



## Ordinary Council Meeting

22 May 2024

# Minutes

To: The President and Councillors.

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

Tabitha Bateman  
**ACTING CEO**



## Our Vision, Purpose and Values

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

### Our Vision

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

### Our Purpose

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

### Our Values

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

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

### Community Aspirations

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

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

### Disclaimer

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

### Availability of Meeting Agenda and its Attachments

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

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

Public copies are available by contacting the Shire on (08) 9574 9300.





## CONTENTS

1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....	6
2	RECORDS OF ATTENDANCE .....	6
2.1	APOLOGIES .....	6
2.2	APPROVED LEAVE OF ABSENCE .....	6
2.3	APPLICATIONS FOR LEAVE OF ABSENCE .....	6
3	DISCLOSURE OF INTERESTS .....	7
4	PUBLIC QUESTIONS .....	7
4.1	RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	7
4.2	PUBLIC QUESTION TIME .....	7
5	CONFIRMATION OF MINUTES .....	8
5.1	Ordinary Meeting of Council held on 24 April 2024 .....	8
5.2	Agenda Briefing held on 15 May 2024 .....	8
6	PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS .....	8
6.1	PETITIONS .....	8
6.2	DEPUTATIONS .....	8
6.3	PRESENTATIONS .....	8
6.4	SUBMISSIONS .....	8
7	BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED) .....	9
8	ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) .....	9
9	OFFICER REPORTS .....	9
9.1	DEVELOPMENT AND REGULATION .....	9
9.1.1	P2023-87 - Lo1 1 (No. 1010) Morangup Road, Morangup - Renewal of Extractive Industry Licence - Austral Bricks Pty Ltd .....	9
9.1.2	P2024-16 - Lot 3 (No. 34) Stirling Terrace, Toodyay - Proposed fence in Catholic Church Precinct .....	10
9.1.3	P2024-22 - Lot 4 (No. 3) Mercy Retreat, Toodyay - Proposed fence in Catholic Church Precinct .....	15
9.2	CORPORATE AND COMMUNITY SERVICES .....	20
9.2.1	Monthly Financial Statements - April 2024 .....	20
9.2.2	List of Payments - April 2024 .....	23
9.3	EXECUTIVE SERVICES .....	26
9.3.1	Audit and Risk Committee Charter .....	26

9.3.2	Lease and Agreements Update .....	29
9.4	INFRASTRUCTURE AND ASSETS.....	33
9.4.1	Tender Evaluation TEN 95 04/2024 Waste Transfer Station and Bulk Waste Transfer .....	33
9.4.2	Concept Design of Bridge 4085 Toodyay West Road.....	37
9.4.3	Toodyay Racecourse Precinct - Site Works Update.....	41
9.5	COMMITTEE REPORTS.....	45
9.5.1	HAC recommendations from meeting held on 8 May 2024.....	45
9.5.2	BFAC recommendations from meeting held on 1 May 2024.....	49
10	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	51
10.1	Notice of Motion – Works Advisory Committee (Cr McKeown).....	51
11	NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING .....	57
12	QUESTIONS OF MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN .....	57
13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING .....	57
13.1	MEMBERS .....	57
13.2	EMPLOYEES .....	57
14	CONFIDENTIAL BUSINESS .....	57
15	NEXT MEETINGS .....	57
16	CLOSURE OF MEETING.....	57

## Preface

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

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

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

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

## Unconfirmed Minutes

These minutes were approved for distribution on 24 May 2024.

Tabitha Bateman

**ACTING CEO**

## Confirmed Minutes

These minutes were confirmed at a meeting held on 26 June 2024.

Signed: 

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



## 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr M McKeown, Shire President, declared the meeting open at 1.04pm and read aloud an Acknowledgement of Country:

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

I would like to also acknowledge the State Emergency Services today that serve us so well and the Toodyay Unit of the State Emergency Service.

The Shire President read through other preliminaries.

## 2 RECORDS OF ATTENDANCE

### Members

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

### Staff

Ms T Bateman	Acting Chief Executive Officer
Ms G French	Acting Executive Manager Corporate and Community Services
Mr C Sullivan	Executive Manager Infrastructure, Assets & Services
Mr H de Vos	Executive Manager Development and Regulation
Mr M Werder	Project Manager
Ms S Luckett	Cultural Heritage Officer
Ms Z Azam	Environmental Sustainability Officer
Mrs M Rebane	Executive Assistant

### Visitors

S Hefferon

P Sides

### 2.1 APOLOGIES

Cr S McCormick Councillor

### 2.2 APPROVED LEAVE OF ABSENCE

Cr Wrench

### 2.3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

### 3 DISCLOSURE OF INTERESTS

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

***Cr Prater declared an Impartiality Interest pursuant to Regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021 in regard to Agenda Item 9.4.3 Toodyay Racecourse Precinct - Site Works Update, as he was the past President of the Race Club, is no longer on the Committee but is a life member of the Race Club.***

### 4 PUBLIC QUESTIONS

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

Nil.

#### 4.2 PUBLIC QUESTION TIME

P Sides

##### Question 1

What is the pruning program for the Bindoon Dewars Pool Road?

*The Acting CEO deferred the response to the Executive Manager Infrastructure, Assets and Services who responded as follows:*

*I will investigate why there was not a response to your question earlier. The pruning program active over the summer time and if there are particular locations in mind works requests can be done to address such issues.*

##### Question 2

How far away is Local Planning Scheme No. 5 from being implemented?

*The Acting CEO deferred the response to the Executive Manager Development and Regulation who responded as follows:*

*The scheme has had in principal support from the Department. Mapping modifications have been completed and the Shire is waiting on the updated mapping being approved by the Department.*



**5 CONFIRMATION OF MINUTES****5.1 Ordinary Meeting of Council held on 24 April 2024**

<b>OFFICER'S OCM150/05/24</b>	<b>RECOMMENDATION/COUNCIL</b>	<b>RESOLUTION</b>	<b>NO.</b>
<b>MOVED</b>	Cr S Dival		
<b>SECONDED</b>	Cr J Prater		
That the Unconfirmed Minutes of the Ordinary Council Meeting held on 24 April 2024 be confirmed.			
<u>Voted For:</u> Crs C Duri, M McKeown, S Dival and J Prater			
<u>Voted Against:</u> Cr R Madacsi			
<b>MOTION CARRIED 4/1</b>			

**5.2 Agenda Briefing held on 15 May 2024**

<b>OFFICER'S OCM151/05/24</b>	<b>RECOMMENDATION/COUNCIL</b>	<b>RESOLUTION</b>	<b>NO.</b>
<b>MOVED</b>	Cr S Dival		
<b>SECONDED</b>	Cr C Duri		
That the Notes of the Agenda Briefing held on 15 May 2024 be received.			
<u>Voted For:</u> Crs R Madacsi, C Duri, M McKeown, S Dival and J Prater			
<u>Voted Against:</u> Nil			
<b>MOTION CARRIED 5/0</b>			
<b>Attachments</b>			
1	15 May 2024 Agenda Briefing Notes (Received)		

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

Nil.

**6.2 DEPUTATIONS**

Nil.

**6.3 PRESENTATIONS**

Nil.

**6.4 SUBMISSIONS**

Nil.

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

Nil.

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

Nil.

**9 OFFICER REPORTS****9.1 DEVELOPMENT AND REGULATION****9.1.1 P2023-87 - Lot 1 (No. 1010) Morangup Road, Morangup - Renewal of Extractive Industry Licence - Austral Bricks Pty Ltd**

Date of Report:	10 May 2024
Applicant or Proponent:	Austral Bricks Pty Ltd / Land Insights
File Reference:	P2023-87/A1331/1MORG/1EXT
Author:	H de Vos – Executive Manager Development and Regulation
Responsible Officer:	H de Vos – Executive Manager Development and Regulation
Previously Before Council:	Item 9.2.1 27 September 2016
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Quasi-Judicial
Attachments:	<ol style="list-style-type: none"><li>1. Management Plan - Lot 1 Morangup Road - Austral Bricks Pty Ltd - August 2023; and</li><li>2. Additional Bond Calculations and Extraction Details Map.</li></ol>

**SUMMARY**

Applicant: Austral Bricks Pty Ltd / Land Insights  
Owner: Bristile Holdings Ltd  
Proposal: Renewal of Extractive Industry - Clay  
Location: Lot 1 (No. 1010) Morangup Road, Morangup

***The Shire President indicated that this report was withdrawn from the agenda.***

### 9.1.2 P2024-16 - Lot 3 (No. 34) Stirling Terrace, Toodyay - Proposed fence in Catholic Church Precinct

Date of Report:	8 May 2024
File Reference:	P2024-16/A2120/3STIT
Author:	H de Vos – Executive Manager Development and Regulation
Responsible Officer:	H de Vos – Executive Manager Development and Regulation
Previously Before Council:	Nil
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Quasi-Judicial
Attachments:	<ol style="list-style-type: none"> <li>Attachment 1 - Map.pdf; <a href="#">⇒</a></li> <li>Attachment 2 - Plans and cover note; and <a href="#">⇒</a></li> <li>Attachment 3 - Submission from Heritage Council. <a href="#">⇒</a></li> </ol>

#### SUMMARY

<b>Applicant:</b>	C. Jean
<b>Owner:</b>	C. Jean
<b>Proposal:</b>	Proposed fence in Catholic Church Precinct
<b>Location:</b>	P2024-16 - Lot 3 (No. 34) Stirling Terrace, Toodyay

#### PURPOSE OF THE REPORT

To determine an application to erect a boundary fence at Lot 3 (No. 34) Stirling Terrace in Toodyay. This matter must be considered by Council as no delegated authority exists for development occurring in the Catholic Church Precinct.

#### BACKGROUND

Lot 3 Stirling Terrace in Toodyay is zoned Mixed Business under the Shire of Toodyay's Local Planning Scheme No. 4. Please refer to **Attachment 1 – Map**.

The property is part of the Catholic Church Precinct which is recognised on the State Heritage Register (Place No. 4125) and is recognised as a landmark on the main street. The precinct is a Category 2 on the Shire's Municipal Inventory which denotes a place of considerable cultural heritage significance. The place should be provided with an appropriate level of recognition and protection.

It is recommended that maximum encouragement is provided to the owner to conserve the significance of the place.

### Proposal

The applicant is seeking development approval to erect boundary fencing along the side and rear of the property. Construction will be post and rail with black chain mesh. After installation, plants and shrubs will be planted along the fence line.

### **COMMENTS AND DETAILS**

The proposal for fencing is supportable in that it meets the requirements for residential fencing as listed in the Shire's Local Planning Policy being of a post and rail type with wire mesh.

Should Council be of a mind to support this proposal, it would need to consider the potential impact on the general amenity of the Catholic Church Precinct which is noted for its open parkland style landscape. Fencing will reduce this effect.

However, with no policy provision or design guideline for the precinct in place, it would be hard to defend a refusal in the State Administrative Tribunal.

### **IMPLICATIONS TO CONSIDER**

#### **Consultative:**

This application has undergone consultation in accordance with the Shire's Local Planning Policy – *Advertising of Planning Proposals*. In addition, the Shire is required to conduct mandatory notification of the proposal to the Heritage Council of Western Australia (HCWA) – in accordance with section 73 of the *Heritage Act 2018*. The Shire has received advice from HCWA stating:

#### **Findings**

- *Roman Catholic Church Group, Toodyay has cultural heritage significance as an excellent representative example of a purpose built complex of religious buildings incorporating a convent school, and associated buildings including an original residence adapted for the religious order's use, and individual buildings used as their residences and places of service provision.*
- *The proposal is for a timber post and rail fence with black chain mesh to the side and rear boundary of "The Ship".*
- *The fence is simple in design.*
- *Due to the lengthy occupation of the site, the place has the potential to provide archaeological material that may provide valuable information about life at the place, and its function as a school.*
- *The proposed fence and planting along the fence will have an adverse impact on the overall open parkland landscaping to the site.*
- *The proposal will have a minor adverse impact on the cultural heritage significance of Roman Catholic Church Group, Toodyay.*

#### **Advice**

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

1. *All contractors are to be made aware of the potential for archaeological material to be uncovered during excavation works, and a clear procedure is to be in place to ensure that any archaeological material is dealt with appropriately.*

For more details, please refer to – **Attachment 3 – Heritage Council Submission.**

**Strategic:**

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

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

*O5.1. Provide responsible planning and development.*

*O5.3. Preserve and showcase local history and heritage.*

*Outcome 9. Responsible and effective leadership and governance.* *O9.1 Provide strong, clear, and accountable leadership.*

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

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

**Policy related:**

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

[\*Local Planning Policy – Central Toodyay Heritage Area\*](#)

**Fences and gates should be simple and low, reflect the rural character of the town and should match the period of development of the dwelling.**

Fences and gates associated with residential development shall be consistent with the following requirements:

- (a) For existing houses or properties, fencing and gates shall match the period of development. Local stone, timber picket, picket and pier, or timber post and rail with chain mesh may be appropriate. Hedges of plumbago, privet or rosemary may be appropriate as an alternative to fencing.
- (b) Fibre cement sheeting or steel, iron or colorbond sheeting as a fencing material shall be avoided on any street frontage in front of the building line;
- (c) Fibre cement sheeting or steel, iron or colorbond sheeting can be used to fence back yards if its visual impact from the street will be limited;
- (d) Limestone fencing is not permitted in the Central Toodyay Heritage Area;
- (e) Front fencing shall be open in style to allow views to and from the house;
- (f) Solid fencing on front boundaries and on side boundaries in front of the building line shall not exceed a height of 1200mm;
- (g) Any fencing on front and side boundaries in front of the building line over 750mm shall be truncated a minimum of 1.5m at the entries to driveways and the intersection of streets.

The timber post and rail with chain mesh being proposed is consistent with this policy.



**Financial:**

Fees were paid in accordance with 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*

*Heritage Act 2018*

*Shire of Toodyay Local Planning Scheme No. 4*

**Risk related:**

The application to install a post and rail chain mesh boundary fence on the Catholic Church Precinct at Lot 3 Mercy Retreat in Toodyay presents several risks to the Shire of Toodyay, considering both the cultural heritage significance of the site and the operational risk management framework of the Shire.

**Cultural Heritage Impact****Impact on Cultural Heritage Significance**

The Roman Catholic Church Group in Toodyay is recognised for its cultural heritage significance as a complex of religious buildings. The installation of the proposed fence, despite its simple design, could have a minor adverse impact on this cultural heritage.

**Archaeological Concerns**

Given the historical significance and lengthy occupation of the site, there is potential for archaeological material to be uncovered during fence installation. This requires careful management to ensure any findings are appropriately handled and preserved.

**Aesthetic and Landscape Impact**

The proposed fence and accompanying planting could impact the open parkland landscaping characteristic of the site, which is part of its heritage value.

**Operational Risks****Compliance with Heritage Regulations**

The fence installation must comply with heritage regulations, requiring coordination and oversight to ensure no violations that could lead to penalties or legal issues.

**Public Safety and Liability**

Construction activities must be managed to ensure public safety, avoiding any injuries or accidents at the site, which could also lead to liability issues for the Shire.

**Financial Implications**

Any unforeseen costs due to compliance issues, damage to archaeological findings, or public safety incidents could impact the financial sustainability of the project.

**Reputational Risk**

Poor management of the fence installation or its impact on the heritage site could lead to public criticism, affecting the Shire's reputation.

**Community Relations**

Negative impacts on community sentiment due to changes to a heritage site, could affect the relationship between the Council and the community.

**Workforce related:**

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

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM152/05/24**

**MOVED** Cr C Duri

**SECONDED** Cr S Dival

That Council

1. Notes the submission from the Heritage Council of Western Australia regarding the development application P2024-16 for proposed boundary fencing at Lot 3 (No. 34) Stirling Terrace in Toodyay.
2. Pursuant to Clause 68(2)(b) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, grants development approval for application P2024-16 for proposed boundary fencing at Lot 3 (No. 34) Stirling Terrace in Toodyay, subject to the following conditions:
  - (a) The development hereby permitted must substantially commence within two years from the date of this decision.
  - (b) The development hereby permitted taking place in accordance with the approved plans as shown in Attachment 2.
  - (c) All contractors are to be made aware of the potential for archaeological material to be uncovered during excavation works, and a clear procedure is to be in place to ensure that any archaeological material is dealt with appropriately.

**Advice Notes**

1. The applicant/contractor is to liaise with the Shire's Cultural Heritage Officer for guidance on how best to meet the requirements of Condition 2(c).

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

**Voted Against:** Nil

**MOTION CARRIED 5/0**

### 9.1.3 P2024-22 - Lot 4 (No. 3) Mercy Retreat, Toodyay - Proposed fence in Catholic Church Precinct

Date of Report:	10 May 2024
File Reference:	P2024-22/A5620/4MER
Author:	H de Vos – Executive Manager Development and Regulation
Responsible Officer:	H de Vos – Executive Manager Development and Regulation
Previously Before Council:	Nil
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Quasi-Judicial
Attachments:	<ol style="list-style-type: none"> <li>1. Map; <a href="#">⇒</a></li> <li>2. Application plans; and <a href="#">⇒</a></li> <li>3. HCWA submission. <a href="#">⇒</a></li> </ol>

## SUMMARY

<b>Applicant:</b>	J Vucemillo & L Ducret
<b>Owner:</b>	J Vucemillo & L Ducret
<b>Proposal:</b>	Proposed fence in Catholic Church Precinct
<b>Location:</b>	P2024-22 - Lot 4 (No. 3) Mercy Retreat, Toodyay

## PURPOSE OF THE REPORT

To determine an application to erect a boundary fence at Lot 4 (No. 3) Mercy Retreat, Toodyay. This matter must be considered by Council as no delegated authority exists for development occurring in the Catholic Church Precinct.

## BACKGROUND

Lot 4 (No. 3) Mercy Retreat, Toodyay is zoned Mixed Business under the Shire of Toodyay's Local Planning Scheme No. 4. Please refer to **Attachment 1 – Map**.

The property is part of the Catholic Church Precinct which is recognised on the State Heritage Register (Place No. 4125) and is recognised as a landmark on the main street. The precinct is a Category 2 on the Shire's Municipal Inventory which denotes a place of considerable cultural heritage significance.

The place should be provided with an appropriate level of recognition and protection. It is recommended that maximum encouragement is provided to the owner to conserve the significance of the place.

### Proposal

The applicant is seeking development approval for:

- a new white picket timber fence 1.2m high along the eastern boundary – which is now the verge boundary;
- An entrance arbor 2m x 2m 2.5m located in the middle of verge boundary fence;
- Cyclone fencing along the boundary adjacent to 32 Stirling Tce- chain and pole; and
- Planting 9 Jacaranda trees along the nature verge strip.

For more details please refer to **Attachment 2 – Application Plans**.

### **COMMENTS AND DETAILS**

The proposal for fencing is supportable in that it meets the requirements for residential fencing as listed in the Shire's Local Planning Policy being of a post and rail type with wire mesh.

Should Council be of a mind to support this proposal, it would need to consider the potential impact on the general amenity of the Catholic Church Precinct which is noted for its open parkland style landscape. Fencing will reduce this effect.

However, with no policy provision or design guideline for the precinct in place, it would be hard to defend a refusal in the State Administrative Tribunal.

### **IMPLICATIONS TO CONSIDER**

#### **Consultative:**

This application has undergone consultation in accordance with the Shire's Local Planning Policy – *Advertising of Planning Proposals*. In addition, the Shire is required to conduct mandatory notification of the proposal to the Heritage Council of Western Australia (HCWA) – in accordance with section 73 of the *Heritage Act 2018*. The Shire has received advice from HCWA stating:

#### **Findings**

- *Roman Catholic Church group, Toodyay has cultural heritage significance as a landmark group, an excellent representative example of a purpose built complex of religious buildings incorporating a convent school, and associated buildings including an original residence adapted for the religious order's use, and individual buildings used as their residences and places of service provision.*
- *O'Connor House part of the Roman Catholic Church Group, Toodyay is designed in the Inter war Georgian Revival architectural style. The characteristics of this style are simplicity, reasonable proportions, restrained and simplified classicism.*
- *The fence is simple in design. The arbor links in with the proposed fence and will not detract from significant views of the Church Group.*
- *The fence and arbor will impact from the open landscape of the site.*
- *The proposal will have a minor adverse impact on the cultural heritage significance of Roman Catholic Church group, Toodyay.*

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

For more details, please refer to – **Attachment 3 – Heritage Council Submission**.

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

*O5.1. Provide responsible planning and development.*

*O5.3. Preserve and showcase local history and heritage.*

*Outcome 9. Responsible and effective leadership and governance.* *O9.1 Provide strong, clear, and accountable leadership.*

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

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

**Policy related:**

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

[\*Local Planning Policy – Central Toodyay Heritage Area\*](#)

**Fences and gates should be simple and low, reflect the rural character of the town and should match the period of development of the dwelling.**

Fences and gates associated with residential development shall be consistent with the following requirements:

- (a) For existing houses or properties, fencing and gates shall match the period of development. Local stone, timber picket, picket and pier, or timber post and rail with chain mesh may be appropriate. Hedges of plumbago, privet or rosemary may be appropriate as an alternative to fencing.
- (b) Fibre cement sheeting or steel, iron or colorbond sheeting as a fencing material shall be avoided on any street frontage in front of the building line;
- (c) Fibre cement sheeting or steel, iron or colorbond sheeting can be used to fence back yards if its visual impact from the street will be limited;
- (d) Limestone fencing is not permitted in the Central Toodyay Heritage Area;
- (e) Front fencing shall be open in style to allow views to and from the house;
- (f) Solid fencing on front boundaries and on side boundaries in front of the building line shall not exceed a height of 1200mm;
- (g) Any fencing on front and side boundaries in front of the building line over 750mm shall be truncated a minimum of 1.5m at the entries to driveways and the intersection of streets.

The picket fence and cyclone fencing being proposed is consistent with this policy.

**Financial:**

Fees were paid in accordance with 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*

*Heritage Act 2018*

*Shire of Toodyay Local Planning Scheme No. 4*

**Risk related:**

The application to install a white picket fence on the Catholic Church Precinct at Lot 3 Mercy Retreat in Toodyay presents some low risks to the Shire of Toodyay as detailed below, considering the cultural heritage significance of the site and the operational risk management framework of the Shire:

***Cultural Heritage Impact***

***Impact on Cultural Heritage Significance***

*The Roman Catholic Church Group in Toodyay is recognised for its cultural heritage significance as a complex of religious buildings. The installation of the proposed fence, despite its simple design, could have a minor adverse impact on this cultural heritage.*

***Archaeological Concerns***

*Given the historical significance and lengthy occupation of the site, there is potential for archaeological material to be uncovered during fence installation. This requires careful management to ensure any findings are appropriately handled and preserved.*

***Aesthetic and Landscape Impact***

*The proposed fence and accompanying planting could impact the open parkland landscaping characteristic of the site, which is part of its heritage value.*

***Operational Risks***

***Compliance with Heritage Regulations***

*The fence installation must comply with heritage regulations, requiring coordination and oversight to ensure no violations that could lead to penalties or legal issues.*

***Public Safety and Liability***

*Construction activities must be managed to ensure public safety, avoiding any injuries or accidents at the site, which could also lead to liability issues for the Shire.*

***Financial Implications***

*Any unforeseen costs due to compliance issues, damage to archaeological findings, or public safety incidents could impact the financial sustainability of the project.*

***Reputational Risk***

*Poor management of the fence installation or its impact on the heritage site could lead to public criticism, affecting the Shire's reputation.*

***Community Relations***

*Negative impacts on community sentiment due to changes to a heritage site, could affect the relationship between the Council and the community.*

**Workforce related:**

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

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM153/05/24****MOVED** Cr R Madacsi**SECONDED** Cr C Duri

That Council

1. Notes the submission from the Heritage Council of Western Australia regarding the development application P2024-22 for proposed boundary fencing at Lot 4 (No. 3) Mercy Retreat, Toodyay.
2. Pursuant to Clause 68(2)(b) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, grants development approval for application P2024-16 for proposed boundary fencing at Lot 4 (No. 3) Mercy Retreat, Toodyay, subject to the following conditions:
  - (a) The development hereby permitted must substantially commence within two years from the date of this decision.
  - (b) The development hereby permitted taking place in accordance with the approved plans as shown in Attachment 2.
  - (c) All contractors are to be made aware of the potential for archaeological material to be uncovered during excavation works, and a clear procedure is to be in place to ensure that any archaeological material is dealt with appropriately.

