% Δ	Avg. Time on Page	% Δ	Bounce Rate	% Δ
1. Toodyay Recreation Centre	223	15.5% ↑	202	17.4% ↑	00:00:16	7.8% ↑	1.98%	-55.8% ↓
2. Entry Fees & Membership - Toodyay Recreation Centre	61	-9.0% ↓	8	-50.0% ↓	00:00:16	-25.3% ↓	11.11%	-
3. WHAT'S ON - Toodyay Recreation Centre	44	41.9% ↑	1	-50.0% ↓	00:00:11	-40.8% ↓	0%	-
4. Contact - Toodyay Recreation Centre	39	62.5% ↑	4	-20.0% ↓	00:00:41	170.7% ↑	0%	-100.0% ↓
5. Learn to Swim, Lap Pool, and Leisure Pool - Toodyay Recreati...	29	31.8% ↑	0	-100.0% ↓	00:00:14	-17.9% ↓	null	-
6. Summer Netball Series - Toodyay Rec Centre	27	-46.0% ↓	9	-70.0% ↓	00:00:15	14.7% ↑	0%	-
7. Aquatic Centre - Toodyay Recreation Centre	24	26.3% ↑	5	-16.7% ↓	00:00:11	-11.8% ↓	0%	-
8. Lane Availability - Toodyay Recreation Centre	24	-38.5% ↓	2	-81.8% ↓	00:00:52	152.5% ↑	0%	-
9. TOODYAY MOVES – Making fitness easy! - Toodyay Recreatio...	21	425.0% ↑	6	-	00:00:15	145.1% ↑	0%	-
10. Swim Program at Toodyay Aquatic Centre Learn to swim, To...	21	-73.8% ↓	1	-97.9% ↓	00:00:22	-29.5% ↓	0%	-
Grand total	286	-39.4% ↓	266	-39.0% ↓	00:00:18	-22.2% ↓	1.69%	-18.7% ↓

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Overall, we witnessed a 39% decrease in website visitors as compared to last month. This result was not unexpected though as traffic returned to “normal” levels after our dedicated Facebook campaign to drive traffic to the page. However, most of our key pages – including our homepage – witnessed increases overall, indicating the continued interest in our offering. Our Toodyay MOVES page saw huge spikes in traffic which is a positive sign as we aim to increase user uptake and engagement in the app moving forward.

Search Engine Optimisation

Website Health

Measures the website against key metrics like performance, mobile readiness, SEO, and security
(Score ranges from 1-100)

84

(84 last month)

Website health remained consistent this month with no change. Maintaining our score around 80 and above is our goal and we continue to reach that target. The importance of this cannot be understated – a positive website user experience will result in better business outcomes. Improving this score will be a priority for us moving forward.

Social Media

Profile	Audience	Net Audience Growth	Published Posts	Impressions	Engagements	Engagement Rate (per Impression)	Video Views
Reporting Period	707	2	25	12,294	1,098	8.9%	203
Mar 1, 2023 – Mar 31, 2023	↗ 0.3%	↘ 71.4%	↗ 150%	↘ 76.1%	↘ 47.4%	↗ 120.3%	↘ 55.9%
Compare to	705	7	10	51,499	2,088	4.1%	460
Feb 1, 2023 – Feb 28, 2023							
Toodyay Recreation Ce...	707	2	25	12,294	1,098	8.9%	203

Profile	Audience	Net Audience Growth	Published Posts	Impressions	Engagements	Engagement Rate (per Impression)	Video Views
Reporting Period	213	9	16	1,511	69	4.6%	465
Mar 1, 2023 – Mar 31, 2023	↗ 4.4%	↗ 1,000%	↗ 128.6%	↘ 15.3%	↗ 331.3%	↗ 408.9%	↗ 46,400%
Compare to	204	-1	7	1,783	16	0.9%	1
Feb 1, 2023 – Feb 28, 2023							
toodyayrecentre	213	9	16	1,511	69	4.6%	465

A big increase in our key metric (engagement rate) this month with an increase of 120% on Facebook, this has us well above current industry standards. Instagram followed a similar trend this month with engagement rate up a huge 409%! This demonstrates that the content we are producing is resonating well with our audience and we will continue to aim to achieve this moving forward.

