

ATTACHMENTS

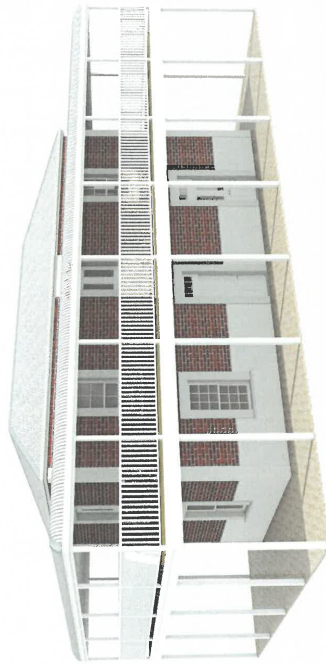
Ordinary Council Meeting

Wednesday, 23 August 2023

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**PROPOSED ALTERATIONS
FOR C. JEAN
LOT 3 - 34 STIRLING TERRACE
TOODYAY**



AVON VALLEY DESIGN & DRAFTING SERVICE ©

56 WOODLEY FARM DRIVE

NORTHAM W.A. 6401

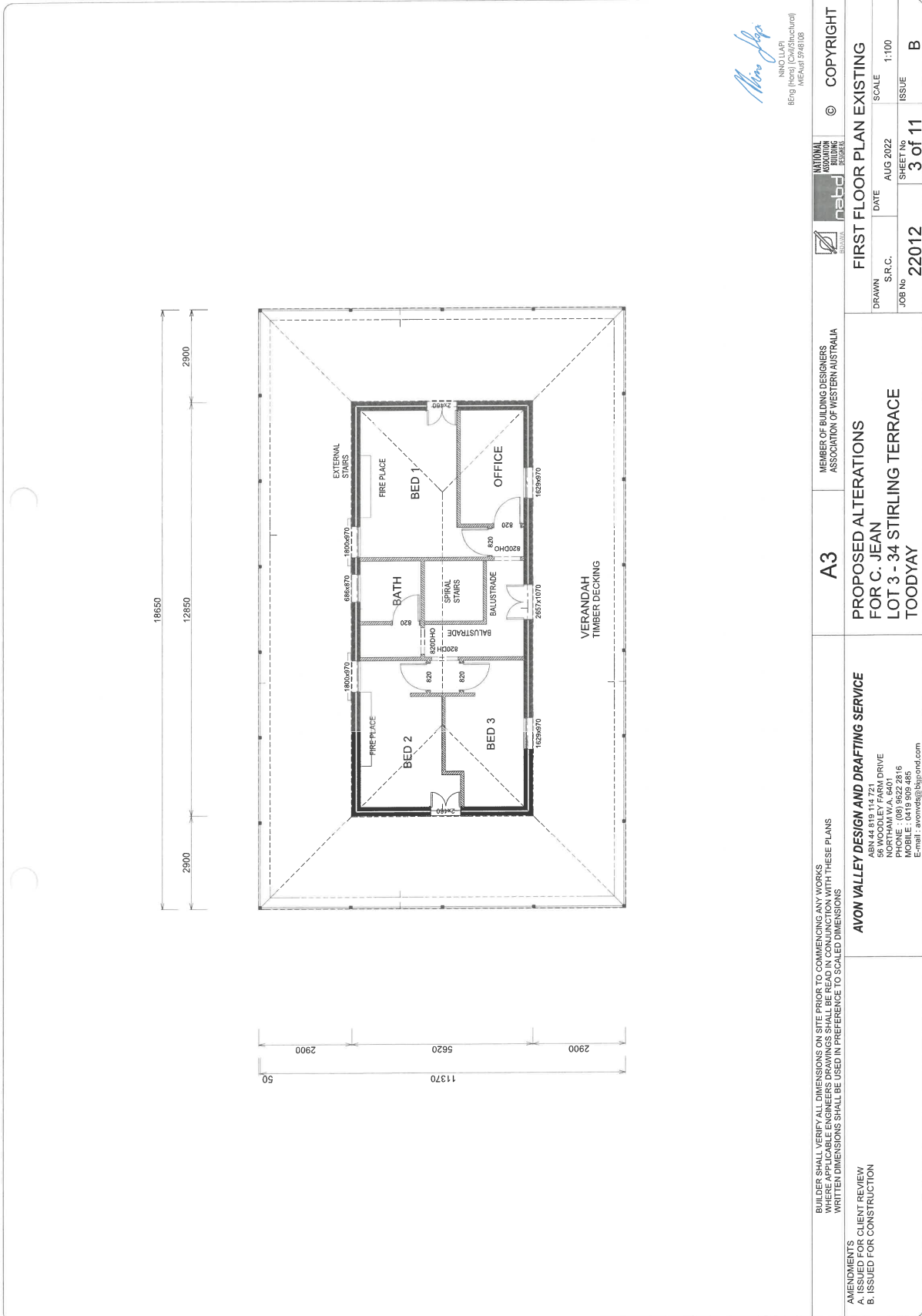
Phone (08) 9622 2816 Mobile 0419 909 485

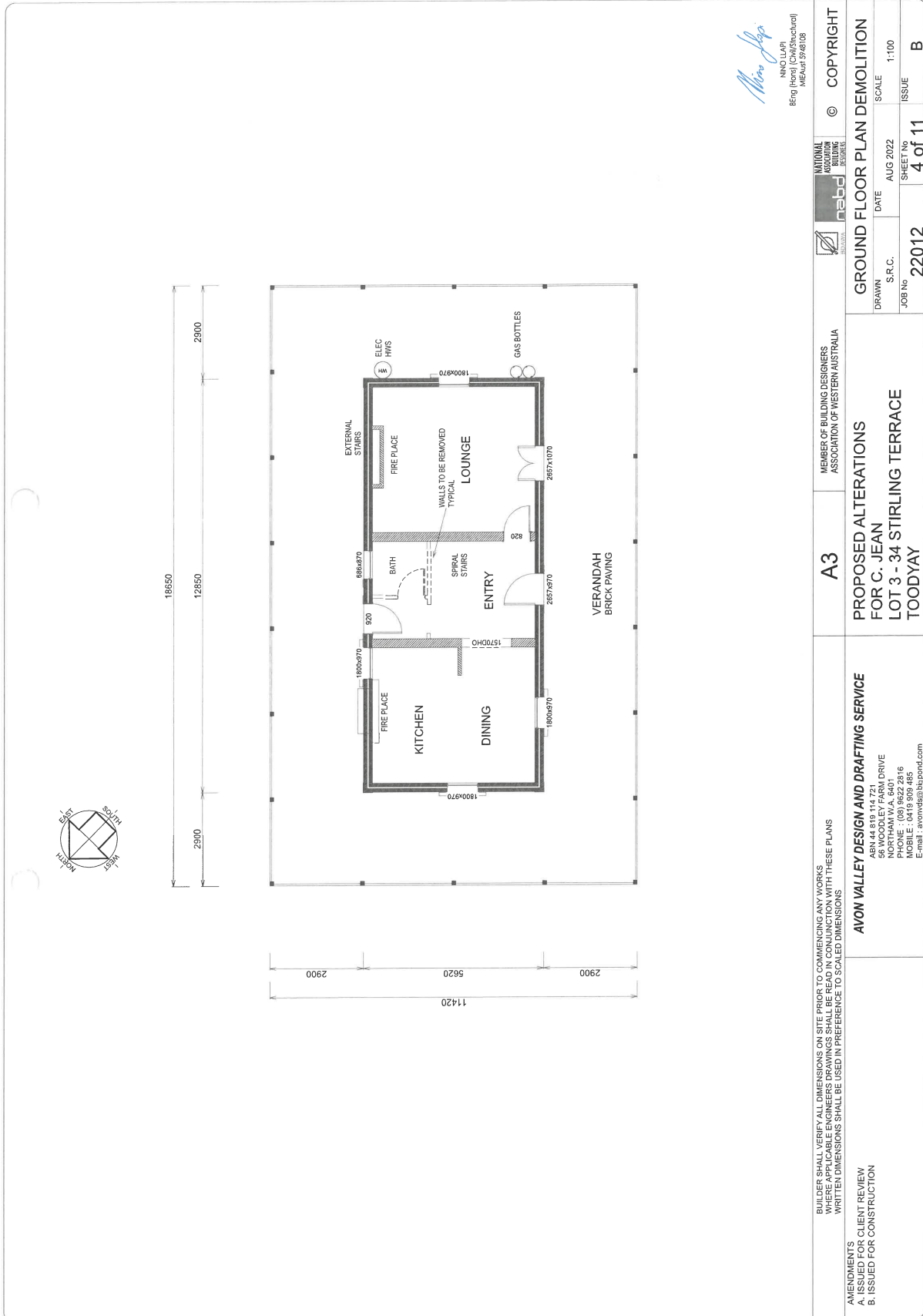


Australian Building Specialist

Structural Engineering

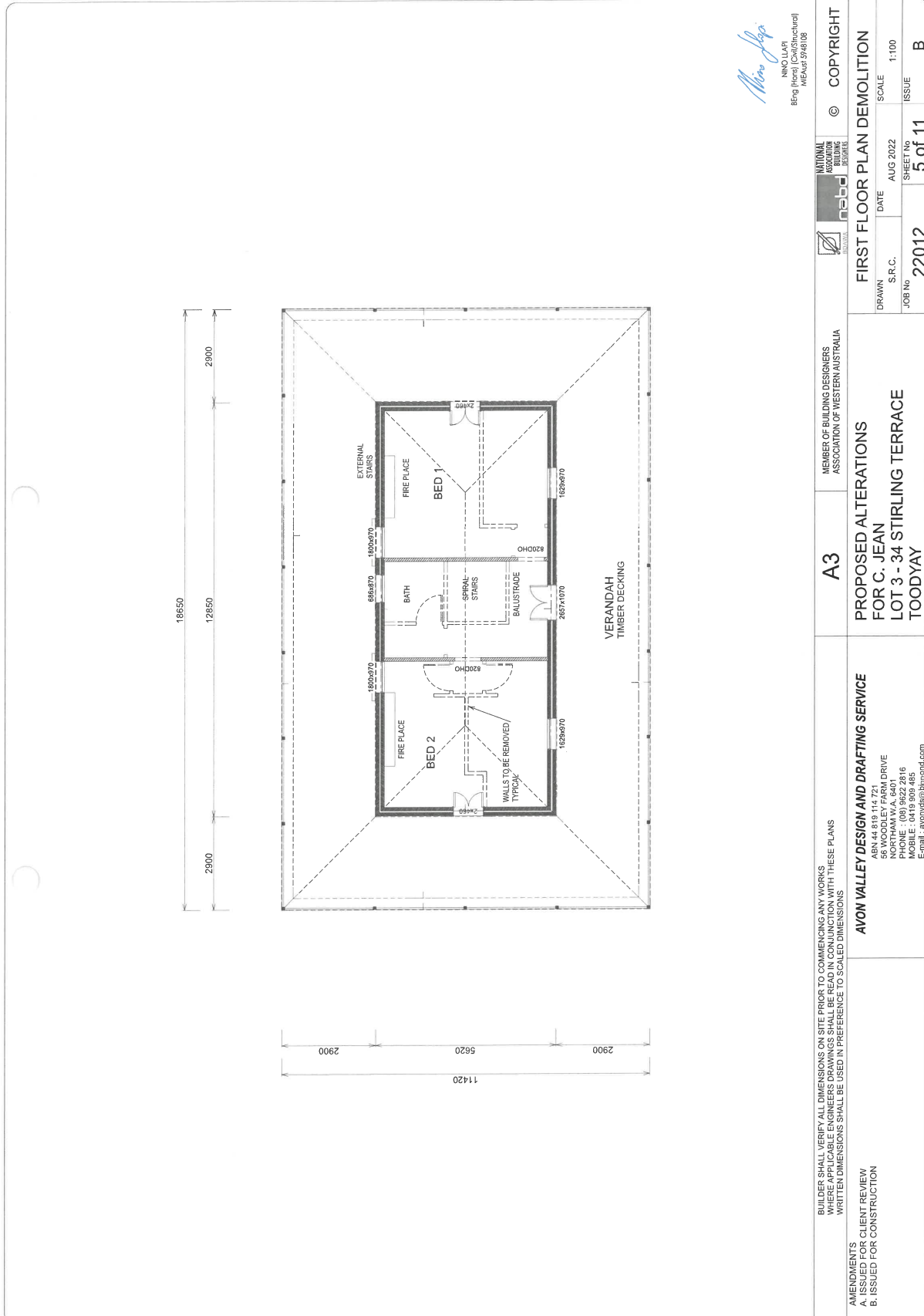
Residential, Commercial, Site Inspections





Mina Japp
 NINO LAFI
 BEng (Hons) (Civ/Structural)
 MIEAust 594808

AMENDMENTS A. ISSUED FOR CLIENT REVIEW B. ISSUED FOR CONSTRUCTION	AVON VALLEY DESIGN AND DRAFTING SERVICE ABN 44 819 114 721 56 WOODLEY FARM DRIVE NORTHAM W.A. 6401 PHONE : (08) 9622 2816 MOBILE : (08) 9622 2816 E-mail : avonvds@bigpond.com	A3	MEMBER OF BUILDING DESIGNERS ASSOCIATION OF WESTERN AUSTRALIA		© COPYRIGHT	
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PROPOSED ALTERATIONS FOR C. JEAN LOT 3 - 34 STIRLING TERRACE TOODYAY		DRAWN S.R.C.	DATE AUG 2022	SCALE 1:100	SHEET No 4 of 11	ISSUE B
JOB No 22012		PRINTED 3:21:27 PM 17/08/2023, VERSION 3.13				

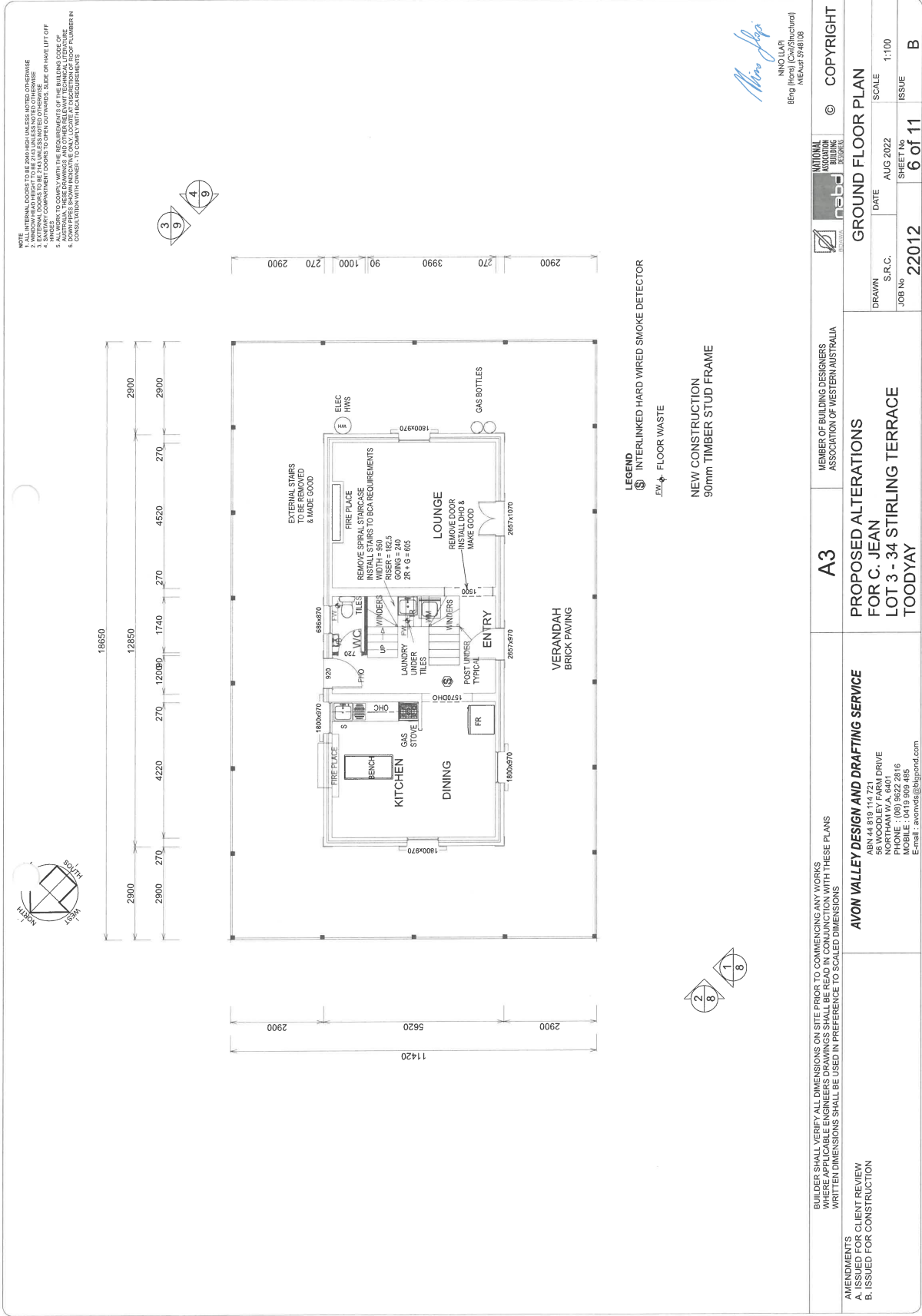


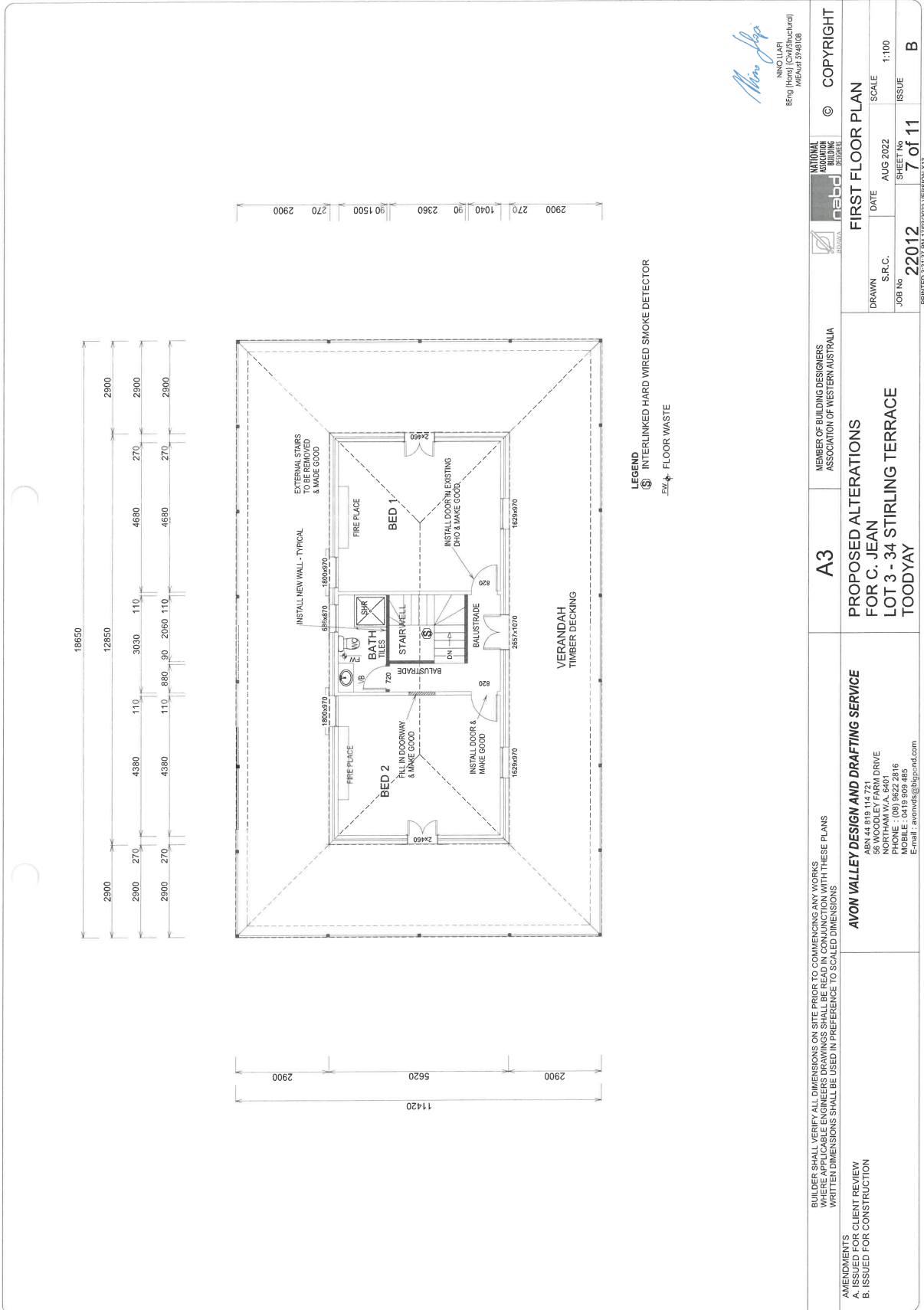
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 Eng (Hons) (Civ/Structural)
 MBEst 3948108

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			AVON VALLEY DESIGN AND DRAFTING SERVICE 55 WOODLEY FARM DRIVE 55 WOODLEY FARM DRIVE NORTHAM W.A. 6401 PHONE : (08) 9622 2816 Email : avonvalleydesign@bigpond.com	FIRST FLOOR PLAN DEMOLITION DRAWN : S.R.C. DATE : AUG 2022 SCALE : 1:100 JOB No : 22012 SHEET No : 5 of 11 ISSUE : B PRINTED 3:21:27 PM 17/03/2023 VERSION X.13

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 A. ISSUED FOR CLIENT REVIEW
 B. ISSUED FOR CONSTRUCTION



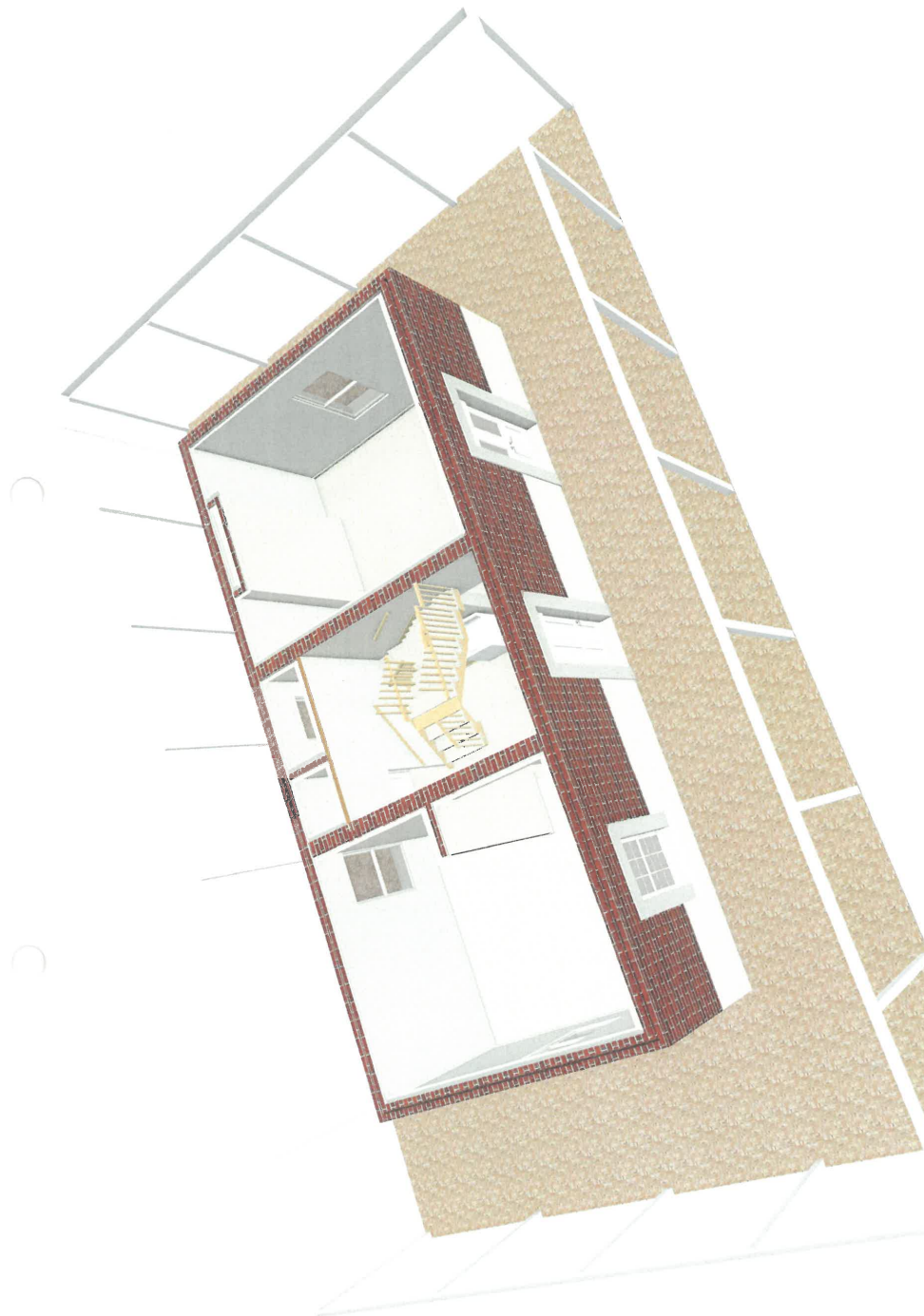


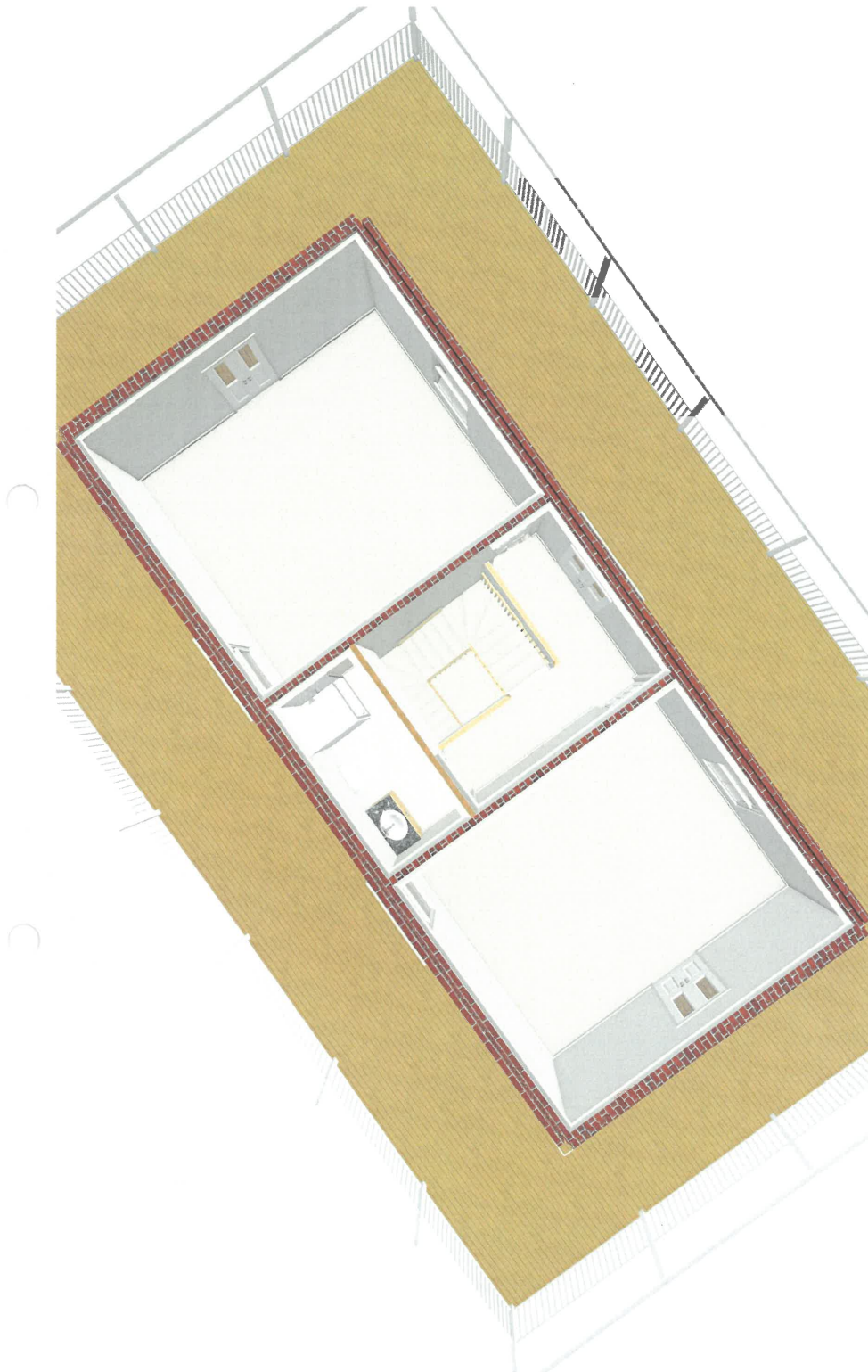
















Department of **Planning,
Lands and Heritage**

OFFICIAL

Your ref: P2023-40
Our ref: P4125-50658
Enquiries: Karen Jackson (08) 6552 4150

Chief Executive Officer
Shire of Toodyay
records@toodyay.wa.gov.au

Attention: Tobie Prater

Dear Madam

ROMAN CATHOLIC CHURCH GROUP, TOODYAY

Under the provisions of Section 73 of the *Heritage Act 2018*, the proposal as described below has been referred to the Heritage Council for its advice.