Advice Notes

1. The applicant/contractor is to liaise with the Shire's Cultural Heritage Officer for guidance on how best to meet the requirements of Condition 2(c).

Voted For: Crs R Madacsi, C Duri, M McKeown, S Dival and J PraterVoted Against: Nil**MOTION CARRIED 5/0**

**9.2 CORPORATE AND COMMUNITY SERVICES****9.2.1 Monthly Financial Statements - April 2024**

Date of Report:	26 April 2024
Applicant or Proponent:	Shire of Toodyay
File Reference:	FIN30
Author:	N Mwale – Finance Coordinator
Responsible Officer:	T Bateman – Acting CEO
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil.
Council's Role in the matter:	Legislative
Attachments:	<ol style="list-style-type: none"><li>1. Monthly Financial Statement as at 30 April 2024; and <a href="#">⇒</a></li><li>2. Supplementary Information as at 30 April 2024 <a href="#">⇒</a></li></ol>

**PURPOSE OF THE REPORT**

This report provides Council with financial information for the period ending 30 April 2024.

**BACKGROUND**

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

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

**COMMENTS AND DETAILS**

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

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

**Key Financial areas**

The following information provides balances for key financial areas for the Shire of Toodyay's financial position for the month ending 30 April 2024.

Outstanding Rates

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

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

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

The total outstanding rates balance at the end of April 2024 was \$2,011,462.55 compared to the March 2024 closing balance of \$2,316,065.97.

Outstanding Sundry Debtors

The total outstanding sundry debtors balance at the end of April 2024 was \$514,797.67 broken down as follows:

<b>Category</b>	<b>31/03/2024</b>	<b>30/04/2024</b>
> 90 days and over	\$ 16,941.59	\$ 21,325.68
> 60 days and over	\$ 4,836.34	\$ 320,541.31
> 30 days and over	\$ 530,269.89	\$ 35,033.62
Current	\$176,1401.18	\$ 137,897.06
<b>TOTAL</b>	<b>\$ 728,449.00</b>	<b>\$ 514,797.67</b>

The table above shows a reduction in the outstanding sundry debtor's balance. Category of 60 Days and over is due by \$341,866.99 due to progress claims for grant funding awaiting payment.

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

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

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

**Strategic:**

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

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

9.2 Govern Shire finances, assets and operations responsibly.

**Policy related:**

Authorised Signatories

Purchasing

Corporate Credit Cards

Financial Governance

Delegation

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

**Financial:**

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

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

As at 30 April 2024, the balance of funds held in the Shire's operating accounts was \$185,935.11 and the total of all interest bearing term deposits invested for the period ended 30 April 2024 was \$3,584,648.90

Of the \$4,082,649.51 invested in interest bearing deposits, \$2,545,259.22 relates to reserve funds.

**Workforce related:**

Nil.

**VOTING REQUIREMENTS**

Simple Majority

Clarification was sought.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM154/05/24**

**MOVED** Cr R Madacsi

**SECONDED** Cr S Dival

That Council receives, for the month ending 30 April 2024 the following:

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

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

Voted Against: Nil

**MOTION CARRIED 5/0**



**9.2.2 List of Payments - April 2024**

Date of Report:	26 April 2024
Applicant or Proponent:	Shire of Toodyay
File Reference:	FIN30
Author:	N Mwale – Finance Coordinator
Responsible Officer:	T Bateman – Acting CEO
Previously Before Council:	NA
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Legislative
Attachments:	1. Creditors Payment Listing-April 2024 <a href="#">⇒</a>

**PURPOSE OF THE REPORT**

To present the list of payments raised during April 2024.

**BACKGROUND**

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

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

**COMMENTS AND DETAILS**

The list of all invoices processed under delegated authority during April 2024 are attached at **Attachment 1**.

Electronic Funds Transfers (EFT) are for payments transferred directly to creditor bank accounts.

Direct Debits are for direct debits against the bank account such as bank fees, leases, loans, and other charges.

Payroll Direct Debits are for payroll and superannuation payments made to employees on a fortnightly basis.

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

Nil

**Strategic:*****Plan for the Future: Shire of Toodyay Council Plan 2023-2033*****Outcome 9. Responsible and effective leadership and governance.**

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

**Policy related:**

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

**Financial:**

Payments made in April 2024 total \$1,612,988.89

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

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

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

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

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

r.13A requires that if any payments are made via purchasing cards, a list is to be prepared for each month and presented to Council.

**Risk related:**

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

**Workforce related:**

Nil

**VOTING REQUIREMENTS**

Simple Majority

Clarification was sought.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM155/05/24****MOVED** Cr R Madacsi**SECONDED** Cr C Duri

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

Municipal Cheques	\$ 39,397.44
Electronic Funds Transfer Payments	\$ 1,292,868.41
Direct Debits	\$ 0.00
Payroll	\$ 278,592.25
Purchasing Cards	\$ 2,130.79
<b>TOTAL</b>	<b>\$ 1,612,988.89</b>

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

Voted Against: Nil

**MOTION CARRIED 5/0**

### 9.3 EXECUTIVE SERVICES

#### 9.3.1 Audit and Risk Committee Charter

Date of Report:	9 May 2024
Applicant or Proponent:	Audit and Risk Committee
File Reference:	COC2
Author:	M Rebane – Executive Assistant
Responsible Officer:	T Bateman – Acting CEO
Previously Before Council:	Nil.
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> <li>1. CURRENT Audit and Risk Committee Charter; and <a href="#">⇒</a></li> <li>2. REVISED Audit and Risk Committee Charter. <a href="#">⇒</a></li> </ol>

#### PURPOSE OF THE REPORT

To consider the endorsement of the REVISED Audit and Risk Committee Charter.

#### BACKGROUND

The current charter was adopted by Council at its meeting held on 24 January 2024 (**Attachment 1**).

This charter was initially developed in 2020 and adopted by Council, using the [Office of the Auditor General's Better Practice Guide for Western Australian Public Sector Audit Committees](#) (the Guide) as the basis for its development.

This Guide was for the purpose of providing public sector entities with templates to help them establish and maintain an effective Audit Committee. The templates are intended to be adapted as required to reflect the specific legal and regulatory requirements of the entity.

The ARC met in February 2024 to review the Audit and Risk Committee Charter. Following this meeting Officers received further advice from the Department of Local Government, Sport and Cultural Industries in March 2024 which prompted further amendments prior to being presented for adoption.

#### COMMENTS AND DETAILS

The REVISED Audit and Risk Committee Charter is attached and recommended for adoption (refer to **Attachment 2**).

#### IMPLICATIONS TO CONSIDER

##### Consultative:

Department of Local Government, Sport and Cultural Industries

**Strategic:*****Plan for the Future: Shire of Toodyay Council Plan 2023-2033*****Outcome 9 Responsible and effective leadership and governance.**

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

**Policy related:**

Corporate Documents

Council delegates roles and responsibilities

Financial Governance

Internal Control

Legislative Compliance.

Risk Management

**Financial:**

Nil.

**Legal and Statutory:**

r.16. *Local Government (Audit) Regulations 1996*

r.17 *Local Government (Audit) Regulations 1996*

r.5 *Local Government (Financial Management) Regulations 1996*

s.1.7, s.5.20, s.7.12A, and s.7.9 *Local Government Act 1995*

[\*Audit in Local Government – operational guidelines for Audit Committees\*](#)

[\*Office of the Auditor General's Better Practice Guide for Western Australian Public Sector Audit Committees\*](#) (the Guide)

**Risk related:**

The risk is considered moderate (8) if Council were to choose not to endorse the Officer's REVISED Audit and Risk Committee Charter. This report mitigates the risk.

**Workforce related:**

Once Council approves the charter it will be placed onto the Shire's website and sent via email to ARC Members and Shire Officers.

**VOTING REQUIREMENTS**

Absolute Majority

Clarification was sought.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM156/05/24****MOVED** Cr S Dival**SECONDED** Cr R MadacsiThat Council adopts the REVISED Audit and Risk Committee Charter (**Attachment 2**).Voted For: Crs R Madacsi, C Duri, M McKeown, S Dival and J PraterVoted Against: Nil**MOTION CARRIED 5/0 BY ABSOLUTE MAJORITY**

**9.3.2 Lease and Agreements Update**

Date of Report:	9 May 2024
Applicant or Proponent:	Shire of Toodyay
File Reference:	MAN12
Author:	M Rebane – Executive Assistant
Responsible Officer:	T Bateman – Acting CEO
Previously Before Council:	Nov 2023 OCM
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Review
Attachments:	1. Extract of the Contracts and Agreements (Legal) Register - Priority 1 and 2. <a href="#">⇒</a>

**PURPOSE OF THE REPORT**

To receive an update regarding the Shire's contracts and agreements.

**BACKGROUND**

At an Ordinary Council Meeting held in May 2023, Council resolved that the CEO continue to provide six monthly updates to Council on Lease Agreements and other legal documents.

**COMMENTS AND DETAILS**

**Attachment 1** contains the records listed as Priority 1 and Priority 2 on the 'Contracts and Agreements (Legal) Register' (the Register). The attachment includes a comments column in respect to what action has been taken.

It is recommended that the Attachment be received.

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

Officers consult with community groups when appropriate.

**Strategic:**

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

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

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

**Policy related:**

Financial Governance

Risk Management



**Financial:**

Financial implications arising from conditions of Shire leases and agreements are included in the annual budget as adopted each year.

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

3.58      *Disposing of property*

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

***Delegations***

ES12      Lease of Council Buildings

ES13      Tenancy Agreements

ES14      Contract Formalities

**Risk related:**

There are financial and reputational risks associated with not managing lease agreements, contracts, MOU's, licences and agreements appropriately.

**Workforce related:**

The administration of contracts and agreements can be managed within budgeted resources.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION 1**

That Council receives the extract of the Contracts and Agreements (Legal) Register - Priority 1 and 2 as attached to this report (**Attachment 1**).

Clarification was sought.

Cr Madacsi moved the Officer's Recommendation with amendments as follows:

**That Council receives the extract of the Contracts and Agreements (Legal) Register - Priority 1 and 2 as attached to this report (Attachment 1) subject to the following amendments in relation to line 2 Toodyay Tennis Club:**

- a) Type be named Agreement;**
- b) Term to be Two years;**
- c) Commencement Date to read 16 Feb 2021; and**
- d) Comments column to be updated to include "subject to Council resolution OCM144/04/24."**

Cr Duri seconded the motion.

Cr McKeown objected to the motion.

Further clarification was sought.

Cr McKeown advised that he had forwarded a copy of the confidential correspondence (**Attachment 1**) from the Council Meeting held in April 2024 via email to all Councillors at 1.29pm, being correspondence from the CEO to the Tennis Club dated 10 February 2021.

Debate commenced.

***Cr Dival declared an Impartiality Interest pursuant to Regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021 in regard to Agenda Item 9.3.2 Lease and Agreements Update, as she was previously a Committee Member of the Toodyay Tennis Club. Cr Dival stated that she would consider the matter on its merits and vote accordingly.***

Debate continued.

The motion was put.

**MOTION/COUNCIL RESOLUTION NO. OCM157/05/24**

**MOVED** Cr R Madacsi

**SECONDED** Cr C Duri

That Council receives the extract of the Contracts and Agreements (Legal) Register - Priority 1 and 2 as attached to this report (Attachment 1) subject to the following amendments in relation to line 2 Toodyay Tennis Club:

- a) Type be named Agreement;
- b) Term to be Two years;
- c) Commencement Date to read 16 Feb 2021; and
- d) Comments column to be updated to include "subject to Council resolution OCM144/04/24."

Voted For: Crs R Madacsi and C Duri

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

**MOTION LOST 2/3**

Cr Prater moved the Officer's Recommendation as follows:

**That Council receives the extract of the Contracts and Agreements (Legal) Register - Priority 1 and 2 as attached to this report (Attachment 1).**

Cr Dival seconded the motion.

Cr Madacsi objected to the motion.

Debate commenced.

The motion was put.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM158/05/24****MOVED** Cr J Prater**SECONDED** Cr S Dival

That Council receives the extract of the Contracts and Agreements (Legal) Register - Priority 1 and 2 as attached to this report (**Attachment 1**).

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

Voted Against: Crs R Madacsi and C Duri

**MOTION CARRIED 3/2****Attachments**

- 1 Correspondence regarding Old Tennis Courts, dated 10 February 2021 from the CEO. - **CONFIDENTIAL**

## 9.4 INFRASTRUCTURE AND ASSETS

### 9.4.1 Tender Evaluation TEN 95 04/2024 Waste Transfer Station and Bulk Waste Transfer

Date of Report:	5 May 2024
Applicant or Proponent:	Shire of Toodyay
File Reference:	TEN 95 04/2024
Author:	C Sullivan – Executive Manager Infrastructure, Assets & Services
Responsible Officer:	C Sullivan – Executive Manager Infrastructure, Assets & Services
Previously Before Council:	Nil
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> <li>1. Tender Submission Broderick Waste Solutions Pty Ltd (confidential) Section 5.23(2) (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting (e)(iii)a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person where the trade secret or information is held by, or is about, a person other than the local government (under separate cover)</li> <li>2. Tender Evaluation Report (confidential) Section 5.23(2) (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting (e)(iii)a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person where the trade secret or information is held by, or is about, a person other than the local government (under separate cover)</li> </ol>

### PURPOSE OF THE REPORT

To consider award of the tender for the management of the waste transfer station and bulk waste transfer.

## BACKGROUND

The current contract comes to an end on 30 June 2024, which will be the end of the two extension periods in the contract. The current contract is performed by Broderick Waste Solutions Pty Ltd.

## COMMENTS AND DETAILS

The Shire of Toodyay invited Tenders for the Management of its Waste Transfer Station for a period of five (5) years commencing 1 July 2024 with an option to extend by three (3) years, subject to Council approval. The contract includes supply of skip bins and bulk waste transfer from the transfer station site to recycling facilities.

Tender 95 04/2024 Waste Transfer Station and Bulk Waste Transfer was publicly advertised on Tenderlink and close of tender submissions was 30 April 2024. One tender was submitted from Broderick Waste Solutions Pty Ltd which is included as Attachment 1 for reference.

A tender evaluation process was conducted by the following Shire officers:

- Coordinator Plant, Fleet and Waste
- Executive Manager Infrastructure, Assets and Services
- Reserves Management Officer.

The tender evaluation process rated the tender on the following factors and weightings as advertised in the public tender – Compliance Criteria and Qualitative Criteria. The tender submission complied with the Compliance Criteria.

Item	Evaluation Criteria	Weight (%)	Scoring Methodology
1	Company Experience on similar projects.	20	A score out of 20 will be assigned to each Tenderer based on the evidence provided by the Tenderer of their firm's previous experience.
2	Workplace Health and Safety	20	A score out of 20 will be assigned to each Tenderer based on the evidence provided by the Tenderer of their understanding and implementation of Work Health and Safety Standards.
3	Regional price Preference	10	A score out of 10 will be assigned to each Tenderer based on the evidence provided by the Tenderer where the whole or part of the contract is provided by and from regional sources.
4	Tendered price	50	A score out of 50 will be assigned to each Tenderer based on the best value for money offer by the Tenderer.
	<b>TOTAL</b>	<b>100%</b>	

Based on the weightings of the Qualitative and Price criteria, the tender submission was assessed by the tender evaluation panel as a score of 87% overall. As there was no comparison with other tenders, the evaluation panel recommends the tender submitted by Broderick Waste Solutions Pty Ltd for approval by Council. A copy of the Tender Evaluation Report is included as Attachment 2 for reference.

## IMPLICATIONS TO CONSIDER

### **Consultative:**

The tender was advertised for public notification on Tenderlink. Prospective tenderers were given two opportunities for a site inspection to view the existing operation of the waste transfer station and make their own assessment of tender requirements.

### **Strategic:**

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

Outcome 9.2 Govern Shire finances, assets and operations responsibly.

### **Policy related:**

Purchasing Policy (FIN 3)

### **Financial:**

Funds must be included in the 2024/25 budget.

### **Legal and Statutory:**

Public Health Act 2016

Local Government Act 1995 as amended.

### **Risk related:**

There is a risk that not awarding this Tender would severely affect the Shire's obligation to collect and dispose of municipal waste and hence cause a major public health risk as well as the reputational damage.

*Consequence: Catastrophic (5)*

*Likelihood: Likely (4)*

*Calculated Risk: Extreme (20)*

### **Workforce related:**

While the management and operation of the contract works are entirely carried out by the contractor, Shire staff will still be required to manage and audit the contract activities. This is not seen as a significant impost on Shire resources as this has been the operation for many years.

## VOTING REQUIREMENTS

Absolute Majority

Cr Duri moved the Officer's Recommendation.

Cr Dival seconded the motion.

Cr Madacsi foreshadowed that the item be deferred.

Cr Madacsi withdrew her foreshadowed intention.

The motion was put.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM159/05/24**

**MOVED** Cr C Duri

**SECONDED** Cr S Dival

That Council award Tender 95 04/2024 Waste Transfer Station and Bulk Waste Transfer to Broderick Waste Solutions Pty Ltd for the initial five (5) year period commencing on 1 July 2024 for the tender price of:

- (a) Waste Transfer Station Management - \$5,500.00 per fortnight excluding GST;
- (b) Supply of skip bins and transportation of general waste to Northam - \$60.00 per tonne excluding GST;
- (c) Supply of skip bins and transportation of E waste, plastic, cardboard, and glass to Perth - \$600.00 per trip excluding GST.

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

Voted Against: Nil

**MOTION CARRIED 5/0 BY ABSOLUTE MAJORITY**

**9.4.2 Concept Design of Bridge 4085 Toodyay West Road**

Date of Report:	6 May 2024
Applicant or Proponent:	Shire of Toodyay
File Reference:	BR 4085
Author:	C Sullivan – Executive Manager Infrastructure, Assets & Services
Responsible Officer:	C Sullivan – Executive Manager Infrastructure, Assets & Services
Previously Before Council:	Nil
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> <li>1. MRWA Bridge Alignment Options; <a href="#">⇒</a></li> <li>2. B4085 Toodyay West Road Speed Limit Diagrams; <a href="#">⇒</a></li> <li>3. Precast Concrete Bridge Option; <a href="#">⇒</a></li> <li>4. Unibridge Steel bridge deck option; and <a href="#">⇒</a></li> <li>5. MRWA correspondence 29 April 2024. <a href="#">⇒</a></li> </ol>

**PURPOSE OF THE REPORT**

To consider the approval of the proposed option for the reconstruction of Bridge 4085 Toodyay West Road.

**BACKGROUND**

A capacity assessment of the Bridge 4085 Toodyay West Road was carried out by the Main Roads WA (MRWA) in November 2021, which identified significant deterioration in the timber elements of the support structure of the bridge. The existing bridge is 4.2metres kerb width – single lane only with 40 kph speed limit and bollards in place.

In March 2023, the MRWA notified the Shire officers of the options to limit the load on the bridge until such time as the bridge could be replaced with a new structure. A load limit of 9 tonnes was imposed based on emergency repairs carried out in September/October 2023 and a heavy vehicle diversion implemented. Additional props under the bridge were also installed.

MRWA also notified in March 2023 that planning had commenced to replace the bridge with a notional program as follows (extract from MRWA e-mail dated 15 March 2023):

As you are aware planning is under way to replace the bridge:

- 2021/22 Waterways Investigation has been undertaken.



- 2023/24 Commence Preliminary Design - Obtain clearances Aboriginal, European Heritage and Vegetation and commence Preliminary Design.
- 2024/25 Finalise replacement design
- ~ 2026/27 Construction to occur once design are finalised and funding obtained.

At this time, the funding for the bridge replacement was believed to be entirely from the Federal Bridge Renewal Program, based on a funding application by the Shire with MRWA to carry out the detailed design.

## COMMENTS AND DETAILS

MRWA notified Shire officers in February 2024 that an options study had been carried out and this was discussed with Elected Members at the Council Forum on 17 April 2024. A copy of the Bridge Alignment Options is included for reference as Attachment 1.

MRWA nominated a Project Manager for the design of the bridge and Shire officers were briefed on 11 April 2024 on the 15% design stage. By this stage, **Option 3** from the alignment study was proposed by Shire officers as the preferred alignment based on the minimising of land take required from adjacent private properties and a design speed limit of 70 kph.

MRWA conducted a speed zone assessment based on the preferred option which is included for reference as **Attachment 2** – B4085 Toodyay West Road – Speed Limit Diagrams. **Option 3** allows for a posted speed limit of 60 kph from the railway level crossing south of the bridge through to and past the horizontal curve of the road north of the bridge.

For the bridge replacement, two types of construction were assessed – the precast concrete plank deck structure and the Unibridge steel structure. Preliminary concepts of both options are included for reference as Attachments 3 and 4. The steel structure is not preferred due to future maintenance costs compared to the precast option.

The other aspect of the design discussed at the Council Forum was the inclusion of a pedestrian footpath to allow bicycle traffic to safely cross the bridge without conflict movements with vehicles.

Further discussion then took place with MRWA officers in relation to the funding for the bridge reconstruction. MRWA by e-mail dated 29 April 2024 clarified their position on the bridge funding. A copy of this e-mail is included for reference as Attachment 5.

This is a significant development as MRWA have foretold a change to the Federal funding program to commence 1 July 2024. The program is the Safer Roads and Infrastructure Program which combines two funding programs into one. The new requirement for bridge replacement on roads which the local government responsibility will be 80% from the Federal fund and the local authority will have to fund the remaining 20%. MRWA will continue to fund the detail design of the bridges.

With the inclusion of the pedestrian footpath, the expected cost of the Bridge 4085 replacement is expected to be between six and eight million dollars. A more detailed cost estimate would be carried out by MRWA at the 50% design stage. While the local authority must apply for the Federal funding, MRWA comments on the funding application as part of the Federal government review process prior to endorsement of the funding.

The financial risk to the Shire is significant as the bridge must be replaced. Enquiries must be made for alternative funding sources to cover the local authority portion of the total cost.

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

Public consultation must be carried out by MRWA in relation to land acquisition and speed zoning with support from the Shire of Toodyay.

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

Outcome 5.1 Provide Responsible Planning and Development

Outcome 6.1 Keep a persistent focus on building a safe, efficient road network.

**Policy related:**

ADM 18 Risk Management

FIN 18 Long term Financial Planning

**Financial:**

The Shire of Toodyay will not have the capacity to fund 20% of the bridge reconstruction cost and hence will need to seek funding from other sources.

**Legal and Statutory:**

Local Government Act 1995 as amended.

**Risk related:**

Since the financial impact is higher than \$500,000 the Rating level is Catastrophic (5). Until other funding sources are confirmed, the Likelihood is rated as Likely (4) and hence the Risk is Extreme (20).

**Workforce related:**

While MRWA are entirely funding and implementing the detail design, Shire Officers will need to assist with the public consultation stage. The construction stage is proposed to be carried out by MRWA also which is yet to be confirmed.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council

1. Approve the selection of Option 3 as the preferred option for the bridge alignment of BR 4085; and
2. Approve the inclusion of a footpath into the detail design; and
3. Request a further report to Council at the 50% design stage with a detailed cost estimate and clarification of alternative funding sources.

Clarification was sought.

Cr Madacsi moved a Procedural Motion as follows:

**That the meeting proceed to the next item of business (Agenda Item 9.4.3 Toodyay Racecourse Precinct - Site Works Update) at 1.46pm in accordance with Standing Order 10.1(a).**

Cr Duri seconded the motion.

The Presiding Member, in accordance with Standing Order 10.5, advised that there was no need for debate.

The motion was put.

**PROCEDURAL MOTION /COUNCIL RESOLUTION NO. OCM160/05/24**

**MOVED** Cr R Madacsi

**SECONDED** Cr C Duri

That the meeting proceed to the next item of business (Agenda Item 9.4.3 Toodyay Racecourse Precinct - Site Works Update) at 1.46pm in accordance with Standing Order 10.1(a).