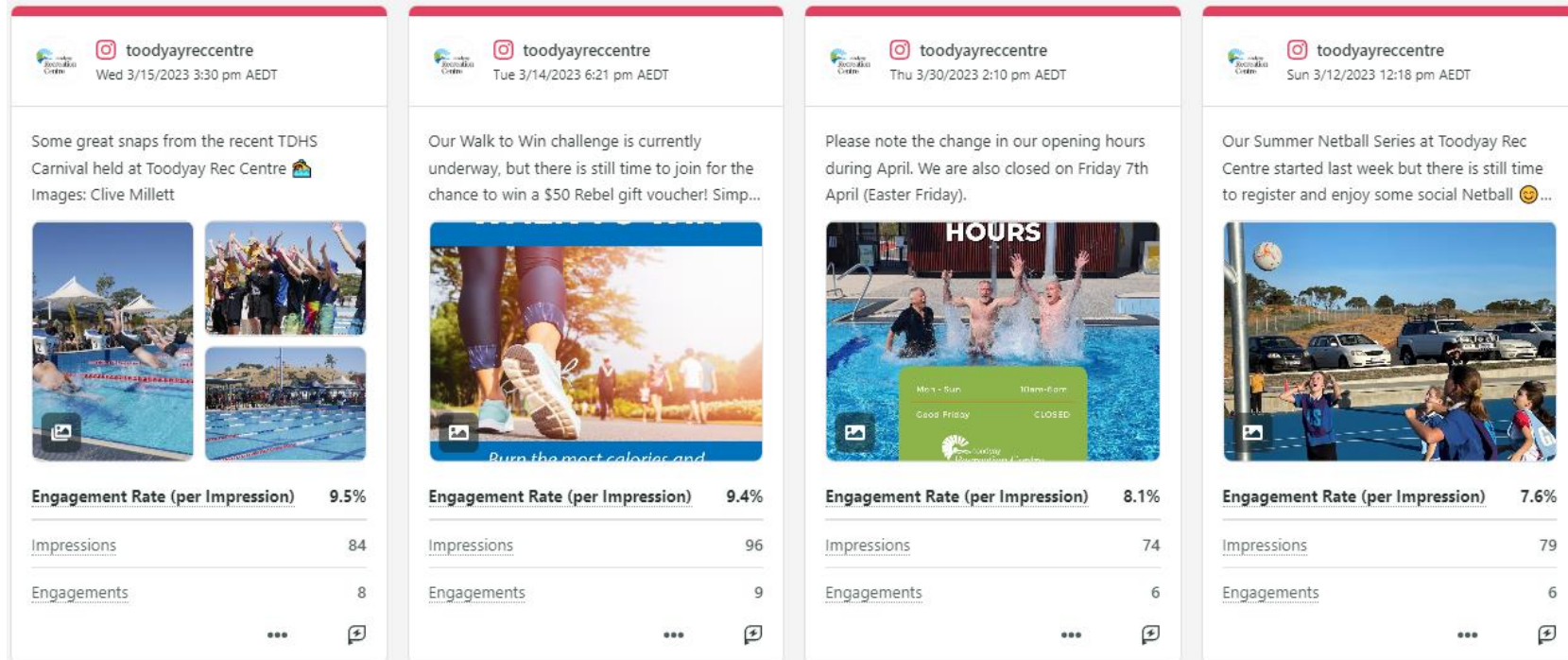
Social Media Facebook Key Content

Post Date	Engagement Rate (per Impression)	Impressions	Engagements
Tue 3/7/2023 6:43 pm AEDT	27.5%	567	156
Sun 3/26/2023 12:45 pm AEDT	23.4%	419	98
Thu 3/23/2023 2:05 pm AEDT	20.4%	461	94
Wed 3/15/2023 3:30 pm AEDT	19.7%	386	76

As Facebook is our primary platform given the demographics of Toodyay, it was great to see some highly engaged posts this month with highlights from the Rottnest Virtual swim taking the number one spot, showcasing the success of the event. The 2nd post was promotion of our Pickleball comp, 3rd was celebrating our latest Learn to Swim program graduates, and finally some action shots of the TDHS swimming carnival was the 4th top performing post this month.