Place Number	P4125
Place Name	Roman Catholic Church Group, Toodyay
Street Address	Stirling Terrace, Toodyay
Referral date	2 June 2023 (additional information received 12 July 2023)
Proposal Description	Alterations to 'The Ship', 34 Stirling Tce, Toodyay

We received the following drawings prepared by Avon Valley Design and Drafting Service dated August 2022:
Sheets 1-11, Perspectives

The proposal has been considered in the context of the identified cultural heritage significance of *Roman Catholic Church Group, Toodyay* and the following advice is given:

Findings

- *Roman Catholic Church Group* is significant as an excellent representative example of a purpose built complex of religious buildings that forms a cohesive religious cultural environment, with various values, including aesthetic and landmark qualities.
- The proposal will not have an impact on the cultural heritage significance of the place.

Advice

The proposal, in accordance with the plans submitted, is supported.

Please be reminded that you are required under r.42(3) of the *Heritage Regulations 2019* to provide us with a copy of your determination within 10 days after making the decision.

Postal address: Locked Bag 2506 Perth WA 6001 Street address: 140 William Street Perth WA 6000
Tel: (08) 6551 8002 info@dplh.wa.gov.au www.dplh.wa.gov.au
ABN 68 565 723 484
wa.gov.au

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Should you have any queries regarding this advice please contact Karen Jackson at karen.jackson@dph.wa.gov.au or on 6552 4150.

Yours faithfully



Adelyn Siew
Director
Historic Heritage Conservation

21 July 2023

cc: Cheryl Jean, cheryljean3@hotmail.com



MERCY HOUSE TOODYAY

KINROSS CREASY INVESTMENT PTY LTD

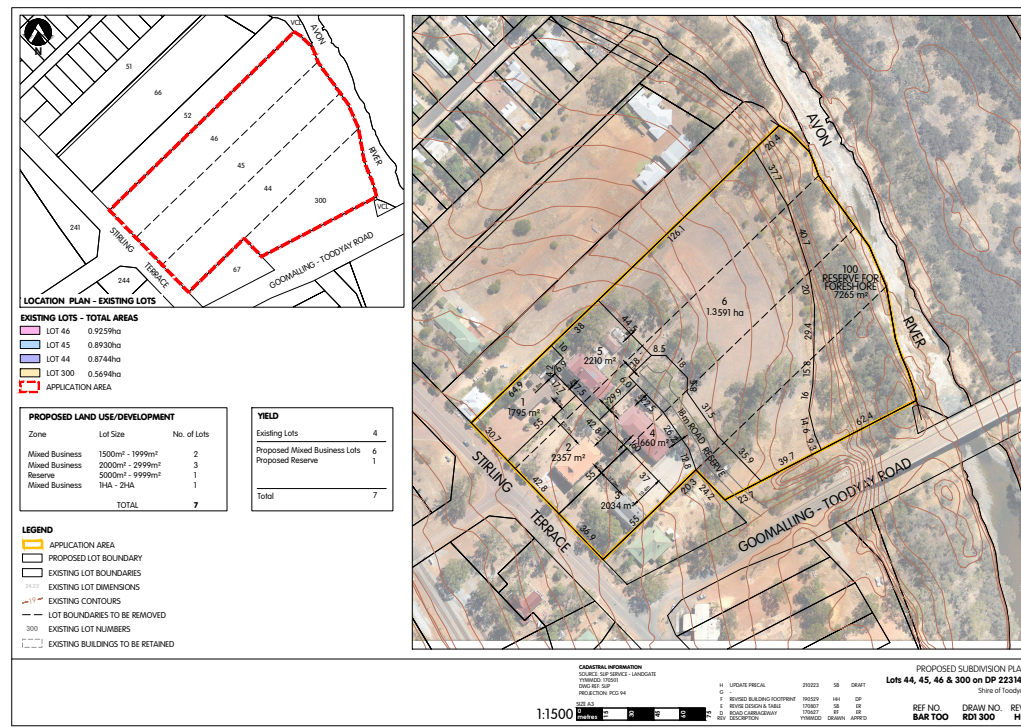
PROPOSED ALTERATIONS & RESTORATION WORKS TO MERCY HOUSE

LOT 5 DP 415396 5 MERCY RETREAT TOODYAY

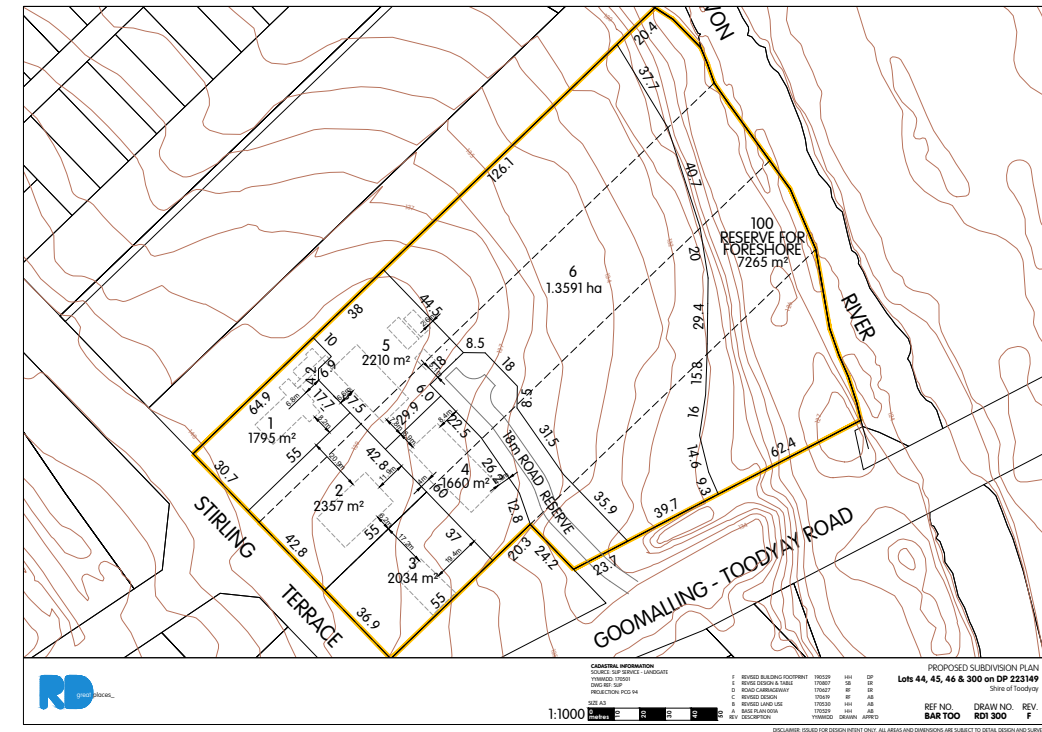
PROPOSED USE : RESIDENTIAL AND SHORT STAY ACCOMMODATION

REVISION: 28/06/2023

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SITE FEATURE PLAN
1:2.50



SITE CONTOUR SURVEY PLAN
1:2.50

28/06/2023 1 OF 16

SITE SURVEY

CLIENT

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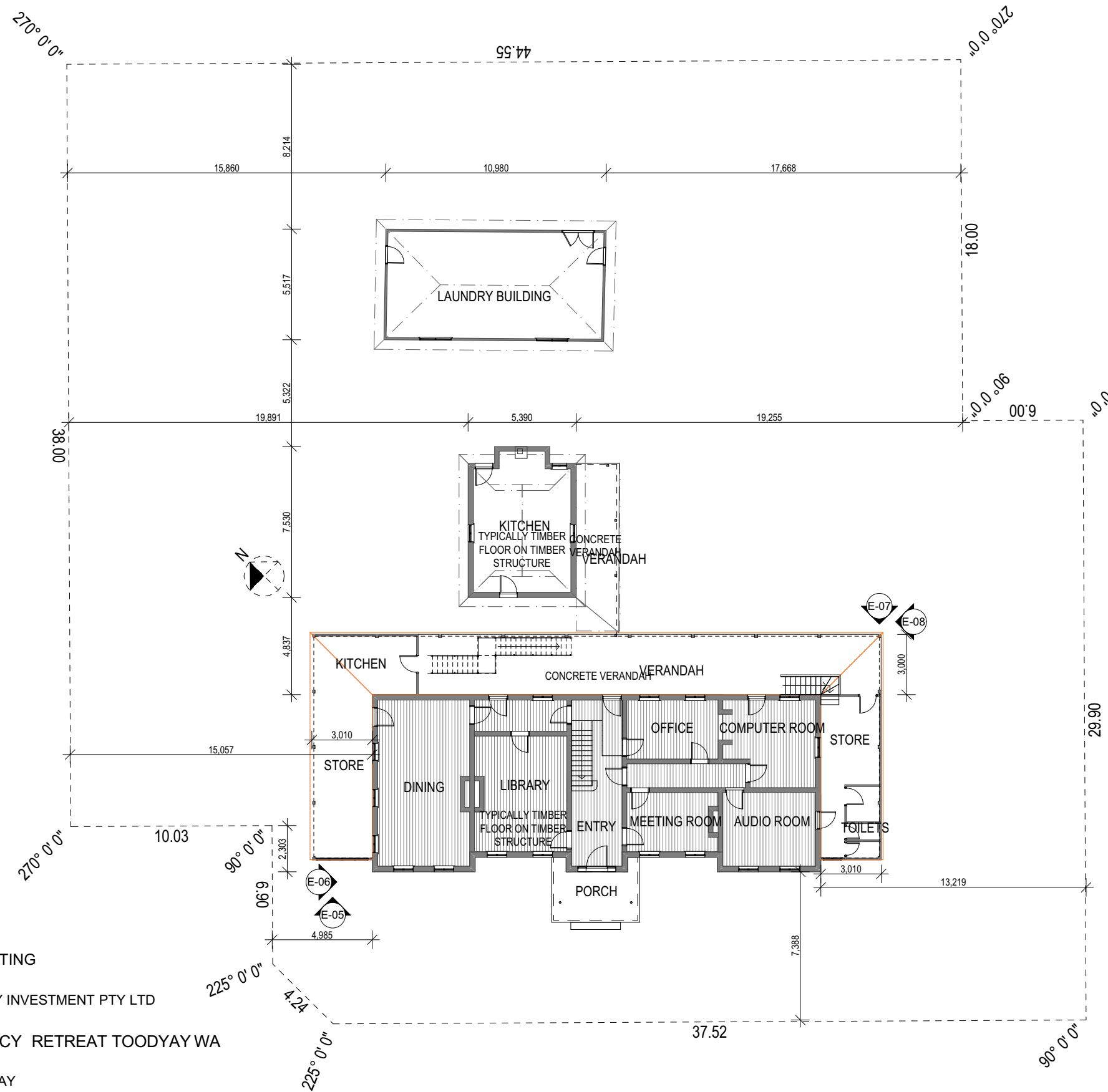
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LOT 5 # 5 MERCY RETREAT TOODYAY WA

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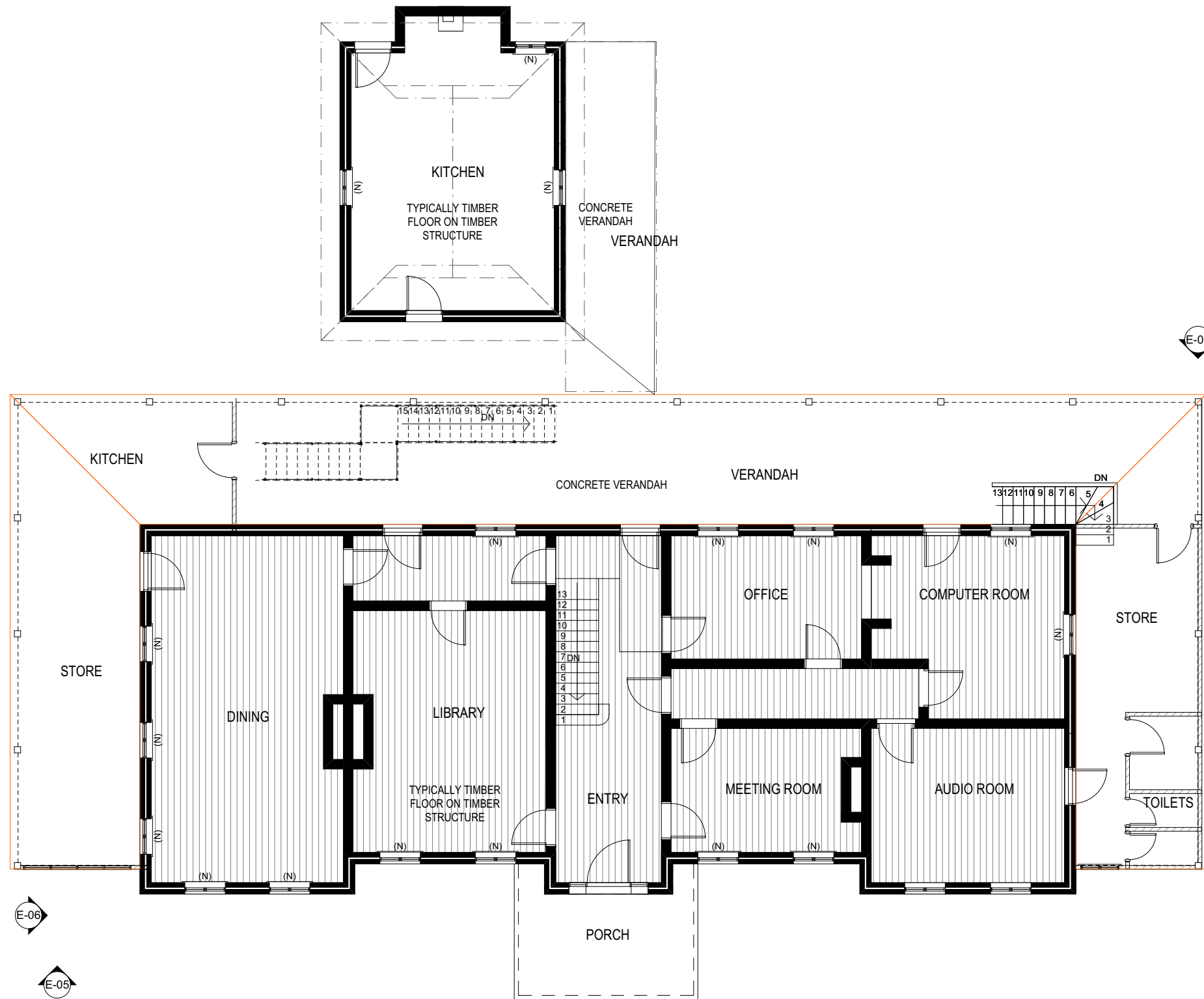
SHIRE OF TOODYAY

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SITE PLAN EXISTING
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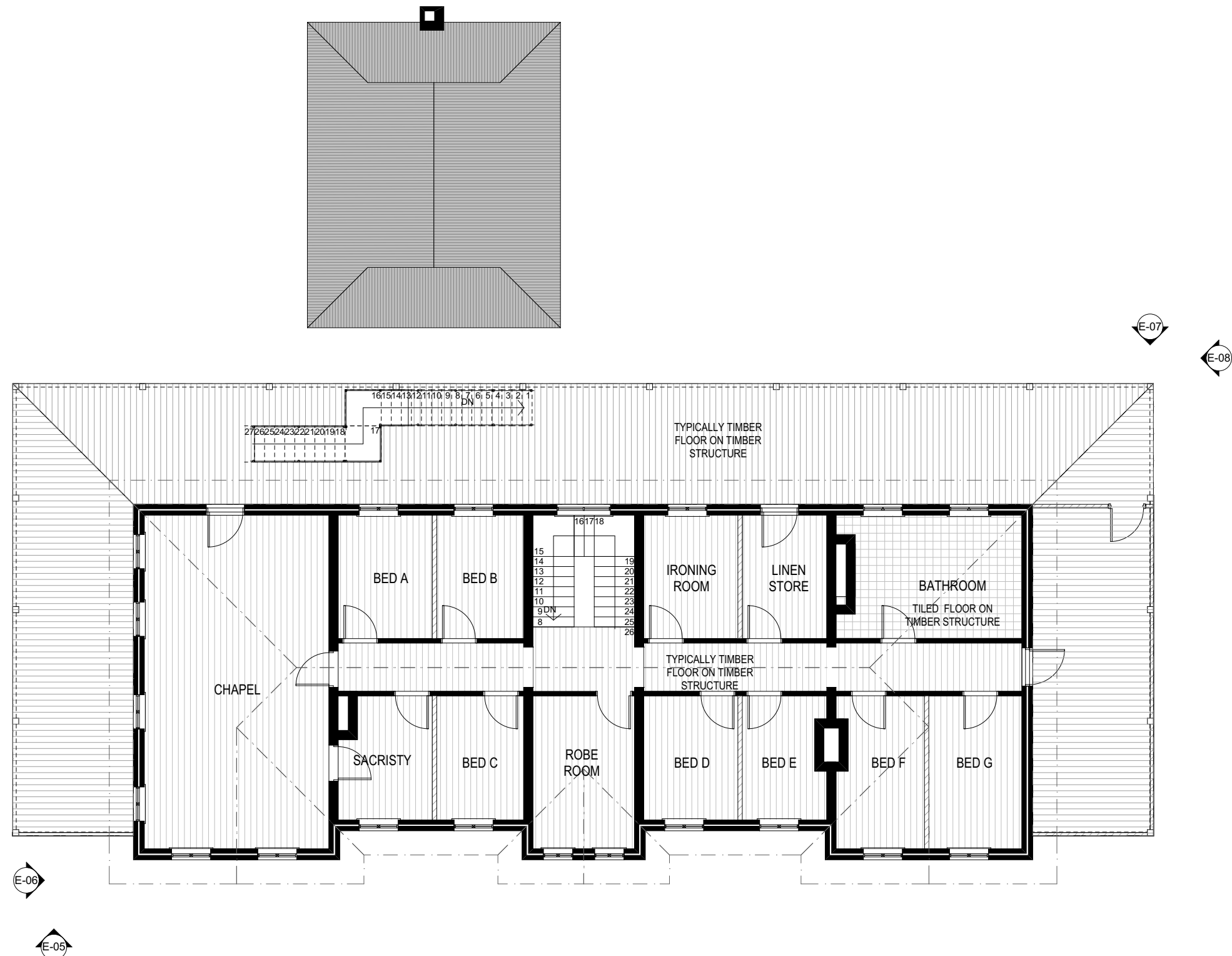
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GROUND FLOOR EXISTING PLAN
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LOT 5 # 5 MERCY RETREAT TOODYAY WA
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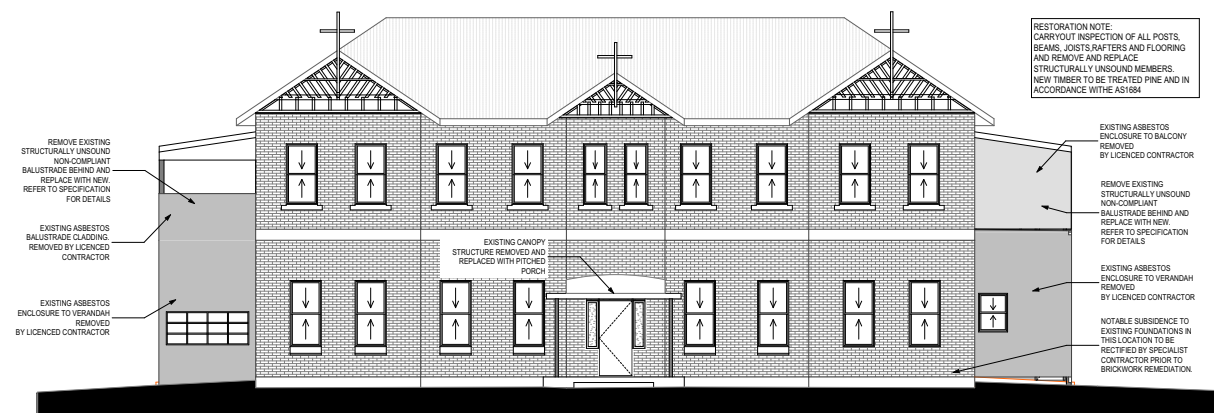
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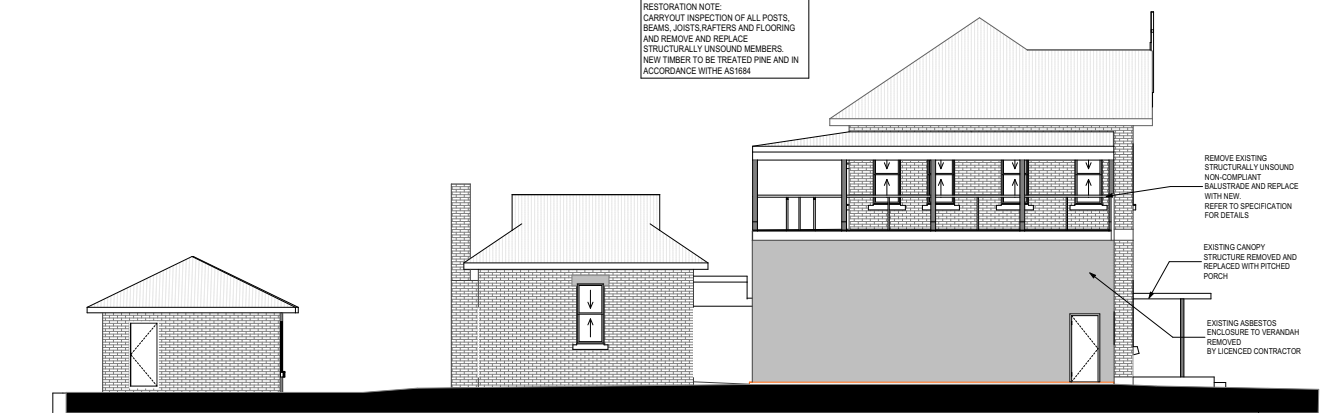


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 UPPER FLOOR PLAN EXISTING
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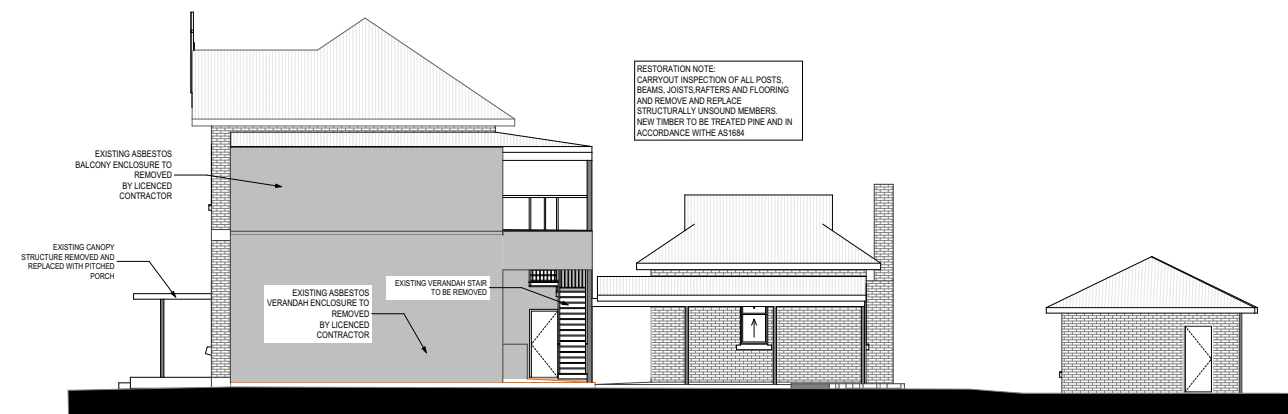
E-05 ELEVATION
1:200