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

Voted Against: Nil

**MOTION CARRIED 5/0**

*The Presiding Member confirmed that the motion had been carried at 1.47pm.*

**9.4.3 Toodyay Racecourse Precinct - Site Works Update**

Date of Report:	16 May 2024
Applicant or Proponent:	Shire of Toodyay
File Reference:	LEG002
Author:	C Sullivan – Executive Manager Infrastructure, Assets & Services
Responsible Officer:	C Sullivan – Executive Manager Infrastructure, Assets & Services
Previously Before Council:	Ordinary Council Meeting 24 April 2024
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Review
Attachments:	Nil

**PURPOSE OF THE REPORT**

The purpose of the report is to update Council on the progress of the works on site including further remediation of the Main Building steel structure.

**BACKGROUND**

At the Ordinary Meeting of Council on 24 April 2024 Council considered a report item 9.4.2 (OCM 143/04/24) Toodyay Racecourse Precinct – Main Building Roof Resheeting. Council resolved as follows:

*That Council:*

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

The above report to Council included a list of activities and tasks that had either been completed on site or were underway, all carried out by resources organised by the Toodyay Racing Club. An attachment to the report was the structural assessment of the Main Building steel structure by Lalli Consulting Engineers.

**COMMENTS AND DETAILS**

The structural assessment by Lalli Consulting Engineers included a list of recommendations to be carried out in the short, medium, and longer term based on the level of risk. The recommendation to replace the existing roof purlins due to the high level of corrosion and loss of structural integrity was a short term recommendation.

Shire officers obtained three quotes for the replacement of the roof purlins on a like for like basis. Quotes were obtained from Reliable Asset Maintenance, Sheppard Steel and Oxley Roofing. The successful quote was awarded to Reliable Asset Maintenance under delegation for the sum of \$65,085.00 excluding GST.

A site meeting to commence the project is to be conducted on 17 May 2024 with representatives of Reliable Asset Maintenance, Shire officers and the Toodyay Race Club to plan the works on site including site management, safety, access and egress, storage of materials and coordination with other works on the precinct.

Shire staff have excavated several footings to the existing steel columns of the Main Building and remediation as recommended by Lalli Consulting Engineers can be carried out as part of the medium term recommendations. A site inspection was carried out by the Shire Executive Manager Infrastructure, Assets and Services and the structural engineer from Lalli Consulting Engineers on 30 April 2024. The remediation required to the footings will include sandblasting and painting, corrosion protection, welding additional steel plates, and possible replacement of some of the nuts on the holding down bolts.

Further to the list of activities on site by the Toodyay Race Club as reported to Council at the Ordinary Council Meeting of 24 April 2024, the demolition and removal of the ablutions block has been completed, including asbestos removal by a licenced contractor.

Landscaping and planting have continued onsite around the existing buildings, as well as gravel placement to trafficable areas and maintenance of soak wells. The application to relocate the main transformer pole has been received by Western Power and is being assessed. The removal and replacement of defective timber planks on the verandah of the Members Building has been completed. The aeration, seeding and fertilisation of the racetrack area has been programmed for early June 2024.

The above information is presented for the information of Council.

## IMPLICATIONS TO CONSIDER

### Consultative:

Shire officers are continuing discussions with the Toodyay Race Club to monitor and coordinate activities on the site. The Shire Executive Manager Infrastructure, Assets and Services will be attending the Toodyay Racing Club Committee Meeting on 25 May 2024 to discuss the modifications required to the existing lease to accommodate community activities and events on the precinct.

Funding application criteria for Shire funding applications to external funding programs such as Lottery West will be discussed and the program of works on site (including the Main Building roof Resheeting) will be updated in terms of timing and coordination with Shire activities. The results of these discussions can then be reported back to Council for consideration.

### Strategic:

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

*Outcome 1: A safe and healthy community*

*O1.1. Facilitate community safety.*

*Outcome 9: Responsible and effective leadership and governance*

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

**Policy related:**

*Risk Management*

*Asset Management*

*Financial Governance*

**Financial:**

The Shire invests significantly in the maintenance costs of all Shire owned buildings. Funds have been allocated by Council from the Asset Development Reserve of up to \$200,000 for the Main Building remediation.

**Legal and Statutory:**

*Local Government Act 1995*

*Building Act 2011*

*Building Code of Australia NCC 2022*

*Plumbing Code of Australia 2022*

*Electricity Act 1945*

**Risk related:**

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

**Workforce related:**

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

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council notes the report.

Clarification was sought.

Cr Dival moved the Officer's Recommendation with amendments as follows:

**That Council:**

- 1. notes the report; and**
- 2. requests that work will commence on the main building roof sheeting and associated works as soon as practical noting the contractors expected start date of 23 June 2024.**

Cr Duri seconded the motion.

Further clarification was sought.

Debate commenced.

The motion was put.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM161/05/24**

**MOVED** Cr S Dival

**SECONDED** Cr C Duri

That Council:

1. notes the report; and
2. requests that work will commence on the main building roof sheeting and associated works as soon as practical noting the contractors expected start date of 23 June 2024.

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

Voted Against: Cr R Madacsi

**MOTION CARRIED 4/1**

## 9.5 COMMITTEE REPORTS

### 9.5.1 HAC recommendations from meeting held on 8 May 2024

Date of Report:	9 May 2024
Applicant or Proponent:	Shire of Toodyay
File Reference:	COC4
Author:	M Rebane – Executive Assistant
Responsible Officer:	H de Vos – Executive Manager Development and Regulation
Previously Before Council:	Nil.
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> <li>HAC Minutes from meeting held on 8 May 2024. <a href="#">⇒</a></li> <li>EOI's provided to the HAC. (confidential) Section 5.23(2) (b) <i>the personal affairs of any person</i> (e)(iii) <i>a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person where the trade secret or information is held by, or is about, a person other than the local government</i> (e)(ii) <i>a matter that if disclosed, would reveal information that has a commercial value to a person where the trade secret or information is held by, or is about, a person other than the local government. (under separate cover)</i></li> </ol>

### PURPOSE OF THE REPORT

To receive the minutes of the Heritage Advisory Committee (HAC) Meeting held on 8 May 2024, and consider the recommendations made by the HAC at that meeting (Refer to **Attachment 1**).

### BACKGROUND

The HAC met on 8 May 2024 and considered the following Officer reports:

1. Cultural Heritage Update; and
2. Membership Applications.

### COMMENTS AND DETAILS

#### Recommendation 1 – Cultural Heritage Update



The minutes of the HAC meeting are attached. The report the Cultural Heritage Officer has done was discussed thoroughly with the Committee Members who have recommended that Council receive the report.

It is recommended that the Officer recommendation to receive the minutes, as well as the Committee's recommendation to receive the report written by the Cultural Heritage Officer be endorsed.

#### Recommendation 2 – Membership

When Council resolved to establish the HAC part of that resolution stated "existing community members to remain on the committee until the new terms of reference has been adopted by Council."

Council adopted the terms of reference in April 2024. Local public notice went out requesting expressions of interest be submitted by Friday 3 May 2024 so that they could be presented to the HAC as part of their agenda for their meeting on 8 May 2024.

**Confidential** Attachment 2 contains the EOI's provided to the HAC at their meeting.

It is recommended that the Committee's recommendation be endorsed.

### **IMPLICATIONS TO CONSIDER**

#### **Consultative:**

Nil.

#### **Strategic:**

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

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

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

#### **Policy related:**

Museum Collection and Conservation Management Policy

#### **Financial:**

Nil.

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

***Local Government Act 1995***

s.1.7 Local Public Notice

s.5.10 Committee members, appointment of

s.5.11 Committee membership, tenure of

#### **Risk related:**

There are no risks of note related to this report.

#### **Workforce related:**

Nil.

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM162/05/24**

**MOVED** Cr S Dival

**SECONDED** Cr M McKeown

That Council receives, by simple majority, the minutes of the meeting of the Heritage Advisory Committee held on 8 May 2024. (**Attachment 1**).

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

Voted Against: Nil

**MOTION CARRIED 5/0 BY ABSOLUTE MAJORITY**

*The Environmental Sustainability Officer departed Council Chambers at 2.04pm.*

**HAC RECOMMENDATION 1**

That Council, by simple majority:

1. notes the update provided by the Cultural Heritage Officer; and
2. considers the periodic inspection and preventative maintenance schedule of the Shire's Heritage buildings.

Clarification was sought.

Cr Dival moved the HAC Recommendation 1 with amendments as follows:

**That Council, by simple majority:**

1. notes the update provided by the Cultural Heritage Officer; and
2. consider the periodic inspection and preventative maintenance schedule of the Shire-owned Heritage buildings.

Cr Madacsi seconded the motion.

The motion was put.

**HAC RECOMMENDATION 1/COUNCIL RESOLUTION NO. OCM163/05/24**

**MOVED** Cr S Dival

**SECONDED** Cr R Madacsi

That Council, by simple majority:

1. notes the update provided by the Cultural Heritage Officer; and
2. consider the periodic inspection and preventative maintenance schedule of the Shire-owned Heritage buildings.

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

Voted Against: Nil

**MOTION CARRIED 5/0**

**HAC RECOMMENDATION 2/COUNCIL RESOLUTION NO. OCM164/05/24****MOVED** Cr S Dival**SECONDED** Cr R Madacsi

That Council, by absolute majority, appoints Elizabeth Frayne, Barry Keens, Carolyn Elphick, Heather McNamara and Derek Donegan as community members on the Heritage and Advisory Committee.

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

Voted Against: Nil

**MOTION CARRIED 5/0 BY ABSOLUTE MAJORITY**

*The Cultural Heritage Officer departed Council Chambers at 2.08pm.*

**9.5.2 BFAC recommendations from meeting held on 1 May 2024**

Date of Report:	9 May 2024
Applicant or Proponent:	Shire of Toodyay
File Reference:	FIR3
Author:	M Rebane – Executive Assistant
Responsible Officer:	C Sullivan – Executive Manager Infrastructure, Assets & Services
Previously Before Council:	Nil.
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. <a href="#">BFAC Minutes from meeting held on 1 May 2024.</a>

**PURPOSE OF THE REPORT**

To receive the minutes of the Bush Fire Advisory Committee (BFAC) Meeting held on 1 May 2024 (Refer to **Attachment 1**).

**BACKGROUND**

The BFAC met on 1 May 2024.

**COMMENTS AND DETAILS**

During the Bush Fire Advisory Committee Meeting, discussions encompassed various crucial aspects concerning risk management, the extension of the Restricted Burning period, and training that had been facilitated in Toodyay in the emergency management space, underscoring a need for improved community engagement strategies.

Project updates included the awarding of tenders and grants for mitigation efforts on shire-owned land. Agency updates covered operational aspects, including gratitude for collective efforts during recent incidents, announcements regarding operational changes, and upcoming events such as the Emergency Services Dinner.

The meeting also included updates from brigade representatives, highlighting activities, achievements, and concerns within their respective areas.

As the Committee made no recommendations from Council it is recommended that Council receive the minutes.

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

Nil.

**Strategic:**

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

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

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

**Policy related:**

Nil.

**Financial:**

Nil.

**Legal and Statutory:**

Nil.

**Risk related:**

The risks are insignificant and low (1) in receiving the minutes of the BFAC.

**Workforce related:**

Nil.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM165/05/24**

**MOVED** Cr M McKeown

**SECONDED** Cr R Madacsi

That Council receives the minutes of the meeting of the Bush Fire Advisory Committee held on 1 May 2024. (**Attachment 1**).

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

Voted Against: Nil

**MOTION CARRIED 5/0**

**10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****10.1 Notice of Motion – Works Advisory Committee (Cr McKeown)**

Date of Report:	16 May 2024
Applicant or Proponent:	Cr McKeown
File Reference:	MTG7
Author:	M Rebane – Executive Assistant
Responsible Officer:	T Bateman – Acting CEO
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. Notice of Motion; and <a href="#">⇒</a> 2. Terms of Reference. <a href="#">⇒</a>

**PURPOSE OF THE REPORT**

To consider a notice of motion provided by Councillor McKeown.

**BACKGROUND**

On 14 May 2024 Councillor McKeown provided the Acting Chief Executive Officer notification of a Notice of Motion for the May 2024 Ordinary Council Meeting.

The Notice of Motion is attached, together with the terms of reference (**Attachments 1 and 2**) which cites that *in the Shire of Toodyay Council Plan 2023-2033, Council committed to deliver and support services that contribute to the achievement of Place aspirational outcomes including: asset management; building maintenance; playgrounds, parks and reserves; streetscapes; footpaths, parks and reserves; roads and bridges; traffic management and signage; parking management; local cemeteries; and property management.*

*To achieve this objective, a Works Committee would oversee and make recommendations to the Council on matters related to:*

- 1. Works required to construct, upgrade and maintain streets, footpaths, thoroughfares and other public places, including streetscape upgrades and landscaping initiative; and*
- 2. The design, construction, upgrading and maintenance of parks, reserves, recreational and civic amenities and facilities, and Council owned buildings.*

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

**COMMENTS AND DETAILS**

Councillors were informed at the Agenda Briefing held on 15 May 2024 that a Notice of Motion had been received and would form part of an Officer's Report for the 22 May 2024 Ordinary Meeting of Council.

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

Nil.

**Strategic:*****Shire of Toodyay Plan for the future - Council Plan 2023-2033******Outcome 9: Responsible and effective leadership and governance.******9.1. Provide strong, clear, and accountable leadership.*****Policy related:****Policies:**

- Local Government Payments and Gifts to Members  
Currently this policy only provides for payments to community members of existing committees of Council and would therefore require amendment.
- Financial Governance
- Risk Management

**Corporate documents**

- Committee Book

**Financial:**

There will be costs associated with the operation of the Committee, including the normal preparation of agendas, minutes, scheduling, officer time, and administrative costs.

The cost of appointing three community members would be approximately \$2,232 per annum which would need to be included in the DRAFT Annual Budget for 2024/2025.

**Legal and Statutory:*****Local Government Act 1995******s.5.8 Establishment of Committees******s.5.9 Committees, types of******s.5.10 Committee Members, appointment of******s.5.11A Deputy Committee Members******s.5.11 Committee Membership, tenure of*****Risk related:**

The risks of Council not passing the Notice of Motion as recommended is insignificant, with a Low risk rating (2). This report mitigates the risk.

**Workforce related:**

The outcomes of this report would be managed using current resources. The primary support to the proposed Committee would be from the Executive Manager Infrastructure, Assets and Services and the Coordinator Infrastructure Projects. The Committee is envisaged to meet four times a year with associated follow up information updates. External advice or assistance may be required for technical information or industry practice.

**VOTING REQUIREMENTS**

Absolute Majority

**NOTICE OF MOTION – CR MCKEOWN**

That Council:

1. Establishes a Works Advisory Committee with terms of reference as per Attachment 2.
2. Appoints the following Elected Members to the Works Advisory Committee:
  - (a) \_\_\_\_\_; and
  - (b) \_\_\_\_\_; and
  - (c) \_\_\_\_\_.
3. Requests the Acting CEO to update the 2024 Council and Committee meeting schedule and Committee Book to include the Works Advisory Committee.
4. Requests the Acting CEO to publicly advertise for expressions of interest from community representatives to be appointed to the Works Advisory Committee; and
5. Requests the Acting CEO to provide all expressions of interest received at the first meeting of the Works Advisory Committee to be held on Wednesday 12 June 2024 at 1.00pm.
6. Requests the Acting CEO bring a Works Advisory Committee “Members Appointment” report to Council at the June 2024 Council Meeting.
7. Requests the Acting CEO to amend Local Government Payments and Gifts to Members Policy to include at Point 2 of the policy, the Works Advisory Committee.

Clarification was sought.

Members who put their hand up to be appointed to the Committee were:

- (a) Cr Dival;
- (b) Cr McKeown;
- (c) Cr Madacsi; and
- (d) Cr Prater.

Cr Dival moved the Officer’s Recommendation with amendment to read as follows:

**That Council:**

1. **Establishes a Works Advisory Committee with terms of reference as per Attachment 2 subject to the terms of reference stating appointment of up to 4 Elected Members.**
2. **Appoints the following Elected Members to the Works Advisory Committee:**



- (a) Cr Dival; and
  - (b) Cr Madacsi; and
  - (c) Cr Prater
  - (d) Cr McKeown.
3. Requests the Acting CEO to update the 2024 Council and Committee meeting schedule and Committee Book to include the Works Advisory Committee.
  4. Requests the Acting CEO to publicly advertise for expressions of interest from community representatives to be appointed to the Works Advisory Committee; and
  5. Requests the Acting CEO to provide all expressions of interest received at the first meeting of the Works Advisory Committee to be held on Wednesday 12 June 2024 at 1.00pm.
  6. Requests the Acting CEO bring a Works Advisory Committee “Members Appointment” report to Council at the June 2024 Council Meeting.
  7. Requests the Acting CEO to amend Local Government Payments and Gifts to Members Policy to include at Point 2 of the policy, the Works Advisory Committee.

Clarification was sought.

Cr Prater objected to the motion.

Cr Duri seconded the motion.

Debate commenced.

The motion was put.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM166/05/24**

**MOVED** Cr S Dival

**SECONDED** Cr C Duri

That Council:

1. Establishes a Works Advisory Committee with terms of reference as per Attachment 2 subject to the terms of reference stating appointment of up to 4 Elected Members.
2. Appoints the following Elected Members to the Works Advisory Committee:
  - (a) Cr Dival; and
  - (b) Cr Madacsi; and
  - (c) Cr Prater
  - (d) Cr McKeown.
3. Requests the Acting CEO to update the 2024 Council and Committee meeting schedule and Committee Book to include the Works Advisory Committee.
4. Requests the Acting CEO to publicly advertise for expressions of interest from community representatives to be appointed to the Works Advisory Committee; and
5. Requests the Acting CEO to provide all expressions of interest received at the first meeting of the Works Advisory Committee to be held on Wednesday 12 June 2024 at 1.00pm.

6. Requests the Acting CEO bring a Works Advisory Committee “Members Appointment” report to Council at the June 2024 Council Meeting.
7. Requests the Acting CEO to amend Local Government Payments and Gifts to Members Policy to include at Point 2 of the policy, the Works Advisory Committee.

Voted For: Crs R Madacsi, C Duri and S Dival

Voted Against: Crs M McKeown and J Prater

**MOTION CARRIED 3/2 (BUT NOT BY ABSOLUTE MAJORITY)**

Cr Prater moved the Officer’s Recommendation with amendments as follows:

**That Council:**

1. **Establishes a Works Advisory Committee with terms of reference as per Attachment 2.**
2. **Appoints the following Elected Members to the Works Advisory Committee:**
  - (a) **Cr Dival;**
  - (b) **Cr Prater; and**
  - (c) **Cr McKeown.**
3. **Requests the Acting CEO to update the 2024 Council and Committee meeting schedule and Committee Book to include the Works Advisory Committee.**
4. **Requests the Acting CEO to publicly advertise for expressions of interest from community representatives to be appointed to the Works Advisory Committee; and**
5. **Requests the Acting CEO to provide all expressions of interest received at the first meeting of the Works Advisory Committee to be held on Wednesday 12 June 2024 at 1.00pm.**
6. **Requests the Acting CEO bring a Works Advisory Committee “Members Appointment” report to Council at the June 2024 Council Meeting.**
7. **Requests the Acting CEO to amend Local Government Payments and Gifts to Members Policy to include at Point 2 of the policy, the Works Advisory Committee.**

*The President adjourned the meeting at 2.25pm.*

*The President resumed the meeting at 2.45pm.*

The Shire President advised that as there were four nominations to the Committee a ballot would be taken. The result of the ballot was that Crs Dival, Prater and McKeown would be considered for appointment therefore the motion moved by Cr Prater did not require further amendment.

Cr Dival seconded the motion.

The motion was put.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM167/05/24****MOVED** Cr J Prater**SECONDED** Cr S Dival

That Council:

1. Establishes a Works Advisory Committee with terms of reference as per Attachment 2.
2. Appoints the following Elected Members to the Works Advisory Committee:
  - (a) Cr Dival;
  - (b) Cr Prater; and
  - (c) Cr McKeown.
3. Requests the Acting CEO to update the 2024 Council and Committee meeting schedule and Committee Book to include the Works Advisory Committee.
4. Requests the Acting CEO to publicly advertise for expressions of interest from community representatives to be appointed to the Works Advisory Committee; and
5. Requests the Acting CEO to provide all expressions of interest received at the first meeting of the Works Advisory Committee to be held on Wednesday 12 June 2024 at 1.00pm.
6. Requests the Acting CEO bring a Works Advisory Committee "Members Appointment" report to Council at the June 2024 Council Meeting.
7. Requests the Acting CEO to amend Local Government Payments and Gifts to Members Policy to include at Point 2 of the policy, the Works Advisory Committee.

Voted For: Crs R Madacsi, C Duri, M McKeown, S Dival and J PraterVoted Against: Nil**MOTION CARRIED 5/0 BY ABSOLUTE MAJORITY**

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

Nil.

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

Nil.

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

Nil.

**13.2 EMPLOYEES**

Nil.

**14 CONFIDENTIAL BUSINESS**

Nil.

**15 NEXT MEETINGS**

Ordinary Council Meeting	26 June 2024
Agenda Briefing	19 June 2024
Audit & Risk Committee Meeting	5 June 2024
Local Emergency Management Committee Meeting	12 June 2024
Ordinary Council Meeting	26 June 2024

**16 CLOSURE OF MEETING**

The Shire President declared the meeting closed at 2.49pm.





# **ATTACHMENTS MINUTES**

**Ordinary Council Meeting**

**Wednesday, 22 May 2024**

## Table of Contents

---

5.2	Agenda Briefing - 15 May 2024	
	Attachment 1 15 May 2024 Agenda Briefing Notes (Received) .....	5
9.1.2	P2024-16 - Lot 3 (No. 34) Stirling Terrace, Toodyay - Proposed fence in Catholic Church Precinct	
	Attachment 1 Attachment 1 - Map.pdf;.....	15
	Attachment 2 Attachment 2 - Plans and cover note; and .....	16
	Attachment 3 Attachment 3 - Submission from Heritage Council.....	19
9.1.3	P2024-22 - Lot 4 (No. 3) Mercy Retreat, Toodyay - Proposed fence in Catholic Church Precinct	
	Attachment 1 Map;.....	21
	Attachment 2 Application plans; and .....	22
	Attachment 3 HCWA submission. ....	35
9.2.1	Monthly Financial Statements - April 2024	
	Attachment 1 Monthly Financial Statement as at 30 April 2024; and .....	37
	Attachment 2 Supplementary Information as at 30 April 2024 .....	47
9.2.2	List of Payments - April 2024	
	Attachment 1 Creditors Payment Listing-April 2024.....	62
9.3.1	Audit and Risk Committee Charter	
	Attachment 1 CURRENT Audit and Risk Committee Charter; and .....	72
	Attachment 2 REVISED Audit and Risk Committee Charter. ....	80
9.3.2	Lease and Agreements Update	
	Attachment 1 Extract of the Contracts and Agreements (Legal) Register - Priority 1 and 2. ....	91
9.4.2	Concept Design of Bridge 4085 Toodyay West Road	
	Attachment 1 MRWA Bridge Alignment Options; .....	93
	Attachment 2 B4085 Toodyay West Road Speed Limit Diagrams; .....	100
	Attachment 3 Precast Concrete Bridge Option;.....	102
	Attachment 4 Unibridge Steel bridge deck option; and .....	104
	Attachment 5 MRWA correspondence 29 April 2024. ....	106
9.5.1	HAC recommendations from meeting held on 8 May 2024	
	Attachment 1 HAC Minutes from meeting held on 8 May 2024.....	108
9.5.2	BFAC recommendations from meeting held on 1 May 2024	
	Attachment 1 BFAC Minutes from meeting held on 1 May 2024.....	120
10.1	Notice of Motion – Works Advisory Committee (Cr McKeown)	

Attachment 1 Notice of Motion; and .....	129
Attachment 2 Terms of Reference. ....	130





# Agenda Briefing

15 May 2024

## Notes

### Unconfirmed Notes

These notes were approved for distribution on 16 May 2024.