Social Media

Instagram Key Content



While Instagram is less of a priority in our overall social media strategy, we do invest time and effort into achieving good outcomes on the platform. That way, we can communicate to a younger audience and demonstrate how we can provide values in their lives, too. With a high engagement rate this month we had a variety of posts to showcase Toodyay's offerings. Highlights from the TDHS swimming carnival, the Toodyay MOVES March challenge, updated opening hours, and promotion of our netball comp featured in the top posts this month.

ENVIRONMENT ADVISORY COMMITTEE MEETING MINUTES

3 MAY 2023

1 DECLARATION OF OPENING

Cr P Hart, Chairperson, declared the meeting open at 4.05pm.

1.1 ANNOUNCEMENT OF VISITORS

Nil.

1.2 RECORD OF ATTENDANCE AND APOLOGIESMembers

Cr P Hart	Councillor (Chair) <i>(via zoom)</i>
Cr R Madacsi	Shire President
Mrs J Hart	Community Member <i>(via zoom)</i>
Mrs E Hall	Community Member
Mr J Von Perger	Community Member <i>(arrived at 4.09pm)</i>
Mr B Foley	Community Member
<u>Staff</u>	
Mr H de Vos	Manager Development and Regulation
Mrs M Rebane	Executive Assistant
Mr G Warburton	Reserves Management Officer <i>(arrived at 5.17pm)</i>

Visitors

Mr W MacMillan	Ranger
Mr L Couper	Ranger

Apologies

Nil.

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 February 2023**

OFFICER'S EAC003/05/23	RECOMMENDATION/EAC	RESOLUTION	NO.
MOVED	Cr R Madacsi		
That the Unconfirmed Minutes of the Environment Advisory Committee Meeting held on 1 February 2023 be confirmed.			
			MOTION CARRIED 6/0

ENVIRONMENT ADVISORY COMMITTEE MEETING MINUTES

3 MAY 2023

2.2 REVIEW OF STATUS REPORT

2.2.1 Update of Status Report

Attachments:	1. Updated EAC Status Report.
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J Von Perger arrived at 4.09pm.

The status report was reviewed and updated.

2.3 INWARD/OUTWARD CORRESPONDENCE

2.3.1. Feral Pig Information - provided by Cr R Madacsi

Attachments:	<ol style="list-style-type: none"> 1. 2022.11.19 Toodyay WAFPAG Intro; 2. EAC TFPWG Report 2023 05 03; 3. JEV Feral Pig Surveillance Program; 4. JEV Feral Pig TONSIL Collection technique; 5. NFPAP Stakeholder Information for Info Hub; and 6. Toodyay article.
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Information was sent in by Cr Madacsi in regard to Feral Pigs (Refer to Attachments 1 to 6).

The Manager Development and Regulation advised that the Rangers were present at the meeting to respond to any questions.

Rangers reported as follows:

We are actively trapping through the biggest areas where the pigs are running. The trapping process can take up to two to three weeks. Sometimes there are 10, sometimes 40. There has been some backlash in response to the methods being used. The main issue is from the perspective of the hunters in the area. Feral pigs have done a lot of damage to the ground along the river. We are working with DPIRD taking blood and tonsils. One of the difficulties is negotiating time with DPIRD vets to make it out to the Shire who are very keen to continue and will provide intel to the territory and will assist with trapping. Since there has been cooler weather and feed coming up, the pigs are still trappable but it involves harder work.

Question

What do pigs get fed?

Response

Rolled oats in strawberry jelly crystals and sometimes sausage buried in the trap.

There is Japanese encephalitis in Broome. We are sending bloods off to the Health Department who have not notified us, as yet, whether there are any encephalitis issues in the Toodyay feral pig population.

ENVIRONMENT ADVISORY COMMITTEE MEETING MINUTES

3 MAY 2023

Tracking the GPS location of feral pigs has been challenging but the work that has been undertaken has made a small dent in the feral pig population as when sows are caught they are usually loaded with piglets.