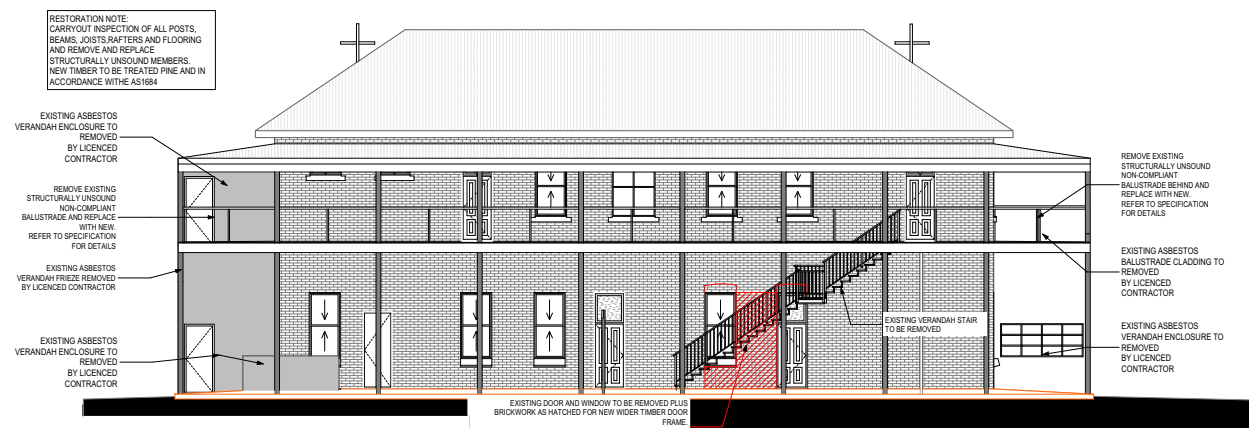
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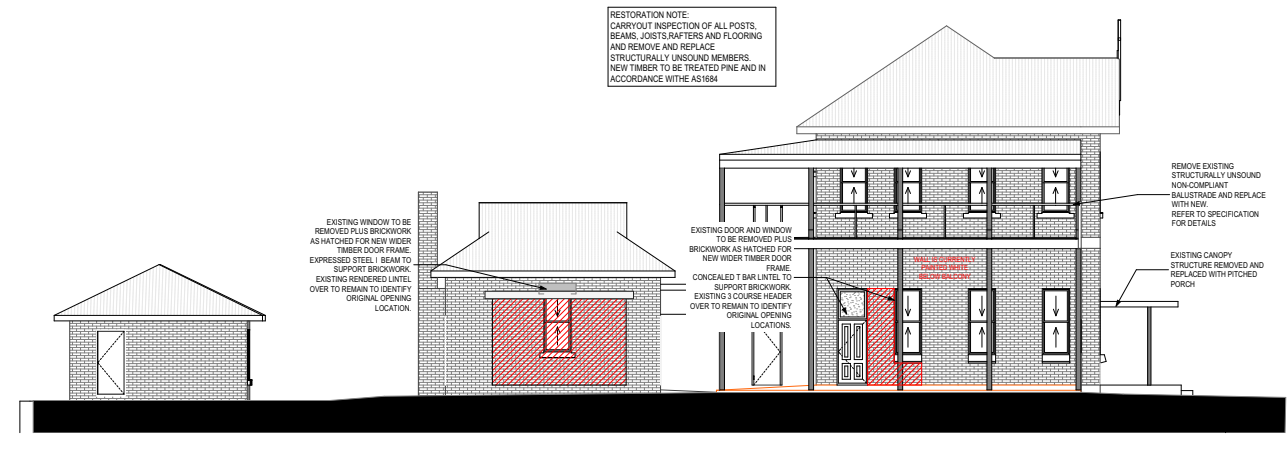
E-07 ELEVATION
1:200



E-08 ELEVATION
1:200



E-07 ELEVATION VERANDAH VIEW
1:200



E-06 ELEVATION VERANDAH VIEW
1:200

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ELEVATIONS EXISTING

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1 FRONT VIEW - SOUTH
1:4



2 REAR VIEW - NORTH EAST VIEW- INCL. KITCHEN BUILDING
1:2



3 SIDE VIEW - WEST
1:5



4 SIDE VIEW - EAST
1:4

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EXISTING PHOTOS 1

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5 REAR VIEW - NORTH
1:4



6 KITCHEN VIEW - WEST
1:4



KITCHEN VIEW - NORTH
1:4

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EXISTING PHOTOS 2

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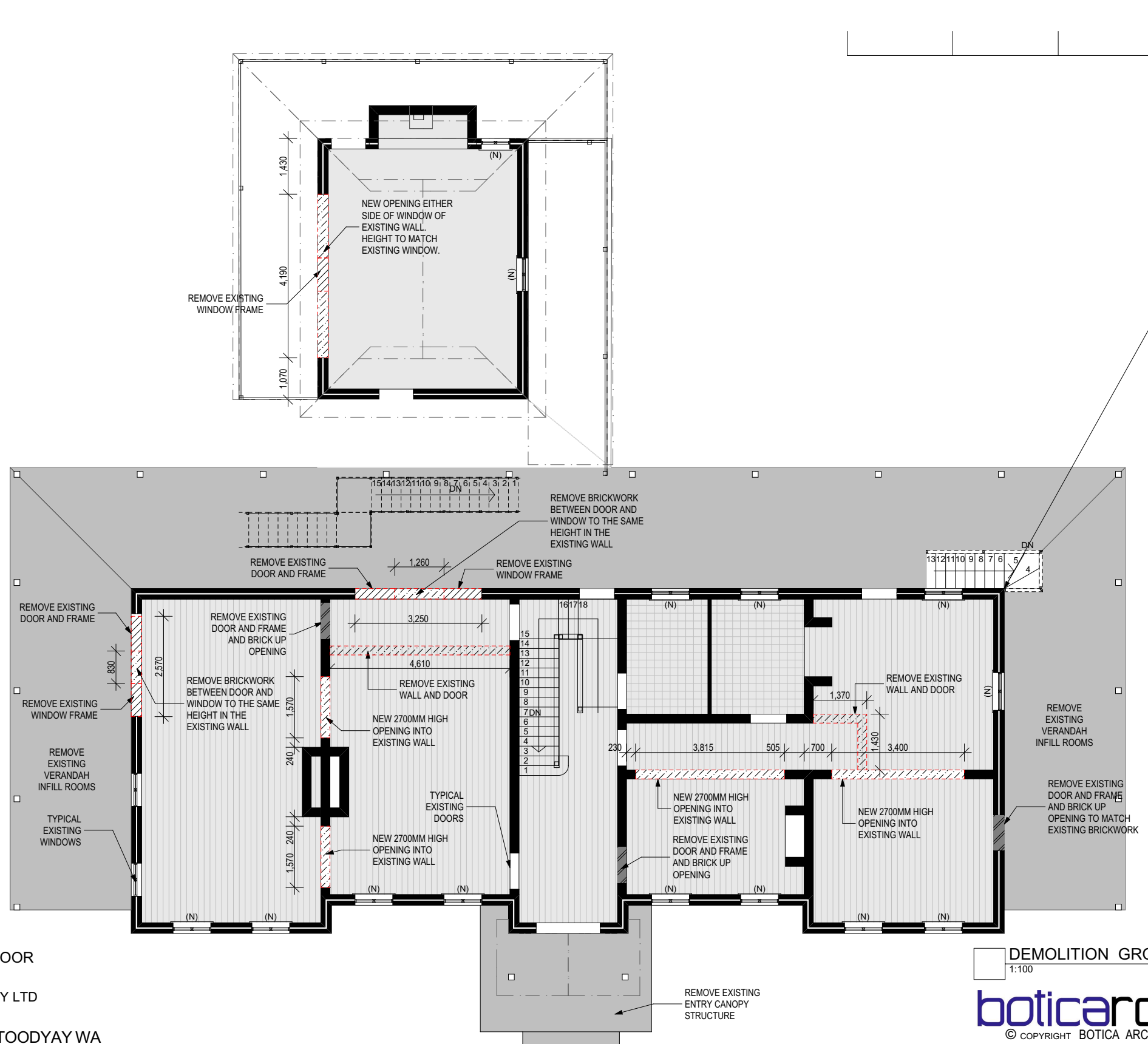
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8 LAUNDRY VIEW - EAST
1:4

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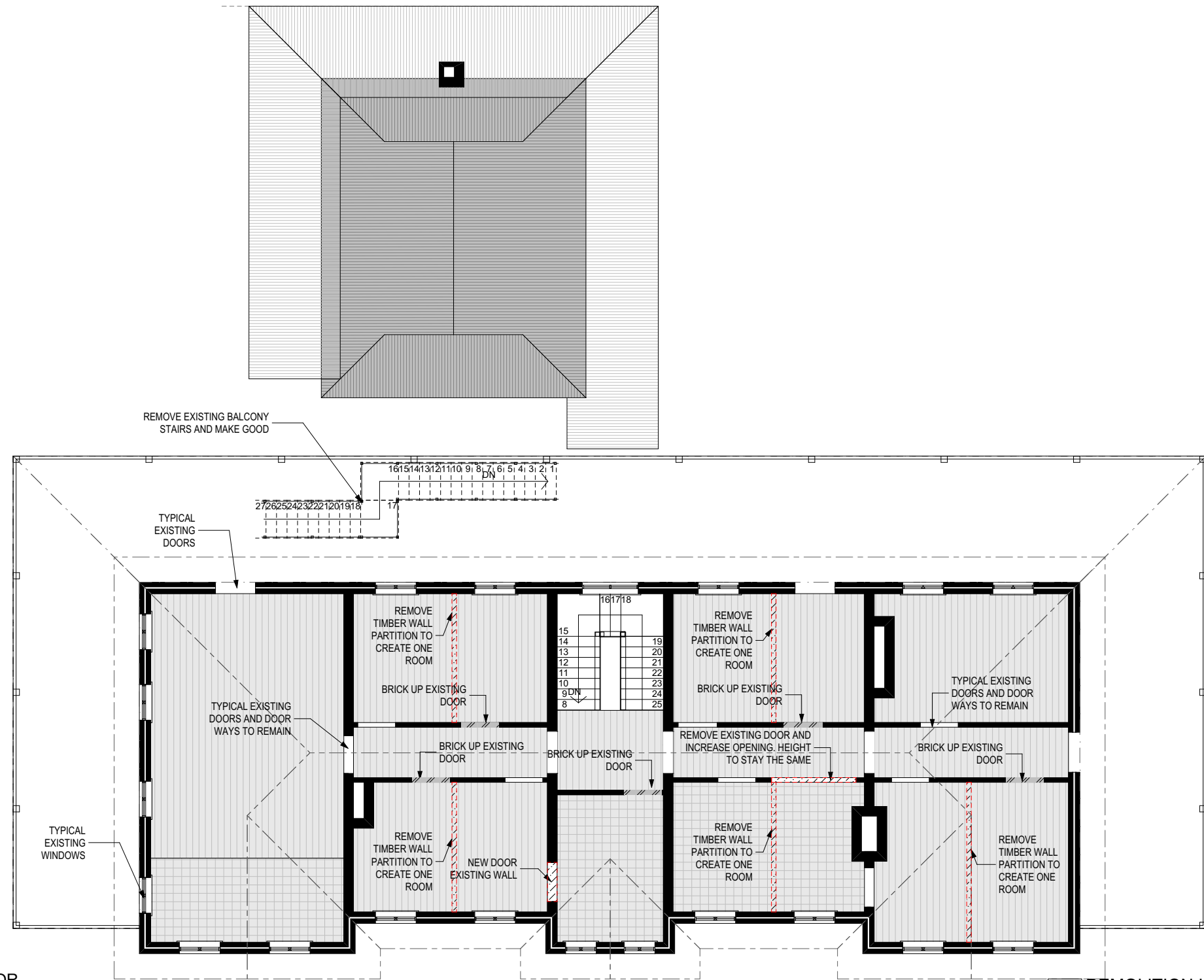


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DEMOLITION PLAN GROUND FLOOR
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DEMOLITION GROUND PLAN
 1:100

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DEMOLITION PLAN UPPER FLOOR

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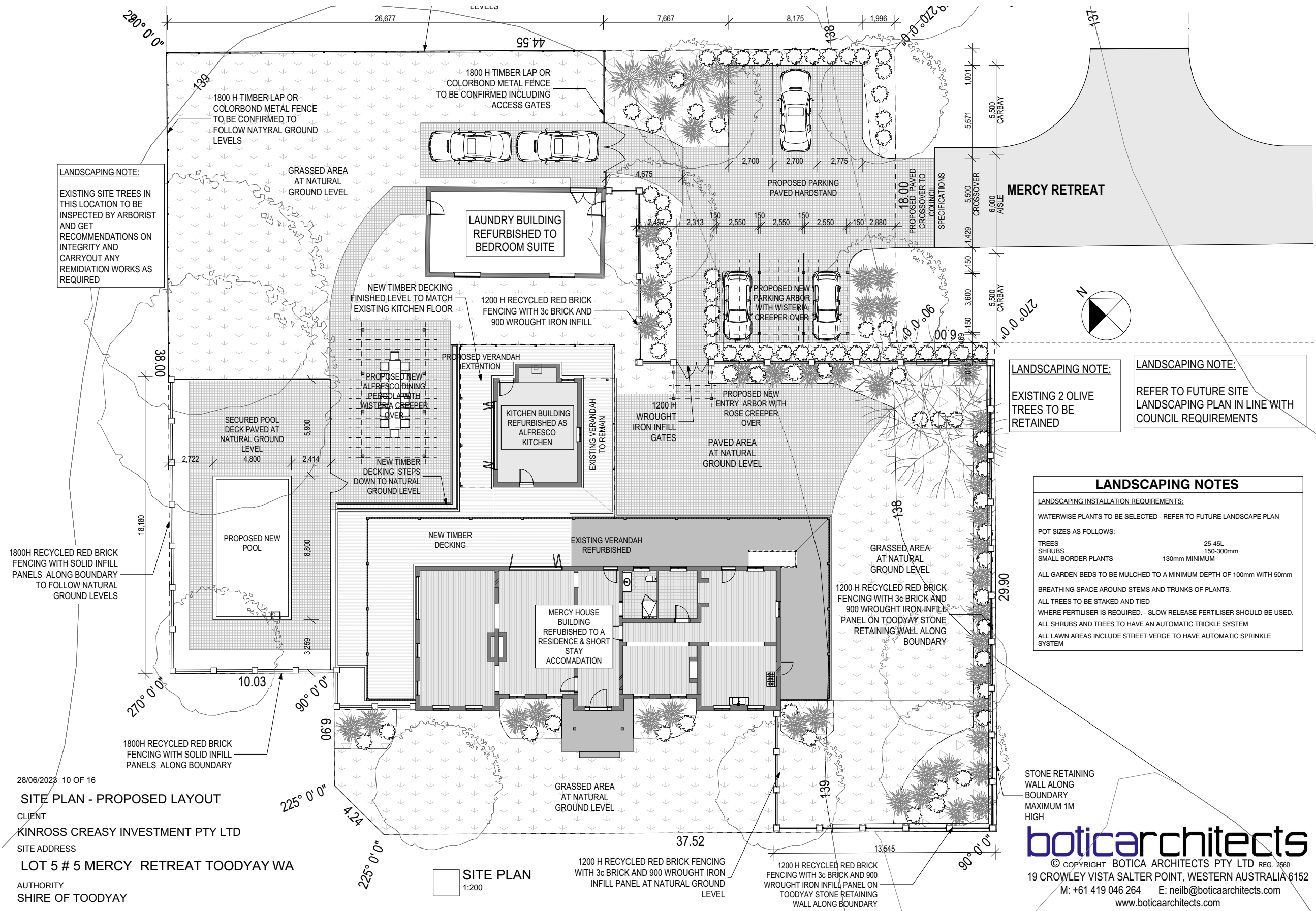
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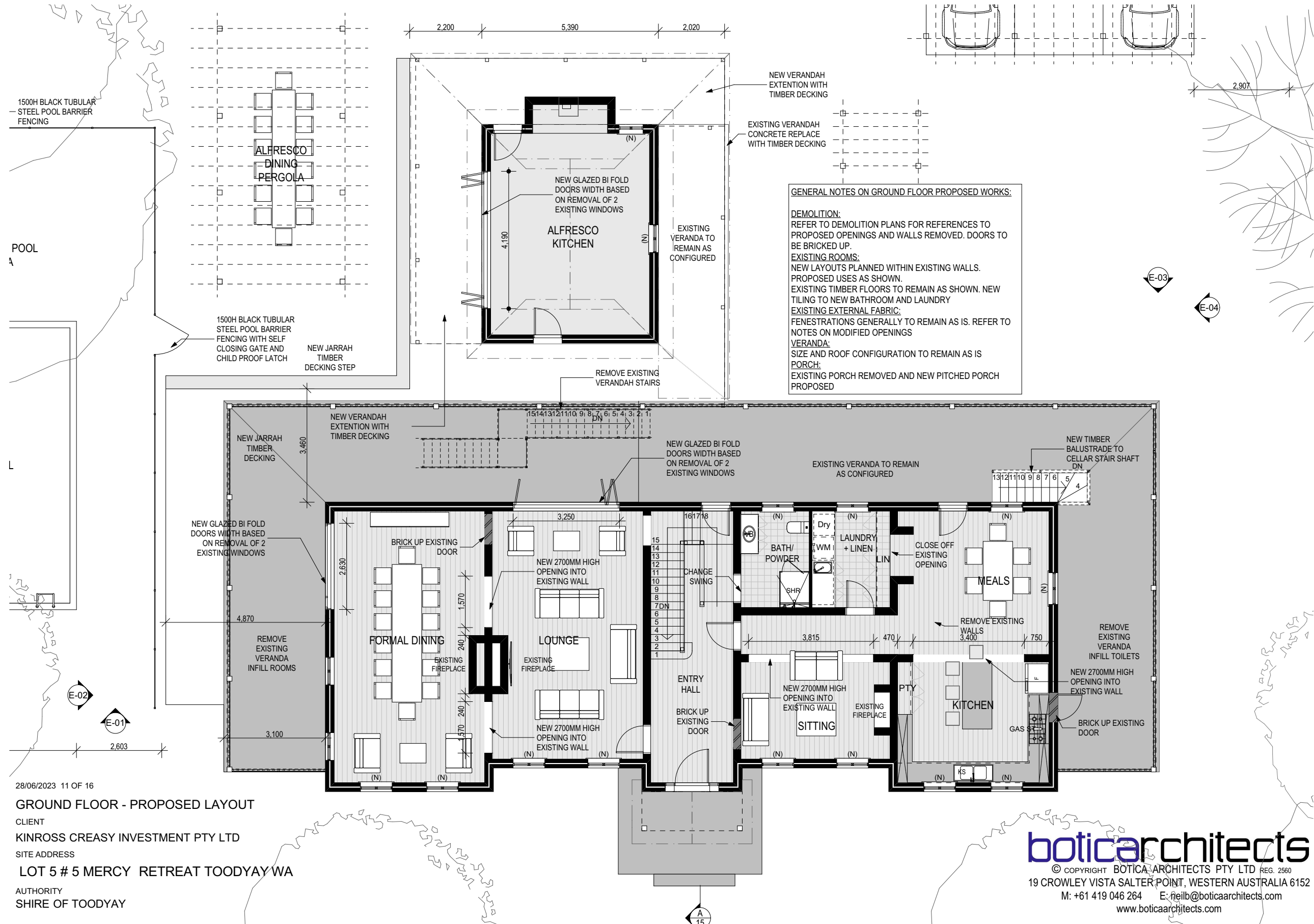
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DEMOLITION UPPER PLAN
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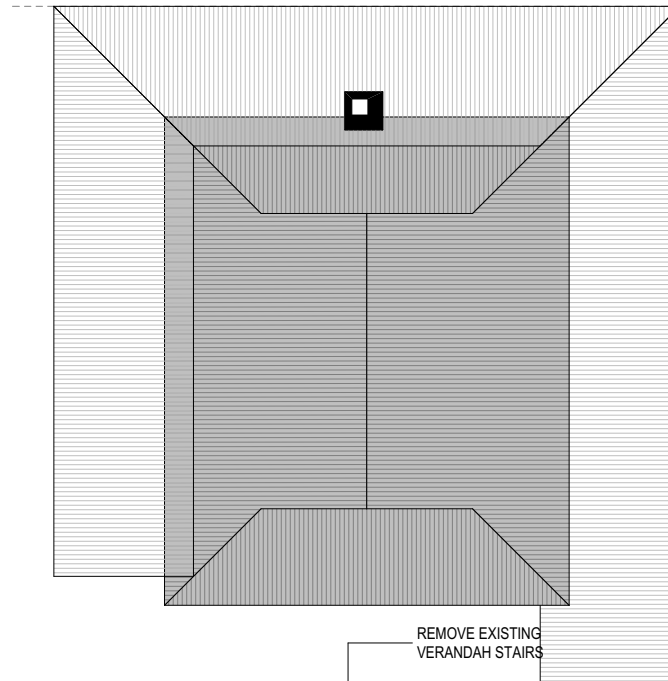
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GROUND FLOOR - PROPOSED LAYOUT
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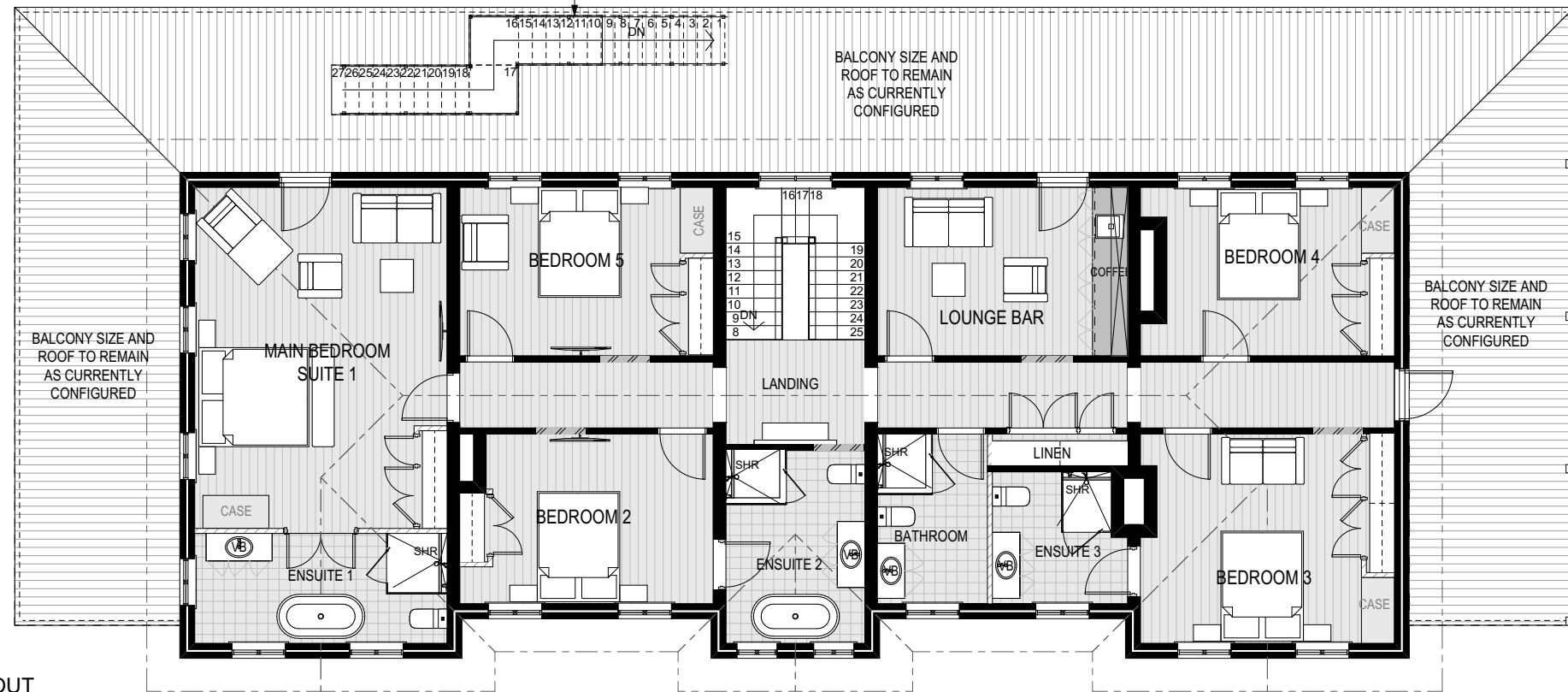


GENERAL NOTES ON UPPER FLOOR PROPOSED WORKS:

DEMOLITION:
REFER TO DEMOLITION PLANS FOR REFERENCES TO
TIMBER PARTITIONS TO BE REMOVED AND DOORS TO BE
BRICKED UP.

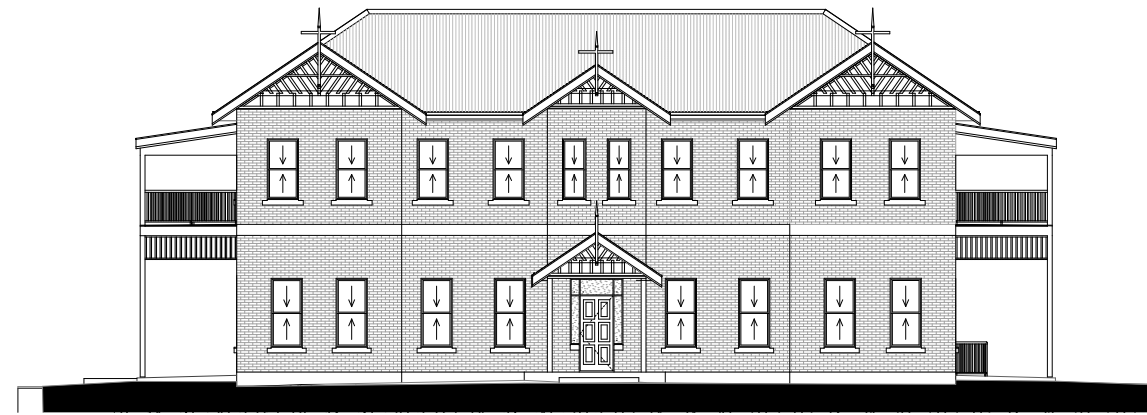
EXISTING ROOMS:
NEW LAYOUTS PLANNED WITHIN EXISTING WALLS.
PROPOSED USES AS SHOWN.
EXISTING TIMBER FLOORS TO REMAIN AS SHOWN. NEW
TILING TO NEW BATHROOMS

EXISTING EXTERNAL FABRIC:
FENESTRATIONS TO REMAIN AS IS
BALCONY AND ROOF:
SIZE AND ROOF CONFIGURATION TO REMAIN AS IS

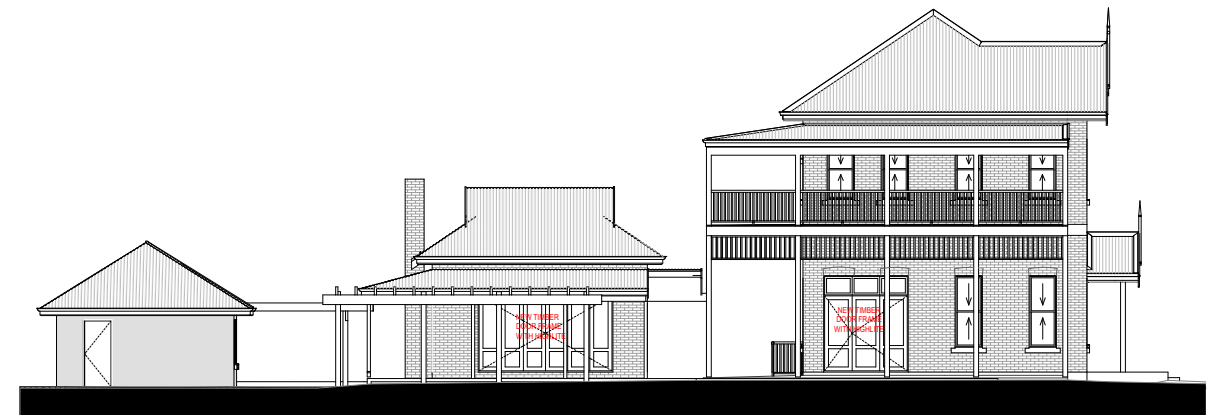


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UPPER FLOOR - PROPOSED LAYOUT
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E-01 ELEVATION
1:200