Tabitha Bateman

**ACTING CEO**

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

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

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

### Received Notes

These notes were received at an Ordinary Council Meeting held on 22 May 2024.

Signed: 

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

## AGENDA BRIEFING NOTES

15 MAY 2024

## CONTENTS

1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....	1
2	RECORDS OF ATTENDANCE.....	1
2.1	APOLOGIES .....	1
2.2	APPROVED LEAVE OF ABSENCE .....	1
2.3	APPLICATIONS FOR LEAVE OF ABSENCE .....	1
3	DISCLOSURE OF INTERESTS.....	1
4	PUBLIC QUESTIONS.....	1
4.1	RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	1
4.2	PUBLIC QUESTION TIME .....	1
5	CONFIRMATION OF MINUTES .....	2
6	PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS.....	2
6.1	PETITIONS.....	2
6.2	DEPUTATIONS.....	2
6.3	PRESENTATIONS .....	2
6.4	SUBMISSIONS.....	2
7	BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED).....	2
8	ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION).....	2
9	OFFICER REPORTS .....	2
9.1	DEVELOPMENT AND REGULATION .....	2
9.1.1	P2023-87 - Lo1 1 (No. 1010) Morangup Road, Morangup - Renewal of Extractive Industry Licence - Austral Bricks Pty Ltd .....	2
9.1.2	P2024-16 - Lot 3 (No. 34) Stirling Terrace, Toodyay - Proposed fence in Catholic Church Precinct .....	2
9.1.3	P2024-22 - Lot 4 (No. 3) Mercy Retreat, Toodyay - Proposed fence in Catholic Church Precinct.....	2
9.2	CORPORATE AND COMMUNITY SERVICES.....	3
9.2.1	Monthly Financial Statements - April 2024 .....	3
9.2.2	List of Payments - April 2024.....	3
9.3	EXECUTIVE SERVICES .....	4
9.3.1	Audit and Risk Committee Charter .....	4
9.3.2	Lease and Agreements Update .....	5
9.4	INFRASTRUCTURE AND ASSETS.....	5

**AGENDA BRIEFING NOTES**

15 MAY 2024

9.4.1	Tender Evaluation TEN 95 04/2024 Waste Transfer Station and Bulk Waste Transfer .....	5
9.4.2	Concept Design of Bridge 4085 Toodyay West Road.....	5
9.5	COMMITTEE REPORTS .....	6
9.5.1	HAC recommendations from meeting held on 8 May 2024 .....	6
9.5.2	BFAC recommendations from meeting held on 1 May 2024.....	6
10	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	6
11	NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING .....	6
12	QUESTIONS OF MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN .....	7
13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING .....	7
13.1	MEMBERS .....	7
13.2	EMPLOYEES .....	7
14	CONFIDENTIAL BUSINESS .....	7
15	NEXT MEETINGS .....	7
16	CLOSURE OF MEETING.....	7

**AGENDA BRIEFING NOTES****15 MAY 2024****1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

Cr M McKeown, Shire President, declared the meeting open at 3.09pm.

**2 RECORDS OF ATTENDANCE**Members

Cr M McKeown	Shire President
Cr S Dival	Deputy Shire President
Cr C Duri	Councillor
Cr R Madacsi	Councillor
Cr S McCormick	Councillor

Staff

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

Visitors

Nil.

**2.1 APOLOGIES**

Mr H de Vos	Executive Manager Development and Regulation
Cr J Prater	Councillor

**2.2 APPROVED LEAVE OF ABSENCE**

Cr Wrench – till 26 May 2024.

**2.3 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**3 DISCLOSURE OF INTERESTS**

Nil.

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

Nil.

**4.2 PUBLIC QUESTION TIME**

Nil.

---

Page 1

## AGENDA BRIEFING NOTES

15 MAY 2024

## 5 CONFIRMATION OF MINUTES

As per Council Meeting Agenda

## 6 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

## 6.1 PETITIONS

Nil.

## 6.2 DEPUTATIONS

Nil.

## 6.3 PRESENTATIONS

Nil.

## 6.4 SUBMISSIONS

Nil.

## 7 BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED)

Nil.

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

Nil.

## 9 OFFICER REPORTS

## 9.1 DEVELOPMENT AND REGULATION

9.1.1	<b>P2023-87 - Lo1 1 (No. 1010) Morangup Road, Morangup - Renewal of Extractive Industry Licence - Austral Bricks Pty Ltd</b>
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Nil.

9.1.2	<b>P2024-16 - Lot 3 (No. 34) Stirling Terrace, Toodyay - Proposed fence in Catholic Church Precinct</b>
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Nil.

9.1.3	<b>P2024-22 - Lot 4 (No. 3) Mercy Retreat, Toodyay - Proposed fence in Catholic Church Precinct</b>
-------	---

Item 9.1.3 - Questions and Points raised		
Councillor	Discussion	Response
McKeown	Two different style of fencing on two adjoining properties. How is that dealt with?	<p><i>Taken on notice.</i></p> <p><b><u>Response after meeting:</u></b></p> <p>Both applicants have been contacted for comment. An update will be provided at the Ordinary Council Meeting.</p>

Page 2

## AGENDA BRIEFING NOTES

15 MAY 2024

## 9.2 CORPORATE AND COMMUNITY SERVICES

## 9.2.1 Monthly Financial Statements - April 2024

Nil.

## 9.2.2 List of Payments - April 2024

## Item 9.2.2. - Questions and Points raised

Councillor	Discussion	Response																														
Madacsi	<p>Water Corporation account 9007935002 for 2023 and 2024</p> <ul style="list-style-type: none"><li>What accounts were received, when and for how much?</li><li>Was any of these accounts reimbursed, if so when and for how much?</li></ul>	<p><i>Taken on notice.</i></p> <p><b>Response after meeting:</b></p> <p>The table below details accounts paid for water at the Fiennes Street Tennis Courts.</p> <p>The water accounts for this property are generally paid by the Toodyay Tennis Club (TTC) however, for different reasons, some bills may be paid by the Shire and on charged to the TTC.</p> <p>Until June 2023 all accounts had been paid/ reimbursed by the TTC. Recently the TTC disputed the charges with Water Corporation. The TTC advised the Shire of the situation.</p> <p>In the meantime the Shire paid the overdue account while TTC sought resolution, to ensure that the water was not cut off. Currently there is a credit on the account of \$1,102.52.</p>																														
<table><tr><th>Transaction ID</th><th>Reference</th><th>Description</th><th>Amount</th><th>Transaction Date</th></tr><tr><td>12448</td><td>Water Corporation – 800</td><td>Water Account – 9007935002 Tennis Courts for period from 241023-151223</td><td>\$573.40</td><td>1/1/2024</td></tr><tr><td>13110</td><td>Water Corporation – 0213 – 9007935002</td><td>Water Account – 9007935002 Tennis Courts for period December 2023</td><td>\$814.23</td><td>22/02/2024</td></tr><tr><td>10470</td><td>Water Corporation – 0205 – 9007935002</td><td>Water Account – 9007935002 Tennis Courts</td><td>\$64.33</td><td>15/06/2023</td></tr><tr><td>10162</td><td>Water Corporation – 0202 – 9007935002</td><td>Water Account – 9007935002 Tennis Courts</td><td>\$559.40</td><td>1/5/2023</td></tr><tr><td>9288</td><td>Water Corporation – 0200 – 9007935002</td><td>Water Account – 9007935002 Tennis Courts</td><td>\$483.88</td><td>24/02/2023</td></tr></table>			Transaction ID	Reference	Description	Amount	Transaction Date	12448	Water Corporation – 800	Water Account – 9007935002 Tennis Courts for period from 241023-151223	\$573.40	1/1/2024	13110	Water Corporation – 0213 – 9007935002	Water Account – 9007935002 Tennis Courts for period December 2023	\$814.23	22/02/2024	10470	Water Corporation – 0205 – 9007935002	Water Account – 9007935002 Tennis Courts	\$64.33	15/06/2023	10162	Water Corporation – 0202 – 9007935002	Water Account – 9007935002 Tennis Courts	\$559.40	1/5/2023	9288	Water Corporation – 0200 – 9007935002	Water Account – 9007935002 Tennis Courts	\$483.88	24/02/2023
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McKeown	<p>Expenditure for Water accounts and at the showgrounds for \$14,000 – compared this year to last year or even the year before is that a</p>	<p><i>Taken on notice.</i></p> <p><b>Response after meeting:</b></p> <p>Water usage at the showgrounds and other parks is seasonal, dictated by the need to maintain turf/lawn areas. Over the summer months the cricket pitch needs to be watered from the</p>																														

Page 3

## AGENDA BRIEFING NOTES

15 MAY 2024

Item 9.2.2. - Questions and Points raised		
Councillor	Discussion	Response
	big increase for use of water over those years?	<p>scheme given the high salt content of the bore. Additionally, last summer was exceptionally dry, with no rainfall from mid-October to late March, leading to increased reliance on scheme water.</p> <p>This summer has also been hot and dry, further depleting bore water resources.</p> <p>Based on information from the accounts, the cost and use of water has more than doubled.</p>

## 9.3 EXECUTIVE SERVICES

## 9.3.1 Audit and Risk Committee Charter

Item 9.3.1 - Questions and Points raised		
Councillor	Discussion	Response provided by the Acting CEO unless otherwise specified
McKeown	Clarification to be given	<p><i>Councillors have an update to the Charter report. This was not included in the original draft agenda sent out last week as we were seeking feedback from the ARC.</i></p> <p><i>A few updates have been made throughout the new document compared to the new document around responsibilities of the ARC, review periods, etc.</i></p>
Madacsi	This seems to be the original charter adopted and cannot see the changes made. Will we get an emailed copy?	<i>Yes that will come as part of the Agenda to be circulated on Thursday 16 May 2024.</i>
Madacsi	Were the changes from what was recommended by the Department?	<i>Yes the changes were due to the department advice received. The draft was sent out to the ARC for feedback and there have been tweaks that have been incorporated into the REVISED Charter.</i>

## AGENDA BRIEFING NOTES

15 MAY 2024

**9.3.2 Lease and Agreements Update**

Item 9.3.2 - Questions and Points raised		
Councillor	Discussion	Response from the Acting CEO unless otherwise specified
<i>Duri</i>	Toodyay Tennis Club When will the six month term commence from?	<i>The comment in the attachment will be updated.</i>

**9.4 INFRASTRUCTURE AND ASSETS****9.4.1 Tender Evaluation TEN 95 04/2024 Waste Transfer Station and Bulk Waste Transfer**

Item 9.4.1 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Infrastructure, Assets and Services unless otherwise specified
<i>McCormick</i>	Point (b) of the OREC about transportation of general waste to Northam. Can we look at options within our own Shire for disposing of the waste in Toodyay rather than promoting continual use of taking it to Northam to a tip environmentally non sustainable?	<i>We have not considered that option. The landfill in the district was not considered as part of the tender process.</i>

**9.4.2 Concept Design of Bridge 4085 Toodyay West Road**

Item 9.4.2 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Infrastructure, Assets and Services unless otherwise specified
<i>McKeown</i>	Clarification on this regarding the Officer's Recommendation.	<i>The recommendation was drafted before the Council Forum so it will be Council's decision as to whether they wish to move any kind of motion to change the Officer's Recommendation at the meeting.</i>

Page 5



## AGENDA BRIEFING NOTES

15 MAY 2024

Item 9.4.2 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Infrastructure, Assets and Services unless otherwise specified
Madacsi	Looking at road realignments. Are they separate to the bridge funding or were they planned to be an additional expenditure?	<i>This was a point of clarification through Main Roads WA (MRWA). Any roadworks changes either side of the bridge, particularly if it is not a declared road is a local government responsibility.</i>
Madacsi	What is the rough cost estimate of that?	<i>If there is a road realignment associated with the road reconstruction MRWA would still design that for the local government, but the Shire would be paying for it.</i>

## 9.5 COMMITTEE REPORTS

## 9.5.1 HAC recommendations from meeting held on 8 May 2024

Item 9.5.1 - Questions and Points raised		
Councillor	Discussion	Response from Cr Dival
McCormick	Can the Presiding person of that committee please provide some background into the recommendation 1, point 2 where it says "Council considers the periodic schedule of preventative maintenance of Shire buildings."	<i>The Shire has assets and buildings that it owns and maintains. It was brought up that heritage buildings can at times have specialised needs because modern environmental factors can affect those buildings. The Committee felt that periodic inspections and maintenance scheduled to be undertaken on a regular basis by suitably qualified personnel could be beneficial.</i>

## 9.5.2 BFAC recommendations from meeting held on 1 May 2024

Nil.

## 10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

A Notice of Motion has been received to consider the establishment of a Works Advisory Committee and Officers will include a report for the Agenda for next week's meeting.

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

Nil.

Page 6

**AGENDA BRIEFING NOTES**

15 MAY 2024

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

Nil.

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

Nil.

**13.2 EMPLOYEES**

Nil.

**14 CONFIDENTIAL BUSINESS**

Nil.

**15 NEXT MEETINGS**

As per Council Meeting Agenda.

**16 CLOSURE OF MEETING**

The Shire President declared the meeting closed at 3.26pm.





27/2/24

Shire of Toodyay:

ref: 34 STIRLING TCE - TOODYAY  
installation of fence to side & back  
boundaries.

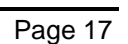
I am lodging a development  
application to seek council approval  
to install boundary fencing at my  
home.

Side boundary between my home  
at 34 Stirling & St Aloysius  
Catholic Church precinct -

Back fence between Corner House/  
St Pio.

Construction will be post & rail with  
black chain mesh as per attached  
photograph.

Once fence installed - plants,  
shrubs will be planted along  
fence line. Jfean









Department of **Planning,  
Lands and Heritage**

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Your ref: P2024-16-DA  
Our ref: P4125-51355  
Enquiries: Chloë Parkinson (08) 6552 4028

Chief Executive Officer  
Shire of Toodyay  
[records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au)

Attention: Hugo De Vos

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	34 Stirling Terrace, Toodyay
Referral date	18 March 2024
Proposal Description	Installation of fence to 34 Stirling Tce – The Ship

We received the following information:

Marked up Site Plan March 2022  
Photo sheet of proposed Fence

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, Toodyay* has cultural heritage significance as an excellent representative example of a purpose built complex of religious buildings incorporating a convent school, and associated buildings including an original residence adapted for the religious order's use, and individual buildings used as their residences and places of service provision.
- The proposal is for a timber post and rail fence with black chain mesh to the side and rear boundary of "The Ship".
- The fence is simple in design.
- Due to the lengthy occupation of the site, the place has the potential to provide archaeological material that may provide valuable information about life at the place, and its function as a school.
- The proposed fence and planting along the fence will have an adverse impact on the overall open parkland landscaping to the site.
- The proposal will have a minor adverse impact on the cultural heritage significance of *Roman Catholic Church Group, Toodyay*.

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](mailto:info@dplh.wa.gov.au) [www.dplh.wa.gov.au](http://www.dplh.wa.gov.au)  
ABN 68 565 723 484  
[wa.gov.au](http://wa.gov.au)

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**Advice**

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

1. All contractors are to be made aware of the potential for archaeological material to be uncovered during excavation works, and a clear procedure is to be in place to ensure that any archaeological material is dealt with appropriately.

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 Chloë Parkinson at [chloe.parkinson@dplh.wa.gov.au](mailto:chloe.parkinson@dplh.wa.gov.au) or on 6552 4028.

Yours faithfully



Sheree Morrison  
Assistant Manager  
Historic Heritage Conservation

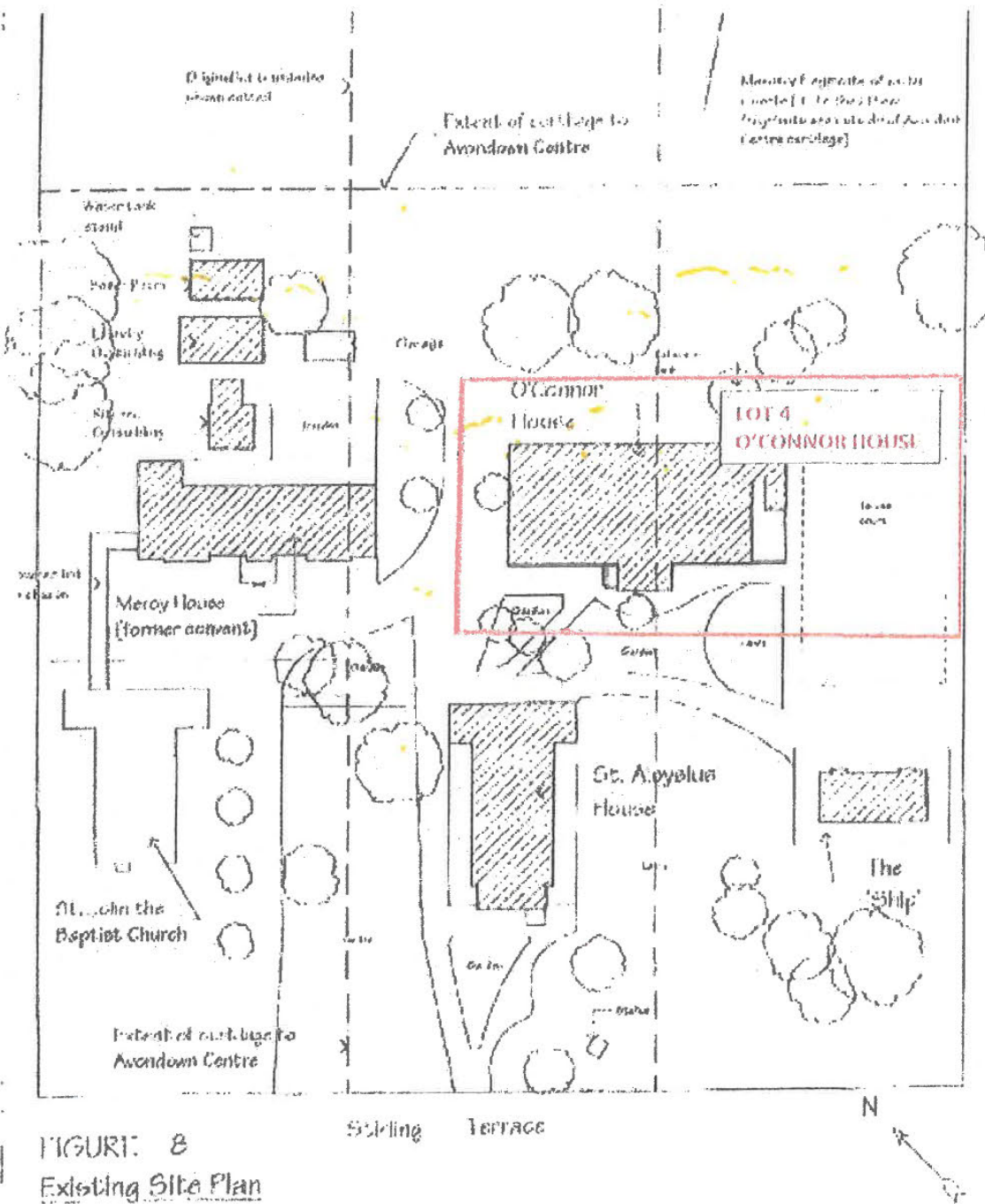
17 April 2024

cc: Cheryl Jean - [cjj93254@gmail.com](mailto:cjj93254@gmail.com)



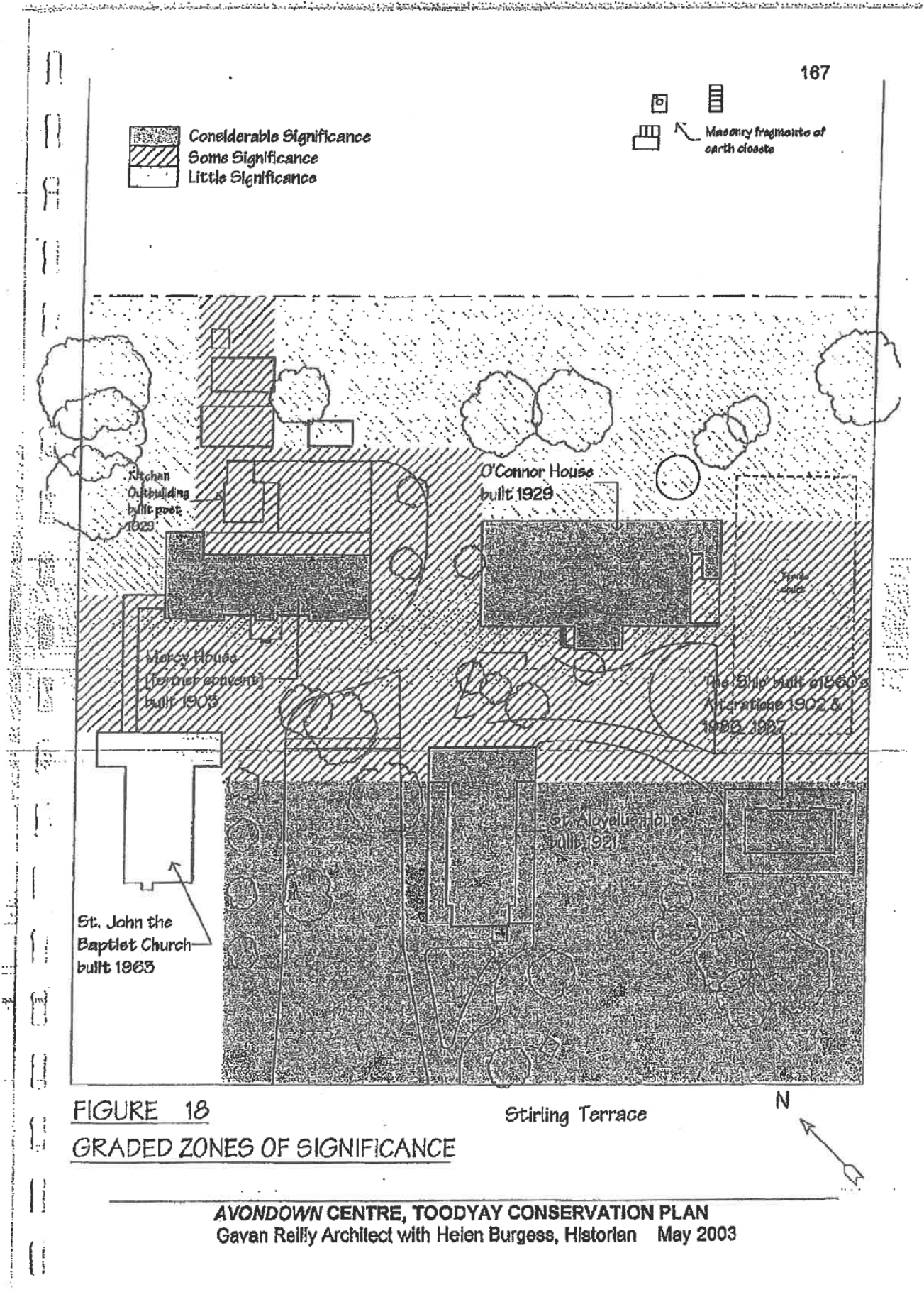






AVONDOWN CENTRE, TOODYAY CONSERVATION PLAN  
Gavan Reilly Architect with Helen Burgess, Historian May 2003