The mechanisms to the traps are digitally remote. The Shire of Toodyay is the first local government to implement the trapping.

Question

Are the efforts worthwhile? Are they taking away from normal duties in the shire?

Response

It is better doing something than nothing. We are culling the numbers and making a difference to breeding stock populations. It is a morning routine and is worthwhile. We need more intel to really clarify that further. When you see the damage being done it is like a bulldozer has ravaged the area. The Bindoon-Dewars Pool Road traps recently got 44 pigs. We still know that there are high numbers of feral pigs in that location. This is however, also the biggest area where hunters do not wish us to be there trapping.

Question

Is the main objective to control the spread?

Response

Yes. It is also for the purpose of adding to the research. We need to see how far feral pigs are travelling in the district. We know that they lay low during the day. With more intel we will become more effective. No traps are being put into reserves because there is a risk that the traps will be stolen. Currently, private landholders are preferred and they are in the right location too; where the pigs are. We will be working with residents and landholders to continue to trap as we only really have one opportunity in particular spots, and must wait a long time to go again to those particular spots.

Question

Is there is no way to stop shooters?

Response

No.

Cr Madacsi advised that she will be attending the next National Feral Pig Conference being held in Cairns on 20 and 21 June 2023 that may be used as an opportunity to get assistance for local governments.

Points raised:

- Funding sources.
- Contribution of Shire Officers.
- Collaboration with the Department of Health.
- Resourcing the Shire's endeavours to control feral pigs.
- Management of numbers can be regarded as a measure of success.

ENVIRONMENT ADVISORY COMMITTEE MEETING MINUTES**3 MAY 2023****2.3.2 Cat Management**

B Foley provided an overview of his attendance at a Feral Cat Symposium by reading through an article submitted to the Toodyay Herald Newspaper (refer to the Attachment).

Ranger update on cat management

Traps hired behind the counter are very successful. The Rangers pick up many each week. There needs to be further investment in more traps (each trap costs \$140 but they are good traps). We have come up with a routine and program to move around the suburbs and streets asking the community to use a trap. Cats usually visit residential properties for food sources. If people would allow us to set up traps on their property, as well as state forests and reserves, the management of feral cats would improve.

Points raised:

- Recognition and training program through Ranger Services.
- Applying for funding together with manpower through the Shire will be more effective than through individual groups.
- Community Incentives needed to assist the Ranger Services.
- Animal welfare issue and what is done once trapped.
- Night vision cameras and availability of funding through the Wheatbelt NRM or other sources to get more.

Attachments

- 1 Information on the Cat Symposium.

2.3.3 Regenerative Agriculture

Cr Hart asked whether it would be feasible to progress the idea of regenerative agriculture within the Shire?

Clarification was sought.

Points raised:

- Policies or guidelines about regenerative agriculture to promote it through the community and education rather than the Shire becoming a regulator.
- Not much scope for Council apart from advocacy.
- Augusta Margaret River sponsoring Regenerative Agriculture Conference in September but they received a lot of support from Perth NRM.
- Educate and look at opportunities the Shire does have.
- It is the same as renewable energy in that most of the information came out as guidance for people to become sustainable. The Shire can assist by working together to come up with fact sheets outlining the benefits etc and (1) put them prominently on the website; and (2) talk to them in the Shire news.

ENVIRONMENT ADVISORY COMMITTEE MEETING MINUTES

3 MAY 2023

3 BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)

Nil.

4 OFFICER REPORTS

4.1 Lot 3 (No. 34) Stirling Terrace, Toodyay - Proposed Tree Removal

Date of Report:	24 April 2023
Applicant or Proponent:	C. Jean
File Reference:	A2120/3STIT
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:	1. Proposed tree removal and pruning details.

PURPOSE OF THE REPORT

To provide a recommendation to Council about a proposal to remove two (2) lemon-scented gum trees and to adequately trim a third at Lot 3 (No. 34) Stirling Terrace, Toodyay.