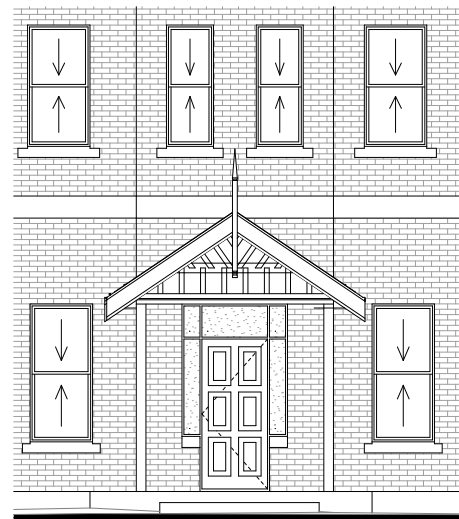
E-02 ELEVATION
1:200



E-03 ELEVATION
1:200



E-04 ELEVATION
1:200

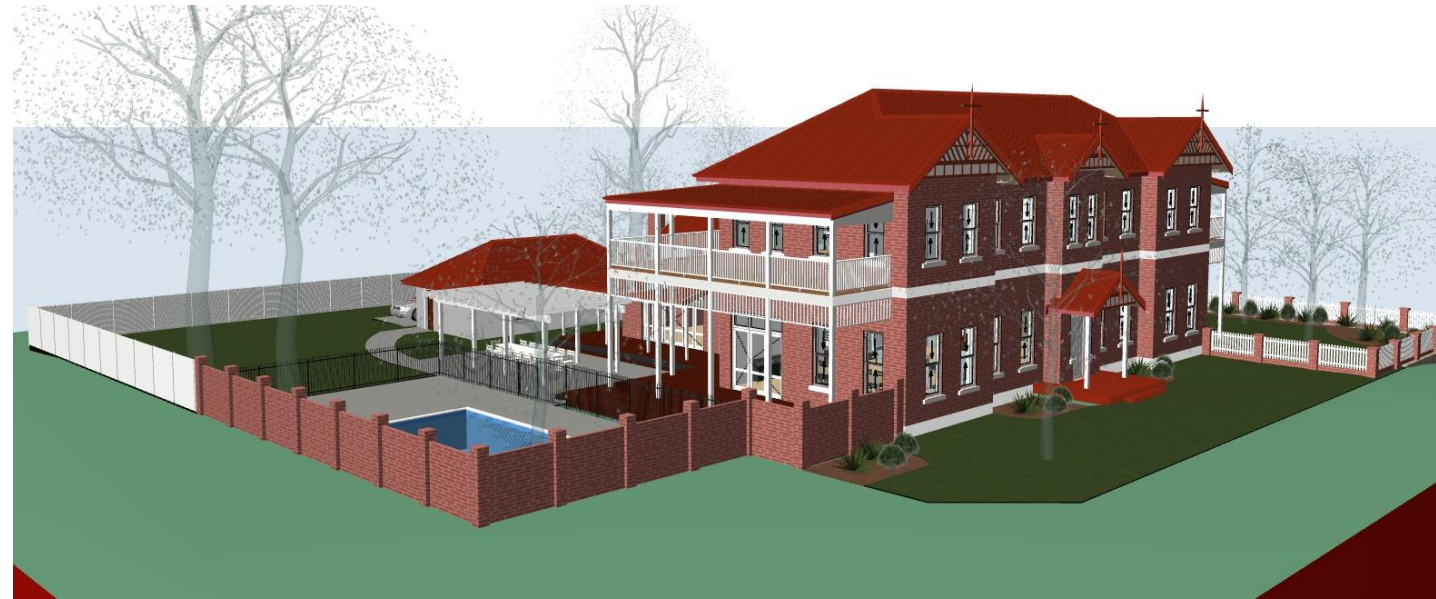


E-01 ELEVATION
1:100

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28/06/2023 13 OF 16
ELEVATIONS - PROPOSED
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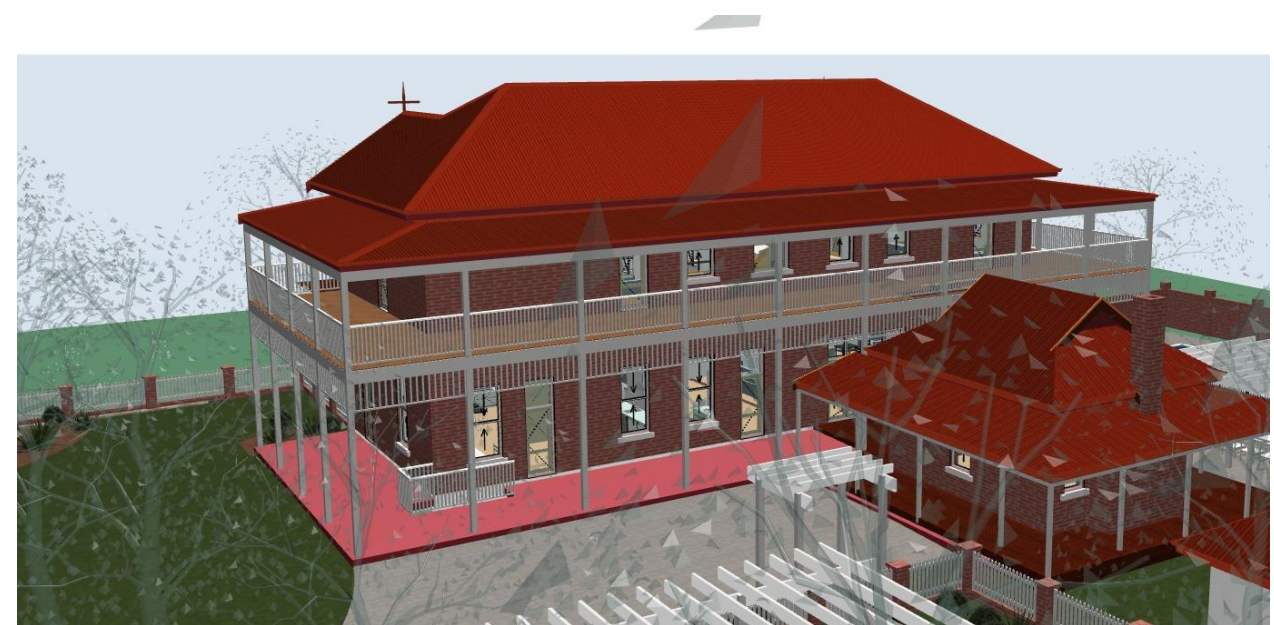
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FRONT 3D DESIGN
1:250



REAR 3D DESIGN
1:250



REAR VIEW
1:250

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3D VIEWS- PROPOSED

CLIENT

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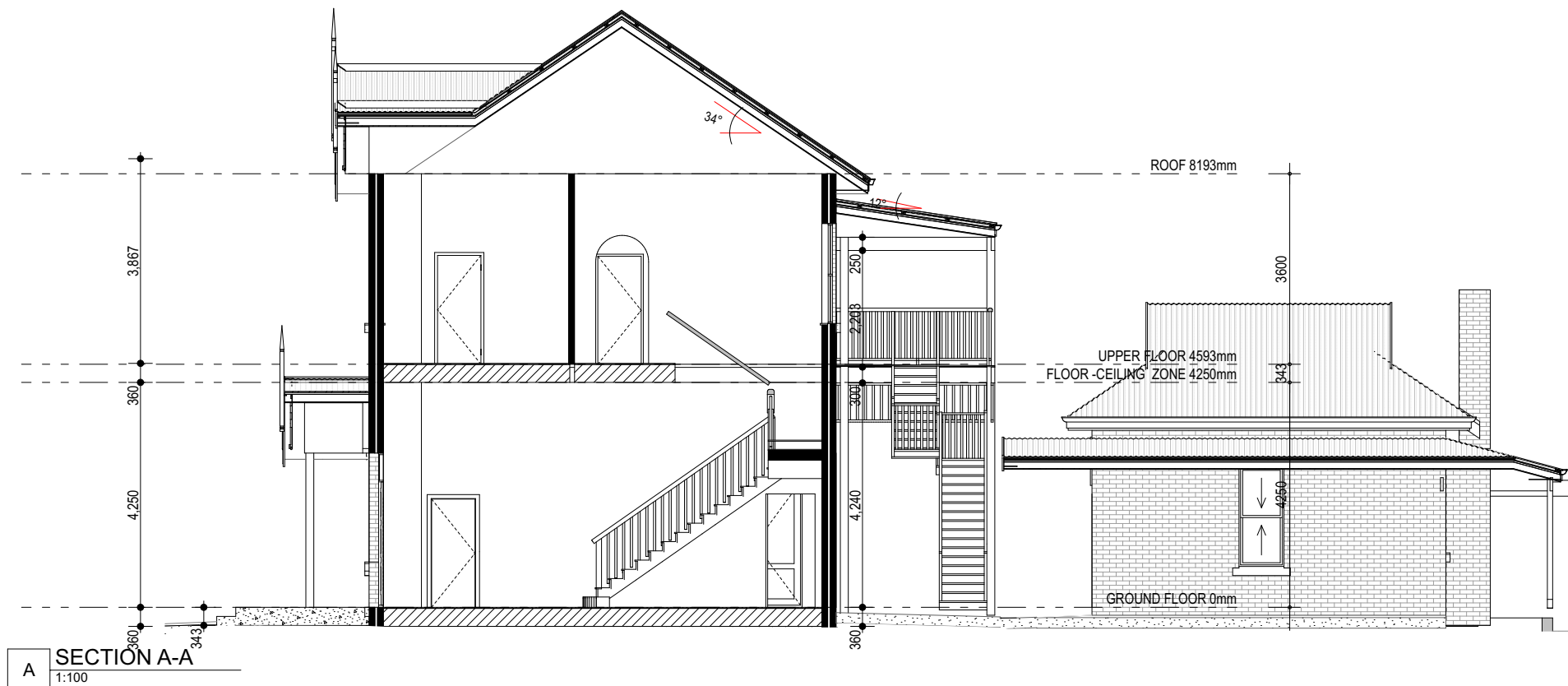
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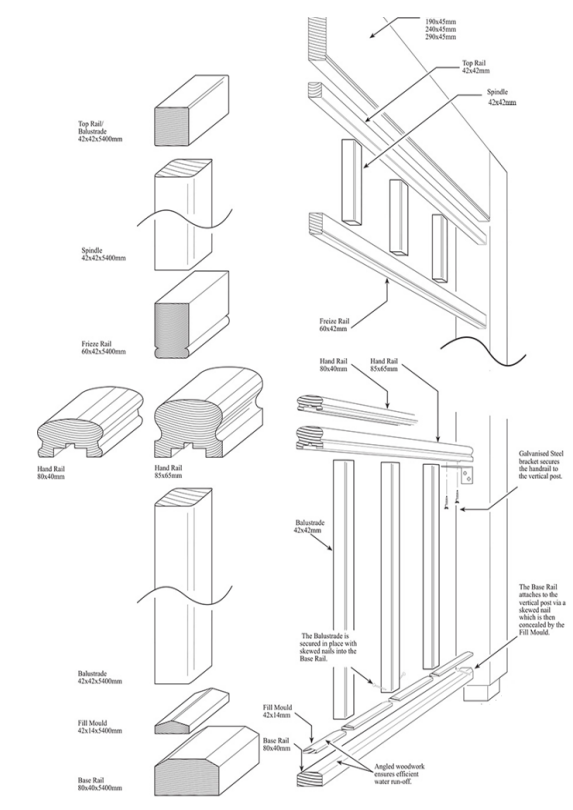
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A SECTION A-A
1:100



T04 BALUSTRADING & FRIEZE
1:200

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SECTIONS -PROPOSED

CLIENT

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LOT 5 # 5 MERCY RETREAT TOODYAY WA

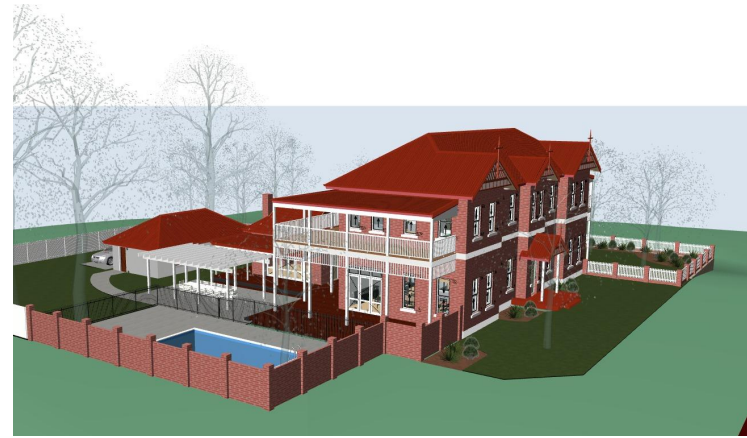
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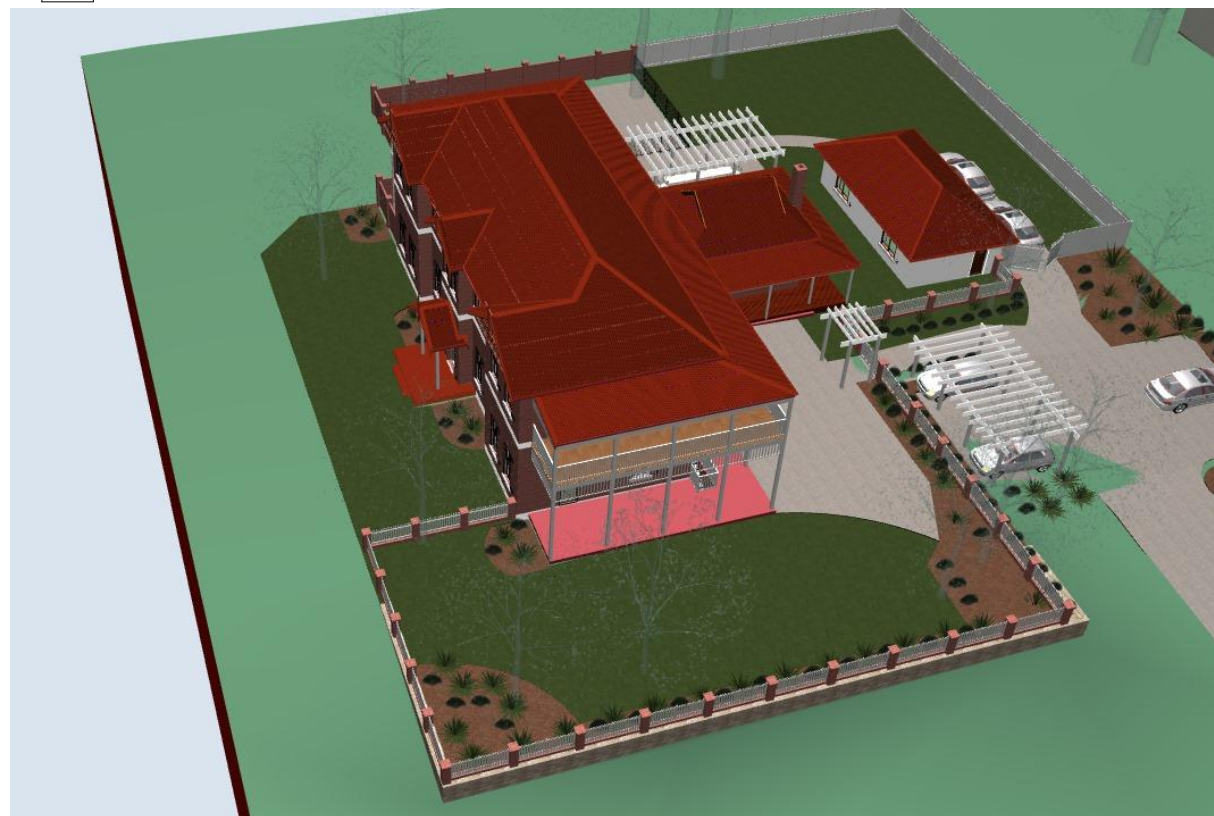
FENCING VIEW 1
1:400



FENCING VIEW 3
1:400



FENCING VIEW 4
1:400



FENCING VIEW 2
1:200



FENCING VIEW 5
1:400

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FENCING VIEWS - PROPOSED

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Hi Karen,

Thank you for your time the other day to discuss the proposal.

My responses to your questions are as follows.

- **Is a change of use required, and what will be the associated physical impact with that?**

The use of the building was a church office and residence. The proposal is seeking a change of use to Residence with Accommodation. This change of use will not trigger any major works to the buildings other than what would be expected in a residential class 1 building.

The proposed use is a holiday residence for the owners and to offer short stay accommodation utilizing the "airbnb" "stayz" platform.

Minimum length of stay 1 night.

Anticipated full occupancy:

Main building 5 bedrooms @ 2 persons= 10

One bed studio "The Laundry" @ 2 persons = 2

Number of guests maximum 12

On site parking:

Guest parking provided at the rate of 1 car bay per 2 persons

Guest parking 6 carbays

Resident parking 2 carbays

Marked on site car parking provided as shown 8 car bays

- **Methodology for conservation works, ie repairs to brickwork, repointing, etc. What is the approach to the works, composition for the mortar etc.**

The Shire of Toodyay does not have any technical bulletins relating to conservation repairs to brickwork. I intend to include, *City of Fremantle Technical Advice Sheet 6 - Repointing lime mortar joints* as part of the building application. I think this document provides a clear methodology to the repair of existing brickwork

- **Is there documentary or physical evidence to inform reinstatement of missing elements, or has there been investigation into those elements, for example the replacement of the frieze, balustrade etc. Is that based on evidence, or have these elements been removed altogether? image of existing balustrading and rear stair and asbestos frieze**



The existing balustrade and frieze is asbestos on timber framing and is in disrepair. It is not reflective of what would have been the original design. As there are no remnants of the original balustrade or frieze I did not think that the correct approach would be to reproduce it. It is proposed to use a Complimentary timber balustrade and frieze available from Subiaco Restorations. The type has been noted on the drawings.

- **Approach to new openings – are there elevations showing these changes.**

New openings have been kept to a minimum and only as needed for the livability of the residence.

The approach is for removal of the least amount of external brick work. Existing 3 course brick headers over to remain to identify the original opening locations.

The new doorway will be timber framing with highlight windows reflecting the original. these will be painted dulux Antique white

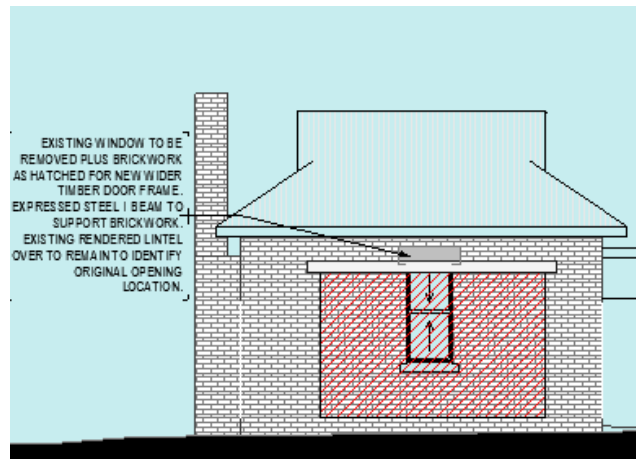
WESTERN SIDE VERANDAH - EXISTING



NORTHERN REAR VERANDAH - NEW DOOR FRAME

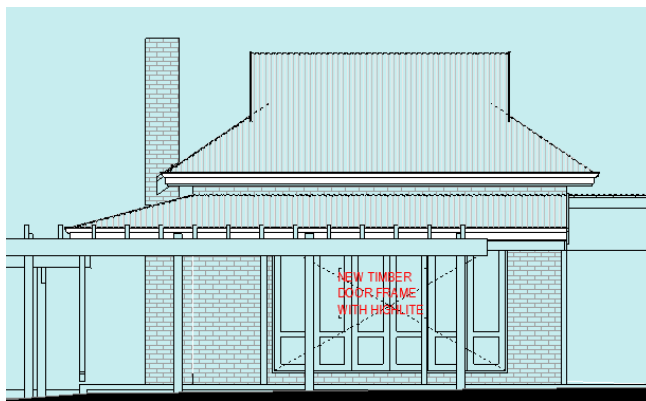


WESTERN SIDE - EXISTING KITCHEN



WEST SIDE KITCHEN - NEW VERANDAH, ALFRESCO DINING ARBOUR.

DOOR,



Existing Western verandah image. Note the external red brick has been painted.



- **Detail on adaptation of laundry to bedroom suite.**

It is the intention of the owner to convert the existing laundry building to a single bedroom suite. The sheer volume of work required to the main building will mean that any works to the laundry fit-out will not be included in this stage of the building works.

It was important to identify future use, so accommodation numbers could be identified for the shire.

- **The boiler room is not shown on the plans at all, is that still extant?**

The building is in a very poor state. Clad in asbestos (damaged) and some remnant weather boards. There was termite and small fire damage. The asbestos and damaged materials have been removed and currently on site the boiler room consists of the timber frame and roof. The roof would require re-roofing. The owner is seeking to remove the boiler room as it does not fit in with their vision for the precinct.

Boiler room to right of laundry



- **Some of the detail on the approach to ensuites and bathroom to the first floor, especially in the former chapel.**

The approach with ensuites and bathrooms is to install new waste plumbing concealed within the floor zone. Plumbing stacks will be kept to a minimum and be discreetly enclosed and concealed to the inside of the building. Existing timber trim detailing to remain. existing floor boards within the new ensuite and

bathrooms will be removed and a fibro substrate added and all works carried out to comply with waterproofing NCC 3.8.1.

The formal chapel is a chapel by name only. It does not have any features relating to a chapel.

Chapel image:

Currently when purchased gyprock ceilings, recessed downlights.

Heritage report out of date i.e. ceiling noted as lathe and plaster.



- **Impact from electrical, hydraulic, mechanical installation, associated with the new use.**

The new use only relates to providing shared short term accommodation. There are no major specific works required.

Electrical- The current electrical components are a mixture of concealed and surface mounted conduits and outlets.

Lights are a mixture of pendant and recessed lights

Works to check and rectify existing to ensure compliance to the electrical code of practice WA .

Installation required smoke alarms and RCD devices. New light points pendant or recessed as selected

Hydraulic- confined to new ensuite, bathroom and kitchen plumbing.

Existing approach to plumbing.

This pipework is to be removed and new plumbing pipework will be concealed and located within the internal of the building.



Mechanical

Ducted air conditioning is proposed for the upper floor so as to limit the number of visual outdoor fan coil units.

Ducting will be concealed in the roof space with discrete registers cut into the ceiling.

If acceptable the outdoor fan core unit will be located to the rear upper verandah where plumbing pipework was.

- **Signage.**

There are no requirements to provide signage as part of the change of use or proposed works. No signage is proposed.

- **Materiality and colours of new additions.**

The new additions are limited to pergola shade structures and the entry Porch.

Colour and Materials :

Pitched custom orb roof to match existing

Timber posts and rafters painted Dulux Antique white

Timber balustrade and frieze (subiaco restoration) painted Dulux Antique White

New timber pergolas painted Dulux Antique White

- **Also the rear staircase to the verandah is noted as being an original element, I note in the letter it is referred to as “not noted as significant on the heritage report”. Please could that be clarified, what staircase is that referring to?**

The only stair I found reference in the heritage report was for the internal stair

Image of the rear stair proposed to be removed.





Department of **Planning,
Lands and Heritage**

OFFICIAL

Your ref: P2023-26
Our ref: P4125-50592
Enquiries: Karen Jackson (08) 6552 4150

Chief Executive Officer
Shire of Toodyay
planner@toodyay.wa.gov.au

Attention: Tobie Prater

Dear Madam

ROMAN CATHOLIC CHURCH GROUP, TOODYAY

Under the provisions of Section 73 of the *Heritage Act 2018*, the proposal as described below has been referred to the Heritage Council for its advice.

Place Number	P4125
Place Name	Roman Catholic Church Group, Toodyay
Street Address	32-34 Stirling Terrace, Toodyay
Referral date	15 May 2023
Proposal Description	Alterations Mercy House

We received the following drawings prepared by Botica Architecture dated 3 April 2023:

1 – Site Survey	9 – Demolition Plan Upper Floor
2 – Site Plan Existing	10 – Site Plan Proposed Layout
3 – Ground Floor Existing Plan	11 – Ground Floor Proposed Layout
4 – Upper Floor Existing Plan	12 – Upper Floor Proposed Layout
5 – Elevations Existing	13 – Elevations Proposed
6 – Existing Photos 1	14 – 3D Views Proposed
7 – Existing Photos 2	15 – Sections Proposed
8 – Demolition Plan Ground Floor	16 – Fencing Views Proposed

The proposal has been considered in the context of the identified cultural heritage significance of *Roman Catholic Church Group, Toodyay* and the following advice is given:

Findings

- Mercy House convent building was built in 1903 and forms a part of the *Roman Catholic Church Group, Toodyay*. The convent original contained 18 rooms, cellar, jarrah flooring, redwood fittings, an Oregon roof, and chapel to the north end of the first floor. The verandahs were built later (before 1922) and the front porch after 1949.
- The proposal is for holiday accommodation to the existing building, which requires some minor demolition of external and internal walls, converting first floor rooms to bathroom/ensuite, masonry repairs, refurbishment to

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ABN 68 565 723 484
wa.gov.au

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verandahs, repainting, landscaping, new fencing, pool, driveway, adaptation of former kitchen and laundry, and demolition of boiler room.

- The proposal overall will be a positive outcome, with intrusive additions and alterations being removed, the verandah being reinstated, and conservation works being undertaken. The timber stair to the rear verandah proposed to be removed is an early element, although it is not referred to specifically in the Inspection Schedules in the Conservation Plan.

Advice

The proposal, in accordance with the plans submitted, is supported subject to the following conditions:

1. Walls nibs and substantial downstand to be retained to interpret original configuration where internal masonry walls being removed.
2. Construction of early timber partitioning to the first floor to be documented prior to their removal.
3. Infill to internal door openings should be lightweight and capable of reversal.
4. Proposed works to minimise impact on original fabric, and retain as much as practical. Removed floorboards to be retained on site for potential future reinstatement or re-use.

Please be reminded that you are required under r.42(3) of the *Heritage Regulations 2019* to provide us with a copy of the Council determination within 10 days after making the decision.

Should you have any queries regarding this advice please contact Karen Jackson at karen.jackson@dph.wa.gov.au or on 6552 4150.

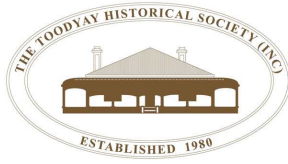
Yours faithfully



Adelyn Siew
Director
Historic Heritage Conservation

4 July 2023

cc: Neil Botica, Botica Architects Pty Ltd, neilb@boticaarchitects.com



Toodyay Historical Society Inc.
PO Box 32
Toodyay WA 6566

12 June 2023

Ms Suzie Haslehurst
Chief Executive Officer
Shire of Toodyay
Fiennes Street
Toodyay WA 6566

Dear Ms Haslehurst

Re: Comment on Proposed Alterations and Restoration Works, Mercy House

Thank you for inviting submissions on the above proposal to convert Mercy House into luxury short stay accommodation.

I am writing on behalf of the members of the Toodyay Historical Society to support the proposal that provides an excellent opportunity to restore this historic building. The proposal suggests this will be undertaken to a level of excellence, and in accordance with the spirit and recommendations of the conservation plan, thus ensuring its status as a State Registered heritage place well into the future.

It is pleasing to read the external fabric of the laundry will not be changed apart from remediation work, as this will assist in maintaining the character and history of the precinct. In relation to the laundry we will be interested to know what is being planned for the old laundry equipment that has a level of heritage value that needs to be determined.