NOTE : BOUNDARIES ARE APPROXIMATE ONLY – REFER TO SURVEY DIAGRAM





27/01/2024, 09:55

Email - Julie-Anne Vucemillo - Outlook



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27/01/2024, 09:56

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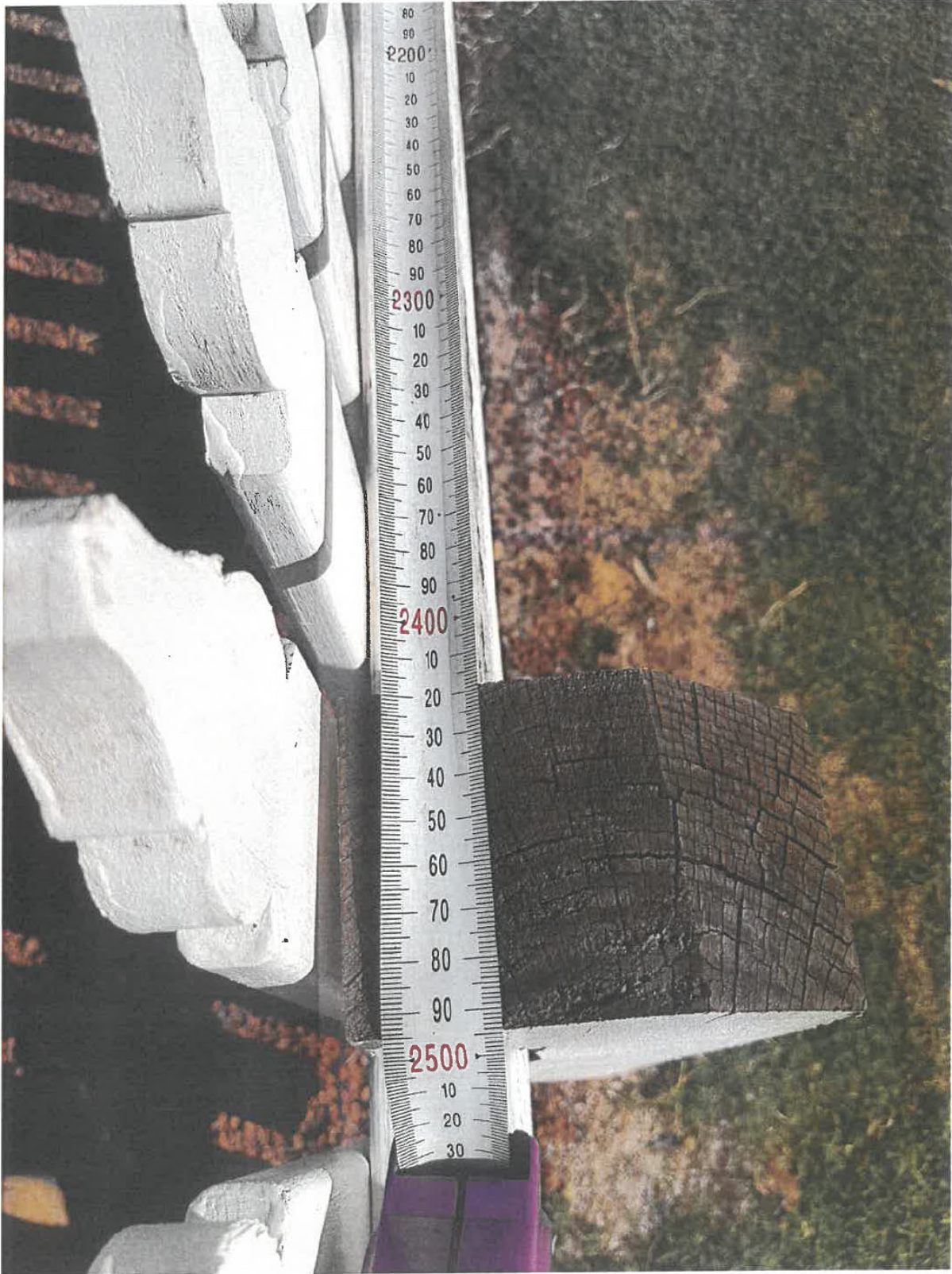


<https://outlook.office365.com/mail/inbox/id/AAQkAGI3YThhYjZILThIMTQnNGI5ZS04NTcyLWNIMjk3NTRmMDc0ZgAQaER3%2B05inIVeUv95f28...> 1/1



27/01/2024, 09:56

Email - Julie-Anne Vucemilo - Outlook



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11/14/22, 12:39 PM

Mail - Julie-Anne Vucemillo - Outlook



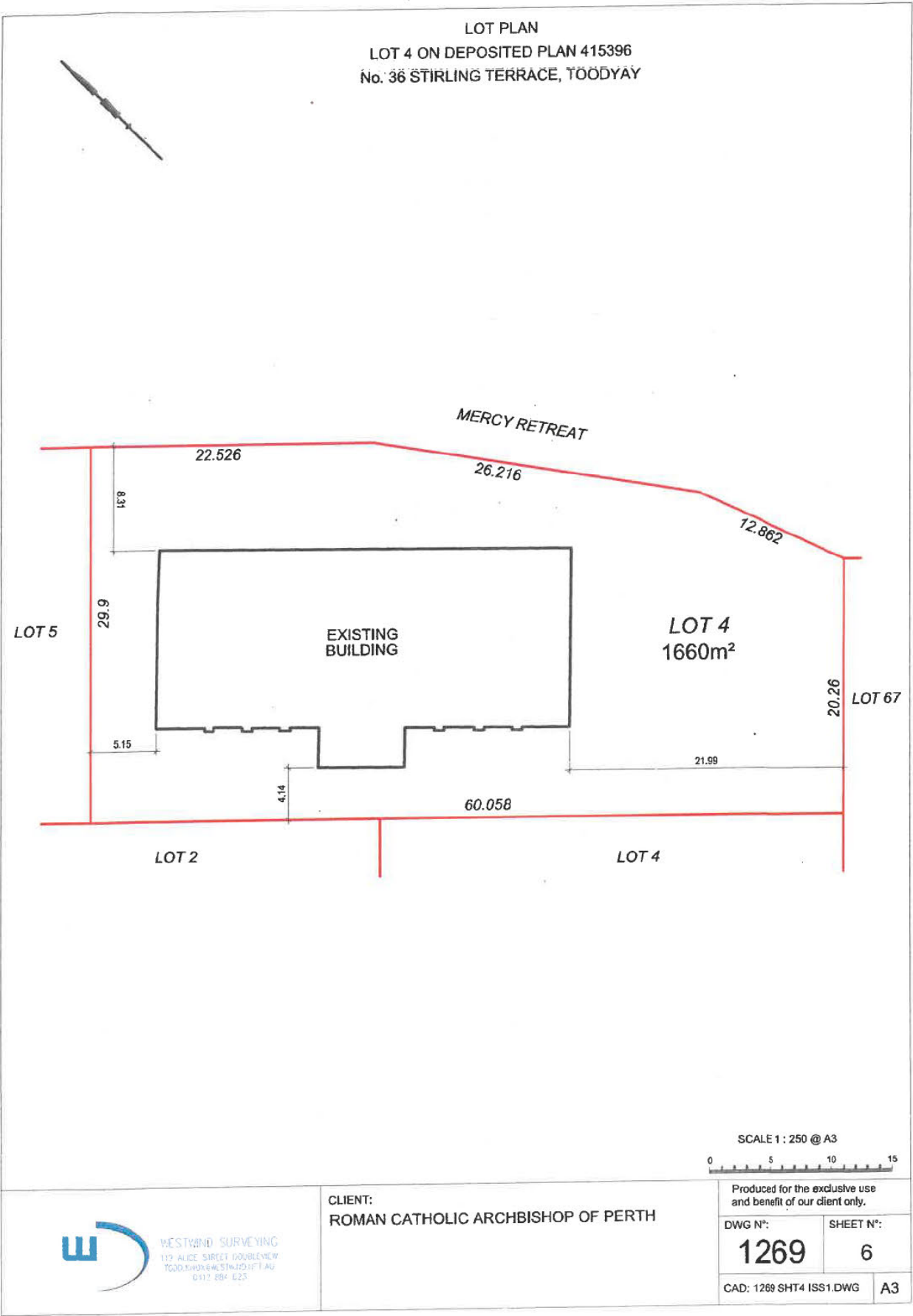
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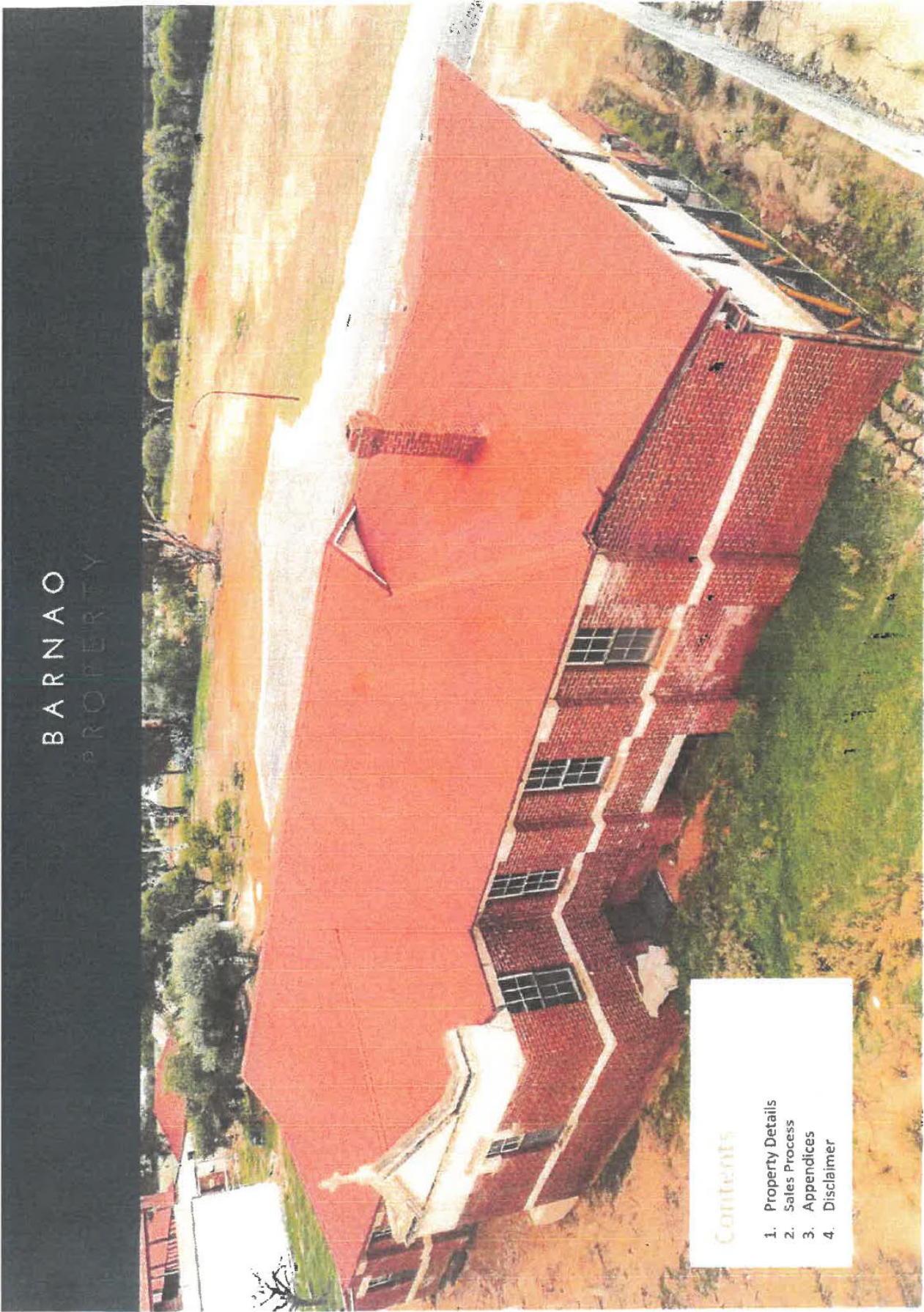












26<sup>th</sup> January 2024

**Proposal for O'Connor House Lot 4/3 Mercy Retreat Toodyay WA**

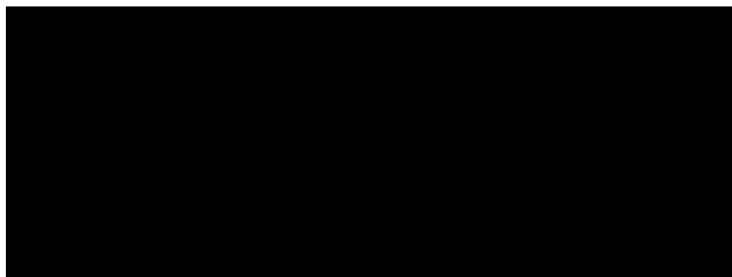
We wish to apply to plant 9 Jacaranda trees along the nature strip. We will plant the trees 2m in from the crossover and 2.5metres from the road verge and approximately 4meters apart. Giving a beautiful purple/blue foliage when in bloom along Mercy Retreat a beautiful view from the bridge. There is already Jacarandas at the Catholic Precinct Church. We will maintain the trees along the verge.

Fencing for the front of the property now Mercy Retreat, we intend white wooden picket fence with an arbor in the middle and a gate entry. The fence will commence in 2m from the driveway is 1.2 m in height. The arbor is 2m x 2m x 2.5m height which will be in the middle of the picket fence approximately 14.6m from the driveway with an angle entry.

Fencing for the south boundary along the insignificant tennis court will be cyclone fencing, chain and pole. The boundary is 3 mercy retreat and 32 Stirling Tce, I have confirmation written message acceptance of this proposal from our neighbor Cathrine De Vos.

Please find attached photos and documentation to support our application.

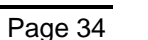
Thank you for your consideration.













Department of **Planning,  
Lands and Heritage**

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Your ref: D20240-220-DA  
Our ref: P4125-51421  
Enquiries: Chloë Parkinson (08) 6552 4028

Chief Executive Officer  
Shire of Toodyay  
[planner@toodyay.wa.gov.au](mailto:planner@toodyay.wa.gov.au)

Attention: Hugo De Vos

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	34 Stirling Terrace, Toodyay
Referral date	12 April 2024
Proposal Description	New boundary fence and entrance gate arbor and planting of 9 Jacaranda trees on verge of O'Connor House – 3 Mercy Retreat.

We received the following information:

Marked Up Site Plan  
Photos of examples of proposed fencing, and arbor.  
Location Plan

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, Toodyay* has cultural heritage significance as a landmark group, an excellent representative example of a purpose built complex of religious buildings incorporating a convent school, and associated buildings including an original residence adapted for the religious order's use, and individual buildings used as their residences and places of service provision.
- O'Connor House part of the *Roman Catholic Church Group, Toodyay* is designed in the Inter war Georgian Revival architectural style. The characteristics of this style are simplicity, reasonable proportions, restrained and simplified classicism.
- The proposal for O'Connor House is:

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](mailto:info@dplh.wa.gov.au) [www.dplh.wa.gov.au](http://www.dplh.wa.gov.au)  
ABN 68 565 723 484  
[wa.gov.au](http://wa.gov.au)

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- a new white picket timber fence 1.2m high along the eastern boundary – which is now the verge boundary.
- An entrance arbor 2m x 2m 2.5m located in the middle of verge boundary fence.
- Cyclone fencing along the boundary adjacent to 32 Stirling Tce-chain and pole
- Planting 9 Jacaranda trees along the nature verge strip
- The fence is simple in design. The arbor links in with the proposed fence and will not detract from significant views of the Church Group.
- The fence and arbor will impact from the open landscape of the site.
- The proposal will have a minor adverse impact on the cultural heritage significance of *Roman Catholic Church group, Toodyay*.

**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 the Council determination within 10 days after making the decision.

Should you have any queries regarding this advice please contact Chloë Parkinson at [chloe.parkinson@dplh.wa.gov.au](mailto:chloe.parkinson@dplh.wa.gov.au) or on 6552 4028.

Yours faithfully

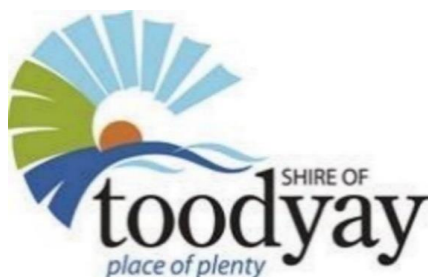


Sheree Morrison  
Assistant Manager  
Historic Heritage Conservation

10 May 2024

cc: Julie-anneoz@hotmail.com





SHIRE OF TOODYAY

**MONTHLY FINANCIAL REPORT**

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

**FOR THE PERIOD ENDED 30 APRIL 2024**

**LOCAL GOVERNMENT ACT 1995**

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

**TABLE OF CONTENTS**

**Statements required by regulation**

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

**SHIRE OF TOODYAY**

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

## SHIRE OF TOODYAY

## STATEMENT OF COMPREHENSIVE INCOME

## BY NATURE OR TYPE

FOR THE PERIOD ENDED 30 APRIL 2024

	2023/24 Actual(a)	2023/24 Revised Adopted Budget	2023/24 YTD Budget(b)	2022/23 Actual	Var.\$ (b)-(a)	Var.% (b)- (a)/(a)
Rates	7,603,135	7,604,776	7,580,930	7,068,483	22,205	0%
Operating Grants, subsidies and contributions	1,180,057	932,598	537,730	3,155,559	642,327	119%
Fees and charges	1,501,123	1,459,737	1,348,240	1,427,209	152,883	11%
Interest revenue	194,924	220,000	130,840	178,229	64,084	49%
Other revenue	285,348	358,458	276,652	605,951	8,696	3%
	10,764,588	10,575,568	9,874,392	12,435,431	890,196	9%
<b>Expenses</b>						
Employee costs	(3,283,536)	(4,175,838)	(3,196,600)	(4,191,693)	(86,936)	3%
Materials and contracts	(4,069,699)	(4,577,336)	(3,832,310)	(4,291,801)	(237,389)	6%
Utility charges	(454,157)	(437,903)	(348,260)	(447,625)	(105,897)	30%
Depreciation	2,643	(4,436,148)	(3,450,370)	(3,546,688)	3,453,013	(100%)
Finance costs	(73,674)	(144,447)	(112,420)	(160,487)	38,746	(34%)
Insurance	(444,166)	(448,380)	(448,380)	(381,835)	4,214	(1%)
Other expenditure	(207,358)	(264,593)	(225,840)	(266,734)	18,482	(8%)
	(8,529,947)	(14,484,645)	(11,614,180)	(13,286,862)	3,084,233	(27%)
	<b>2,234,641</b>	<b>(3,909,077)</b>	<b>(1,739,788)</b>	<b>(851,431)</b>	<b>3,974,429</b>	<b>(228%)</b>
Non Operating Grants, subsidies and contributions	1,451,406	3,268,721	3,442,790	1,962,747	(1,991,384)	(58%)
Profit on asset disposals	0	0	0	84000	0	0%
Loss on asset disposals	0	0	0	(182,240)	0	0%
Fair value adjustments to financial assets at fair value through profit or loss	0	0	0	2764	0	0%
	1,451,406	3,268,721	3,442,790	1,867,271	(1,991,384)	(58%)
<b>Net result for the period</b>	<b>3,686,047</b>	<b>(640,356)</b>	<b>1,703,002</b>	<b>1,015,840</b>	<b>1,983,045</b>	<b>116%</b>
<b>Other comprehensive income</b>						
Changes in asset revaluation surplus	0	0		(862,513)	0	0%
<b>Total other comprehensive income for the period</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(862,513)</b>	<b>0</b>	<b>0%</b>
<b>Total comprehensive income for the period</b>	<b>3,686,047</b>	<b>(640,356)</b>	<b>1,703,002</b>	<b>153,327</b>	<b>1,983,045</b>	<b>116%</b>

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

## SHIRE OF TOODYAY

## STATEMENT OF FINANCIAL ACTIVITY

	2023/24	2023/24	2023/24	Var.\$	Var. %	2022/2023
	Actual(a)	Revised Adopted Budget	YTD Budget(b)	(a)-(c)	(a)-(b)/(b)	Actual
<b>OPERATING ACTIVITIES</b>						
<b>Revenue from Operating Activities</b>						\$
Rates	7,603,135	7,604,776	7,580,930	22,205	(0%)	7,068,483
Operating Grants, subsidies and contributions	1,180,057	932,598	537,730	642,327	(54%)	3,155,559
Fees and charges	1,501,123	1,459,737	1,348,240	152,883	(10%)	1,427,209
Interest revenue	194,924	220,000	130,840	64,084	(33%)	178,229
Other revenue	285,348	358,458	276,652	8,696	(3%)	605,951
Profit on asset disposals	0	0	0	0	0%	84,000
Fair value adjustments to financial assets at fair value through profit or loss	0	0	0	0	0%	2,764
	10,764,588	10,575,568	9,874,392	890,196	(8%)	12,522,195
<b>Expenditure from Operating Activities</b>						
Employee costs	(3,283,536)	(4,175,838)	(3,196,600)	(86,936)	(3%)	(4,191,693)
Materials and contracts	(4,069,699)	(4,577,336)	(3,832,310)	(237,389)	(6%)	(4,291,801)
Utility charges	(454,157)	(437,903)	(348,260)	(105,897)	(23%)	(447,625)
Depreciation	2,643	(4,436,148)	(3,450,370)	3,453,013	0%	(3,546,688)
Finance costs	(73,674)	(144,447)	(112,420)	38,746	53%	(160,487)
Insurance	(444,166)	(448,380)	(448,380)	4,214	1%	(381,835)
Other expenditure	(207,358)	(264,593)	(225,840)	18,482	9%	(266,734)
Loss on asset disposals	0	0	0	0	0%	(182,240)
	(8,529,947)	(14,484,645)	(11,614,180)	3,084,233	36%	(13,469,102)
Non-cash amounts excluded from operating activities	0	4,436,148	(3,450,370)	3,450,370	0%	3,642,371
<b>Amount attributable to operating activities</b>	<b>2,234,641</b>	<b>527,071</b>	<b>(5,190,158)</b>	<b>7,424,799</b>	<b>(332%)</b>	<b>2,695,464</b>
<b>Cash Flows from Investing Activities</b>						
Non Operating Grants, subsidies and contributions	1,451,406	3,268,721	3,442,790	(1,991,384)	137%	1,962,747
Proceeds from disposal of Assets	60,094	165,000	123,750	(63,656)	106%	394,293
	1,511,499	3,433,721	3,566,540	(2,055,041)	136%	2,357,040
<b>Outflows from investing activities</b>						
Payments for Property, Plant and equipment	(172,514)	(231,950)	(193,292)	20,778	12%	(356,766)
Payments for Land and Buildings	(24,576)	(291,000)	(242,500)	217,924	887%	0
Payment for construction/purchase of Infrastructure	(3,783,363)	(5,566,722)	(4,638,935)	855,572	23%	(3,609,711)
	(3,980,452)	(6,089,672)	(5,074,727)	1,094,275	27%	(3,966,477)
<b>Amount attributable to investing activities</b>	<b>(2,468,953)</b>	<b>(2,655,951)</b>	<b>(1,508,187)</b>	<b>(960,766)</b>	<b>(39%)</b>	<b>(1,609,437)</b>
<b>FINANCING ACTIVITIES</b>						
<b>Inflows from financing activities</b>						
Transfer from Reserves	0	91,440	76,200	(76,200)	0%	20,000
	0	91,440	76,200	(76,200)	0%	20,000
<b>Outflows from financing activities</b>						
Principal elements of finance lease payments - separate from Capex	(182,080)	(237,528)	(197,940)	15,860	9%	(147,801)
Repayment of Borrowings	(163,075)	(329,051)	(274,209)	111,135	68%	(317,686)
Transfer to Reserves	(81,718)	(345,000)	(287,500)	205,782	0%	(699,665)
	(426,873)	(911,579)	(759,649)	332,776	78%	(1,165,152)
<b>Amount attributable to financing activities</b>	<b>(426,873)</b>	<b>(820,139)</b>	<b>(683,449)</b>	<b>256,576</b>	<b>60%</b>	<b>(1,145,152)</b>
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
Surplus or deficit at the start of the financial year	2,653,385	3,716,583	3,097,153	(443,767)	17%	2,712,511
Amount attributable to operating activities	2,234,641	527,071	(4,325,132)	6,559,773	(294%)	2,695,463
Amount attributable to investing activities	(2,468,953)	(2,655,951)	(1,256,822)	(1,212,130)	(49%)	(1,609,437)
Amount attributable to financing activities	(426,873)	(820,139)	(512,587)	85,714	0%	(1,145,152)
<b>Net current assets at end of financial year - surplus/(deficit)</b>	<b>1,992,200</b>	<b>767,564</b>	<b>(2,997,389)</b>	<b>4,989,589</b>	<b>(250%)</b>	<b>2,653,385</b>