BACKGROUND

Lot 3 (No. 34) Stirling Terrace in Toodyay is located within the Central Toodyay Heritage Area and is part of the Roman Catholic Church group. The property also known as ‘The Ship’ is listed on the State Heritage Area along with other buildings in the Roman Catholic Church Group. Under the Shire of Toodyay’s Local Planning Scheme No. 4, the property is currently zoned Mixed Business, and it is proposed to change to a Mixed-Use zone under the Local Planning Scheme No. 5.

Proposal

The applicant proposes to remove two (2) lemon-scented gum trees and to adequately trim a third. The tree species – Lemon-scented gum (*Corymbia citriodora*), is colloquially known as the ‘widow maker’ due to the constant and unpredictable nature of ‘self-shedding.’

The proposal is a risk mitigation measure to protect the heritage structure of The Ship and any people near these trees.

The applicant also advises:

On speaking to my home insurance provider (NRMA), I was verbally advised that unless there had been an identified weather-related event causing branches to fall, my policy does not cover "natural pruning" from native trees. I was also advised that if a tree should cause loss or damage to my home, my insurance would then act and cover the cost of a qualified

ENVIRONMENT ADVISORY COMMITTEE MEETING MINUTES**3 MAY 2023**

expert to remove debris and remaining stump if tree deemed to be a risk again. Nothing to prevent damage in first instance.

COMMENTS AND DETAILSHeritage significance

The trees that are proposed to be removed are unfortunately in the front yard and their felling will be very visible. That said, the removal of the trees is supportable on the basis that they are not of heritage significance. The recommendation from the consultant arborist to replant with native species which do not have issues with falling branches or invasive roots is supportable and will ultimately assist with the protection and preservation of the site over time.

Environmental significance

The Lemon-scented gum (*Corymbia citriodora*) is a species endemic to north-eastern Australia, and although it is common in the Toodyay locality – it is an introduced, non-native variety. Gum trees are known to break their branches during the drought season or when there's an insufficient supply of water. Severing tree limbs is their mechanism to conserve water and keep themselves healthy – they break off insignificant parts to save the whole tree.

IMPLICATIONS TO CONSIDER**Consultative:**

The Shire has sought informal advice from the Heritage Council of Western Australia and guidance from the Shire's Cultural Heritage Officer.

As this proposal will also require development approval, there will be mandatory advertising to the Heritage Council of Western Australia and to other key stakeholders prior to a determination being made by the Council. Any community consultation will also be in accordance with the Shire's Local Planning Policy – *Advertising of Planning Proposals*.

Strategic:*Shire of Toodyay Strategic Community Plan – Toodyay 2028***Objective 2: Ensure sustainable operating practices**

S 2.1 Embed environmental awareness and impact into operational decision making and activities to better understand and minimise negative impacts on natural ecosystems, including erosion and sediment inflow to waterways.

A Council that engages with the community and provides good governance on behalf of the community.

Objective 1: Provide accountable and transparent leadership for the community

S 1.1 Use the Strategic Community Plan as the blueprint for Council policy development and decisions.

S 1.2 Complete the development of a new Local Planning Scheme and related Local Planning Policies;

S 1.3 Provide clear and engaged leadership on behalf of the community.

Objective 2: Consistently improve our governance practices

S 2.1 Build a positive culture of engagement between the Shire and the community.

ENVIRONMENT ADVISORY COMMITTEE MEETING MINUTES**3 MAY 2023**

S 2.2 *Improve internal and external communication to maximise transparency.*

Shire of Toodyay Local Planning Strategy 2017

Apply design standards and guidelines to encourage retention and enhancement of local character that will contribute to a sense of place and community identity.

Avondown Centre Conservation Plan 2002

Numerous mature trees have been located within both hard and soft landscaped areas of the site as well as to the open area to the immediate north-east of the buildings towards the river. Most of the trees appear to be randomly placed with the exception of a small avenue trees aligned with the central axis of the Mercy House convent building which direct the visitor to its main entry Porch.

Policy related:

Local Planning Policy No. 20 – Central Toodyay Heritage Area

All applications within the Central Toodyay Heritage Area shall have regard to and respect the following principles of development:

- a) All development shall enhance and reinforce the historic character of the Central Toodyay Heritage Area

Trees that shed branches, such as Sugar Gums and Lemon Scented Gums, are to be avoided.