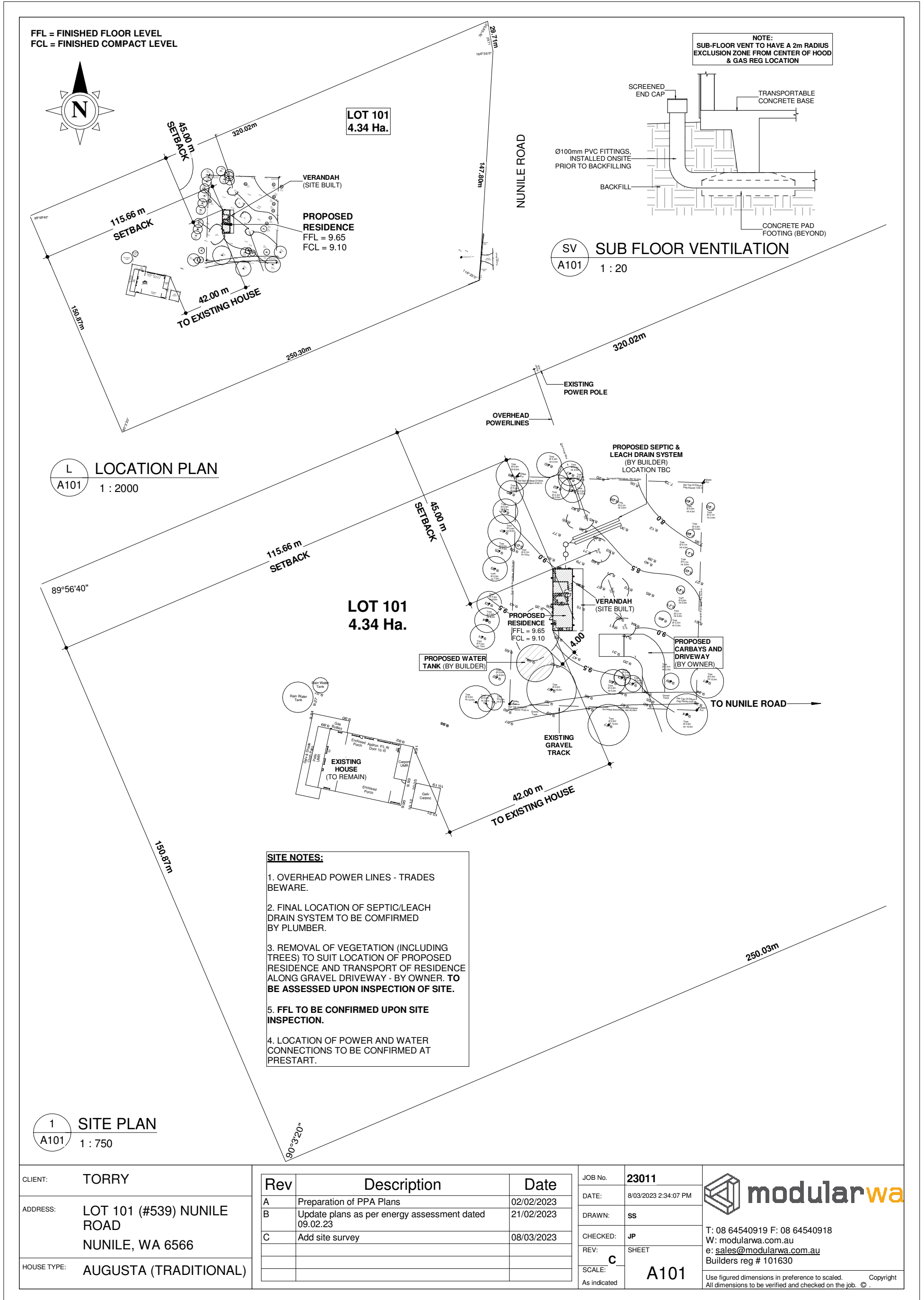
The nature of the fencing is important, and it is hoped the expansive nature of the precinct and its setting will be maintained.

Finally, there appears to be no indication of the Nuns' Walkway that linked Mercy House to the Nuns' Chapel inside the Church. If this can't be retained on the Mercy House lot, it is hoped that some form of interpretation can be undertaken to capture this important feature.

Yours sincerely

Dr. Robyn Taylor
Vice President
Toodyay Historical Society

www.toodyayhistoricalsociety.org.au



CLIENT: **TORRY**

ADDRESS: **LOT 101 (#539) NUNILE ROAD**
NUNILE, WA 6566

HOUSE TYPE: **AUGUSTA (TRADITIONAL)**

Rev	Description	Date
A	Preparation of PPA Plans	02/02/2023
B	Update plans as per energy assessment dated 09.02.23	21/02/2023
C	Add site survey	08/03/2023

JOB No. **23011**

DATE: 8/03/2023 2:34:07 PM

DRAWN: **SS**

CHECKED: **JP**

REV: **SHEET**

SCALE: **A101**
As indicated

modularwa

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W: modularwa.com.au
e: sales@modularwa.com.au
Builders reg # 101630

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GENERAL NOTES:

1. DO NOT SCALE FROM THIS DRAWING. ALL CONTRACTORS TO CHECK DIMENSIONS AND NOTES PRIOR TO COMMENCEMENT OF ANY WORKS AND ANY DISCREPANCIES TO BE NOTIFIED TO THE SITE SUPERVISOR WITHOUT DELAY.

2. DIMENSIONS SHOWN ON THIS PLAN ARE TO STEEL FRAME AND DOES NOT INCLUDE EXTERNAL CLADDING OR INTERNAL LINING WIDTH.

CLIENT NOTE:

THIS PLAN IS TO BE READ IN CONJUNCTION WITH MODULAR WA ADDENDA AND ENGINEERED CERTIFIED DRAWINGS.

CARPENTERS NOTE:

SILICONE BEAD REQUIRED AT BASE OF WALL FRAMES TO ALL TILED WET AREAS

INTERNAL OPENINGS:

DHO: FLUSHED DOOR HEIGHT OPENING 2080mm A.F.L.
FHO: FULL HEIGHT OPENING

WINDOWS

- WINDOW HEAD HEIGHT TO BE 2143mm A.F.L UNLESS NOTED OTHERWISE

- ALL EAST WINDOWS & SLIDING DOORS TO BE LOW-E GLAZING

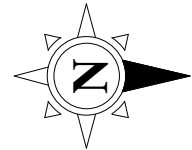
ABBREVIATION LEGEND

- HP HOT PLATE
- RH RANGEHOOD
- UBO UNDERBENCH OVEN
- OHC OVERHEAD CUPBOARD
- DR DRAWER
- FR/FZ REC FRIDGE / FREEZER RECESS
- DW REC DISHWASHER RECESS
- TR TROUGH
- WM REC WASHING MACHINE RECESS
- TRH TOILET ROLL HOLDER
- DTR DOUBLE TOWEL RAIL
- TRG TOWEL RING
- SR SHOWER RAIL / ROSE
- CAP CEILING ACCESS PANEL
- BRM BROOM
- V VANITY
- B BASIN
- OBS OBSCURE
- TF TIMBER FRAME
- D DOOR
- SD SLIDING DOOR
- W WINDOW
- COL COLUMN
- H/H HEAD HEIGHT
- RWP RAIN WATER PIPE
- SV SUB-FLOOR VENT
- SHLVS SHELVES
- (P) PRIVACY LATCH

BUSHFIRE ATTACK LEVEL (BAL): TBA

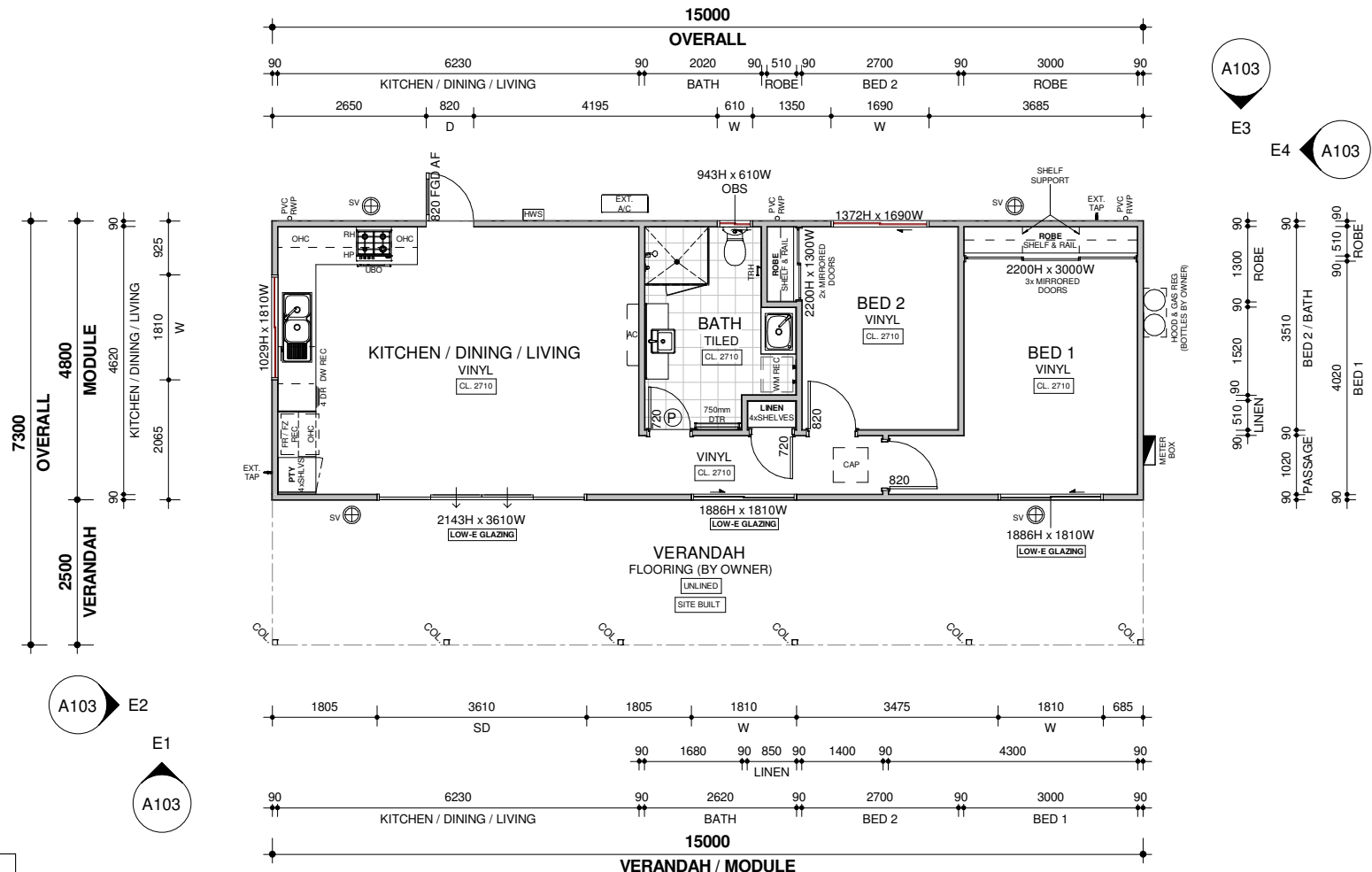
WIND CLASSIFICATION: REGION A

SOIL CLASSIFICATION: "TBA"



R1.0 INSULATION TO UNDERSIDE OF FLOOR THROUGHOUT

WATER FEED AND CAB END LOCATION TO BE CONFIRMED



BUILDING AREA	
BUILDING	72.00m ²
VERANDAH	37.50m ²
GARAGE / CARPORT	N/A
PORCH	N/A
TOTAL	109.50m²

ROOF AREA	
ROOF (YARD BUILT)	70.44m ²
ROOF (SITE BUILT)	37.57
TOTAL	108.01m²

1 FLOOR PLAN
1 : 100

CLIENT: **TORRY**

ADDRESS: **LOT 101 (#539) NUNILE ROAD
NUNILE, WA 6566**

HOUSE TYPE: **AUGUSTA (TRADITIONAL)**

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CHECKED: **JP**

REV: SHEET

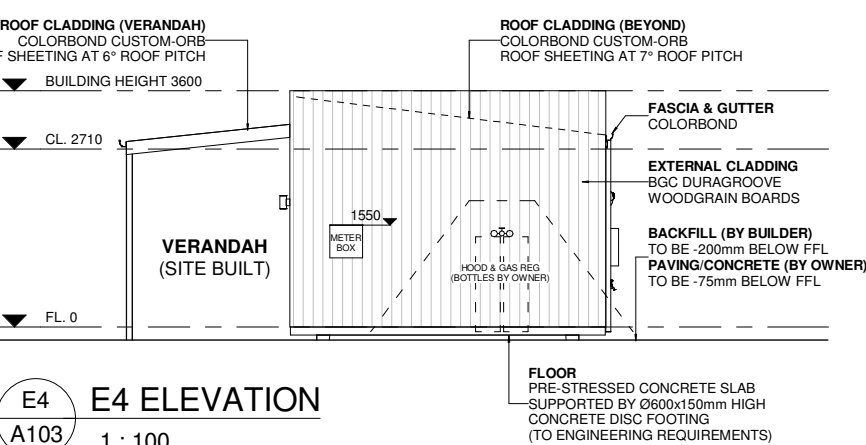
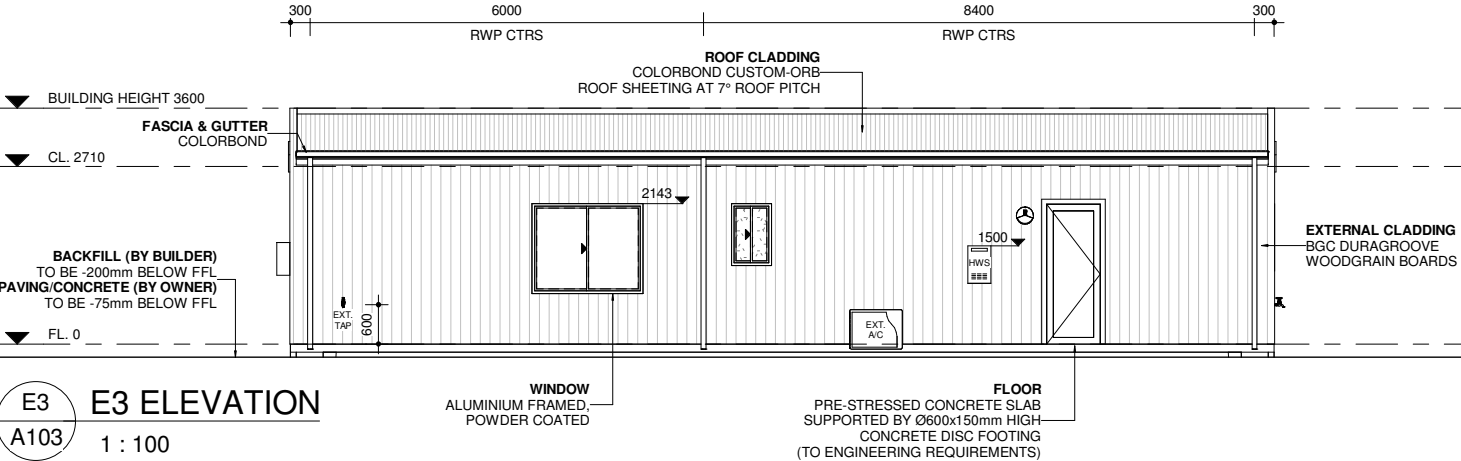
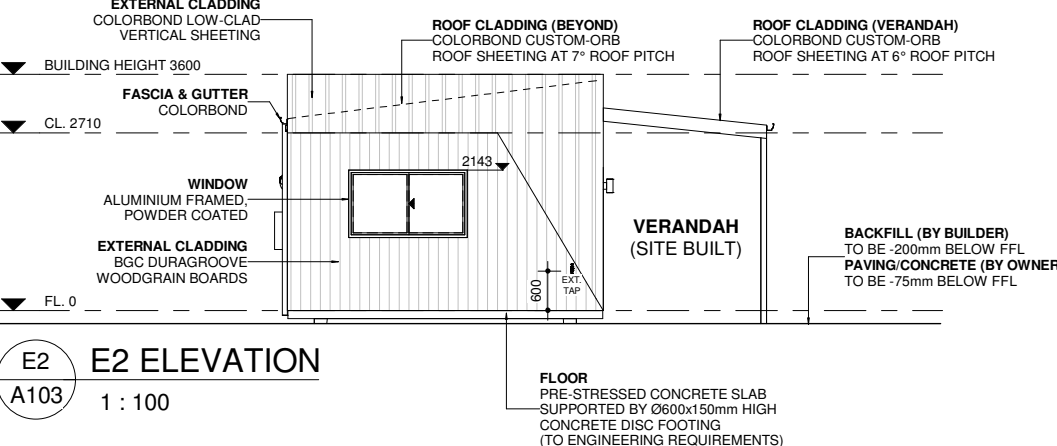
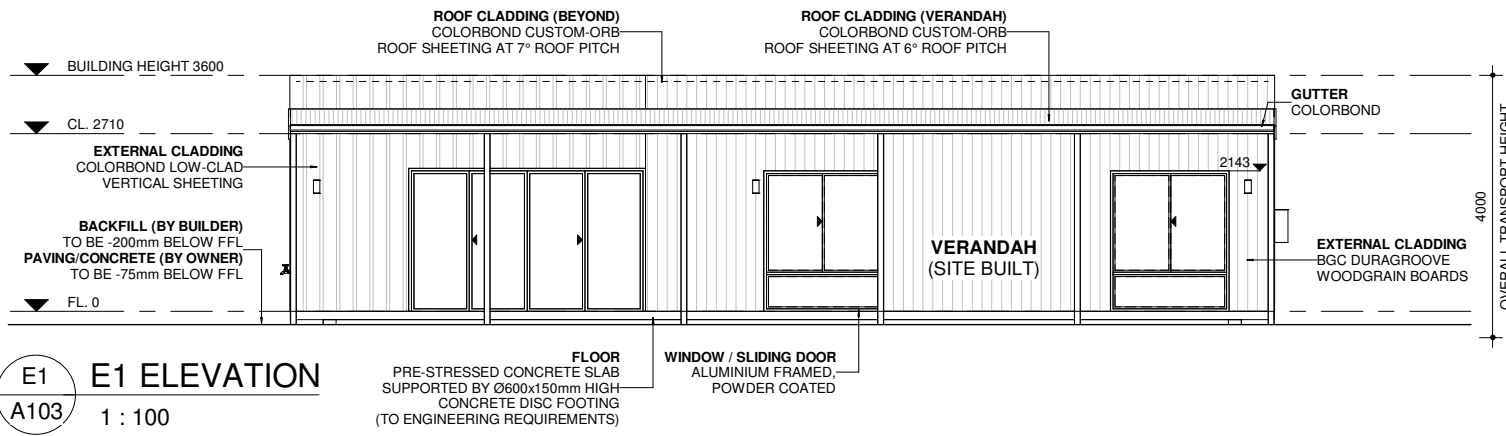
SCALE: **C**
1 : 100

A102

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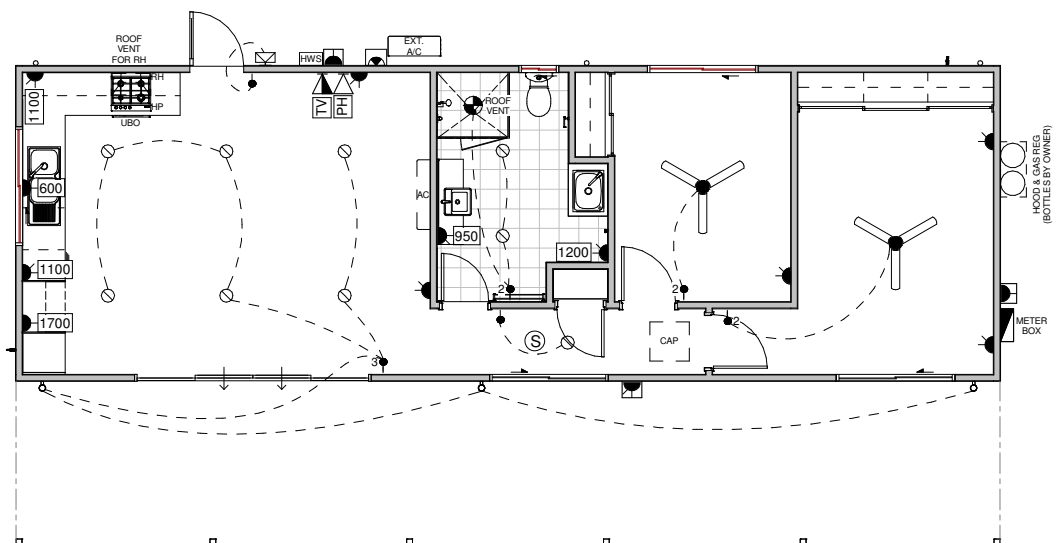
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BACKFILL BY BUILDER



CLIENT: TORRY	<table border="1"> <thead> <tr> <th>Rev</th> <th>Description</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Preparation of PPA Plans</td> <td>02/02/2023</td> </tr> <tr> <td>B</td> <td>Update plans as per energy assessment dated 09.02.23</td> <td>21/02/2023</td> </tr> <tr> <td>C</td> <td>Add site survey</td> <td>08/03/2023</td> </tr> </tbody> </table>	Rev	Description	Date	A	Preparation of PPA Plans	02/02/2023	B	Update plans as per energy assessment dated 09.02.23	21/02/2023	C	Add site survey	08/03/2023	JOB No. 23011	<p>T: 08 64540919 F: 08 64540918 W: modularwa.com.au e: sales@modularwa.com.au Builders reg # 101630</p> <p>Use figured dimensions in preference to scaled. Copyright All dimensions to be verified and checked on the job. © .</p>
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HOUSE TYPE: AUGUSTA (TRADITIONAL)	CHECKED: JP	REV: SHEET													
	SCALE: C	A103													
	1 : 100														

ELECTRICAL LEGEND	
	CEILING LIGHT - L.E.D OYSTER FITTING
	CEILING LIGHT - L.E.D DOWNLIGHT FITTING
	EXTERNAL WALL LIGHT
	EXTERNAL WALL LIGHT - UP/DOWN
	L.E.D. SURFACE MOUNTED BATTEN
	MOTION SENSOR
	SINGLE GPO
	DOUBLE GPO
	QUAD GPO
	SINGLE WEATHERPROOF GPO
	DOUBLE WEATHERPROOF GPO
	ISOLATION SWITCH
	AIR CONDITIONER UNIT ISOLATOR
	PHONE / DATA OUTLET
	TV POINT
	LIGHT SWITCH
	HARDWIRED SMOKE DETECTOR c/w BATTERY BACKUP
	EXHAUST FAN FLUMED
	HEAT / LIGHT / FAN
	LIGHT / FAN
	CEILING FAN
	CEILING FAN c/w LIGHT
	METER BOX



ELECTRICAL NOTES:

1. ALL ELECTRICAL HEIGHTS ARE MEASURED FROM FINISHED FLOOR LEVEL
2. ALL LIGHT SWITCHES TO BE 1200mm ABOVE FINISHED FLOOR LEVEL UNLESS OTHERWISE NOTED
3. INTERNAL GENERAL POWER OUTLETS, PHONE & DATA POINTS TO BE 300mm ABOVE FINISHED FLOOR LEVEL UNLESS OTHERWISE NOTED
4. EXTERNAL GENERAL POWER OUTLETS AND EXTERNAL ISO SWITCH TO BE 1200mm ABOVE FINISHED FLOOR LEVEL UNLESS OTHERWISE NOTED
5. EXTERNAL LIGHT FITTINGS TO BE 1900mm ABOVE FINISHED FLOOR LEVEL - MEASURED TO UNDERSIDE OF FITTING
6. POWER TO DISHWASHER RECESS, ELECTRIC OVEN, RANGEHOOD, HOT PLATE, HOT WATER SYSTEM.

AIR CONDITIONING NOTE:

1. ALL EXTERNAL A/C BOOTS TO BE LOCATED MIN. 400mm ABOVE FFL.
2. FIRE BLANKET TO BE INSTALLED AROUND PIPES PRIOR TO INSTALLING ALL EXTERNAL A/C BOOTS.

1 ELECTRICAL PLAN
A104 1 : 100

CLIENT: TORRY	<table border="1"> <thead> <tr> <th>Rev</th> <th>Description</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Preparation of PPA Plans</td> <td>02/02/2023</td> </tr> <tr> <td>B</td> <td>Update plans as per energy assessment dated 09.02.23</td> <td>21/02/2023</td> </tr> <tr> <td>C</td> <td>Add site survey</td> <td>08/03/2023</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Rev	Description	Date	A	Preparation of PPA Plans	02/02/2023	B	Update plans as per energy assessment dated 09.02.23	21/02/2023	C	Add site survey	08/03/2023							JOB No. 23011	<p>T: 08 64540919 F: 08 64540918 W: modularwa.com.au e: sales@modularwa.com.au Builders reg # 101630</p> <p>Use figured dimensions in preference to scaled. Copyright All dimensions to be verified and checked on the job. © .</p>
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	SCALE: C	A104																			
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ORDINARY COUNCIL MEETING MINUTES

26 APRIL 2023

9.1.3 Proposed Scheme Amendment No. 12 - Additional Use "Distillery and Tourism Uses" Lot 4 (447) and Lot 5 (445) Morangup Road, Morangup
--

Cr D Wrench declared a Proximity Interest pursuant to Section 5.60B of the Local Government Act 1995 in regard to Agenda Item 9.1.3 Proposed Scheme Amendment No. 12 - Additional Use "Distillery and Tourism Uses" Lot 4 (447) and Lot 5 (445) Morangup Road, Morangup, as the proposed land adjoining, not being a thoroughfare, shares a common boundary and shares a common boundary with Lot 447 Morangup Road as per the proposed scheme amendment #12.

Date of Report:	13 April 2023
File Reference:	PLA1
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. Application Report - Shire of Toodyay - Scheme Amendment No.12 ⇒

SUMMARY

Applicant: Land Insights / Toutikian
Owner: HK & S Toutikian
Proposal: Scheme Amendment – Proposed Additional Use “Distillery and Tourism Uses”
Location: Lot 4 (447) and Lot 5 (445) Morangup Road, Morangup

PURPOSE OF THE REPORT

Council is requested to consider an application to initiate a Scheme Amendment process for a proposed additional use “Distillery and Tourism Uses” at Lot 4 (447) and Lot 5 (445) Morangup Road in Morangup

BACKGROUNDThe Land

Lot 4 (447) and Lot 5 (445) Morangup Road, Morangup are located in the Gidgegannup Springs subdivision estate. The lots are zoned Rural Residential under the Shire of Toodyay's Local Planning Scheme No. 4.

The current owners have farmed the land since 1984. They initially planted grapes, citrus, fruit trees and seasonal vegetables and tended to chickens and pigs. The switch to biodynamic farming practice occurred in the past 20 years to produce organic seasonal

ORDINARY COUNCIL MEETING MINUTES

26 APRIL 2023

crops to a standard certified by the National Association for Sustainable Agriculture Australia (NASAA).

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

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

The distillery operates successfully as a home occupation with no problem or issues.

Proposal

Scheme Amendment to Schedule 2 of *Local Planning Scheme No.4* to add the following Additional Uses to the Rural Residential zoned lots at Lot 4 (447) and Lot 5 (445) Morangup Road, Morangup:

- Brewery, Cidery or Distillery,
- Reception Centre,
- Restaurant Café,
- Farm Stay/Host Farm,
- Tourist development

The proposed scheme amendment is to transition from a home occupation into a distillery and associated uses which can build tourist attraction for the locality and the Shire.

An Additional Use is a land use that is permitted on a specific portion of land in addition to the uses already permissible in the zone that applies to the land.

Despite anything contained in the Zoning Table, the land specified in the Schedule may be used for the specific use or uses that are listed in addition to any uses permissible in the zone in which the land is situated subject to the conditions set out in Schedule 2 with respect to that land.

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

Applicant's submission

The proposed amendment will insert several Additional Use notations into Schedule 2 of the Shire of Toodyay's (Shire) *Local Planning Scheme No.4* to specifically apply to Lot 4 and Lot 5 within the Rural Residential zone. The amendment for additional uses of a boutique small distillery, associated tasting/sales room, and other associated tourism and hospitality-oriented uses to be considered by Council.