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

## SHIRE OF TOODYAY

## STATEMENT OF FINANCIAL POSITION

AS AT 30 APRIL 2024

	2024	2023
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	3,770,584	5,617,913
Trade and other receivables	2,922,439	1,663,193
Inventories	244,734	75,250
Other assets	47,142	47,142
<b>TOTAL CURRENT ASSETS</b>	<b>6,984,899</b>	<b>7,403,498</b>
<b>NON-CURRENT ASSETS</b>		
Trade and other receivables	284,426	342,861
Other financial assets	61,117	61,117
Property, plant and equipment	41,971,538	41,971,538
Infrastructure	150,407,483	150,407,483
Right-of-use assets	149,424	149,424
<b>TOTAL NON-CURRENT ASSETS</b>	<b>192,873,988</b>	<b>192,932,423</b>
<b>TOTAL ASSETS</b>	<b>199,858,887</b>	<b>200,335,921</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	980,985	1,138,961
Other liabilities	612,411	612,411
Lease liabilities	79,748	79,748
Borrowings	329,051	329,051
Employee related provisions	332,843	687,283
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,335,038</b>	<b>2,847,454</b>
<b>NON-CURRENT LIABILITIES</b>		
Lease liabilities	73,695	73,695
Borrowings	4,780,858	4,943,933
Employee related provisions	87,740	87,740
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>4,942,293</b>	<b>5,105,368</b>
<b>TOTAL LIABILITIES</b>	<b>7,277,331</b>	<b>7,952,822</b>
<b>NET ASSETS</b>	<b>192,581,556</b>	<b>192,383,099</b>

**EQUITY**

Retained surplus	(71,025,081)	(70,908,342)
Reserve accounts	(2,545,259)	(2,463,541)
Revaluation surplus	(119,011,216)	(119,011,216)
<b>TOTAL EQUITY</b>	<b>(192,581,556)</b>	<b>(192,383,099)</b>

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

**SHIRE OF TOODYAY  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 APRIL 2024  
PREPARATION TIMING AND REVIEW**

Prepared by: Finance Coordinator

Reviewed by: Executive Manager Corporate Services

**BASIS OF PREPARATION**

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

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

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

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

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

Composition of estimated net current assets

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

**Judgements and estimates**

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

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

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

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

**SIGNIFICANT ACCOUNTING POLICIES**

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

## SHIRE OF TOODYAY

## NET CURRENT ASSET REPORT

## FOR THE PERIOD ENDED 30 APRIL 2024

## Composition of estimated net current assets

	Last Years Closing 30/06/2023	This Time last Year 30/04/2023	Year to Date Actual 30/04/2024
	\$	\$	\$
<b>Current assets</b>			
Cash and Cash Equivalent	3,154,372	2,895,460	1,225,325
Cash Restricted-Reserves	2,463,541	1,781,984	2,545,259
Cash Restricted -Term Deposits	1,212,356	1,173,459	1,212,356
Cash Restricted - Trust	163,226	163,226	163,226
Trade and other receivables	1,663,193	1,804,044	2,922,439
Other assets	47,142	1,686	47,142
Inventories	75,250	61,475	244,734
	8,779,081	7,881,333	8,360,482
<b>Less: current liabilities</b>			
Trade and other payables	(1,138,961)	(268,437)	(980,985)
Lease liabilities	(79,748)	(147,807)	(79,748)
Long term borrowings	(329,051)	(317,686)	(329,051)
Employee provisions	(687,283)	(579,866)	(332,843)
	(2,235,043)	(1,313,796)	(1,722,627)
<b>Net current assets</b>	6,544,038	6,567,537	6,637,855
<b>Less: Total adjustments to net current assets</b>	(1,807,050)	(1,068,799)	(1,839,030)
	(4,042,093)	(2,382,595)	(3,561,657)

## Net current assets used in the Statement of Financial Activity

## Non-cash amounts excluded from operating activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Last Years Closing 30/06/2023	This Time last Year 30/04/2023	Year to Date Actual 30/04/2024
	\$		\$
<b>Adjustments to operating activities</b>			
Add: Loss on asset disposals	182,240	149,491	0
Add: Depreciation	3,546,688	3,790,494	2,643
Movement in current employee provisions associated with restricted cash	(31,004)	(25,263)	(31,004)
Non-cash movements in non-current assets and liabilities:			
- Pensioner deferred rates	342,861	284,871	284,426
	4,040,785	4,199,593	256,066

17

**Adjustments to net current assets**

	(2,463,541)	(1,781,984)	(2,545,259)
Add: Current liabilities not expected to be cleared at end of year			
- Current portion of borrowings	329,051	317,686	329,051
- Current portion of lease liabilities	79,748	147,807	79,748
- Current portion of employee benefit provisions held in reserve	247,692	247,692	297,430
<b>Total adjustments to net current assets</b>	<b>(1,807,050)</b>	<b>(1,068,799)</b>	<b>(1,839,030)</b>



## SHIRE OF TOODYAY

## VARIANCE REPORT

## FOR THE PERIOD ENDED 30 APRIL 2024

Section 6.4 of the Local Government Act 1995, requires a Local Government to prepare financial reports. Council adopts (in conjunction with the annual budget) a material variance threshold of 10% with a minimum value of \$5,000

## Reporting Nature and Type

Explanation of Variance	YTD BUDGET	YTD ACTUALS	VAR TO YTD BUDGET	VAR TO YTD BUDGET
<b>Revenue</b>			\$	%
Rates	7,580,930	7,603,135	22,205	0.29%
Fees and charges	1,348,240	1,501,123	152,883	11.34%
Higher than projected due to additional income from rates activities.				
Operating grants, subsidies and contributions	537,730	1,180,057	642,327	119.45%
Higher than anticipated due to additional income of grants received in advance				
Interest earnings	130,840	194,924	64,084	48.98%
Higher than projected due to increase on interest earnings received from investments.				
Other Revenue	276,652	285,348	8,696	3.14%
	YTD BUDGET	YTD ACTUALS	VAR TO YTD BUDGET	VAR TO YTD BUDGET
<b>Expenses</b>			\$	%
Employee costs	(3,196,600)	(3,283,536)	(86,936)	2.72%
Materials and contracts	(3,832,310)	(4,069,699)	(237,389)	6.19%
Utility charges	(348,260)	(454,157)	(105,897)	30.41%
Higher than projected due to additional standpipe water charges at Northam-Toodyay Road				
Depreciation on non-current assets	(3,450,370)	2,643	3,453,013	-100.08%
Depreciation is yet to be performed. Waiting for auditors to sign off 2022/2023 annual financial reports.				
Interest expenses	(112,420)	(73,674)	38,746	-34.47%
Lower than expected, loan interest to be paid in May 2024.				
Insurance expenses	(448,380)	(444,166)	4,214	-0.94%
Other expenditure	(225,840)	(207,358)	18,482	-8.18%
Non-operating grants	3,442,790	1,451,406	(1,991,384)	-57.84%
Lower than anticipated due to delay on various roads. Some Projects are yet to be completed.				

Capital Activities	YTD BUDGET	YTD ACTUALS	VAR TO YTD BUDGET	VAR TO YTD BUDGET
--------------------	---------------	----------------	----------------------	----------------------

Land and Buildings	(242,500)	(24,576)	217,924	-89.87%
Building expenditure is lower than expected due to timing of construction work.				
Infrastructure - Roads	(3,570,902)	(3,004,138)	566,763	-15.87%
Infrastructure Assets-Roads is lower anticipated mainly due to timing issue with Construction work.				
Infrastructure - Footpaths	(279,167)	(158,009)	121,157	-43.40%
Infrastructure - Bridges & Drainage	(483,338)	(404,257)	79,081	-16.36%
Infrastructure Assets- Drainage and Bridges is lower than expected mainly due to timing issue with Construction work.				
Infrastructure - Other	(305,528)	(216,958)	88,571	-28.99%
Infrastructure Assets- Others is lower than expected mainly due to timing issue with Construction work.				
Plant and Equipment	(193,292)	(172,514)	20,778	-10.75%
Plant and equipment budget is under budget due to timing issues.				
Loans				
Loan Repayments	(112,420)	(73,674)	38,746	-34.47%
Lower than expected, loan interest to be paid in May 2024.				
Reserves				
Transfer from Reserves	76,200	0	(76,200)	-100.00%
Lower than budgeted due to capital works not yet completed.				
Transfer to Reserves	(287,500)	(81,718)	205,782	-71.58%
Lower than expected-Only Interest earned on reserves has been transferred.				

## SHIRE OF TOODYAY

## SUPPLEMENTARY INFORMATION

FOR THE PERIOD ENDED 30 APRIL 2024

## OPERATING ACTIVITIES

## CASH AND FINANCIAL ASSETS

Description	Interest Rate	Unrestricted	Restricted	Trust	Total Cash	Institution	Maturity Date
		\$	\$	\$	\$		
<b>Cash Deposits</b>							
Municipal-Operating account		185,935.11			185,935.11	Bendigo Bank	
Municipal at Call & savers account		1,039,389.68			1,039,389.68	Bendigo Bank	
Trust-633 000 110 482 783				163,226.12	163,226.12	Bendigo Bank	
Reserve Account	0.42%		2,545,259.22		2,545,259.22	Bendigo Bank	
633 000 137 945 127	0.35%			145,931.34	145,931.34	Bendigo Bank	
633 000 152 237 145	0.35%			50,983.04	50,983.04	Bendigo Bank	
633 000 152 238 135	0.35%			128,905.24	128,905.24	Bendigo Bank	
633 000 152 238 176	0.35%			214,743.09	214,743.09	Bendigo Bank	
633 000 152 238 218	0.35%			465,568.04	465,568.04	Bendigo Bank	
633 000 152 240 834	0.35%			33,888.38	33,888.38	Bendigo Bank	
633 000 158 622 795	0.35%			25,104.38	25,104.38	Bendigo Bank	
633 000 165 467 309	0.35%			127,174.91	127,174.91	Bendigo Bank	
633 000 173 945 890	0.35%			9,748.67	9,748.67	Bendigo Bank	
633 000 184 647 550	0.35%			10,309.29	10,309.29	Bendigo Bank	
SHIRE OF TOODYAY							
<b>Total</b>		<b>1,225,324.79</b>	<b>2,545,259.22</b>	<b>1,375,582.50</b>	<b>5,146,166.51</b>		
<b>Comprising</b>							
Cash and cash equivalents		<b>1,225,324.79</b>	<b>2,545,259.22</b>	<b>1,375,582.50</b>	<b>5,146,166.51</b>		
		<b>1,225,324.79</b>	<b>2,545,259.22</b>	<b>1,375,582.50</b>	<b>5,146,166.51</b>		

## KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments

with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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

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

DEBTORS ACCOUNT RECONCILIATION AS AT 30 APRIL 2024					
Description	Current	31-59 Days	60-89 Days	Over 90 Days	Balance
Debtor Control-Miscellaneous Debtors	137,591.86	33,944.40	319,982.16	17,802.50	509,320.92
Debtor Control-Infringements	0.00	0.00	182.25	0.00	182.25
Debtor Control-Community Services	305.20	991.50	356.90	1,066.80	2,720.40
Debtor Control-Waste Management	0.00	97.72	0.00	580.88	678.60
Cemetery Fees	0.00	0.00	0.00	1675.5	1,675.50
Dog Registration	0.00	0.00	20.00	200.00	220.00
<b>Total</b>	<b>137,897.06</b>	<b>35,033.62</b>	<b>320,541.31</b>	<b>21,325.68</b>	<b>514,797.67</b>

Account Reconciliation	
Debtors Accounts Total	514,797.67
Debtors Control Accounts Total	514,797.67
<b>Variance</b>	<b>0.00</b>

**Comments/Notes-Receiveable General**

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

## SHIRE OF TOODYAY

## SUPPLEMENTARY INFORMATION

## RATES ACCOUNT RECONCILIATION AS AT 30 APRIL 2024

	Current Overdue	Arrears- Year 1	Arrears- Year 2	Arrears-Year 3 and over	Deferments	Total Balance	Variance
Rates Control	1,425,024.06	283,428.56	101,721.39	109,334.49	0.00	1,919,508.50	0.00
Rates Deferment	0.00	0.00	0.00	0.00	284,426.12	284,426.12	0.00
Rates PrePayment	-192,472.07	0.00	0.00	0.00	0.00	-192,472.07	0.00
<b>Total</b>	<b>1,232,551.99</b>	<b>283,428.56</b>	<b>101,721.39</b>	<b>109,334.49</b>	<b>284,426.12</b>	<b>2,011,462.55</b>	<b>0.00</b>

## Account Reconciliation

Rates Accounts Total	2,011,462.55
Rates Control Accounts Total	2,011,462.55
<b>Variance</b>	<b>0.00</b>

## NOTE

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

SHIRE OF TOODYAY  
SUPPLEMENTARY INFORMATION  
FOR THE MONTH ENDED 30 APRIL 2024  
RESERVE ACCOUNTS

Reserve Accounts - Movement

	2023/24 Actual Opening Balance	2023/24 Actual Transfer to	2023/24 Actual Transfer (from)	2023/24 Actual Closing Balance	2023/24 Budget Opening Balance	2023/24 Budget Transfer to	2023/24 Budget Transfer (from)	2023/24 Budget Closing Balance	2022/23 Actual Opening Balance	2022/23 Actual Transfer to	2022/23 Actual Transfer (from)	2022/23 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by council</b>												
(a) Employee Entitlement Reserve	256,119	9,199	0	265,317	272,430	0	0	272,430	225,114	31,005	0	256,119
(b) Asset Development Reserve	612,919	20,331	0	633,250	604,608	0	(145,000)	459,608	328,417	284,502	0	612,919
(c) CCTV Reserve	27,803	922	0	28,725	27,116	0	0	27,116	27,145	658	0	27,803
(d) Emergency Management Reserve Newcastle Footbridge & Pedestrian Overpass Reserve	77,259	2,563	0	79,821	75,350	0	0	75,350	75,430	1,829	0	77,259
(e) Reserve	44,469	1,475	0	45,944	43,494	0	0	43,494	38,535	5,934	0	44,469
(f) Heritage Reserve	11,448	380	0	11,828	11,166	0	(10,000)	1,166	11,177	271	0	11,448
(g) Information technology reserve	22,578	46	0	22,624					22,578			22,578
(h) Plant Reserve	155,855	5,170	0	161,025	152,005	0	0	152,005	152,166	3,689	0	155,855
(i) Recreation Development Reserve	261,629	8,678	0	270,307	255,411	10,000	0	265,411	245,673	15,956	0	261,629
(j) Refuse Reserve	118,301	3,924	0	122,225	115,379	0	0	115,379	115,501	2,800	0	118,301
(k) Road Contribution Reserve	382,080	12,651	0	394,732	376,345	150,000	(50,000)	476,345	198,410	203,670	(20,000)	382,080
(l) Strategic Access & Egress Reserve	339,521	11,285	0	350,806	334,319	50,000	(156,440)	227,879	233,834	105,687	0	339,521
(m) Drainage and Sewerage Reserve	132,561	4,396	0	136,958	129,780	20,000	0	149,780	109,897	22,664	0	132,561
(n) Biosecurity Reserve	1,000	33	0	1,033	1,000	5,000	0	6,000	0	1,000	0	1,000
(o) Roads Reserve	20,000	664	0	20,664	20,000	25,000	0	45,000	0	20,000	0	20,000
(p) Buildings Reserve	0	0	0	0	0	5,000	0	5,000	0	0	0	0
q Plus interest to be allocated	0	0	0	0	0	80,000	0	80,000	0	0	0	0
	2,463,541	81,717.85	0	2,545,259.22	2,418,403	345,000	(361,440)	2,401,963	1,783,877	699,664	(20,000)	2,463,541

(b) Reserve Accounts - Purposes

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

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

(n) Biosecurity Reserve	Ongoing	Funds set aside for the management of invasive plants and pests
(o) Roads Reserve	Ongoing	Funds set aside for future road maintenance, renewals and upgrades
(p) Buildings Reserve	Ongoing	Funds set aside for future building maintenance, renewals and upgrades

SHIRE OF TOODYAY

SUPPLEMENTARY INFORMATION

FOR THE MONTH ENDED 30 APRIL 2024

BORROWINGS

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



SHIRE OF TOODYAY  
SUPPLEMENTARY INFORMATION  
FOR THE MONTH ENDED 30 APRIL 2024

LEASE LIABILITIES

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

MATERIAL ACCOUNTING POLICIES

LEASES

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

LEASE LIABILITIES

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

SHIRE OF TOODYAY

SUPPLEMENTARY INFORMATION

FOR THE PERIOD ENDED 30 APRIL 2024

CAPITAL ACQUISITIONS	CAPITAL ACQUISITION			
	Adopted Revised	YTD Budget	YTD Actual Total	(Under)/Over (F)-(E)
	\$	\$	\$	\$
Land and Buildings	(291,000)	(242,500)	(24,576)	(217,924)
Plant and Equipment	(231,950)	(193,292)	(172,514)	(20,778)
Infrastructure Assets - Roads	(4,285,082)	(3,570,902)	(3,004,138)	(566,763)
Infrastructure Assets - Footpaths	(335,000)	(279,167)	(158,009)	(121,157)
Infrastructure Assets - Drainage & Bridges	(580,006)	(483,338)	(404,257)	(79,081)
Infrastructure Assets - Other	(366,634)	(305,528)	(216,958)	(88,571)
	(6,089,672)	(5,074,727)	(3,980,452)	(1,094,275)

**SIGNIFICANT ACCOUNTING POLICIES**

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses

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

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

Initial recognition and measurement for assets held at cost

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

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

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

SHIRE OF TOODYAY

SUPPLEMENTARY INFORMATION

FOR THE PERIOD ENDED 30 APRIL 2024

CAPITAL ACQUISITIONS

	2023/24 Adopted Budget	Mid Year Budget Review	CARRY FORWARDS 2024/2025	YTD Actual Total
	\$	\$		\$
LAND AND BUILDINGS	501,539	291,000	410,539	24,576
Non-Crown Land Mitigation	275,539	0	275,539	0
Bejoording Fire Station	135,000	0	135,000	0
Butterly House - Veranda Repairs	10,000	10,000	0	0
Butterly House - Replacement of Front Fence	0	0	0	9,044
Morangup Hall - Commercial Kitchen and Floor Sealing	5,000	5,000	0	0
Donegans Cottage - Structural Repair	30,000	30,000	0	0
Library Drainage & Brickwork Repair and Painting	25,000	25,000	0	0
Parkers Cottage - Structural Repair	6,000	6,000	0	0
Clinton Street Duplex - Seal Roof	10,000	10,000	0	8,182
Visitors Centre - Security/Duress Alarms	5,000	5,000	0	0
Toodyay- Racecourse Buildings	0	200,000	0	7,350
PLANT AND EQUIPMENT	766,034	231,950	654,769	172,514
HEAVY VEHICLE/PLANT REPLACEMENT SCHEDULE	716,769	132,000	654,769	16,936
John Deere 670GP	400,000	70,000	400,000	0
Side Tip Trailer - 1	100,000	0	100,000	16,936
Cherry Picker	55,000	55,000	0	0
Skid Steer Broom	7,000	7,000	0	0
Evac Centre Generator	154,769	0	154,769	0
LIGHT VEHICLE REPLACEMENT SCHEDULE	49,265	99,950	0	155,578
Isuzu MUX - T0000	49,265	49,265	0	50,246
Isuzu D-Max Space Cab Chassis-T0001	0	50,685	0	50,685
New Isuzu D-Max 4x4 Dual Cab utility-T0023	0	0	0	54,647
INFRASTRUCTURE	5,486,923	5,566,722	312,879	3,783,363
ROADS	4,403,977	4,285,082	312,879	3,004,138
Bejoording Road - Widening - SLK 9.34 - 12.30	50,000	50,000	0	0
Telegraph Rd - Bindi Bindi Toodyay Road(From Connor St)SLK 0.00-3.00 -30000189(Federal Black Sport Funding)	0	0	0	4,199
Bindi Bindi Toodyay Road - SLK 2.86 - 6.56 - Wheel Path Pavement Repairs	180,000	230,000	0	2,020
Bindi Bindi Toodyay Road - Reseal & Linemarking - SLK 11.08 - 13.45	229,976	229,976	0	5,637
Julimar Road Rehabilitation - RRG - SLK 17.56 - 19.81(Regional Roads group)	649,746	649,746	0	624,707
Julimar Road Rehabilitation -RRG Black Spot - SLK 14.11 - 15.96(Regional Roads group)	1,031,716	1,031,716	0	663,881
Chitty Road Upgrade - R2R SLK 4.34 - 6.75(Roads to Recovery)	180,000	180,000	0	236,856
Julimar Road Edge Break Repairs-Council Funded	0	143,984		159,365
Julimar Road - RRG-SLK 19.81 - 22.52 (Regional Roads Groups)	819,759	819,759	0	821,125
Clackline Toodyay Road - Reseal & Linemarking -SLK 5.55- SLK 10.55-LRCI Funded	473,500	473,500	0	416,348
Asphalt Repairs - Hamersley, Clinton, Fiennes & Anzac	73,650	73,650	0	0
Maintenance of Roadside Vegetation - Contract Works	70,000	70,000	0	70,000

WSFN Project Development - Bindoon Dewars Pool Road	180,000	180,000	0	0
Nottingham Road - Section 2 - SLK 0.29 - 0.50	166,976	0	166,976	0
Budget for significant edgebreaks - profiling	152,751	152,751	0	
North Street - Road Upgrade - SLK 0.44 - 0.60	145,903	0	145,903	0
<b>BRIDGES</b>	<b>580,006</b>	<b>580,006</b>	<b>0</b>	<b>404,257</b>
Bridge No. 0698 - Bindi Bindi Toodyay Road - Picnic Hill - Bridge Repair	20,000	20,000	0	0
Bridge No. 0697 - Bindi Bindi Toodyay Road - Waters Brook - Bridge Repairs	20,000	20,000	0	0
Bridge No. 4080 - Julimar Road - West Toodyay	181,836	181,836	0	176,771
Bridge No. 4085 - Slaughterhouse Bridge	79,123	79,123	0	71,930
Bridge No. 0702 - Bindi Bindi Toodyay Road - Connor Road	17,000	17,000	0	0
Bridge No. 0708 - Bindoon Dewars Pool Road	20,000	20,000	0	10,750
Bridge No. 4085 - Slaughterhouse Bridge - MRWA Design	90,000	90,000	0	71,930
Bridge No. 9025 - Newcastle Pedestrian Footbridge - Pile Replacement	93,445	93,445	0	12,000
Bridge No. 4084 - Dumbarton Bridge	58,602	58,602	0	58,440
Bridge No. 4089- Wattening Road Bridge	0	0	0	2,436
<b>FOOTPATHS</b>	<b>335,000</b>	<b>335,000</b>	<b>0</b>	<b>158,009</b>
Stirling Terrace & Goomalling Toodyay Road Kerb & Pram Ramp replacement	15,000	15,000	0	18,810
Townsite - Heavy Haulage - Footpath Corrective Action	40,000	40,000	0	4,651
Toodyay Street - Shared Pathway	98,000	98,000	0	60,933
Jubilee Street - Shared Pathway	182,000	182,000	0	73,616
<b>OTHER INFRASTRUCTURE</b>	<b>167,940</b>	<b>366,634</b>	<b>0</b>	<b>216,958</b>
Fire Water tanks various (DFES funded 21/22 c/fwd)	24,340	24,340	0	14,443
Installation of Water Tanks - Recreation Centre	105,600	105,600	0	0
Charcoal Lane Lighting	20,000	20,000	0	17,923
Depot Material Bunkers	8,000	8,000	0	0
Newcastle Park - Upgrade	0	179,694	0	179,694
Community Standpipe Shade structure	10,000	10,000	0	1,453
Community Standpipe Controller	0	0	0	2,317
Timber Deck required for the Pool	0	19,000	0	1,128
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>6,754,496</b>	<b>6,089,672</b>	<b>1,378,187</b>	<b>3,980,452</b>