Development proposals affecting places on the State Register of Heritage Places must be referred by the Shire of Toodyay to the Heritage Council for advice.

This policy speaks to buildings particularly in relation to demolition. The policy is silent on the removal of mature trees but does mention that the existing trees identified in the proposal are to be avoided.

Local Planning Policy – Advertising of Planning Proposals

There is a requirement to give notice of certain planning applications under Clause 64 under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* ('the deemed provisions') which form part of the Shire of Toodyay Local Planning Scheme No. 4.

This Involves development on a site listed on the Register of Heritage Places under the *Heritage Act 2018*, listed on the Scheme Register of Heritage Places, or included in a Heritage/Conservation Area declared under the Scheme, where that application involves the permanent or semi-permanent alteration to the built fabric of any structure on the land.

Shire of Toodyay – Risk Management Policy

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

This policy is particularly relevant in this instance as the proposal to remove and prune the trees is risk driven. Further discussion regarding this will occur in the Risk section of this report.

Financial:

Development Application fee per *Planning and Development Regulations 2009*.

ENVIRONMENT ADVISORY COMMITTEE MEETING MINUTES**3 MAY 2023**

Should Council choose to refuse this application, the applicant has the right of appeal through the State Administrative Tribunal. Were this to happen, the Shire would likely have to commit additional funds to undergo this process, and there is a potential financial implication for loss of productivity due to Officer time required in dealing with such matters.

Legal and Statutory:

[Planning and Development Act 2005](#)

[Planning and Development Regulations 2009](#)

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

[Heritage Act 2018](#)

Risk related:

The natural tendency of this tree species to self-prune represents a potential risk to buildings and people in proximity. Whilst it was likely that risk was not a serious consideration when these trees were originally planted, it is a factor which must be considered in the contemporary decision-making process. The ultimate question to determine in this process is what area needs to be given more weight in the decision – preservation of streetscape and amenity, or risk mitigation.

Applying the Shire's Risk Management Policy to this proposal, it is considered that there is a catastrophic level of consequence relating to possible health issues such as a branch falling, as death could result.

Workforce related:

Minimal workforce resources are required.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/EAC RESOLUTION NO. EAC004/05/23

MOVED Mrs E Hall

SECONDED Mr J Von Perger

That the Environment Advisory Committee recommends to Council the following:

That Council supports the proposal to remove two lemon-scented gums and to prune a third as indicated in the Attachment 1 at Lot 3 (No. 34) Stirling Terrace, Toodyay subject to the following condition:

- (a) That the applicant plants and maintains new native species of a non-self-pruning variety, to the satisfaction of the Shire of Toodyay, within three months of the date of the approval.

MOTION CARRIED 6/0

ENVIRONMENT ADVISORY COMMITTEE MEETING MINUTES**3 MAY 2023****4.2 DRAFT Verge Maintenance Policy**

Date of Report:	2 May 2023
File Reference:	COC14
Author:	M Rebane – Executive Assistant
Responsible Officer:	H de Vos – Manager Development and Regulation
Attachments:	1. CURRENT Verge Maintenance Policy; and 2. DRAFT Verge Maintenance Policy, as amended.

PURPOSE

To consider the updated Verge Maintenance Policy (Attachment 1) and make a recommendation to Council.

BACKGROUND

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

In November 2021 Council adopted the Corporate Documents policy, an action arising from the Governance Review action plan. At a minimum, policies have been amended to reflect the newly adopted policy format.

COMMENTS AND DETAILS

A reformatted version of the Verge Maintenance Policy has been attached. The document is track changed so that the members can see the changes that have been made. The current policy is also attached for reference.

Clarification was sought regarding residents or owners/occupiers burning their own verges, and about fire management and burning verges with vegetation on it.

G Warburton entered Council Chambers at 5.17pm.

RMO provided an overview of inspections to do with the verge maintenance spraying program.

Clarification was sought.

The motion was moved and put.

OFFICER'S RECOMMENDATION/EAC RESOLUTION NO. EAC005/05/23

MOVED Cr P Hart

That the Environment Advisory Committee recommends to Council the following:

That Council adopts the DRAFT Verge Maintenance Policy, as amended (Attachment 1).