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

ORDINARY COUNCIL MEETING MINUTES

26 APRIL 2023

alongside the currently operating distillery and associated biodynamic farming currently occurring on the subject site.

For more details please refer Attachment 1.

COMMENTS AND DETAILS

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

Transition to Local Planning Scheme No. 5

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

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

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

Scenario 1

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

Or

Scenario 2

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

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

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

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

IMPLICATIONS TO CONSIDER**Consultative:**

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

ORDINARY COUNCIL MEETING MINUTES

26 APRIL 2023

Referral to State Government agencies

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

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

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

Advertising (applicable to standard and complex amendments only)

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

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

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

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

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

Report of the submissions received during public advertising

Following the advertising period, a report on any submissions received will be prepared and referred to Council. Should Council resolve to adopt the scheme amendment with or without modifications, the Shire will forward the submissions together with Council's comments and recommendations to the WAPC. Should Council resolve not to adopt the scheme amendment, documentation must still be submitted to the WAPC.

Final determination

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

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

We will attract, develop and maintain business in Toodyay.

Objective 1: Encourage and support investment into new and existing businesses in Toodyay

S 1.1 Promote environmentally sustainable development that is consistent with our rural setting.

ORDINARY COUNCIL MEETING MINUTES

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S 1.2 Work collaboratively with business stakeholders to minimise impediments.

S 1.3 Encourage new businesses and new business sectors to come to Toodyay.

Objective 2: Promote Toodyay as a tourism destination

S 2.1 Develop successful and collaborative partnerships that support the Tourism Strategy.

S 2.2 Support the focus on boosting overnight experiential tourism.

S 2.3 Advocate for infrastructure to support tourism.

S 2.4 Support the development of arts, cultural, heritage and environmental tourism.

Objective 3: Encourage economic diversification

S 3.1 Advocate for increased opportunities for premium food production.

S 3.2 Engage with local manufacturing, building and construction sectors.

S 3.3 Facilitate participation in the digital economy and knowledge intensive enterprises.

Shire of Toodyay Local Planning Strategy 2017

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

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

Clause 2.3.2.1 relates to Rural Tourism and states;

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

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

Policy related:

Local Planning Policy – Advertising of Planning Proposals

State Planning Policy 2.5 – Rural Planning

State Planning Policy 3.7 – Planning in Bushfire Prone Areas

Government Sewerage Policy

Draft Position Statement – Planning for Tourism

Financial:

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

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

ORDINARY COUNCIL MEETING MINUTES**26 APRIL 2023**

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

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

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

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

Legal and Statutory:

[Planning and Development Act 2005](#)

[Planning and Development Regulations 2009](#)

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

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

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

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

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

Shire of Toodyay Local Planning Scheme No. 4

Risk related:

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

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26 APRIL 2023

Workforce related:

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

VOTING REQUIREMENTS

Simple Majority

Cr Wrench departed the Council Chambers at 1.24pm.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM072/04/23

MOVED Cr B Ruthven

That Council:

1. In accordance with section 75 of the *Planning and Development Act 2005* and Regulation 35 (1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, adopts for the purposes of advertising, an amendment to the Shire of Toodyay *Local Planning Scheme No. 4* to:

1.1. insert additional use No. 11 in Schedule 2 – Additional Uses as follows:

No.	Description of land	Additional use	Conditions
11	Lot 4 (447) and Lot 5 (445) Morangup Road, Morangup	Brewery, Cidery or Distillery (D) Reception Centre (I) Restaurant/Café (I) Farm Stay/Host Farm (I) Tourist Development (I)	<p>a) Development shall be in accordance with site plans approved by local government and will require the issue of development approval.</p> <p>b) Each additional use requires development approval of the Local Government.</p> <p>c) Car parking and service access and loading requirement will be determined by local government as a condition of development approval, considering the number of spaces estimated to be necessary.</p> <p>d) Commercial vehicles would not enter or leave the premises earlier than 9:00am or later than 5:00pm on Monday to Saturdays. No freight access to occur on Sundays.</p> <p>e) The predominant form of development over the site is</p>

ORDINARY COUNCIL MEETING MINUTES

26 APRIL 2023

for Rural Residential purposes.

- 1.2. amend the Scheme Map to designate the Additional Use by including an 'A11' notation over Lot 4 (447) and Lot 5 (445) Morangup Road, Morangup; and
2. In accordance with Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* determines that the Scheme amendment is a complex amendment as the proposed use for the site is one not contemplated in the Local Planning Strategy when it was last prepared by the Shire.
3. Requests the CEO to advertise the proposed Scheme amendment for a period of 60 days and bring a report to the July 2023 Ordinary Council Meeting to consider submissions received.

MOTION CARRIED 7/0

Cr Wrench returned to Council Chambers at 1.26pm.



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Your ref:
Our ref: 1080

CEO – Shire of Toodyay
PO Box 96
TOODYAY WA 6566

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

Dear Hugo

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

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

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

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

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

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

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

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

1

LPS 4 - Amendment 12 | June 2023



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

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

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

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

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

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

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

Yours sincerely,

Ross Montgomery – Principal

Land Insights
Planning – Design – Environment

19 September 2023

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

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

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

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

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

Proposal

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

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

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

Potential for Environmental Affect

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

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

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

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

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

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

Shire of Toodyay
Local Planning Scheme No. 4

Shire of Toodyay
Local Planning Scheme No. 4

Amendment No. 12

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

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

FORM 2A

Planning and Development Act 2005

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

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

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

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

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

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

Dated this _____ day of _____ 20__

(Chief Executive Officer)

1.0 INTRODUCTION

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

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

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

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

1.0 BACKGROUND

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

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

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

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

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

Site Details

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

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

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

Table 1 – Lot Details

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

Location

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

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

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



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

3.0 PLANNING CONTEXT

Statutory Planning Framework

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

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

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

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

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

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

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

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

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

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

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

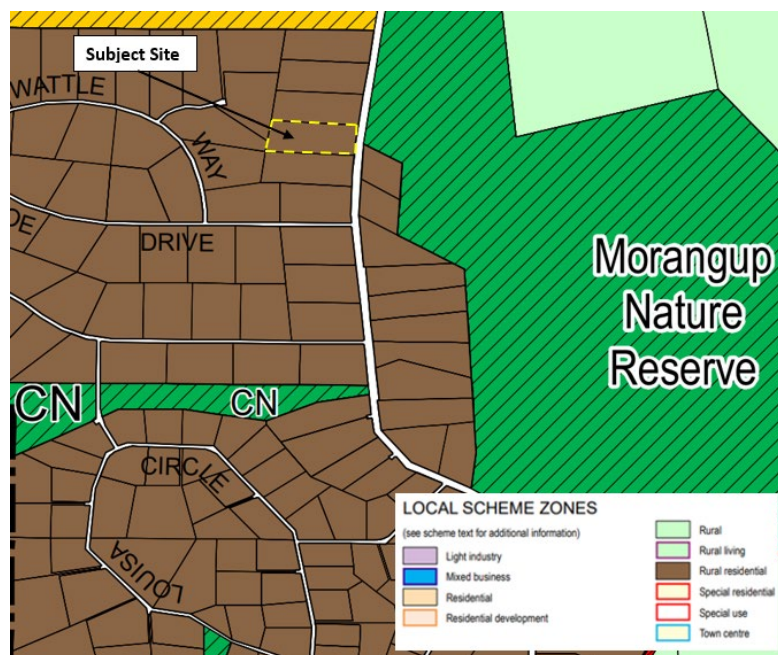


Figure 2 – Zoning Map (Source – Department for Planning Lands and Heritage)

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

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

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

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

4.0 Strategic Planning Framework

4.1 Shire of Toodyay Local Planning Strategy (2017)

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

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

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

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

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

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

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

It further states that:

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

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

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

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

Strategic Directions and Strategies

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

Actions

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

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

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

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

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

Clause 2.3.2.1 relates to Rural Tourism and states;

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

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

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

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

4.2 Shire of Toodyay Strategic Community Plan to 2028

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

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

5.0 LOCAL PLANNING POLICIES

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

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

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

6.0 PROPOSAL

6.1 Proposed Development

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

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

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

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

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

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

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

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

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

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

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

6.2 Scheme Amendment – Text Addition

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

Schedule 2

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

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

7.0 CONCLUSION

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

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

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

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

FORM 4A

Planning and Development Act 2005
RESOLUTION TO AMEND LOCAL PLANNING SCHEME
Shire of Toodyay Local Planning Scheme No.4
[Amendment Number 12]

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

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

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

Following forms to be completed by Shire upon adoption

FORM 5A

COUNCIL ADOPTION

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

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

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

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

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

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

WAPC RECOMMENDATION FOR APPROVAL

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

DATE.....
FORM 5A - CONTINUED

APPROVAL GRANTED

.....
MINISTER FOR PLANNING

DATE.....

Appendix

Subject Amendment Site - Land Title Identification.

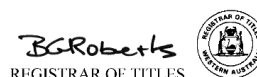


REGISTER NUMBER 4/P14524	
DUPLICATE EDITION N/A	DATE DUPLICATE ISSUED N/A

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

VOLUME **1664** FOLIO **730**

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



LAND DESCRIPTION:

LOT 4 ON PLAN 14524

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

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

(T F840615) REGISTERED 29/3/1995

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

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

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

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

STATEMENTS:

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

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

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



Shire of Toodyay					
List of Payments Presented to Council for Period 1 July 2023 to 31 July 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
13008	14-07-2023	DEPARTMENT OF TRANSPORT	12 month registration renewal 2023-2024, 1HCF585 Toyota Hilux, CESM vehicle	415.70	
13009	14-07-2023	OLD GAOL MUSEUM	Old Gaol Honorariums August 2023	400.00	
13010	14-07-2023	SHIRE OF TOODYAY	Depot petty cash recoup July 2023	98.85	
13011	14-07-2023	WATER CORPORATION	Water account 9023377637 Community standpipe for the period 17 Apr 2023 - 12 Jun 2023	166.43	
13011	14-07-2023	WATER CORPORATION	Water account 9007931837 Newcastle park for the period 17 Apr 2023 - 12 Jun 2023	201.38	
13011	14-07-2023	WATER CORPORATION	Water account 9007931909 Library for the period 17 Apr 2023 - 12 Jun 2023	63.37	
13011	14-07-2023	WATER CORPORATION	Water account 9007931917 Mrs O'Reillys cottage, 100 Stirling Tce Toodyay for the period 17 Apr 2023 - 12 Jun 2023	353.33	
13011	14-07-2023	WATER CORPORATION	Water account 9007931976 Bendigo Bank, 108 Stirling Tce for the period 17 Apr 2023 - 12 Jun 2023	385.18	
13011	14-07-2023	WATER CORPORATION	Water account 9007932098 Stirling park for the period 17 Apr 2023 - 12 Jun 2023	5.59	
13011	14-07-2023	WATER CORPORATION	Water account 9007932530 Toodyay cemetery, 61 Telegraph Rd for the period 18 Apr 2023 - 12 Jun 2023	61.53	
13011	14-07-2023	WATER CORPORATION	Water account 9007933496 Donegans cottage for the period 17 Apr 2023 - 12 Jun 2023	53.70	
13011	14-07-2023	WATER CORPORATION	Water account 9007933509 Parkers cottage 7 Toodyay St for the period 17 Apr 2023 - 12 Jun 2023	51.80	
13011	14-07-2023	WATER CORPORATION	Water account 9007933517 Showgrounds, pavilion and hockey oval for the period 17 Apr 2023 - 12 Jun 2023	3,961.96	
13011	14-07-2023	WATER CORPORATION	Water account 9007933568 Duidgee park Harper Rd, drinking fountain, reticulation of grass area, public toilets for the period 19 Apr 2023 - 13 Jun 2023	1,138.38	
13011	14-07-2023	WATER CORPORATION	Water account 9007933752 Connors cottage, 5 Piesse St Toodyay for the period 17 Apr 2023 - 12 Jun 2023	288.07	
13011	14-07-2023	WATER CORPORATION	Water account 9007933832 Memorial hall for the period 17 Apr 2023 - 12 Jun 2023	346.06	
13011	14-07-2023	WATER CORPORATION	Water account 9007933891 Duke St Toodyay, garden beds at IGA car park and public toilets, Lot 324 and lot 325 for the period 17 Apr 2023 - 12 Jun 2023	445.44	
13011	14-07-2023	WATER CORPORATION	Water Account 9007934202 Old P and G depot for the period 20 Apr 2023 - 13 Jun 2023	11.19	
13011	14-07-2023	WATER CORPORATION	Water account 9007934990 Anzac memorial park for the period 20 Apr 2023 - 13 Jun 2023	120.27	
13011	14-07-2023	WATER CORPORATION	Water account 9007935192 Shire administration offices 15 Fiennes St for the period 20 Apr 2023 - 13 Jun 2023	27.97	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 July 2023 to 31 July 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
13011	14-07-2023	WATER CORPORATION	Water account 9007935205 15 Fiennes St administration garden for the period 20 Apr 2023 - 13 Jun 2023	416.75	
13011	14-07-2023	WATER CORPORATION	Water account 9007935221 14 Clinton St Toodyay, Old Gaol museum, for the period 21 Apr 2023 - 13 Jun 2023	246.14	
13011	14-07-2023	WATER CORPORATION	Water account 9007935360 19A Clinton St, Shire's duplex, for the period 21 Apr 2023 - 13 Jun 2023	280.06	
13011	14-07-2023	WATER CORPORATION	Water account 9007935379 19B Clinton St, Shire's duplex, for the period 21 Apr 2023 - 13 Jun 2023	234.98	
13011	14-07-2023	WATER CORPORATION	Water account 9007935635 Pelham reserve toilets, Henry St. for the period 21 Apr 2023 - 13 Jun 2023	22.38	
13011	14-07-2023	WATER CORPORATION	Water account 9007938270 Community medical centre 17 Apr 2023 - 12 Jun 2023	650.00	
13011	14-07-2023	WATER CORPORATION	Water account 9008751598 Waste transfer station Railway Rd for the period 19 Apr 2023 - 13 Jun 2023	19.58	
13011	14-07-2023	WATER CORPORATION	Water account 9014201672 Railway station gardens for the period 17 Apr 2023 - 12 Jun 2023	36.36	
13011	14-07-2023	WATER CORPORATION	Water account 9017484946 Railway Rd depot for the period 19 Apr 2023 - 13 Jun 2023	50.35	
13011	14-07-2023	WATER CORPORATION	Water account 9007933760 Northam-Toodyay Rd Avon Hills, standpipe for the period 1 May 2023 - 4 Jul 2023	30,266.53	
13012	14-07-2023	WATER CORPORATION	Water account 9013566063 Anzac Ave road verge 20 Apr 2023 - 13 Jun 2023	2.80	
1	01-07-2023	BENDIGO & ADELAIDE BANK LTD	Bpay fee July 2023	265.54	
2	01-07-2023	BENDIGO & ADELAIDE BANK LTD	Overdraft fee July 2023	15.00	
3	01-07-2023	BENDIGO & ADELAIDE BANK LTD	Monthly service fee July 2023	15.00	
4	01-07-2023	BENDIGO & ADELAIDE BANK LTD	Transfer fee July 2023	10.00	
5	03-07-2023	HP FINANCIAL SERVICES PTY LTD	Photocopier lease July 2023	1,116.84	
6	03-07-2023	COMMONWEALTH BANK OF AUSTRALIA	Merchant fee July 2023	70.29	
7	03-07-2023	COMMONWEALTH BANK OF AUSTRALIA	Merchant fee July 2023	28.64	
8	03-07-2023	COMMONWEALTH BANK OF AUSTRALIA	Merchant fee July 2023	122.76	
9	03-07-2023	COMMONWEALTH BANK OF AUSTRALIA	Merchant fee July 2023	93.97	
10	03-07-2023	BENDIGO & ADELAIDE BANK LTD	Bank fee July 2023	3.01	
11	05-07-2023	BENDIGO & ADELAIDE BANK LTD	Bank fee July 2023	7.26	
12	06-07-2023	QPC GROUP	Freight, delivery charge for depot, July 2023	34.10	
13	10-07-2023	PAYMATE	Community standpipe controller fee July 2023	82.50	
14	10-07-2023	QPC GROUP	Freight and delivery charge July 2023	29.70	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 July 2023 to 31 July 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
15	12-07-2023	CNH INDUSTRIAL CAPITAL AUST PTY LTD	Iveco truck lease July 2023	3,207.70	
16	14-07-2023	CREDIT CARD CEO	Credit card - CEO - S Haslehurst June 2023	2,182.78	
			8/6/2023 QT Canberra - accommodation for the Shire President		1,212.93
			10/06/2023 Microsoft - Xbox game subscription for CRC, kids club		15.95
			15/06/2023 Microsoft - karaoke subscription for CRC, kids club		5.95
			15/06/2023 Drop Box - annual subscription annual fee		306.90
			15/6/2023 Bendigo bank - international transaction fee		9.21
			26/6/2023 Adobe - monthly subscription July 2023		627.84
			29/6/2023 Bendigo bank - monthly credit card fee July 2023		4.00
17	14-07-2023	CREDIT CARD CESM	Credit Card - CESM - R Koch - June 2023	4.00	
			29/6/2023 Bendigo bank - monthly credit card fee July 2023		4.00
18	14-07-2023	CREDIT CARD MDR	Credit Card - MDR - Hugo De Vos - June 2023	37.06	
			21/06/2023 Chat GPT - monthly subscription July 2023		32.10
			21/6/2023 Bendigo bank - international transaction fee		0.96
			29/6/2023 Bendigo bank - monthly credit card fee July 2023		4.00
19	14-07-2023	CREDIT CARD MCCS	Credit card - T Bateman - MCCS - June 2023	633.60	
			14/06/2023 Australia Post - gift card for S. Slater		386.90
			15/06/2023 Woolworth - canteen stock for kids club, morning tea for be connected program		133.10
			13/06/2023 Dunnings - petrol for MCCS vehicle		60.01
			25/06/2023 Adobe monthly subscription for CRC		18.69
			28/06/2023 Facebook - post for SOCK week grant		30.00
			29/6/2023 Bendigo bank - international transaction fee		0.90
			29/6/2023 Bendigo bank - monthly credit card fee July 2023		4.00
20	14-07-2023	BENDIGO & ADELAIDE BANK LTD	Bank fee July 2023	9.68	
21	14-07-2023	Alison Barbara DOWNIE	Consignment sales June 2023	13.47	
22	14-07-2023	Alison CROMB	Consignment sales June 2023	26.92	
23	14-07-2023	ALL PARTS WA	Hydraulic fittings for skeet steer	27.19	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 July 2023 to 31 July 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
24	14-07-2023	ALTUS PLANNING & APPEALS	Ongoing planning services: email communication with the Shire, preparation of a response letter, travel and attendance at on-site mediation, preparation of a new letter for DR33/2023	2,898.50	
25	14-07-2023	AUSTRALIA POST	Postage charges June 2023	166.59	
26	14-07-2023	AUSTRALIAN COMMUNITY MEDIA	Advertisement wildflowers August edition of The Senior magazine	176.00	
27	14-07-2023	AUTOPRO NORTHAM	New CV joints for T0026, Holden Colorado, SPW vehicle	492.00	
28	14-07-2023	AUTOPRO NORTHAM	Supply oils for depot, vehicle servicing	2,418.09	
29	14-07-2023	AVON SKIP BINS	Memorial Hall, depot, sportsground, skip bin hire April, May and June 2023	315.00	
30	14-07-2023	AVON VALLEY WINDSCREENS	Replacement of windscreen for T0026, Holden Colorado, SPW vehicle	440.00	
31	14-07-2023	AVON VALLEY WINDSCREENS	Replacement of windscreen for T0019 Hino truck	660.00	
32	14-07-2023	AVON WASTE - STONDON PTY LTD	2023 - 2024 recycle calendar	1,661.00	
33	14-07-2023	AVON WASTE - STONDON PTY LTD	Fortnightly rubbish collection charges 19/06/23 to 30/06/23	17,109.90	
34	14-07-2023	Barry Graham KEENS	Consignment sales June 2023	24.08	
35	14-07-2023	BGC QUARRIES	26 tonne of granite for road patching	1,476.20	
36	14-07-2023	BOC LIMITED	Rental of oxysok medical oxygen cylinders for period from 01/07/23 to 30/06/2024	1,141.92	
37	14-07-2023	BOLGART RURAL MERCHANDISE	10 x drums of herbicide	2,200.00	
38	14-07-2023	BRODERICK WASTE SOLUTIONS	Cartage of waste from Toodyay transfer station to Northam for the month of June 2023	4,848.36	
39	14-07-2023	BRODERICK WASTE SOLUTIONS	Cartage of Ewaste to Perth 13/06/23	660.00	
40	14-07-2023	BRODERICK WASTE SOLUTIONS	Cartage of glass for recycling 30/6/2023	660.00	
41	14-07-2023	BRODERICK WASTE SOLUTIONS	Management of waste transfer station and disposal of waste for the fortnight ended 11 July 2023	5,610.00	
42	14-07-2023	BUNNINGS - MIDLAND	Floor squeegee	130.62	
43	14-07-2023	BUNNINGS - MIDLAND	Wall mount, power board, wall anchors	116.37	
44	14-07-2023	BUNNINGS - MIDLAND	2 x power boards, kinetic 2M outlet drain hose	73.26	
45	14-07-2023	BUNNINGS - MIDLAND	TV mount	57.59	
46	14-07-2023	C & F BUILDING APPROVALS	Compliance assessment and issue of class 10 A CDC, building permit on pre certified application	1,320.00	
47	14-07-2023	C & F BUILDING APPROVALS	Compliance assessment and issue of class 10 A CDC	770.00	
48	14-07-2023	CADDS FASHIONS SPORTFIRST NORTHAM	5 x medium cool light weight shirts	180.25	
49	14-07-2023	COUNTRY COPIERS	CRC printer meter reading from 05/06/23 - 05/07/23	208.29	
50	14-07-2023	DATACOM SOLUTIONS (AU) PTY LTD	Datapay direct access June 2023	357.08	
51	14-07-2023	Deborah TERMANN	Consignment sales June 2023	22.00	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 July 2023 to 31 July 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
52	14-07-2023	DEPARTMENT OF MINES INDUSTRY REGULATION & SAFETY	BSL levies June 2023	1,261.10	
53	14-07-2023	EAG ELECTRICAL AIR-CONDITIONING & GAS	Replacement of light switch to the bathroom for 19A Clinton St Toodyay	157.30	
54	14-07-2023	EAG ELECTRICAL AIR-CONDITIONING & GAS	Replacement of light and installation of sensor at depot	508.20	
55	14-07-2023	EAG ELECTRICAL AIR-CONDITIONING & GAS	Repairs to the fridge at the pavilion showroom kitchen	457.60	
56	14-07-2023	EAG ELECTRICAL AIR-CONDITIONING & GAS	Repairs to the fire alarm system at the waste transfer station	385.66	
57	14-07-2023	EAG ELECTRICAL AIR-CONDITIONING & GAS	Supply light for Anzac park up light for trees	363.00	
58	14-07-2023	EASIFLEET	Hugo De Vos payroll salary deductions PPE 05/07/2023	498.10	
59	14-07-2023	EASIFLEET	Hugo De Vos payroll salary deductions PPE 18/07/2023	498.10	
60	14-07-2023	EMERG SOLUTIONS PTY LTD	BART regional group subscription licences September 3, 2023 to September 2, 2024.	2,880.00	
61	14-07-2023	EQUIFAX	Integrity checks June 2023	24.09	
62	14-07-2023	ESSLEMONT ESTATE	Consignment sales June 2023	12.27	
63	14-07-2023	FRONTLINE FIRE & RESCUE EQUIPMENT	Repair bent halo, replace broken battery box handle and air conditioning pollen filter and blower fan clean	916.42	
64	14-07-2023	FRONTLINE FIRE & RESCUE EQUIPMENT	Repair damage at pump panel deluge, replace work light switches and air conditioning service	1,681.75	
65	14-07-2023	GLENORAN LEATHER	Consignment sales June 2023	43.85	
66	14-07-2023	HIMAC ATTACHMENTS	New cutting edges for track loader	898.74	
67	14-07-2023	INFOCOUNCIL PTY LTD	Annual license fee 01/07/2023 - 30/06/2024	11,841.50	
68	14-07-2023	Janet Susan WILKINSON	Rebate rates refund for 868 Julimar Rd, West Toodyay	796.50	
69	14-07-2023	JIM VAUGHAN	Consignment sales June 2023	28.00	
70	14-07-2023	JLT RISK SOLUTIONS PTY LTD	Regional risk co-ordinator fees January 2023 - June 2023	597.72	
71	14-07-2023	John BUTLER	Consignment sales May 2023	23.10	
72	14-07-2023	KLEEN WEST DISTRIBUTERS	Cleaning supplies for depot	313.28	
73	14-07-2023	Kyla BROWNE	Reimbursement of cost for SOCK week supplies, school holiday program supplies, be connected morning tea, kids club canteen	378.58	
74	14-07-2023	LANDGATE	Land searches 15/06/23, 26/06/23, 29/06/23	112.80	
75	14-07-2023	Leah Imelda CARVELL	Consignment sales June 2023	25.00	
76	14-07-2023	LG PROFESSIONALS AUSTRALIA WA	Silver Local Government subscription 2023-2024	2,200.00	
77	14-07-2023	LYDIA HIGHFIELD CONSULTANCY	Recruitment and selection services for the position of executive manager infrastructure, assets and services	5,850.00	
78	14-07-2023	Margaret BRADFORD SEELEY	Consignment sales June 2023	33.10	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 July 2023 to 31 July 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
79	14-07-2023	MCLEODS BARRISTERS & SOLICITORS	Unauthorised camping 62 Ferguson Road, Coondle	539.55	
80	14-07-2023	Miya COLEMAN	Reimbursement of cost for police clearance and working with children check	145.70	
81	14-07-2023	MM MECHANICAL PTY LTD	BFB truck repairs	151.80	
82	14-07-2023	MM MECHANICAL PTY LTD	Diagnose and repair John Deere buggy rego T7858	1,197.13	
83	14-07-2023	MM MECHANICAL PTY LTD	Fitting for Ammann roller and hose for truck	90.20	
84	14-07-2023	MM MECHANICAL PTY LTD	Fitting for Ammann roller and hose for truck	40.96	
85	14-07-2023	MM MECHANICAL PTY LTD	BFS annual servicing - Coondle	1,242.35	
86	14-07-2023	MM MECHANICAL PTY LTD	BFS annual servicing - Bejoording	1,376.39	
87	14-07-2023	MM MECHANICAL PTY LTD	BFS annual servicing - Coondle and gear box diagnosis and replacement	15,731.16	
88	14-07-2023	MM MECHANICAL PTY LTD	BFS annual servicing - Coondle	1,288.64	
89	14-07-2023	MM MECHANICAL PTY LTD	BFS annual truck servicing - Julimar	1,202.03	
90	14-07-2023	MM MECHANICAL PTY LTD	Service and brake repairs of CESH ute	1,419.72	
91	14-07-2023	NORTHAM HOLDEN	New exhaust bracket and insulator for T0026, Holden Colorado, SPW vehicle	61.31	
92	14-07-2023	NORTHAM PAPER PRODUCTS	Gift bags for items sold in VC	129.81	
93	14-07-2023	OFFICE OF AUDITOR GENERAL	Professional services audit fees for 2020/2021	26,400.00	
94	14-07-2023	OFFICEWORKS	Logitech wireless keyboard and mouse combo	99.00	
95	14-07-2023	ONE MUSIC AUSTRALIA - AUSTRALASIAN PERFORMING RIGHT ASSOC LTD	Rural music licence from 01/07/2023 to 30/09/2023	174.13	
96	14-07-2023	OZTROLOGY PTY LTD	Consignment sales June 2023	27.50	
97	14-07-2023	Paul Wesley Jones SUTTON	Reimbursement of cost: garden arch for Christmas street party, potting mix and paint for school holiday program, sandbags, marquee weights for use Shire's gazebos	338.99	
98	14-07-2023	Paul Wesley Jones SUTTON	Reimbursement of cost: consumables for installation of projector and screen, tent pegs	81.83	
99	14-07-2023	PLANNING INSTITUTE OF AUSTRALIA	Membership for Hugo de Vos	693.00	
100	14-07-2023	PROFESSIONAL PC SUPPORT PTY LTD (XL2)	Domain management for toodyaycrc.com.au	11.00	
101	14-07-2023	PROFESSIONAL PC SUPPORT PTY LTD (XL2)	Creation of new user - CRC	22.66	
102	14-07-2023	PROFESSIONAL PC SUPPORT PTY LTD (XL2)	Managed ICT agreement July 2023	10,917.13	
103	14-07-2023	PROFESSIONAL PC SUPPORT PTY LTD (XL2)	Managed phone agreement July 2023	1,244.03	
104	14-07-2023	PUBLIC TRANSPORT AUTHORITY OF WA	TransWA ticket sales for June 2023	541.05	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 July 2023 to 31 July 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
105	14-07-2023	QUILTS BY ROBYN	Consignment sales June 2023	196.00	
106	14-07-2023	Robert VAN OOSTEN	Consignment sales June 2023	14.00	
107	14-07-2023	S F FITZGERALD PLUMBING & GAS	Cistern replacement at Newcastle Goal female toilet	228.00	
108	14-07-2023	Sara Louise WHINCUP	Consignment sales June 2023	20.00	
109	14-07-2023	SHAWMAC TRAFFIC & SAFETY PTY LTD	Design audit for Telegraph/Bindi Bindi Toodyay Road as per main roads BS funded requirements	4,235.00	
110	14-07-2023	SHIRE OF NORTHAM	Hire of zero turn mower	999.38	
111	14-07-2023	SHIRE OF NORTHAM	Hire of zero turn mower	790.02	
112	14-07-2023	SHRED-X PTY LTD	CRC permanent security bin June 2023	13.00	
113	14-07-2023	SHRED-X PTY LTD	CRC permanent security bin May 2023	13.00	
114	14-07-2023	SHRED-X PTY LTD	Paper shredding for administration offices	39.01	
115	14-07-2023	SOUTHERN CROSS AUSTEREO PTY LTD	Around the towns advertising July 2023	99.00	
116	14-07-2023	SPACETOCO PTY LTD	Online booking facilities for July 2023	165.00	
117	14-07-2023	ST JOHN AMBULANCE WA	First aid training for Julian Little	160.00	
118	14-07-2023	SYNERGY	Synergy grouped electricity account 802970900 for period from 24/03/2023 to 26/05/2023	6,802.47	
119	14-07-2023	SYNERGY	Streetlights, electricity account 17458579025 for period from 25 May 2023 to 24 June 2023	3,967.28	
120	14-07-2023	SYNERGY	Electricity account 149993610, Depot, lot 301 Railway Rd for period from 14 Jun 2023 - 30 Jun 2023	569.27	
121	14-07-2023	Tanya Michelle STUART	Consignment sales June 2023	23.09	
122	14-07-2023	TEAM GLOBAL EXPRESS PTY LTD	Freight charges 13/06/23, 19/06/23	43.85	
123	14-07-2023	TEAM GLOBAL EXPRESS PTY LTD	Freight charges 09/06/2023	15.69	
124	14-07-2023	TELSTRA CORPORATION LTD	Telstra mobiles and data account 2608284176 June 2023	1,369.54	
125	14-07-2023	TELSTRA CORPORATION LTD	Telstra account 7852285500 services and equipment rental to 01 Aug 2023	54.20	
126	14-07-2023	TOODYAY BAKERY & CAFE	Lunch for 18 people attending first aid training	153.00	
127	14-07-2023	TOODYAY HARDWARE & FARM	Supply exchange E size acetylene	299.00	
128	14-07-2023	TOODYAY HARDWARE & FARM	Ball valve 20 mm full port	29.90	
129	14-07-2023	TOODYAY HARDWARE & FARM	Hand fork for a garden	22.35	
130	14-07-2023	TOODYAY IGA	Staff amenities June 2023	579.42	
			<i>Library - newspapers, spring water, milk, coffee</i>		128.31
			<i>Admin - refill dishwashing liquid, Glen 20, milk, sugar, air freshener</i>		77.91
			<i>Depot - tea bags, milk, cleaning suppliers</i>		26.97
			<i>VC - spring water, milk, cleaning suppliers, catering for S. Later farewell, hadsanitiser</i>		299.32
			<i>CRC - snacks and lollies for kids club</i>		38.65