**SIGNIFICANT ACCOUNTING POLICIES**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

SHIRE OF TOODYAY  
SUPPLEMENTARY  
INFORMATION  
FOR THE MONTH ENDED 30  
APRIL 2024

FIXED ASSETS

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

	2023/24 Actual Additions	2023/24 Disposals - Net Book Value	2023/24 Actual Disposals - Sale	2023/24 Actual Disposals - Profit or Loss	2023/24 Budget Additions	2023/24 Budget Disposals - Net Book Value	2023/24 Budget Disposals - Sale	2022/23 Actual Additions	2022/23 Disposals - Net Book Value	2022/23 Actual Disposals - Sale	2022/23 Actual Disposals - Profit or Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>(a) Property, Plant and Equipment</b>											
Land - freehold land	0	0	0	0	275,539	0	0	0	368,080	276,540	(91,540)
Buildings - non-specialised	0	0	0	0	226,000	0	0	0	0	0	0
Buildings - specialised	24,576	0	0	0	0	0	0	0	0	0	0
Furniture and equipment	0	0	0	0	0	0	0	24,894	0	0	0
Plant and equipment	0	0	0	0	766,034	240,000	240,000		277,393	117,752	(159,641)
Total	24,576	0	0	0	1,267,573	240,000	240,000	24,894	645,473	394,292	(251,181)
<b>(b) Infrastructure</b>											
Infrastructure - roads	3,004,138	0	0	0	4,403,977	0	0	3,603,407	0	0	0
Other infrastructure Bridges	404,257	0	0	0	580,006	0	0	0	0	0	0
Other infrastructure Drainage	0	0	0	0	0	0	0	0	0	0	0
Other infrastructure Footpaths	158,009	0	0	0	335,000	0	0	0	0	0	0
Other infrastructure	216,958	0	0	0	167,940	0	0	0	0	0	0
Total	3,783,363	0	0	0	5,486,923	0	0	3,603,407	0	0	0
<b>(c) Right of Use Assets</b>											
Right of use - plant and equipment	172,514	0	0	0	237,528	0	0	0	0	0	0
Total	0	0	0	0	237,528	0	0	0	0	0	0
<b>Total</b>	172,514	0	0	0	475,056	0	0	0	0	0	0

**MATERIAL ACCOUNTING POLICIES**  
**RECOGNITION OF ASSETS**

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

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

**GAINS AND LOSSES ON DISPOSAL**

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



## MID YEAR BUDGET REVIEW 2023/24

## SUMMARY OF PROPOSED BUDGET AMENDMENTS

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

GL Account Code	Description	Comments	Adopted Budget	Proposed Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>Budget Adoption 28 August 2023</b>	Opening surplus -	4,710		\$	\$	\$ 4,710
	<b>Net current assets at end of Financial Year 2023</b>	Net current assets at end of financial year - surplus	599,583				599,583
031.010.10	Rates - Gross Rental Value	Higher interim rates on gross rental values than projected	(4,500,690)	(4,510,331)	9,641	0	613,934
031.015.10	Rates - Unimproved Value	Higher interim rates on unimproved values than projected	(3,092,170)	(3,094,452)	2,282	0	616,216
031.100.10	Rates Search / Certificate Fee	Increased property search and rates information requests than projected.	(20,000)	(28,456)	8,456	0	624,672
031.151.10	Rates- Interest Penalty	Interest raised on outstanding rates higher than projected.	(70,000)	(76,000)	6,000	0	630,672
032.157.10	Interest on investments	Interest earned on investments higher than expected.	(95,000)	(144,000)	49,000	0	679,672
041.447.10	Members of Council - Other Materials and Contracts	Contribution to AROC initiated shared project- Regional housing strategy.	1,500	10,000	0	(8,500)	671,172
043.300.10	Office of the CEO - Salaries & Wages	Additional funds required for engagement of temporary CEO	380,830	410,830	0	(30,000)	641,172
043.339.10	Professional Services - Consultants, Survey, Design and Audits	Additional funds required for recruitment of new CEO	72,090	92,090	0	(20,000)	621,172
044.393.10	Corporate Services - Computer Software and Licences	Funds required for purchase and implementation of records management system.	221,762	317,920	0	(96,158)	525,014
044.414.10	Corporate Services - Public Liability Insurance	Insurance premiums increased higher than budget projections.	47,065	54,835	0	(7,770)	517,244
053.300.10	Salaries & Wages	Additional funds required for recruitment due to recent staff resignations and payout of leave.	152,109	190,000	0	(37,891)	479,353
054.420.10	Emergency Management - Motor Vehicle Insurance	Increased insurance premiums than projected	25,554	30,554	0	(5,000)	474,353
054.595.51	Emergency Services - Transfer from Asset Development Reserve	Bejoording Fire Station Construction has not been approved. Transfer from Reserve not required this Financial Year.	(135,000)	0	0	(135,000)	339,353
054.733.50	Emergency Management - Fixed Assets – Buildings - Specialised	Bejoording Fire Station Construction has not been approved. Application to be lodged for 2024/2025.	135,000	0	135,000	0	474,353

056.131.10	Fire and Land Management - Other Grants	Final instalment payment received (\$14,993) of MAF 2022/2023 Round 2 and First 50% instalment (\$107,500) of MAF 2023/2024	(74,380)	(122,493)	48,113	0	522,466
087.131.10	Other Welfare - Other Grants	Additional unbudgeted funds received for the CRC Regional Traineeship Program Grant 2023-2024 (\$38000) and Get online grant 2023 (\$1000).	(108,640)	(149,422)	40,782	0	563,248
087.178.10	Other Welfare - Other Income	Toodyay Christmas Street Party 2023 Sponsorship (\$5605) and various donations received.	(100)	(10,460)	10,360	0	573,608
106.336.10	Town Planning/Regional Development - Contrac	Funds allocated for Gazette Project will not be spent prior to 30 June 2024.	39,950	35,000	4,950	0	578,558
107.131.10	Other Community Amenities - Other Grants	Funds for Community Centre Upgrade received; carry over from FY 2022/2023 (\$9,000).	0	(9,000)	9,000	0	587,558
113.133.50	Recreation & Sport -Evac Centre Generator	Request carry over-delay in grant agreement approval. Not expected prior to June 2024.	(77,381)	0	0	(77,381)	510,177
113.739.50	Recreation & Sport -Evac Centre Generator	Request carry over-delay in grant agreement approval. Not expected prior to June 2024.	154,769	0	154,769	0	664,946
113.595.51	Specialised Buildings - Transfer From Reserve	Additional funds allocated from reserve for Toodyay Racecourse. Renewals of roof sheeting and gutter of the building , the Tote area and Horseshoe Bar.	0	(200,000)	200,000	0	864,946
113.756.50	Racecourse Buildings	Works to be carried at Toodyay Racecourse, renewals of roof sheeting, gutter of the building, the Tote area and Horseshoe Bar.	0	200,000	0	(200,000)	664,946
113.756.50	Timber deck repairs-unbudgeted.	Unbudgeted Item: Funding for decking repairs to the pool.	105,600	124,600	0	(19,000)	645,946
116.130.10	Heritage- State Grants	Heritage Grant approved.Any unspent grant to be carried over to 2024/25 FY	(420)	(20,000)	19,580	0	665,526
116.336.10	Heritage - Contractors	Heritage Survey project -Any unspent component to be carried over to 2024/25 FY	71,320	101,320	0	(30,000)	635,526
117.438.10	Community Sponsorship - Donations Paid	Toodyay Fibre Festival (2024) cancelled this year: allocation from funding pool not required-\$8 000.00	0	(8,000)	8,000	0	643,526
121.133.50	Bejoording Road - Widening - SLK 9.34 - 12.30	Bejoording Road widening-Design was undertaken in 2022/23. Funds to be allocated to Chitty Road upgrade-R2R SLK 4.34-6.75	(50,000)	0	0	(50,000)	593,526
121.133.50	Chitty Road Upgrade - R2R SLK 4.34 - 6.75 (Roads to Recovery)	Funds to be transferred from Bejoording Road widening SLK 9.34-12.30.	(180,000)	(230,000)	50,000	0	643,526
121.741.50	Bejoording Road - Widening - SLK 9.34 - 12.30	Bejoording Road widening-Design was undertaken in 2022/23. Funds to be allocated to Chitty Road upgrade-R2R SLK 4.34-6.75	50,000	0	50,000	0	693,526
121.741.50	Chitty Road Upgrade - R2R SLK 4.34 - 6.75(Roads to Recovery)	Funds to be transferred from Bejoording Road widening SLK 9.34-12.30.	180,000	230,000	0	(50,000)	643,526
121.133.50	Bridge No. 9025 - Footbridge-Pile Replacement-Solar lighting	Funds to be transferred from bridge No.0697 and bridge No. 0968, subject to approval from LRCI	(93,445)	(113,445)	20,000	0	663,526



121.133.50	Bridge No. 0698 - Bindi Bindi Toodyay Road - Picnic Hill - Bridge Repair	Funds to be transferred to Solar lighting project, ending approval from LRCI	(20,000)	(10,000)	0	(10,000)	653,526
121.133.50	Bridge No. 0697 - Bindi Bindi Toodyay Road - Waters Brook - Bridge Repairs	Funds to be transferred to Solar lighting project, subject to approval from LRCI	(20,000)	(10,000)	0	(10,000)	643,526
121.133.50	Nottingham Road - Section 2 - SLK 0.29 - 0.51	Unsuccessful grant application. Officers to reapply in 2024/25	(83,488)	0	0	(83,488)	560,038
121.133.50	North Street - Road Upgrade - SLK 0.44 - 0.61	Unsuccessful grant application. Officers to reapply in 2024/25	(72,952)	0	0	(72,952)	487,086
121.595.51	Nottingham Road - Section 2 - SLK 0.29 - 0.50	Unsuccessful grant application this Year. Transfers from Reserves to be deferred	(83,488)	0	0	(83,488)	403,598
121.595.51	North Street - Road Upgrade - SLK 0.44 - 0.60	Unsuccessful grant application this Year. Transfers from Reserves to be deferred	(72,952)	0	0	(72,952)	330,646
121.741.50	Nottingham Road - Section 2 - SLK 0.29 - 0.51	Carry-over to FY2024/2025 due to unsuccessful grant application.	166,976	0	166,976	0	497,622
121.741.50	North Street - Road Upgrade - SLK 0.44 - 0.61	Carry-over to FY2024/2025 due to unsuccessful grant application.	145,903	0	145,903	0	643,525
121.746.10	Bridge No. 9025 - Footbridge-Pile Replacement-Solar lighting	Additional funds to be transferred from bridge No.0697 and bridge No. 0968 subject to approval by LRCI	93,445	113,445	0	(20,000)	623,525
121.746.10	Bridge No. 0698 - Bindi Bindi Toodyay Road - Picnic Hill - Bridge Repair	Funds to be transferred to Solar lighting project subject to approval from LRCI	20,000	10,000	10,000	0	633,525
121.746.10	Bridge No. 0697 - Bindi Bindi Toodyay Road - Waters Brook - Bridge Repairs	Funds to be transferred to Solar lighting project subject to approval from LRCI	20,000	10,000	10,000	0	643,525
144.420.10	Plant Operations - Motor Vehicle Insurance	Increase in Insurance premiums than projected	34,848	51,348	0	(16,500)	627,025
144.739.50	John Deere 670GP-Grader	Additional funds required to cover cost of grader acquisition due to price increase post budget approval.	400,000	470,000	0	(70,000)	557,025
144.739.50	Purchase of Side Tip Trailer - 1	Carry-over - No spend in FY2023/2024 - vehicle purchase has deferred to FY2024/2025	100,000	0	100,000	0	657,025
144.758.50	Proceeds on Sale of Assets - Plant and Equipment	Carry-over \$165,000 in proceeds from sale of plant and equipment deferred to FY2024/2025.	(240,000)	(75,000)	0	(165,000)	492,025
147.133.50	Shire Owned Land Mitigation	Due to delay in grant agreement approval. Project delivery is not expected prior to 30 June 2024.	(137,770)	(137,770)	0	0	492,025
147.731.50	Shire Owned Land Mitigation	Due to delay in grant agreement approval. Project delivery is not expected prior to 30 June 2024.	275,539	0	275,539	0	767,564
					1,534,351	(1,371,080)	767,564



**Creditor Payment Report**  
01 April 2024 to 30 April 2024

Cheque Payments					
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
1	15-04-2024	Old Gaol Honorariums May 2024	OLD GAOL MUSEUM	Old Gaol Honorariums May 2024	400.00
2	15-04-2024	0165-9007933832	WATER CORPORATION	Water Charges-Memorial Hall - December 2023 - February 2024	295.04
3	15-04-2024	0140-9007934990	WATER CORPORATION	Water Charges- Anzac Memorial Pk, 2642 Clinton St -January 2024 - February 2024	959.93
4	15-04-2024	0159-9007933891	WATER CORPORATION	Water Charges-Duke St, Lot 324, 325 Res 6338 -January 2024 - February 2024	434.83
5	15-04-2024	0146-9007935221	WATER CORPORATION	Water Charges-Tourist Centre - 14 Clinton St -January 2024 - February 2024	649.17
6	15-04-2024	0165-9007935360	WATER CORPORATION	Water Charges-19A Clinton Street -January 2024 - February 2024	461.84
7	15-04-2024	0166-9007935379	WATER CORPORATION	Water Charges-19 Clinton Street -1st January 2024- 29 February 2024	495.39
8	15-04-2024	0174-9007938270	WATER CORPORATION	Water Charges-Community & Medical Centres - 12 December 2023 - 16 February 2024	1,247.07
9	15-04-2024	0089-9014201672	WATER CORPORATION	Water Charges-Railway Station - 12 December 2023 - 16 February 2024	237.26
10	15-04-2024	0087-9017484946	WATER CORPORATION	Water Charges-Depot Railway Rd- 14 December 2023 - 19 February 2024	220.76
11	15-04-2024	0028-9023377637	WATER CORPORATION	Water Charges-Standpipe Stirling Tce 13 December 2023 - 16 February 2024	3,702.50
12	30-04-2024	0143-9007933568	WATER CORPORATION	Water Charges-Duidee Park - February 2024 - April 2024	4,206.29
13	30-04-2024	0125-9008751598	WATER CORPORATION	Water Charges-Waste Transfer Station Railway Rd, Toodyay - February 2024 - April 2024	179.15
14	30-04-2024	0088-9017484946	WATER CORPORATION	Water Charges-Depot Railway Rd - February 2024 - April 2024	137.50
15	30-04-2024	0164-9007933744	WATER CORPORATION	Water Charges-Connors Mill / VC - February 2024 - April 2024	875.96
16	30-04-2024	0136-9007931837	WATER CORPORATION	Water Charges-Newcastle Park -16 February 2024 - 18 April 2024	88.47
17	30-04-2024	0165- 9007931909	WATER CORPORATION	Water Charges- Library Stirling Tce -16 February 2024 - 18 April 2024	114.80
18	30-04-2024	0170-9007931917	WATER CORPORATION	Water Charges-100 Stirling Tce -16 February 2024 - 18 April 2024	378.47
19	30-04-2024	0181-9007931976	WATER CORPORATION	Water Charges-Bank Building -16 February 2024 - 18 April 2024	426.78
20	30-04-2024	0130-9007932530	WATER CORPORATION	Water Charges-61 Telegraph Rd, Toodyay Lot 277 -16 February 2024 -18 April 2024	180.62
21	30-04-2024	0155-9007933496	WATER CORPORATION	Water Charges-Donegans Cottage -16 February 2024 - 18 April 2024	166.43
22	30-04-2024	0159-9007933509	WATER CORPORATION	Water Charges-Parkers Cottage -16 February 2024 - 18 April 2024	76.40
23	30-04-2024	0178-9007933517	WATER CORPORATION	Water Charges-Pavilion, Showgrounds & Hockey Oval -16 February 2024 -18 April 2024	14,097.92
24	30-04-2024	0166-9007933832	WATER CORPORATION	Water Charges-9007933832 - Memorial Hall -16 February 2024 -18 April 2024	432.62
25	30-04-2024	0160-9007933891	WATER CORPORATION	Water Charges-Duke St, Lot 324, 325 Res 6338 -16 February 2024 -18 April 2024	458.75
26	30-04-2024	0141-9007934990	WATER CORPORATION	Water Charges- Anzac Memorial Pk, 2642 Clinton St -16 February 2024 -18 April 2024	1,230.42
27	30-04-2024	0142-9007935192	WATER CORPORATION	Water Charges-Shire Offices January 2024-18 Apr 2024	25.80
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
28	30-04-2024	0142-9007935205	WATER CORPORATION	Water Charges-Admin Gardens -16 February 2024 -18 April 2024	1,235.76
29	30-04-2024	0147-9007935221	WATER CORPORATION	Water Charges-Tourist Centre - 14 Clinton St -16 February 2024 - 18 April 2024	833.77
30	30-04-2024	0166-9007935360	WATER CORPORATION	Water Charges-19A Clinton Street- February 2024 - April 2024	329.16
31	30-04-2024	0167-9007935379	WATER CORPORATION	Water Charges-19B Clinton Street- February 2024 - April 2024	477.93
32	30-04-2024	0144-9007935635	WATER CORPORATION	Water Charges- Pelham Res Toilets - February 2024 - April 2024	65.94
33	30-04-2024	0029-9023377637	WATER CORPORATION	Water Charges-Community Standpipe Stirling Tce - February 2024 - April 2024	4,274.71
Cheque Total					39,397.44

Electronic Funds Transfer Payments					
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
34	15-04-2024	2820671	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Materials(filters for John Deere Grader.T0007)	904.36
35	15-04-2024	Consignment Mar 2024	ALISON Barbara DOWNIE	Consignment- March 2024	43.79
36	15-04-2024	Consignment Mar 2024	ALISON CROMB	Consignment- March 2024	26.92
37	15-04-2024	Consignment Mar 2024	ALLEVARE THE LABEL	Consignment- March 2024	18.50
38	15-04-2024	1122737	AUTOPRO NORTHAM	Materials(spray gun and thinners).	191.98
39	15-04-2024	1107334	AUTOPRO NORTHAM	Materials(service filters for T0010).	156.98
40	15-04-2024	1128809	AUTOPRO NORTHAM	Materials(filters for AMMANN Roller).	356.06
41	15-04-2024	1117701	AUTOPRO NORTHAM	Materials( 50 mm tow ball)	12.98
42	15-04-2024	1125461	AUTOPRO NORTHAM	Materials(service filters)	126.42
43	15-04-2024	1107684	AUTOPRO NORTHAM	Filter kit, Filter HDA5890 + freight for TR015	214.24
44	15-04-2024	14865	AVON SKIP BINS	Depot, skip bin hire for January, February & March 2024	180.00
45	15-04-2024	14866	AVON SKIP BINS	Sportsground,empty bin-March 2024	120.00
46	15-04-2024	14900	AVON SKIP BINS	Depot, skip bin empty- March 2024	60.00
47	15-04-2024	14954	AVON SKIP BINS	Hire of skip bin for Memorial Hall-January, February & March 2024	105.00
48	15-04-2024	14955	AVON SKIP BINS	Sports ground skip bin hire -January, February and March 2024	105.00
49	15-04-2024	14956	AVON SKIP BINS	Depot, skip bin hire-January, February & March 2024	105.00
50	15-04-2024	00061724	AVON WASTE	Fortnightly rubbish collection fortnightly services- 11 March -22 March 2024	17,187.25
51	15-04-2024	Consignment Jan 2024	BARRY GRAHAM KEENS	Consignment- January- 2024	3.08
52	15-04-2024	Consignment Feb 2024	BARRY GRAHAM KEENS	Consignment -February 2024	3.50
53	15-04-2024	Consignment Mar 2024	BARRY GRAHAM KEENS	Consignment- March 2024	9.66
54	15-04-2024	BESI06355	BEILBY DOWNING TEAL PTY LTD	1st Stage Invoice CEO Recruitment	4,125.00
55	15-04-2024	414 GST	BRODERICK WASTE SOLUTIONS	Management of waste transfer station and disposal of waste for fortnight ending- 20 February 2024	510.00
56	15-04-2024	415	BRODERICK WASTE SOLUTIONS	Cartage of e-Waste to Perth- 08 February 2024	660.00
57	15-04-2024	422	BRODERICK WASTE SOLUTIONS	Management of waste transfer station for fortnight ending -19 March 2024	5,610.00
58	15-04-2024	408	BRODERICK WASTE SOLUTIONS	Management of waste transfer station for fortnight ending- 09 January 2024	5,610.00
59	15-04-2024	417	BRODERICK WASTE SOLUTIONS	Management of waste transfer station for fortnight ending-05 March 2024	5,610.00
60	15-04-2024	426	BRODERICK WASTE SOLUTIONS	Cartage of e-Waste to Perth -21 March 2024	660.00
61	15-04-2024	416	BRODERICK WASTE SOLUTIONS	Materials( 75 tonnes of waste carted to Northam per month)	4,486.68
62	15-04-2024	425	BRODERICK WASTE SOLUTIONS	Materials( 75 tonnes of waste carted to Northam per month - March 2024)	6,659.40
63	15-04-2024	424	BRODERICK WASTE SOLUTIONS	Management of waste transfer station for fortnight ending- 02 April 2024	5,610.00
64	15-04-2024	INV-4974	C & F BUILDING APPROVALS	Compliance assessments-5799 toodyay Road, 60 Blackboy Way,Lot 28 Charlton Boulevard, 48 Rayner Loop and 37 Whitelakes Drive.	2,255.00
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount

65	15-04-2024	INV-4999	C & F BUILDING APPROVALS	Building permits for 17 Marginata Road, 131 Whitelakes Drive and 20 Harcourt Street.	825.00
66	15-04-2024	00047474	CARRINGTON'S (WA) PTY LTD	Traffic Management / Control on Julimar Road -SLK 14.11-15.96 -9 January 2024 to 2 February 2024	1,251.25
67	15-04-2024	00047475	CARRINGTON'S (WA) PTY LTD	Traffic management personnel for installation of concrete footpaths on Toodyay Street and Jubilee Street	8,544.25
68	15-04-2024	00047358	CARRINGTON'S (WA) PTY LTD	Traffic management for roadworks on Julimar Rd SLK 19.81- 22.52 -15 March 2024 to 31 March 2024	11,392.98
69	15-04-2024	00047357	CARRINGTON'S (WA) PTY LTD	Traffic management personnel for installation of concrete footpaths on Toodyay Street and Jubilee Street	5,544.00
70	15-04-2024	00047299	CARRINGTON'S (WA) PTY LTD	Traffic management -Chitty Rd Upgrade SLK 4.34-6.30 - Seal & Asphalt Works	1,670.90
71	15-04-2024	00047500	CARRINGTON'S (WA) PTY LTD	Traffic management personnel for asphaltting works on Julimar Rd SLK 14.11 - 15.96	4,267.18
72	15-04-2024	00047501	CARRINGTON'S (WA) PTY LTD	Traffic management personnel for installation of concrete footpaths on Toodyay Street and Jubilee Street	4,953.03
73	15-04-2024	00036641	CHARLES SERVICE COMPANY	Cleaning Youth Hall from 22 January 2024 - 16 February 2024	580.80
74	15-04-2024	00036670	CHARLES SERVICE COMPANY	Cleaning - bin liners, toilet roll-January 2024 -February 2024	833.75
75	15-04-2024	00036639	CHARLES SERVICE COMPANY	Cleaning Admin Building from 22 January 2024 - 16 February 2024	1,548.80
76	15-04-2024	00036638	CHARLES SERVICE COMPANY	Monthly Cleaning public facilities- February 2024	11,215.39
77	15-04-2024	00036640	CHARLES SERVICE COMPANY	Cleaning Community Centre from 18 December 2023 - 19 January 2024	1,452.00
78	15-04-2024	23127574	COATES HIRE	Hire of 20.5m Straight Boom Lift EWP including Mobilisation and de-mobilisation	2,754.49
79	15-04-2024	SIN2404302100493	COLAS WA	Resealing of Clackline Toodyay Road - SLK 5.55 to 10.55 - Shire and LRCI Funded	449,703.68
80	15-04-2024	00082755	CORSIGN (WA) PTY LTD	Motorcycle Parking Signs- Stirling Terrace	123.20
81	15-04-2024	29037	COUNTRYWIDE PUBLICATIONS	A4 Advertising in the Guide to Perth & Western Australia tourist magazine	1,500.00
82	15-04-2024	800909	DOWNER EDI WORKS LIMITED	Bridge Inspection Level 1-23/24- progress claim March 2024	9,680.00
83	15-04-2024	4283	EAG ELECTRICAL AIR-CONDITIONING & GAS	Service Air conditioner at Toodyay Vet Clinic	264.00
84	15-04-2024	4095	EAG ELECTRICAL AIR-CONDITIONING & GAS	Repairs to Evaporated Air Conditioner - 19A Clinton Street	287.10
85	15-04-2024	15528520	EQUIFAX	Fit to work integrity checks - January 2024	289.08
86	15-04-2024	Consignment Mar 2024	ERIC OWEN TOLHOPF	Consignment(Stock items) -March 2024	142.80
87	15-04-2024	Consignment Feb 2024	ESSELMONT ESTATE	Consignment(Stock items) -February 2024	8.42
88	15-04-2024	Consignment Mar 2024	ESSELMONT ESTATE	Consignment(Stock items) -March 2024	12.27
89	15-04-2024	00004455	FRAMES WEST	Supply new flanges for water cart.	56.10
90	15-04-2024	81506	FRONTLINE FIRE & RESCUE EQUIPMENT	Boots (1 x Size 9, 1 x Size 8.5)	486.84
91	15-04-2024	81509	FRONTLINE FIRE & RESCUE EQUIPMENT	Pelican 3325 Safe LED Torch, helmet bracket & Glo sticks	403.70
92	15-04-2024	81401	FRONTLINE FIRE & RESCUE EQUIPMENT	Boots, surname stickers & gloves	783.84
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
93	15-04-2024	81823	FRONTLINE FIRE & RESCUE EQUIPMENT	Pelican 3325 Safe LED Torch 5 x 61644 - Pacific Helmet Bracket (Torch Holders)	273.05