MOTION CARRIED 6/0

ENVIRONMENT ADVISORY COMMITTEE MEETING MINUTES**3 MAY 2023****5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE**

Nil.

6 CONFIRMATION OF NEXT MEETING

The next meeting of the Environment Advisory Committee is scheduled to be held on 2 August 2023 commencing at 4.00pm.

7 CLOSURE OF MEETING

The Chairperson closed the meeting at 5.32pm.



Verge Maintenance

Introduction

Under Section 55(1) of the *Land Administration Act 1997*, the land comprising a road is the absolute property of the Crown and, subject to the *Main Roads Act 1930* and the *Public Works Act 1902*.

The local government within the district of which a road is situated has the care, control, and management of the road. This care, control and management includes not only the road, drainage, footpaths and supporting infrastructure but also the naturally occurring vegetation contained within.

Objective

- To value the verge as an important component of the streetscape.
- To encourage owners and occupiers to improve and maintain verge presentation.
- Define the extent of general verge maintenance activities undertaken by the Shire.
- Reduce the impact of unwanted plants on agriculture, conservation, and landscape values in the Shire.
- Ensure Council meets its legal responsibilities under the *Local Government Act 1995* (WA) and to control unwanted plants within the Shire under the [Agricultural and Related Resources Protection Act 1976](#)

Scope

The Shire recognises that the appearance of street verges is important to owners / occupiers, due to the aesthetic impact on their properties and dwellings.

The following policy is provided to maintain safety to the community whilst enabling owners / occupiers to improve the aesthetics and amenity of street verges adjacent to their properties.

Definitions

Term	Definition
Act	<i>Local Government Act 1995.</i>
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>
Regulations	Local Government (Administration) Regulations 1996.
Shire	The Shire of Toodyay.

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Term	Definition
Verge area	The area within the road reserve between the edge of the road infrastructure and adjacent private property.
Verge Management Activities	Activities undertaken on high conservation roadsides and shire managed reserves for the protection of flora and fauna require approval by the Chief Executive Officer under delegated authority.

Policy Statement

This policy is intended to outline Council's expectations, responsibilities and the extent to which verge maintenance services will be provided by the Shire in the overall management of the road reserve and verges within the Shire of Toodyay.

1. General Maintenance

- (a) Owners/occupiers are encouraged to maintain the verge area(s) adjacent to their property.
- (b) Shire involvement is limited to 'significant hazards', obstructions to road users or Shire infrastructure and/or paid private works requests.
- (c) The Shire will maintain verges adjacent to Shire owned property and important public places, as and when required.
- (d) The Shire conducts annual fire mitigation works both in reserves and road reserve areas (i.e., within the verge). However, these works are identified and conducted in areas deemed a strategic fire risk by the Shire's Community Emergency Services Manager. Ad-hoc requests for fire mitigation in isolated areas will not be considered.
- (e) The Shire will not become involved in verge maintenance issues involving the presentation or perceived levels of neglect when an adjoining landholder does not maintain the adjoining verge unless there is a perceived risk or hazard.

2. Verge Trees

Verge trees can be classified into three main categories with the following responsibilities:

- (a) Approved street trees/vegetation

These are trees planted in the road verge with the appropriate permit/approval from the Shire under the Shire of Toodyay Thoroughfares Local Law. Following establishment of the trees/vegetation, the Shire accepts responsibility for the ongoing maintenance of these trees.

- (b) Non-approved street trees/vegetation

These are trees planted in the road verge without the appropriate permit/approval from the Shire. The Shire will not maintain unapproved street trees or vegetation and may remove or order their removal.

(c) Naturally occurring trees/vegetation

It is a common misconception that the Shire owns all naturally occurring verge trees. Naturally occurring trees are growing on Crown Land, the Shire simply manages the trees when and where necessary and does not take ownership of a particular tree or trees. Should a verge tree fall or be damaged because of a storm or high winds, and cause damage to a resident's infrastructure, the Shire cannot be held responsible for any damages as this is a naturally occurring event and part of living in the hills and a heavily treed environment.