Shire of Toodyay					
List of Payments Presented to Council for Period 1 July 2023 to 31 July 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
			BFS - milk, ground white pepper		8.26
131	14-07-2023	TOODYAY TRADERS	15 mm elbow, poly riser 15 mm x 100 mm	2.00	
132	14-07-2023	TOODYAY TRADERS	Barley flaked 25 kg, pig grower pellets 30 kg	70.00	
133	14-07-2023	TOODYAY TRADERS	Insect spray, roller spline, brush 38 mm, paint kit	65.10	
134	14-07-2023	TOODYAY TRADERS	Lanolin spray	30.75	
135	14-07-2023	TOODYAY TRADERS	Barley flaked 25 kg	42.90	
136	14-07-2023	TOODYAY TRADERS	Pig grower pellets 30 kg, bucket	65.60	
137	14-07-2023	TOODYAY TRADERS	Screws for Butterley house decking	68.40	
138	14-07-2023	TOODYAY TRADERS	Cable tie	36.75	
139	14-07-2023	TOODYAY TRADERS	Paint items for depot	74.35	
140	14-07-2023	TOODYAY TRADERS	Barley flaked 25 kg	42.90	
141	14-07-2023	TOODYAY TRADERS	Shoe scrubber	35.25	
142	14-07-2023	TOODYAY TRADERS	Key tap	34.50	
143	14-07-2023	TOODYAY TRADERS	Junction box, waste 40 mm x 70 mm	13.20	
144	14-07-2023	TOODYAY TRADERS	Alpaca pellets 25 kg, cable tie	61.85	
145	14-07-2023	TOODYAY TRADERS	Brush scrub	7.80	
146	14-07-2023	TOODYAY TRADERS	Shovels and batteries	319.25	
147	14-07-2023	TOODYAY TRADERS	Pressure sprayer, cam buckle load straps	37.00	
148	14-07-2023	TOODYAY TRADERS	Supply and delivery of two gas bottles for 19 A Clinton St	307.00	
149	14-07-2023	TOODYAY TRADERS	Microfibre roller cover, roller and frame foam, paint pad	30.75	
150	14-07-2023	TOODYAY TRADERS	Alpaca pellets 25 kg, barley flaked 25 kg	68.00	
151	14-07-2023	TOODYAY TRADERS	Pruner	7.30	
152	14-07-2023	TOODYAY TRADERS	Paint brush, accent premium multi prep acrylic	43.50	
153	14-07-2023	TOODYAY TYRE & EXHAUST	Tyres fitted and balanced for ranger's ute T0001	692.00	
154	14-07-2023	TOODYAY TYRE & EXHAUST	Rear tyres for ranger's ute T0001	692.00	
155	14-07-2023	TOODYAY TYRE & EXHAUST	Callout repair grader tyre on site T0007	193.50	
156	14-07-2023	TOODYAY TYRE & EXHAUST	Tyres and tubes fitted including disposal fee	628.00	
157	14-07-2023	UNIFORMS @ WORK	Uniform order for Julie-Anne, Eloise, Kayla and Dylan	891.60	
158	14-07-2023	URL NETWORKS PTY LTD	URL networks for all Shire of Toodyay business numbers linked to phone management system 01/Jun/2023 - 30/Jun/2023	302.37	
159	14-07-2023	VERNICE PTY LTD	Gravel for Chitty Rd	103,367.37	
160	14-07-2023	VERNICE PTY LTD	Gravel for Chitty Rd and Bindi Bindi Toodyay Rd	28,477.75	
161	14-07-2023	VERNICE PTY LTD	Water cart hire for shoulder works on Dewars Pool Rd	1,771.00	
162	14-07-2023	VERNICE PTY LTD	Dry hire of roller for Chitty Rd upgrade	7,260.00	
163	14-07-2023	WACWIL LANDSCAPING & EARTHWORKS PTY LTD	Grading maintenance May 2023	16,128.75	
164	14-07-2023	Wendy CRAFT	Consignment sales June 2023	25.00	
165	14-07-2023	WOBM - WHEATBELT OFFICE OF BUSINESS MACHINES - NORTHAM	Library monthly rental of photocopier July 2023	117.59	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 July 2023 to 31 July 2023					
Pay Type	Date	Name	Description	Amount	Breakdown
166	14-07-2023	WRIGHT EXPRESS AUST PTY LTD	SES fuel card fees July 2023	20.64	
167	14-07-2023	WURTH AUSTRALIA P/TY LTD	Twist drill, gloves, screws, windscreen cleaner, grinding and cutting disc	447.21	
168	17-07-2023	KOMATSU AUSTRALIA CORPORATE FINANCE PTY LTD	Front wheel loader lease July 2023	4,901.37	
169	19-07-2023	BENDIGO & ADELAIDE BANK LTD	Bank fee July 2023	7.04	
170	24-07-2023	KOMATSU AUSTRALIA CORPORATE FINANCE PTY LTD	Grader lease July 2023	4,560.99	
		Payroll PPE 05/07/2023	Payroll PPE 05/07/2023	104,051.91	
		Aware Super PPE 05/07/2023	Superannuation Payroll 05/07/2023	20,801.96	
		Payroll PPE 20/06/2023	Superannuation Payroll 20/06/2023	21,571.45	
		Payroll PPE 20/06/2023	Payroll PPE 20/06/2023	105,419.02	
				637,698.21	3,436.86

Direct Debit \$ 17,438.83
 Trust Chqs
 EFT \$ 327,592.91
 DD Payroll \$ 251,844.34
 DD Loans
 Muni Chqs \$ 40,822.13
TOTAL \$ 637,698.21

From: Redacted Information <Redacted Information @dlgsc.wa.gov.au>
Sent: Wednesday, 2 August 2023 5:02 PM
To: Suzie Haslehurst <Redacted Information @toodyay.wa.gov.au>
Cc: Tim Fraser <Redacted Information @dlgsc.wa.gov.au>; Alan Carmichael <Redacted Information @dlgsc.wa.gov.au>
Subject: [External]-Meeting of 1 August 2023 - DLGSC and Shire of Toodyay

Dear Suzie,

Thank you and Cr Madacsi and your staff for meeting with Tim, Alan and I yesterday regarding the letter sent on 30 June 2023, which addressed concerns raised in the Independent Auditor's Report for the Shire of Toodyay (the Shire) – 30 June 2021. I thought I would email you to capture the key points from our discussion and agreed actions going forward.

The following information was provided by the Shire and related to the current situation:

- The transition from SynergySoft to Datascape over the last two years, in particular:
 - Errors identified that were potentially from a lack of focus on project management;
 - Insufficient understanding of the Datascape capabilities;
 - Opening and closing balances requiring correction;
 - Gaps in the system that previously they were not aware of and now understand that the system is not compatible with WA local government financial reporting requirements but can be adapted.
- Change in Auditor from Butler Settineri to Dry Kirkness
- High staff turnover and loss of knowledge.

Although challenges with the transition of systems was acknowledged, the Department of Local Government, Sport and Cultural Industries (DLGSC) noted there being a perceived lack of progress by Shire in addressing issues related to financial management at the Shire. While it was recognised that there had been staff turnover and a loss of experience, as well, as challenges associated with the integration of a new financial system, these have been ongoing for some time and there are concerns that the Shire has yet to show real progress in tackling such issues.

The DLGSC noted that the Shire was previously supported to address all the recommendations relating to an authorised inquiry of 2020 that included rate setting, governance and financial management, amongst other issues and since this time; limited progress to the financial management reporting has been undertaken, which may impact on the public's perception of the Shire. The Shire needs to develop a clear plan for action that supports improvements to financial management reporting and within a timely manner. The Shire has been encouraged to connect with WALGA, the DLGSC Financial Policy and Statutory Approval and the Support and Engagement teams for assistance and support.

Key discussion points:

- Exit Meeting with the Office of the Auditor General (OAG) being held on 2 August 2023 and acknowledge that a further disclaimer of opinion is likely to be issued by OAG for 2021-22 reporting period.
- The Shire is seeking to develop, implement and embed internal policies and procedures for the Datascape and acknowledge that issues with the system needs to be resolved, as they have been ongoing (2 years).
- Currently consulting with WALGA, as Datacom is a WALGA recommended service provider.
- Encouraged to connect with WALGA and seek support through James. The Shire confirmed that this level of engagement and support is currently being pursued.
- A project manager has been appointed to manage Datascape namely; Maurice Werder given his technical knowledge and financial management experience.
- Key staffing required:
 - Rates Officer will undertake maternity leave from November 2023.
 - Governance Officer position is vacant.
 - Executive Manager Assets position is vacant but will be backfilled from 21 August 2023.
- The Shire has confidence in the Manager Corporate and Community Services namely, Tabitha Bateman having 18 years' experience.
- Financial Better Practice Review was raised with the Shire, and they advised subsequent to Regulation 17 and Regulation 5 reviews; self-nomination for a FBPR will be considered.
- The DLGSC suggested an independent chair be considered on the Audit Risk Committee. However the Shire informed that the Audit Risk Committee already includes independent parties.

Agreed Actions:

- Draft action plan to be developed and forwarded to DLGSC LG.accounting@dlgsc.wa.gov.au inbox by 18 August 2023.
 - Draft action plan to include timeframes for each milestone.
- The Shire to raise with the Office of the Auditor General, at the Exit Meeting dated 2 August 2023 the agreed approach with DLGSC.
- The DLGSC to provide feedback a week from date the draft action plan has been received.
- After the Shire receives feedback from DLGSC, the Shire is to finalise the action plan and have the action plan tabled before Council for approval.
- Once the action plan has been approved, the Shire to draft a response back to the DLGSC and attach the final approved version of the action plan.
- The DLGSC received consent from the Shire to forward an approved copy of the action plan to OAG for their consideration.

- The DLGSC will monitor the action plan and offer support upon request and where appropriate.
- The Shire to undertake a Regulation 5 and Regulation 17 review and consider self-nominating for a FBPR with DLGSC post these reviews.
- The Shire to consider the appointment of an independent chair to the Audit Risk Committee.

Yours sincerely

A/Director Local Government Financial Policy and Statutory Approvals

Department of Local Government, Sport and Cultural Industries

140 William Street, Perth WA 6000

GPO Box R1250, Perth WA 6844

Web: www.dlgsc.wa.gov.au



Your ref: E23075613 / Our Ref:

9 August 2023

Mr Tim Fraser
Executive Director, Local Government
Department of Local Government, Sport
and Cultural Industries
PO Box 8349
Perth Business Centre WA 6849

Redacted Information



Administration Centre

15 Fiennes Street
PO Box 96
TOODYAY WA 6566

T (08) 9574 9300

F (08) 9574 2158

E records@toodyay.wa.gov.au

W www.toodyay.wa.gov.au

Dear Mr Fraser

Shire of Toodyay – Annual Financial Report Audit 2020-21 Non-compliance

Thank you for meeting with the Shire President, Executive Manager Corporate & Community Services, and me via Teams on 1 August 2023 to discuss the concerns raised in your letter dated 30 June 2023. I acknowledge the subsequent follow-up email from Suleila Felton, the Department of Local Government, Sport & Cultural Industries (DLGSC)'s A/Director Local Government Financial Policy and Statutory Approvals and provide a response below.

Both Councillors and officers of the Shire are highly aware of the significance of the concerns raised and the pressing need to resolve these issues. In response to your comment that there may be a perception that no progress has been made, I assure you that the Shire remains focused on continuous improvement and a great deal of work has in fact, been done.

During the past three years, to address a range of legacy and emerging issues, the Shire has:

- Liaised with DLGSC regarding the development and approval of a plan to address the Authorised Inquiry findings which included:
 - A comprehensive Governance Review resulting in Governance Action Plan with 51 actions. All but 3 of the actions have been implemented. Those remaining are related to the transition of the Shire's ERP.
 - A rigorous schedule of elected member training in meeting procedures, conflict resolution, accountability, financial management, procurement and CEO performance management.
- Completed and opened the new \$20 million Toodyay Recreation Centre and reviewed the management structure of the facility.

- Improved the quality of agenda reports and consideration of confidential information through training and development of procedures.
- Initiated a comprehensive policy review, with particular emphasis on local planning policies, and new policies such as a Corporate Documents policy to improve the process for development of Shire strategies and other documents and responding to legislative amendments (i.e. Code of Conduct).
- Improved relationships between elected members and staff which included the adoption of a Governance Framework, updated induction manual for new elected members, and greater understanding of and adherence to Standing Orders.
- Reviewed job specifications and identified skills gaps with a training schedule developed involving 'all staff' sessions as well as targeted, specific training.
- Reviewed, improved and formalised procurement and tender processes with training provided to all staff.
- Worked with all staff to embed the Shire's values into business as usual operations, to improve customer service and to recognise the importance of working together to meet community needs.
- Undertaken a ward and representation review and reduced the number of elected members from 9 to 7 (in advance of legislative amendments).
- Initiated a long overdue review of the Shire's local laws.
- Responded to the closure of the town's medical centre and negotiated for the provision of a new GP service that includes allied health services.
- Responded to the impending closure of the Toodyay Community Resource Centre and negotiated the transfer of the funding agreement to the Shire to ensure continued availability of the services for residents.
- Initiated a Markyt Community Survey and developed and launched the Shire of Toodyay Council Plan 2022 – 2023 in response to the survey results and further community consultation conducted.

During this time, the Shire been impacted by workload-induced restructures, recruitment challenges and staff shortages as well as the effect of COVID-19. Several severe, inclement weather and bushfire events, both in Toodyay and in other areas, have drawn on our limited resources as has the on-going requirements of legislative reform across local government and other areas.

In addition, on-going and time-consuming community criticism by a small but vocal minority has impacted Councillor and staff resources.

We recognise that our remaining challenges are related to financial management and reporting, and as such, we have kept the Audit and Risk Committee and Council apprised of the situation.

Council and staff met with representatives of the Office of the Auditor-General on 2 August to finalise the outcome of 2020/21 and 2021/22 audits and will meet with

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Council and the community members on the Audit and Risk Committee in the coming weeks to conduct the entrance meeting for the 2022/23 audit.

In addition, we are working with Datacom, WALGA, Dry Kirkness (auditors) and the Department to develop a plan to facilitate complete and accurate financial reporting from Datascope and the timely finalisation of the 2022/23 financial audit. As agreed, a draft plan will be forwarded to the Department for feedback by 18 August 2023.

We also recognise the importance of keeping the Toodyay community informed. A range of tools are used to provide information that include website updates and social media posts; direct email/in-person responses to community queries; a full page in the local newspaper produced monthly; publishing agenda reports, briefing notes and minutes on the Shire website; as well as livestreaming both agenda briefings and Council meetings; and reporting all correspondence of a governance nature between the DLGSC and the Shire to Council.

In addition, the Shire President writes the President's Pen – a column for the monthly Toodyay Herald which is aimed at addressing concerns raised by the community and providing accurate information. Topics discussed have included:

- Asset rationalisation planning
- Loans and expenditure for the Toodyay Recreation Centre
- Roads funding and budgeting
- GP services advocacy
- Pest animal control measures
- Datascope issues
- Audit findings

We will continue to keep the community abreast of issues as they arise with honesty and a commitment to accountability.

Finally, I can confirm the following:

1. The Shire has liaised and met with Datacom to reinforce the urgent need to resolve remaining outstanding issues relating to the provision of financial statements. A detailed project management document has been updated and will form part of the Plan to be provided to the Department.
2. Qualified valuers have been on-site this week to conduct the Shire's asset re-valuations in accordance with Regulation 17A of the *Local Government (Financial Management) Regulations 1996*.
3. Moore Australia has been engaged to undertake the Shire's Financial Management Review in accordance with Regulation 5 of the *Local Government (Financial Management) Regulations 1996* and the CEO Review in accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*. The date for Moore's on-site visit is yet to be finalised but is anticipated to be the end of August.

4. Human resources policies and procedures have been updated to ensure compliance and consistency. Information sessions for all staff have been scheduled.
5. System permissions have been reviewed and amended where required to ensure appropriate access and approval mechanisms for timesheets, leave requests and overtime.
6. Procurement and tender processes have been reviewed, improved, and formalised. Probity and Procurement training has been provided to all staff.

We acknowledge the Department's regulatory role but appreciate and acknowledge the willingness of you and your staff to engage with and assist the Shire of Toodyay on our journey of continuous improvement. We look forward to continuing to work with you in this vein.

As mentioned previously, I will submit an Action Plan to the Department for feedback no later than 18 August 2023. Meanwhile, please don't hesitate to contact me if you have any queries.

Yours sincerely

Redacted Information

Redacted Information

Redacted Information

Redacted Information

Suzie Haslehurst

Redacted Information

Chief Executive Officer



WALGA Local Government Convention 2023

Sunday 17 September

- 2:00pm – 3:30pm Registrations open
- 3:30pm – 5:00pm Mayors and Presidents Forum (invitation only)
Gihan Perera: Leadership speaks
- 5:00pm – 8:30pm Welcome drinks
Local Government Awards

Monday 18 September

- 6:00am Registrations open
- 6:45am – 8:50am Breakfast with Heads of Agencies (invitation only)
- 9:00am Convention opens
Welcome to Country
Opening Addresses
- 10:05am Keynote by Dominic Thurbon: Business Disruption, Behavioural Change and Transformation Expert
Ruth Callaghan: the Role of AI in Local Government
- 10:30am Convention Exhibition opens
- 11:30am – 12:00pm Morning tea
- 12:00pm – 1:15pm State Political Session with Ben Harvey,
Chief Reporter, *The West Australian*
- 1:15pm – 2:00pm Lunch
- 2:00pm – 5:00pm WALGA AGM (invitation only)
Diploma Graduation | Showcase in Pixels Award
Convention Exhibition closes
- 6:00pm Buses to the Westin
- 6:30pm – 9:30pm Gala cocktails
Life Member Award

Tuesday 19 September

- 6:00am Registrations open
- 7:30am – 8:50am Convention Breakfast with Michelle Payne (separate registration)
- 9:00am Federal Minister Address and Q&A
Convention Exhibition opens
- 10:00am Diversity Panel Session
Planning Showcase opens
- 11:10am – 11:30am Morning tea
- 11:30am – 12:30am Plenary Sessions: Active Mobility and Regional Housing
- 1:00pm – 1:45pm Lunch
- 1:45pm Closing Keynote
President's close
- 3:30pm Convention closes



WALGA Supplier Showcase 2023

Tuesday 19 September

7:00am – 9:30am	Exhibitor registration and display bump-in
7:00am – 8:30am	Regional Road Chairs Workshop
10:00am	Showcase opens
12:00pm – 1:00pm	Lunch
1:00pm – 3:00pm	Traffic Management Forum
3:00pm – 5:00pm	Construction Forum
5:00pm – 7:00pm	Supplier Showcase Sundowner
7:00pm	Showcase closes

Wednesday 20 September

7:00am – 9:30am	Exhibitor registration and display set up
9:00am – 10:00am	Morning tea
10:00am	Showcase opens
10:00am – 12:30pm	Procurement Network Forum
12:30pm – 1:30pm	Lunch
1:45pm – 3:45pm	Energy Forum
4:30pm	Showcase closes
From 4:30pm	Bump-out



WALGA

WORKING FOR LOCAL GOVERNMENT

Placeholder for Attachment B

Voting Delegates for the 2023 WALGA AGM

Voting Delegate form.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023****1 DECLARATION OF OPENING**

Cr M McKeown, Chairperson, declared the meeting open at 6.00pm.

1.1 ANNOUNCEMENT OF VISITORS

Nil

1.2 RECORD OF ATTENDANCE AND APOLOGIESMembers

Mr R Koch	Deputy 2 CBFCO / CESM
Mr H de Vos	Acting CEO/Executive Manager Development and Regulation
Cr M McKeown	Councillor (Chair)
Mr C Stewart	Chief Bush Fire Control Officer
Mr N Griggs	Deputy 1 CBFCO
Mr L Hayward	Bejoording Brigade Representative
Ms S Anderson	Coondle-Nunile Brigade Representative
Mr S Gamble	Toodyay SES Representative / Morangup BFB representative
Mr P Brennan	Toodyay Central Bush Fire Brigade Rep
Mr G Warburton	Reserves Management Officer

Staff

Mrs M Rebane Executive Assistant

Visitors

Nil

Apologies

Mr S Tunnicliffe	Coondle-Nunile Brigade Representative
Ms S Haslehurst	Chief Executive Officer
Wade Robinson	Julimar
E Francis	Emergency Services Officer

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.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023****2 MINUTES AND ADDITIONAL INFORMATION****2.1 CONFIRMATION OF MINUTES**

Minutes of Meeting held on 3 May 2023

OFFICER'S BFAC009/08/23	RECOMMENDATION/BFAC	RESOLUTION	NO.
MOVED	Mr R Koch		
SECONDED	Mr S Gamble		
That the Unconfirmed Minutes of the Bushfire Advisory Committee Meeting held on 3 May 2023 be confirmed subject to amendments as follows:			
<ul style="list-style-type: none"> At the fourth dot point of Item 5.6.7 – the update from the Toodyay Central BFB reword the point to read: <i>“United Arab Emirates donated 12:2 appliance to Australia and it is being used by Central Brigade.”</i> 			
MOTION CARRIED 9/0			

2.2 REVIEW OF STATUS REPORT**2.2.1 Update of Status Report**

Attachments:	1. Updated Status Report.
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The BFAC Status report was reviewed and updated.

2.3 INWARD/OUTWARD CORRESPONDENCE

CESM advised nothing significant had been received.

CESM updated the BFAC on the following:

- LGS funding application;
- Bejoording Fire Station Project;
- Second appliance for Bejoording not granted; and
- Non-slip vinyl procurement.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023****3 BUSINESS LEFT OVER FROM PREVIOUS MEETING****3.1 FIRE BREAK TRIAGE INSPECTION ANALYSIS**

CESM tabled a graph at 6.08pm that had been provided at the May 2023 meeting in regard to fire break triage inspection analysis.

Clarification was sought.

Points raised as follows:

- Fire events attended by the brigades last year - discovered the properties were not compliant with their firebreaks. It was confirmed that Rangers do issue fines / penalty notices to address these situations.
- Triage method may be missing properties that do not have a "street frontage".
- Will this dataset continue informally and appears to be less than 10%.? Collection of data over time may be more significant.
- Triage method identifies a non-compliant property from the road.
- Asset protection zones and firebreaks around structures. Promotion or education possibilities.

Attachments

- 1 Fire break triage inspection analysis graph

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023****4 OFFICER REPORTS****4.1 2023/2024 Bush Fire Control Officer Appointments**

Date of Report:	23 June 2023
Applicant or Proponent:	R Koch – Community Emergency Services Manager
File Reference:	FIR25
Author:	R Koch – Community Emergency Services Manager
Responsible Officer:	S Haslehurst – Chief Executive Officer
Previously Before Council:	Resolution 173/08/22 – Appointments 22/23 Resolution 172/08/21 – Appointments 21/22
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	Nil

PURPOSE OF THE REPORT

To consider the nominations for the roles of Bush Fire Control Officers and make recommendations to Council for Bush Fire Control Officers and appointment of Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer(s) pursuant to Section 38(1) of the *Bushfires Act 1954*.

BACKGROUND

As per items 11.4 and 11.5 of the Shire of Toodyay Bush Fire Operating Procedures (the Operating Procedures), a process for nomination, recommendation and resolution to appoint Bush Fire Control Officers is conducted annually.

As per item 11.5.1 (a-f) the Shire of Toodyay compiled a report on Bush Fire Control Officer nominations received and circulated to the membership via email on 19 July 2022.

Items 11.5.2 and 11.5.3 of the Operating Procedures, now require a recommendation to Council regarding the appointment of Bush Fire Control Officers from this meeting of the Bush Fire Advisory Committee, in line with the procedure of the aforementioned items in the procedures document.

COMMENTS AND DETAILS

Seven applications for the role of Bush Fire Control Officer have been received. These have been provided as a Confidential Attachment. Given the Operating Procedures provide for eleven appointment and only seven nominations have been received, the BFAC may wish to consider whether additional nominations are required.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023****IMPLICATIONS TO CONSIDER****Consultative:**

Nil.

Strategic:

Bushfire management is an outcome that the Council has identified to meet the aspirations for Toodyay as a liveable and thriving Shire in the Toodyay 2023 Strategic Community Plan. The focus of the outcome is to increase the number of registered volunteers for the Bush Fire Brigades. Provision of effective leadership and incident control personnel for bushfire events is a key component of effective management of volunteers.

Policy related:

The excerpt below is from section 11.3 of the *Shire of Toodyay Bush Fire Operating Procedures Administration Manual* which denotes the role, duties, responsibilities and qualifications of a Bush Fire Control Officer as follows:

---Begin Excerpt---

11.3 Bush Fire Control Officer**Role**

A Bush Fire Control Officer is a delegated representative of the Local Government responsible for the administration of provisions within the *Bush Fires Act 1954*. The position is required to perform active operational duties in relation to both firefighting and fire prevention strategies within the local community.

A Bush Fire Control Officer must be able to demonstrate experience in wild fire behaviour, AIIMS and knowledge of the area. The person in this position must be able to interpret provisions of the Bush Fires Act 1954 and the Bush Fires Regulations 1954 and be confident with communication skills.

This position reports to the Chief Bush Fire Control Officer on all matters pertinent to bush fire management.

A Bush Fire Control Officer may hold jointly the position of Brigade Captain.

Duties and Responsibilities

Duties and responsibilities of the Bush Fire Control Officer include:

- 11.3.1 Authorise permits for hazard reduction burns within the Shire of Toodyay in accordance with the Bush Fires Act 1954 and Environmental Act as and when directed by the CEO;
- 11.3.2 Identify and conduct risk assessments of fire hazards within the Shire of Toodyay;
- 11.3.3 Perform duties prescribed by the Bush Fires Act 1954 and authorised by Local Government;
- 11.3.4 Maintain a personal log book to include a record of events and decisions during an incident;
- 11.3.5 Take control, command and manage resources during wildfire or hazard reduction burns within the Brigade area they are appointed;
- 11.3.6 To take control of firefighting operations at a wildfire outside their Brigade area where no other Fire Control Officer is present;

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023**

- 11.3.7 Demonstrate Positive leadership and mentor Captains and Brigade members;
- 11.3.8 Provide advice to the CBFCO and CESM as to when harvest bans and or movement of vehicle bans should be applied.

Criteria of Bush Fire Control Officer -

- Firefighting experience of 8 years;
- Knowledge of managing a volunteer organisation;
- Knowledge of all Fire Response Plans in the Shire of Toodyay;
- Knowledge of the Bush Fires Act 1954;
- Ability to attend further fire and emergency management training;
- Effective Interpersonal Skills;
- Good Written and Verbal Communication Skills;
- Leadership Skills;
- Management Skills;
- Experience in managing operations;
- Ability to perform under stressful conditions.

Qualifications of Bush Fire Control Officer –

Following courses completed:

- Bush Fire Safety Awareness;
- Firefighting Skills;
- Crew Leader 2020;
- Advanced Bush Fire Firefighting 2020;
- Structural Fire Fighting;
- Sector Commander;
- Fire Control Officer;
- AIIMS 2017;
- Incident Controller Level 1;
- AIIMS awareness;
- Ground Controller;
- Machine Supervision.

If a member has not done a course they must endeavour to complete the next available course and in this situation the appointment will be at the discretion of the CBFCO and/or CEO.

---End Excerpt---

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023**

Additionally, the process for BFAC to make a recommendation is also specified in the *Shire of Toodyay Bush Fire Operating Procedures*. The excerpt below is from section 11.5 outline the procedure to be followed.

---Begin Excerpt---

11.5 Recommendation of Nominations (to Council)

- 11.5.1 <intentionally omitted>
- 11.5.2 At each August BFAC, the committee will consider the report (11.5.1) and each member present will participate in a survey in the following manner to assist the committee in drafting a recommendation to Council:
- a) By indicating which candidate(s) (zero or more) they endorse on the provided candidate survey form.
 - b) Candidates receiving endorsement on an absolute majority of survey responses returned shall be disclosed to the committee in descending order based on the number of survey endorsements received up to a maximum of 11 candidates.
 - c) In the case of a tie where the 12th or subsequent candidates share the same number of survey endorsements as the 11th placed candidate, process 11.5.3(d) and if required (e) shall be followed to determine the 11th candidate.
- 11.5.3 At each August BFAC, the committee will consider the report (11.5.1), and the results of the survey (11.5.2) and each member will participate in the following manner to assist the committee in drafting a CBFCO recommendation to Council:
- a) Nominations for CBFCO will be called from the BFAC membership. Nominations may come from either:
 - i. candidates recommended in 11.5.2, or;
 - ii. a member of staff who has been appointed an FCO as part of their employment duties under council delegated authority to the CEO.
 - b) Nominees must have expressed their acceptance of the nomination by:
 - i. In writing along with their FCO nomination; or;
 - ii. In person as a member or guest at the August BFAC.
 - c) Where there are more than two accepted nominations, each member present will participate in a survey of the nominees. The membership will be advised of the survey results in descending order based on the number of survey endorsements to assist the committee in drafting a recommendation to Council.
 - d) In the case of a tie, the tied candidates shall become the subject of a subsequent survey, and so on until a result.
 - e) In the case process (d) results in a tie of two candidates the BFAC chair shall have the casting survey response.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023**

- 11.5.4 At each August BFAC, the committee will consider the report (11.5.1), and the results of the survey (11.5.2) and each member will participate in the following manner to assist the committee in drafting DCBFCO recommendation(s) to Council:
- a) The process followed shall be the same as 11.5.3, substituting the term CBFCO for DCBFCO.
 - b) The process may be repeated to appoint desired number of DCBFCOs by ascending number designation.
 - c) Candidates previously recommended to the CBFCO or a DCBFCO role shall be ineligible to be nominated.
- 11.5.5 The drafted recommendation(s) resulting from 11.5.2, 11.5.3 and 11.5.4 shall be moved/voted on by the committee membership present as per normal committee procedures.

---End Excerpt---**Financial:**

Nil

Legal and Statutory:

Local Governments appoint Bushfire Control Officers under Sections 38 and 38A of the *Bushfires Act 1954* and the duties of Bush Fire Control Officers are set out in the legislation. The Shire must appoint, at a minimum, a Chief and Deputy Chief Bush Fire Control Officer.

Risk related:

FCOs are provided powers under Section 39 of the *Bush Fires Act 1954*. While the appointment of FCOs aim to reduce risk to the community by providing leadership in control of bush fire incidents, having an untrained or under-skilled FCOs increases the potential exposure to the following risks:

- *Reputational Risk – There is a potential reputational risk to the Shire should review of a major incident expose unacceptable levels of training/skill or oversight in the appointment of FCOs.*
Likelihood: Rare
Consequence: Major
Analysis Risk: Medium
- *Social/Economic/Environmental Risk – There is the potential for social, economic and environmental impact of incidents, where life, or property or other significant assets are lost due to unacceptable levels of training/skill or oversight in the appointment of FCOs.*
Likelihood: Rare
Consequence: Extreme
Analysis Risk: High

In response to this risk, Council moved to adopt the Volunteer Bush Fire Brigade – Bush Fire Operating Procedures as Council's Interim Policy on 24 June 2014 (with most recent amendments adopted 27 July 2023) which sets out the qualities and qualifications of a FCO.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023****Workforce related:**

Shire Staff FCOs – The Shire also requires a number of staff members to be appointed FCOs to perform the function of their employment. As these appointments relate to the management of Shire Staff, Delegation to the CEO exists under the Shire's delegation register (Item ES8) in relation to Section 38 "Local government may appoint bush fire control officers" of the *Bush Fires Act 1954*.

Historically this includes the individuals holding the following positions:

1. Community Emergency Services Manager (CESM)
2. Emergency Management Officer (EMO)
3. Reserves Management Officer (RMO)
4. Ranger 1
5. Ranger 2

The Shire of Toodyay has a Memorandum of Understanding (MOU) with the Department of Fire and Emergency Services (DFES) that the person employed in the CESM role will be appointed an FCO for the Shire of Toodyay. This requirement extends to any staff member who is appointed to act in the role when the incumbent is on a period of leave.

These details have been provided in this report to provide BFAC the CEO's intent and full visibility of appointments to be advertised to meet the requirements of the *Bush Fires Act 1954*, and therefore feature in the officer's recommendation below.

VOTING REQUIREMENTS

Simple Majority

Note:

The CESM provided an overview of the report and explained the process.

Nomination forms tabled at 6.23pm by the CESM.

Chief Bush Fire Control Officer (CBFCO)

N Griggs nominated Craig Stewart as the CBFCO

C Stewart accepted the nomination.

The Presiding Member declared that as there were no further nominations then C Stewart will be the Shire's Chief Bush Fire Control Officer.

Deputy Bush Fire Control Officer 1 & 2 (DBFCO1 & DBFCO2)

C Stewart nominated N Griggs as DBFCO1.

N Griggs accepted the nomination.

S Anderson nominated R Koch as DBFCO2.

R Koch accepted the nomination.

The Presiding Member declared that as there were no further nominations that N Griggs will be the Shire's Deputy Bush Fire Control Officer No 1 and R Koch would be the Shire's Deputy Bush Fire Control Officer No 2

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023****OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO. BFAC010/08/23****MOVED** Mr R Koch**SECONDED** Mr N Griggs

That the Bushfire Advisory Committee recommends to Council the following:

Appointment of (to Position)

1. C Stewart (Chief Bush Fire Control Officer)
2. N Griggs (Deputy Chief Bush Fire Control Officer 1)
3. R Koch (Deputy Chief Bush Fire Control Officer 2)
4. G Forsyth (Bush Fire Control Officer)
5. C Wroth (Bush Fire Control Officer)
6. J Venn (Bush Fire Control Officer)
7. I MacGregor (Bush Fire Control Officer)
8. R Scobie (Bush Fire Control Officer)
8. The following Shire Officers as Bush Fire Control Officers:
 - a) Robert Koch – Community Emergency Services Manager
 - b) Ebony Francis - Emergency Management Officer
 - b) Greg Warburton - Reserves Management Officer
 - c) Leon Couper - Ranger
 - d) Wade MacMillan – Ranger

MOTION CARRIED 9/0

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023****5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE****5.1 RISK MANAGEMENT**

Nil.

5.2 PRESENTATIONS OR EVENTS

CBFCO attended a CBFCO forum a few weeks ago and will report during roundtable discussion.

5.3 INCIDENT/EXERCISE REPORTS

Nil.

5.4 PROJECTS AND GRANT FUNDING**5.4.1 CESM UPDATE**

Shire awarded 50% funded grant over 3 years to do mitigation on Shire freehold land (Land the shire owns). This is predominantly the area next to the Recreation Centre at River Hills Estate and also the Racecourse/Golf Course up to Hibbertia. That grant is just waiting on the Shire budget process to finalise the Shire's contribution to that grant.

Shire awarded 50% grant Federal Govt for generator (LEMC) so that the Evacuation Centre at the Toodyay Recreation Centre can serve that function. Waiting on the budget to be adopted by Council.

Verge spray program all but complete in terms of trucks running around.

5.4.2 RMO UPDATE

Contractors have treated 70%. Been a lot of good spraying days and unlike last year where it was difficult due to boggy conditions it has been straightforward now due to less rain. Chemical Treatments – the RMO spray program is successful. The verge program is going well and follow up inspections that will be looked at to determine the treatment has been done.

Mitigation Action Funding Contractors have a couple of burns on the program but questionable at this time of the year as to whether they will proceed. If they do not we will apply for funding again where a window presents itself.

Appliances due to be coming to brigades. With the Julimar 2:4 for at least one more season.

5.5 STRATEGIC REVIEW / PLANNING

Nil.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023****5.6 ROUNDTABLE DISCUSSION AND AGENCY UPDATES****5.6.1 CBFCO UPDATE**

Depot Bay update:

- Water tanks – going to have the Shire Depot water tanks accessible for refilling appliances this season once the quarantining is sorted out.
- Access fobs for the depot – This will be followed up as an action item to ensure it is followed up as per the agreement.
- Depot Bay - half of the end bay (one vehicle width designated for VFB consumables and cool room trailer. In process of reordering stocks. Stations have plenty of foam and foam is in there. Water and powerade on order. Waiting for kerodrum bunting to come. Once trailers are moved the coolroom will also be re-situated.
- Tanks - not hooked up to rain water yet. Pricing up the piping and works for it to be hooked up. Missed opportunity with winter rain so some level of restrictions or alternate use of make up water for the summer period. Will withhold judgement until they are connected.

CBFCO Update

Forum – it was the first of its kind. 2 day event. Keynote speaker and a number of presentations on issues to deal with fire. It was for chiefs only so they could gauge how it all transpired. It was successful. 60 chiefs from around the state. Most spoke of the great benefit of networking. It was more about people understanding in many different local governments the very similar issues that are dealt with. Some local governments do things differently. It may be held again and next time they may nominate to include deputies.

BOC (Operations) - Western power looking to carry out works during harvest, vehicle movement, hot works and total fire bans. Currently not exempt. They are asking to be exempt so they can carry out their works and reenergise communications. There are technicalities around allowing them to do that. There is work being done currently in this space. The Local Government may be approached to discuss the matter. Its got to be signed off so they are exempted and it is recorded as such so if they come into the local government on a bad day, they can do that with their own fire suppression capabilities.

CESM advised he was part of a working group committee on that item. The group met and the Shire of Toodyay provides the exemption for them in wording on our Shire website but standardised wording needs to be in place so each local government uses the same technology to make it easier for them to understand.

Burn season – It was a difficult and challenging time. The Fire behaviour index reached 24. It meant most permits were invalidated. Some work being done in background with reporting and inputs into making those calculations. New system worked reasonably well under the harvest vehicle movement bans. Data was sent nationwide and our input was greater than most other local governments.

Discussion ensued.

Training - available courses for those not in volunteer organisations that include base training in matters of fire. There have been issues for people wanting to

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023**

assist during a fire but without a DFES Id number, they cannot get in. We are looking at making changes to the system.

CBFCO thanked the Executive Manager Development and Regulation for being present and the CESM thanked CBFCO.

Stand-by vehicles: Light tanker parked at Morangup this season to use as a standby vehicle. CESM to follow up.

A brigade that has standby vehicles will get benefit but will also be called out to other events in other surrounding shires.

5.6.2 CESM UPDATE

Arrangement of a session to discuss strategic direction with Captains in process. Look at training calendar at what is available now and if Captains think there are gaps in capability that can be solved through training.

Stand-by vehicles: Request for a light tanker to be parked at Morangup this season to use as a standby vehicle. CESM to follow up. CESM advised that where a brigade has standby vehicles and get benefit from that, those brigades will also be called out to other events in other surrounding Shires.

5.6.3 RMO UPDATE

Firebreaks: Noticed on Shire managed land we get on top of firebreaks but the 4m compliance is hazardous and time consuming but making gradual steps to make allowances for large fire appliances to be able to access if needed.

Verges: Rangers took it up on themselves to say that no land holder is to touch grass on their verges – it was about trees – not living native vegetation. A lot of calls came in as there was confusion about it given the verge maintenance policy being adopted by Council. People are to reduce grassy risk on their verges. It is on the website. This might affect some of our fires at the start of the season.

Acting CEO/Executive Manager Development and Regulation advised that he was proud of the initiative the Rangers are taking and will ensure that communication is improved between departments. Discussion around diagrams for what is appropriate to be done on verges might be one of the methods of educating the public.

Grazing for fire mitigation: This project is working well. Fire hazards are reduced. Stock being well managed.

5.6.4 COONDLE NUNILE VBFB

Steve Tunnicliffe provides an update, through S Anderson as follows:

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023**

In terms of fires and incidents since May's BFAC, the cooler months have been kind and allowed us to rest up; we are looking at increasing brigade training ahead of the season to sharpen skills and give our newer members an opportunity to gain valuable knowledge.

We held our AGM on the 1st of July, welcoming 2 new lieutenants to the leadership group, and an assistant to the training and equipment officers, who will receive mentoring, with the possibility of standing for a position in the future.

Picked up one new member who has joined as an auxiliary, looking forward, she is already showing interest in becoming a firefighter by signing up for Basic Fire Fighting and Bush Fire Skills training, this is encouraging as we increase our female member numbers.

Door and pest maintenance to be looked at as issues are being experienced. The CESM advised that there were actions out of the BFAC to show what the program for cleaning was.

Looking at increasing brigade training and have new members.

5.6.5 TOODYAY CENTRAL VBFB UPDATE

Peter Brennan provided the following update

- AGM was held 9th of May. Captain Peter Brennan and Lieutenants are Will Hort, Ebony Francis, Mick McKeown and Brian Clarkson. Have succession plan in place.
- During the 2022/23 season, our members contributed over 844 hours to fires attended (699 last year) which when costed at the Australian Bureau of Statistics volunteer rate per hour comes to \$40,512.00. Add to this hours training, stand-downs, vehicle checks, meetings and admin comes to 748 hours or \$35,904.00. Thus, our volunteers provided 1,592 hours and over \$76,416.00 worth of service to the Toodyay community.
- Since last BFAC there were nine callouts in May, two in June and one in July. Seven of the calls resulted in a stand down. Two of those calls were for the 12.2 only.
- The Toodyay 12.2 remains offline due to its drafting capability upgrade. Advice rec'd we will get it back by 18 August 2023.
- On Sunday 23rd July brigade members conducted a complete detailing of the inside of the 1.4 and 4.4, plus a good scrub of the truck bay floor.
- I have now completed writing the history of the Toodyay Central VBFB. The work details the first discussions on fighting fires in Toodyay from 1851, the establishment of the town brigade which was known as 'Central' until it became the VFRS in 1987, the farm unit teams, the pioneers of the brigade establishment we have today in the Shire and much more. The main focus encompasses the formation of the Red Hill Brigade which then became Toodyay Central VBFB in 1995 and follows its members and activities in fighting bush fires through until the end of April 2023. I am donating a printed copy to the Brigade plus a copy to the Toodyay Historical Society.
- We are currently reviewing our brigade training schedule for the coming season and have been wondering if there is a plan to repeat a version of last year's Exercise Waterlord. Rob Koch and the team did a great job in putting together an activity that involved all Shire Bush Fire Brigades and the Toodyay VFRS which

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023**

was built around map reading. The exercise tested crews radio communication and drafting skills whilst also visiting the locations of various emergency water tanks across the Shire. The quality of this exercise earned high praise from all involved and did much to build confidence in skills and team work, whilst enhancing valuable local knowledge for crews.

5.6.6 OTHER UPDATES

CESM requested that if the brigades wanted an event to be held regarding a risk management activity then they should write to the Shire directly to request it.

The brigades can also run their own activities. CESM will liaise directly with brigades if they wish.

RMO advised that on the 26th and 27th of August, at Julimar Fire Station there is an event being held – dog sled racing is being held over two days there. Mindful that the dog sleds will be crossing Howell Road (traffic management in place). Only racing in the morning.

6 CONFIRMATION OF NEXT MEETING

The next meeting of the Bushfire Advisory Committee Meeting is scheduled to be held on 1 November 2023 commencing at 6.00pm.

7 CLOSURE OF MEETING

The Chairperson closed the meeting at 7.14 pm

ENVIRONMENT ADVISORY COMMITTEE MEETING MINUTES

2 AUGUST 2023

1 DECLARATION OF OPENING

Cr P Hart, Chairperson, declared the meeting open at 4.02pm.

1.1 ANNOUNCEMENT OF VISITORS

B Woodworth welcomed to the meeting.

1.2 RECORD OF ATTENDANCE AND APOLOGIES

Members

Cr P Hart	Councillor (Chair)
Cr R Madacsi	Shire President
Cr S McCormick	Councillor
Cr D Wrench	Councillor (via zoom)
Mrs J Hart	Community Member
Mr J Von Perger	Community Member

Staff

Mr H de Vos	Executive Manager Development and Regulation
Mrs M Rebane	Executive Assistant
Mr G Warburton	Reserves Management Officer (<i>arrived at 4.11pm</i>).

Visitors

B Woodworth

Apologies

Mrs E Hall	Community Member
Mr B Foley	Community Member

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

Minutes of Meeting held on 3 May 2023

OFFICER'S	RECOMMENDATION/EAC	RESOLUTION	NO.
EAC006/08/23			
MOVED	Cr R Madacsi		
That the Unconfirmed Minutes of the Environment Advisory Committee Meeting held on 3 May 2023 be confirmed.			
			MOTION CARRIED 6/0

ENVIRONMENT ADVISORY COMMITTEE MEETING MINUTES

2 AUGUST 2023

2.2 REVIEW OF STATUS REPORT

2.2.1 Update of Status Report

Attachments:	1. Update of Status Report
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The Status Report was reviewed and updated.

2.3 INWARD/OUTWARD CORRESPONDENCE

2.3.1 Regenerative Agriculture and its opportunities/possibilities/policy challenges in Toodyay

Date of Report:	28 July 2023
Applicant or Proponent:	J Von Perger
File Reference:	COC14
Author:	M Rebane – Executive Assistant
Responsible Officer:	H de Vos – Acting CEO / Executive Manager Development and Regulation
Attachments:	Nil

Mr Justin Von Perger has teamed up with a recent Regenerative Agricultural Graduate, Bronwyn Woodworth, to present to the Environmental Advisory Committee.

Mr G Warburton entered Council Chambers at 4.11pm.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/EAC RESOLUTION NO.EAC007/08/23

MOVED Cr R Madacsi

SECONDED Mrs J Hart

That the Environment Advisory Committee receives the presentation and notes there may be further opportunities to research this concept in terms of what we do as a Shire for the community.

Voted For: Crs P Hart, R Madacsi, S McCormick, J Hart and J Von Perger

Voted Against: Nil

Note: Cr Wrench was not on-line when the vote was taken.

MOTION CARRIED 5/0

ENVIRONMENT ADVISORY COMMITTEE MEETING MINUTES

2 AUGUST 2023

Attachments

- 1 Regenerative Agricultural Presentation

3 BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)

Nil.

4 OFFICER REPORTS

4.1 Status of Draft Local Biodiversity Strategy

Date of Report:	28 July 2023
Applicant or Proponent:	Shire of Toodyay
File Reference:	COC14
Author:	H de Vos – Acting CEO / Executive Manager Development and Regulation
Responsible Officer:	H de Vos – Acting CEO / Executive Manager Development and Regulation
Previously Before Council:	3 August 2022
Author’s Disclosure of Interest:	Nil
Council’s Role in the matter:	Review
Attachments:	Nil

PURPOSE OF THE REPORT

To provide an update on the Draft Local Biodiversity Strategy.

BACKGROUND

The Shire of Toodyay continues to work with the Environment Advisory Committee to prepare a Local Biodiversity Strategy.

COMMENTS AND DETAILS

This project has seen a positive development with the Shire submitting a grant funding application for the Local Biodiversity and Native Vegetation Management Project. This is a joint application with the Shire of Victoria Plains.

Specifically, the grant seeks funding for the preparation of a Local Biodiversity Strategy and the application is also to allocate funding for a shared Environmental Officer between the two Shires.

ENVIRONMENT ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023**

It is recognised that considerable work was already performed on the draft local biodiversity strategy, however, the Shire has found that the consultants originally engaged no longer seem to want to work on the project.

Therefore, whilst there are additional delays with this new approach, it is seen as a good opportunity to have fresh eyes to look at the work and also an opportunity to align it with the recently adopted Council Plan.

The grant funding will be announced in early August and all work must be completed by November 2024.

IMPLICATIONS TO CONSIDER**Consultative:**

The aim is to have a workable draft to then put out to the community and stakeholders in accordance with the Shire's recently adopted Community Consultation and Engagement Policy.

Strategic:

Shire of Toodyay Council Plan 2023 – 2033

Planet: Our natural assets and ecosystems are being maintained and protected for the enjoyment of current and future generations.

Outcome 3. Our natural assets and ecosystems are being maintained and protected for future generations.

Shire of Toodyay Environmental Management Strategy 2015

The Local Biodiversity Strategy is a key objective of the EMS in order to:

- Protect, conserve and enhance biodiversity values in Toodyay;
- Actively manage threats to biodiversity values; and
- Recognise the importance of private land conservation.

Policy related:

Community Consultation and Engagement Policy.

Risk Management Policy

Financial:

Funds have been allocated in the budget to be used towards an environmental consultant.

Legal and Statutory:

Local Government Act 1995

Risk related:

The most significant risk the Shire of Toodyay faces by not having sound environmental stewardship of its lands is the uncontained, irreversible impact to the environment particularly with regards to loss of biodiversity which is considered to be a catastrophic impact. Given the issues of climate change, population growth and land clearing as well as a reduction in water resources, the negative impact on the environment is therefore considered likely. Together in accordance with the Shire's Risk Policy, the risk by not acting is extreme.

ENVIRONMENT ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023****Workforce related:**

The strategy does take a moderate amount of officer time. With the reduction in staffing including the loss of the Environmental Officer position, this has meant that environmental matters have not been given the attention they truly deserve. The EAC should make a recommendation to Council to consider budget allocations for more staff resources for environmental matters.

VOTING REQUIREMENTS

Simple Majority

Note:

The Executive Manager Development and Regulation provided an overview in relation to the report at 4.08pm.

OFFICER'S RECOMMENDATION/EAC RESOLUTION NO. EAC008/08/23

MOVED Mr J Von Perger

SECONDED Mrs J Hart

That the Environment Advisory Committee recommends to Council the following:

That Council:

1. Notes the delays associated with the local Biodiversity Strategy;
2. Notes the significant progress made; and
3. Welcomes the submission made for grants funding to provide necessary resources to complete this important project.

MOTION CARRIED 6/0

ENVIRONMENT ADVISORY COMMITTEE MEETING MINUTES**2 AUGUST 2023****5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE****5.1 FERAL PIG MATTERS**

Cr Rosemary Madacsi provided an overview as follows:

- A meeting was called this month for the Toodyay Feral pig working group to present findings from Cairns to look at strategically managing the programme now that is managed by the Shire Rangers.
- Her attendance at the Cairns conference made it clear if we are not taking out 70% of the population we are failing.
- There is ongoing liaison with farmers occurring.

6 CONFIRMATION OF NEXT MEETING

The next meeting of the Environment Advisory Committee is scheduled to be held on 1 November 2023 commencing at 4.00pm.

7 CLOSURE OF MEETING

The Chairperson closed the meeting at 5.24pm.