As per general maintenance considerations, Shire involvement is limited to 'significant hazards' and/or obstructions to road users or Shire infrastructure.

(i) What constitutes a hazard?

- *A dead or dying tree (or limbs) that is close to a crossover, road, footpath and/or infrastructure.*
- *A tree that is severely diseased and of poor structure.*
- *A tree that has become unstable at the base where root ball heave is present.*
- *A tree or limb/s that is causing sight line problems when exiting a driveway, gateway, or an intersection.*
- *A tree that is deteriorating in health (photographic evidence to be captured)*
- *A tree with severe termite infestation.*
- *A limb/s that is cracked or damaged.*
- *A limb/s that is encroaching over infrastructure or the road with the potential for failure or injury or causing damage to a vehicle permitted to use the road.*

(ii) What does not constitute a hazard?

- *A tree simply shedding leaves, bark, and fruits. This is a natural occurrence.*
- *The height of a particular tree.*
- *The proximity to infrastructure if the tree is in good health and structure.*
- *The species of a particular tree.*
- *A limb/s encroaching over a fence that has no impact on infrastructure.*
- *The size of a limb/s.*
- *A particular limb/s shedding leaves, bark, and fruits, this is a natural occurrence.*
- *Limb/s encroaching into a paddock where no infrastructure is present.*

Residents are entitled to prune limbs of a tree that is overhanging their fence line.

It is the resident's responsibility to ensure compliance with the local Fire Break Order, therefore Residents will be required to prune trees encroaching their firebreak, regardless of whose land the tree may be on.

The removal of any vegetation, whether it be in private property or the road reserve, needs to be undertaken in compliance with the *Environmental Protection Act 1986*, *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* and the *Shire of Toodyay Thoroughfares and Trading in Thoroughfares and Public Places Local Law*.

3. Weed Control

The *Agriculture and Related Resources Protection Act 1976* places an obligation on all landholders to control 'Declared Plants' on their properties. A list of Declared Plants can be obtained from the Department of Primary Industries and Regional Development.

The *Shire of Toodyay Pest Plant Local Law 1979* places an additional requirement on Shire of Toodyay landholders to control further pest plants identified in the First Schedule of this Local Law.

In addition to the Shire's obligations to also control the above Declared Plants and Pest Plants on Shire managed land, the Shire will conduct annual roadside verge management activities addressing weeds and vegetation within the road shoulder, drains and batters (generally covering 3-5m from the trafficable edge of the road).

4. High Conservation Roadsides

The Shire is committed to identifying and preserving high conservation roadsides and shire managed reserves for the protection of flora and fauna.

This should be assisted by identifying and implementing verge management activities that preserve, support, and enhance the conservation value of the high conservation roadsides.

Revegetation on high conservation roadsides must be undertaken with local provenance species.

The Shire promotes its verge management activities on a regular basis, through local public notice as per the Community Consultation and Engagement Policy.

Reference Information

- *Shire of Toodyay Thoroughfares Local Law*
- *Shire of Toodyay Pest Plant Local Laws 1979*

Legislation

- *Local Government Act 1995*
- *Agricultural and Related Resources Protection Act 1976*
- *Pest Plants Local Law 1986*
- *Environmental Protection Act 1986*
- *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*

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Associated documents

Community Consultation and Engagement

Refer to the [Roadside Conservation Value Schedule](#)

Version control information

Version No.	Date Issued	Review position	Developed by	Approved by
V1	27/10/2020 (CRN: 300/10/20)	Adopted	Manager Infrastructure and Assets	Council
V2	02/05/2023	Review	Executive Services	

Document control information	
Document Theme	Governance
Document Category	Infrastructure and Assets
Document Title	Verge Maintenance
Document ID	INF5
Document Owner (position title)	Manager Infrastructure and Assets
Author (position title)	Manager Infrastructure and Assets
Date of approval	t.b.a.
Approving authority	Council
Access restrictions	Nil
Date Published	t.b.a.
Date of last review	10 May 2023
Date of next review	t.b.a.
Archived antecedent documents and previous versions	Adopted 27 Oct 2020 OCM

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