94	15-04-2024	18836115	FULTON HOGAN INDUSTRIES PTY LTD	Julimar Rd - SLK 19.81 – 22.52 - RRG -Seal Works	210,589.76
95	15-04-2024	Consignment Mar 2024	GLENORAN LEATHER	Consignment(Stock items)- March 2024	59.27
96	15-04-2024	518533	GOLDSQUARE CORPORATION PTY LTD	Fittings - adaptors, coupling, camlocks & hex nipples	1,718.23
97	15-04-2024	Consignment Mar 2024	Graham David JEFFERY	Consignment(Stock items)- March 2024	92.23
98	15-04-2024	52183682	HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD	Contract- Finance Officer-Payroll Temp for W/E 31 March 2024	2,234.24
99	15-04-2024	52160878	HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD	Contract- Finance Officer-Payroll Temp for W/E 17 March 2024	2,167.21
100	15-04-2024	52172916	HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD	Contract- Finance Officer-Payroll Temp for W/E 24 March 2024	1,910.47
101	15-04-2024	SINV-15447	INDUSTRIAL AUTOMATION GROUP	Northam Toodyay Road Standpipe - Remote Access Operational Costs -1 January 2024 -30 June 2024	718.85
102	15-04-2024	Consignment Feb & Mar 2024	JESSIE SPRING WATERCOLOUR ARTIST	Consignment(Stock items)- February 2024 & March 2024	38.50
103	15-04-2024	Consignment Mar 2024	KIMBA DESIGN	Consignment(Stock items)- March 2024	53.20
104	15-04-2024	1353430	LANDGATE	Rates - Land Title searches -January 2024	91.50
105	15-04-2024	390040	LANDGATE	Valuations and land search for 2023/2024 - RUV's Chargeable - Schd no: R2023/06	137.40
106	15-04-2024	390743	LANDGATE	Valuations and land search for 2023/2024 - GRV Chargeable - Schd no: G2024/01	160.25
107	15-04-2024	390794	LANDGATE	Valuations and land search for 2023/2024 - RUV's Chargeable - Schd no: R2023/07 & R2024/01	91.60
108	15-04-2024	389976	LANDGATE	Valuations for 2023/2024 SCHE NO: G2023/9	74.15
109	15-04-2024	387944	LANDGATE	Valuations and land search for 2023/2024 - Mining Tenements Chargeable - Schd no: M2023/07	43.50
110	15-04-2024	387891	LANDGATE	Valuations and land search for 2023/2024 - GRV Chargeable - Schd no: G2023/6	125.16
111	15-04-2024	387077	LANDGATE	Valuations and land search for 2023/2024 - GRV Chargeable - Schd no: G2023/05	97.65
112	15-04-2024	386770	LANDGATE	Valuations and land search for 2023/2024 - RUV's Chargeable - Schd no: R2023/03 & R2023/04	91.60
113	15-04-2024	386656	LANDGATE	Valuations for 2023/2024 SCHENO: G2023/4	111.42
114	15-04-2024	385362	LANDGATE	Valuations and land search for 2023/2024 - RUV's Chargeable - Schd no: R2023/02	71.80
115	15-04-2024	273	LANDWORX	Labour(3 x hour Hiab Truck Hire)	330.00
116	15-04-2024	Consignment Mar 2024	LEAH IMELDA CARVELL	Consignment(Stock items) -March 2024	16.00
117	15-04-2024	IN33951	LFA FIRST RESPONSE	BFS & SES - AED monitoring annual subscription	557.70
118	15-04-2024	Consignment Mar 2024	MACDONALD, INGRID CATHERINE C	Consignment(Stock items) -March 2024	60.00
119	15-04-2024	Consignment Jan to Mar 2024	MARGARET BRADFORD SEELEY	Consignment(Stock items) -January 2024 - March 2024	18.47
120	15-04-2024	00022414	NATURAL AREA CONSULTING MANAGEMENT SERVICES	Toodyay - Bindi Bindi Rd - SLK 20.35 - 22.67 - Flora & Fauna Survey	5,280.00
121	15-04-2024	Consignment Mar 2024	NATURAL INTENTIONS BEAUTY RANGE	Consignment(Stock items) -March 2024	12.00
122	15-04-2024	Consignment Mar 2024	OZTROLOGY PTY LTD	Consignment(Stock items) -March 2024	33.50
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
123	15-04-2024	29506	PROFESSIONAL PC SUPPORT PTY LTD (XL2)	Managed ITC agreement 2023-024, new Staff member	19.18

124	15-04-2024	29475	PROFESSIONAL PC SUPPORT PTY LTD (XL2)	Managed ITC agreement 2023 - 2024, new Staff member	19.18
125	15-04-2024	29518	PROFESSIONAL PC SUPPORT PTY LTD (XL2)	Managed ITC agreement Dock Station HP-Staff member	376.20
126	15-04-2024	INV-29131	PROFESSIONAL PC SUPPORT PTY LTD (XL2)	2x HP Pro Mini 400 G9 for Admin	2,983.20
127	15-04-2024	Consignment Mar 2024	QUILTS BY ROBYN	Consignment(Stock items) -March 2024	140.00
128	15-04-2024	00001316	S F FITZGERALD PLUMBING & GAS	Repair leak at Toodyay Racecourse	465.60
129	15-04-2024	00001317	S F FITZGERALD PLUMBING & GAS	Unblock and clean shower and urinal at Toodyay Football Pavilion	398.00
130	15-04-2024	Consignment Mar 2024	SHEARERS & PASTORAL WORKERS SOCIAL CLUB INC	Consignment(Stock items- March 2024	14.00
131	15-04-2024	Consignment Mar 2024	SIX SEASONS CONNECT	Consignment(Stock items) March 2024	25.00
132	15-04-2024	30106	SMART WASTE SOLUTIONS AUSTRALIA PTY LTD	Smart Compressor, non Contract Service.	756.80
133	15-04-2024	Consignment Mar 2024	SOUTHERN SHARPENING SERVICES	Consignment(Stock items) -March 2024	56.92
134	15-04-2024	SIN-3869456	STEWART & HEATON CLOTHING CO PTY LTD	Name badges	58.83
135	15-04-2024	3000217137	SYNERGY	Electricity-Synergy Grouped Account period -30 December 2023 -25 March 2024.	12,281.24
136	15-04-2024	2030095605	SYNERGY	Electricity-Bindi Bindi Toodyay Rd-6 February 2024 -8 April 2024.	606.94
137	15-04-2024	2046089559	SYNERGY	Electricity-Lot 301 Railway Rd, Toodyay 13 March 2024-09 April 2024.	998.79
138	15-04-2024	0562-S587470	TEAM GLOBAL EXPRESS PTY LTD	BFB & SES -Enviropath & Frontline	179.56
139	15-04-2024	AU-605369	TENDERLINK	MAF Tender 24/25 - Use of Tenderlink	203.50
140	15-04-2024	29 FEB 2024	TOODYAY GARDEN & OUTDOOR CENTRE - ALAN	Supply 1 x 20kg bag Sudden Impact rose fertiliser	115.00
141	15-04-2024	10655613	TOODYAY HARDWARE & FARM	Materials-Screw batten galvanised-January 2024	16.25
142	15-04-2024	10659699	TOODYAY HARDWARE & FARM	Materials-Bush poly,connect end metric-February 2024	13.30
143	15-04-2024	10659680	TOODYAY HARDWARE & FARM	Materials-Tap timer,connect end and bush-February 2024	43.25
144	15-04-2024	10659677	TOODYAY HARDWARE & FARM	Materials- Gripple Medium-February 2024	30.00
145	15-04-2024	10659702	TOODYAY HARDWARE & FARM	Materials-Plier Multigrip-February 2024	19.95
146	15-04-2024	10659784	TOODYAY HARDWARE & FARM	Materials-Thread Seal Tape & solenoid-February 2024	40.90
147	15-04-2024	10660329	TOODYAY HARDWARE & FARM	Materials-Hose cock, thread seal, cultivator & trowel-February 2024	44.00
148	15-04-2024	10660535	TOODYAY HARDWARE & FARM	Materials-Planning Dept-Key Cut-February 2024	5.00
149	15-04-2024	10661360	TOODYAY HARDWARE & FARM	Materials-Connector wire, solenoid valve-February 2024	52.40
150	15-04-2024	10661670	TOODYAY HARDWARE & FARM	Materials-Bit set 8 piece -February 2024	21.45
151	15-04-2024	10661684	TOODYAY HARDWARE & FARM	Materials-Pruners bypass-February 2024	16.95
152	15-04-2024	10661818	TOODYAY HARDWARE & FARM	Materials-Sprayer pressure 1L-February 2024	9.95
153	15-04-2024	10665121	TOODYAY HARDWARE & FARM	Materials-Pruner bypass-March 2024	16.95
154	15-04-2024	10665030	TOODYAY HARDWARE & FARM	Materials-Watering Can 9L-March 2024	12.45
155	15-04-2024	10658755	TOODYAY HARDWARE & FARM	Materials-Socket Poly & sprinkler pop up-January 2024	26.00
156	15-04-2024	10658658	TOODYAY HARDWARE & FARM	Fibreglass handle garden spade,medium gripple.	76.95
157	15-04-2024	Staff Amenities Feb 2024	TOODYAY IGA	Kitchen Staff refreshments- February 2024	259.41
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
158	15-04-2024	560325	TOODYAY TRADERS	Materials-Jug blue -spare-February 2024	35.75

159	15-04-2024	INV-8448	TOODYAY TYRE & EXHAUST	Materials(2 x BFG 265/65R17 Tyres)	900.00
160	15-04-2024	INV-8411	TOODYAY TYRE & EXHAUST	Materials(2 x BFG 265/65R17 Tyres)	741.00
161	15-04-2024	INV-8456	TOODYAY TYRE & EXHAUST	Supply and fit new tyres to AMMANN roller	3,419.00
162	15-04-2024	INV-8459	TOODYAY TYRE & EXHAUST	Supply and fit new tyres to AMMANN roller	138.00
163	15-04-2024	Consignment Mar 2024	TORY'S POTS	Consignment(Stock items)- March 2024	35.00
164	15-04-2024	INV15449	TOTAL GREEN RECYCLING	E Waste recycling as per contract -March 2024	964.92
165	15-04-2024	8030	TUDOR HOUSE (WA) PTY LTD	Australian and Aboriginal New Flags for Australia Day	615.00
166	15-04-2024	87071	URL NETWORKS PTY LTD	Calls - Shire of Toodyay business numbers - Linked to our Phone management system & SIP Trunks	216.81
167	15-04-2024	9457	VERNICE PTY LTD	Road Works- tree stump removal-Julimar Rd SLK 14.11 to 15.96	3,368.75
168	15-04-2024	9410	VERNICE PTY LTD	Road Works-Removal of tree trunks-Julimar Rd - SLK 14.11 - 15.96	8,016.25
169	15-04-2024	9462	VERNICE PTY LTD	Road Works-Culvert extensions on Julimar Rd FBS - SLK 14.11 to 15.96	4,950.00
170	15-04-2024	22038	WATFS PTY LTD	Safety Fencing for Showgrounds 04 April 2024 - 04 May 2024	177.10
171	15-04-2024	INV-17022	WEST WIDE AUTO ELECTRICS	T7168 - Avl fault and airbag repair	1,371.50
172	15-04-2024	INV-15278	WEST WIDE AUTO ELECTRICS	Repairs to Vehicles - T0001, 1TPH749, T0014 & T0024	1,475.00
173	15-04-2024	3636	WESTERN AUSTRALIAN ELECTORAL COMMISSION	2023 Local Government Ordinary Election	32,231.38
174	15-04-2024	00301579	WHEATBELT NATURAL RESOURCE MGT (INC)	Book on birds of the Avon Basin to sell in Visitors Centre	211.40
175	15-04-2024	86	WRIGHT EXPRESS AUST PTY LTD	SES Fuel Card and late fees -March 2024	84.41
176	15-04-2024	4320865529	WURTH AUSTRALIA P/TY LTD	Supply store items restock	413.64
177	15-04-2024	INV-0914	ZONE 50 ENGINEERING SURVEYS PTY LTD	2 x Culvert extensions on Julimar Rd FBS Capital project - SLK 14.11 to 15.96	1,801.25
178	15-04-2024	INV-0896	ZONE 50 ENGINEERING SURVEYS PTY LTD	Julimar Rd - SLK 19.81 – 22.52 - Survey Works & Design	5,475.53
179	15-04-2024	INV-0894	ZONE 50 ENGINEERING SURVEYS PTY LTD	Provide survey team to mark up and set out Road for resealing and linemarking - Toodyay Clackline Rd SLK 5.55 to 10.55	3,555.20
180	18-04-2024	3492	AUSCOINWEST	Souvenir Coins for sale at the Visitors Centre	288.20
181	18-04-2024	1013150730	AUSTRALIA POST	Postage charges -March 2024	1,042.70
182	18-04-2024	7959	BIOMAX PTY LTD	Service of C10 Bio Max Waste Water Treatment System	116.50
183	18-04-2024	8296	BIOMAX PTY LTD	Service to C10 Biomax system at Lot 31 Railway Road, Toodyay	133.00
184	18-04-2024	00047415	CARRINGTON'S (WA) PTY LTD	Provide traffic management for roadworks on Julimar Rd SLK 19.81 - 22.52 from 15 March 2024 to 31 March 2024 - Additional works	12,026.85
185	18-04-2024	00047414	CARRINGTON'S (WA) PTY LTD	Provide traffic management personnel for installation of concrete footpaths on Toodyay Street and Jubilee Street	7,059.25
186	18-04-2024	00047147	CARRINGTON'S (WA) PTY LTD	Provide traffic management personnel for Chitty Road construction SLK 4.34 to 6.34	9,305.73
187	18-04-2024	4952	CLOUD COLLECTIONS PTY LTD	Solicitor Application for Substituted Se	2,194.50
188	18-04-2024	00083108	CORSIGN (WA) PTY LTD	Lateral Shift Chevrons for Chitty Road & Julimar Road	3,066.80
189	18-04-2024	2883	CRAFTDOJO AUSTRALIA	Minecraft Day School Holiday Program- 8 July 2024	200.00
190	18-04-2024	INV1488942	DATACOM SOLUTIONS (AU) PTY LTD	Datascape monthly SaaS fees- March 2024	3,711.10
191	18-04-2024	INV1480052	DATACOM SOLUTIONS (AU) PTY LTD	Datascape monthly Datapay direct access fee- February 2024	333.97
192	18-04-2024	4323	EAG ELECTRICAL AIR-CONDITIONING & GAS	Repair lights and plug in globes at Medical Centre	214.50
193	18-04-2024	4235	EAG ELECTRICAL AIR-CONDITIONING & GAS	Replace light with LED wall light and globe. Parker's Cottage	239.80
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
194	18-04-2024	PPE 9/4/2024	EASIFLEET	Staff payroll salary deductions PPE 9 April 2024	498.10



195	18-04-2024	060939804	GARY HORSFIELD	Window cleaning for Town Hall & Pavilion -29 March 2024	300.00
196	18-04-2024	060939805	GARY HORSFIELD	Admin - Window cleaning of shire facilities -4 April 2024	550.00
197	18-04-2024	INV-3345	GLEN FLOOD GROUP PTY LTD	Contract- Coordinator of Project Delivery, Depot -18 March 2024-31 March 2024	8,208.75
198	18-04-2024	INV-3390	GLEN FLOOD GROUP PTY LTD	Contract- Coordinator of Project Delivery, Depot -01 April 2024 -14 April 2024	3,283.50
199	18-04-2024	52194760	HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD	Contract- Finance Officer-Payroll Temp for W/E 07 April 2024	1,237.04
200	18-04-2024	52205443	HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD	Contract- Finance Officer-Payroll Temp for W/E 14 April 2024	2,264.00
201	18-04-2024	Reimbursement-Morning Tea 15 March 2024	KIMBERLEY ANNE HARDIE	Reimbursement - Morning Tea for new staff members-15 March 2024	37.00
202	18-04-2024	1361430	LANDGATE	Valuations and Land searches-February 2024	30.50
203	18-04-2024	3281	LEYLAND ENGINEERING SERVICES	Service and minor repairs of -T6782	605.00
204	18-04-2024	3301	LEYLAND ENGINEERING SERVICES	Service and minor repairs of Truck water cart- T0010	720.00
205	18-04-2024	134045	MCLEODS BARRISTERS & SOLICITORS	Lot 7 Morangup Rd-Extension of rehabilitation monitoring period	1,430.00
206	18-04-2024	4080	MOORE AUSTRALIA	Staff Training -Attendance at Moore Australia Annual Budget Workshop on 01 March 2024	1,320.00
207	18-04-2024	71605468	SOUTHERN CROSS AUSTEREO PTY LTD	Around the Towns 2023-2024 Breakfast interviews 2024	99.00
208	18-04-2024	Reimbursement for pre employment medical expenses	SUELLYN LUCKETT	Reimbursement for pre employment medical expenses	170.50
209	18-04-2024	Consignment March 2024	TANYA MICHELLE STUART	Consignment(Stock items) -March 2024	26.93
210	18-04-2024	0574-S587470	TEAM GLOBAL EXPRESS PTY LTD	BFB & SES Stewart & Heaton Works & Services - AFGRI & Groenveld	141.96
211	18-04-2024	0577-S587470	TEAM GLOBAL EXPRESS PTY LTD	BFB & SES - Frontline -09 April 2024	48.33
212	18-04-2024	K 064 114 421-3	TELSTRA CORPORATION LTD	Telstra-CEO and Bejoording Fire Shed-December 2023 -January 24	54.26
213	18-04-2024	K 340 896 431-0	TELSTRA CORPORATION LTD	Telstra-CEO and Bejoording Fire Shed- February 2024	54.20
214	18-04-2024	K 274 463 331-6	TELSTRA CORPORATION LTD	Telstra-CEO and Bejoording Fire Shed- March 2024	54.20
215	18-04-2024	T 311 April	TELSTRA CORPORATION LTD	Telstra-Staff and Councillors- call & usage charges-April 2024	1,305.89
216	18-04-2024	INV-8474	TOODYAY TYRE & EXHAUST	Materials( fit 4 x new tyres plus wheel alignment.)	1,281.00
217	18-04-2024	21871	WATFS PTY LTD	Safety Fencing for Showgrounds- 04 March-04 April 2024	177.10
218	18-04-2024	INV-16462	WEST WIDE AUTO ELECTRICS	Repairs to revolving light on T0002	223.75
219	18-04-2024	INV-0897	ZONE 50 ENGINEERING SURVEYS PTY LTD	Clearing Permit Shape File - Bindi Bindi Toodyay Road SLK 5.63 to 9.18 CPS 10390/1 additional survey and shape file data.	968.00
220	18-04-2024	INV-0895	ZONE 50 ENGINEERING SURVEYS PTY LTD	Survey works for Julimar Road SLK 14.11 - 15.96 BS	2,376.00
221	26-04-2024	INV-0221	CLUBLINKS MANAGEMENT PTY LTD	Budgeted Operating Loss April 2024-June 2024	122,734.30
222	30-04-2024	1134188	AUTOPRO NORTHAM	Materials( transmission service kit and oil for T00)	255.00
223	30-04-2024	1125019	AUTOPRO NORTHAM	Materials( filters and hand cleaner)	236.21
224	30-04-2024	00062226	AVON WASTE - STONDON PTY LTD	Fortnightly rubbish collection charges -25 March 2024 - 05 April 2024	17,250.88
225	30-04-2024	427	BRODERICK WASTE SOLUTIONS	Management of waste transfer station and disposal of waste for fortnight ending 16 April 2024	5,610.00
226	30-04-2024	5013	C & F BUILDING APPROVALS	Contract building surveyor services	660.00
227	30-04-2024	5057	C & F BUILDING APPROVALS	Contract building surveyor services-Issue of Building Permit on pre Certified Application	275.00
228	30-04-2024	00047549	CARRINGTON'S (WA) PTY LTD	Provide traffic management personnel for installation of concrete footpaths on Toodyay Street and Jubilee Street	4,408.25
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount



229	30-04-2024	Councillor Allowance Apr 2024	CHARMEINE GAIL DURI	Councillor Allowance -April 2024	1,206.29
230	30-04-2024	219840	COUNTRY COPIERS	CRC Printer - Meter Reading -5 March 2024 - 2 April 2024	135.00
231	30-04-2024	Councillor Allowance Apr 2024	Danielle Kim WRENCH	Councillor Allowance- April 2024	1,206.29
232	30-04-2024	1492405	DATAKOM SOLUTIONS (AU) PTY LTD	Datascape monthly SaaS fees and Datapay direct access fee - February 2024 - March 2024	319.97
233	30-04-2024	4379	EAG ELECTRICAL AIR-CONDITIONING & GAS	Cleaning of Air Con unit at 81 Stirling Tce - Medical Centre	220.00
234	30-04-2024	4390	EAG ELECTRICAL AIR-CONDITIONING & GAS	Repair Flood lights at Anzac Park for Anzac Day	362.56
235	30-04-2024	81881	FRONTLINE FIRE & RESCUE EQUIPMENT	Materials - Gear Stow Bag	217.80
236	30-04-2024	18912025	FULTON HOGAN INDUSTRIES PTY LTD	Julimar Rd resurfacing	83,625.30
237	30-04-2024	52223235	HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD	Contract- Finance Officer-Payroll Temp for W/E 21 April 2024	2,334.02
238	30-04-2024	29255	HESPERIAN PRESS	Purchase-Visitors Centre Books on convict era-Toodyay	356.25
239	30-04-2024	Councillor Allowance Apr 2024	JOHN ANTHONY PRATER	Councillor Allowance -April 2024	1,206.29
240	30-04-2024	003595880	KOMATSU AUSTRALIA PTY LTD	T0006-supply new wiper arm and blade	431.79
241	30-04-2024	00083362	M A LALLI & ASSOCIATES	Structural Condition inspection Report for Toodyay Race Club	8,085.00
242	30-04-2024	84886	MAYDAY RENTAL	Hiring Dynapac CA3500P 14T-1 February 2024-29 February 2024	7,040.00
243	30-04-2024	84929	MAYDAY RENTAL	Hiring Dynapac CA3500P 14T Smooth drum roller- 04 March 2024	3,850.00
244	30-04-2024	Councillor Allowance Apr 2024	MICHAEL VINCENT MCKEOWN	Councillor Allowance -April 2024	4,591.42
245	30-04-2024	Councillor Allowance Apr 2024	MICHELLE LOUISE DIVAL	Councillor Allowance -April 2024	1,887.18
246	30-04-2024	448693	ONE MUSIC AUSTRALIA - AUSTRALASIAN PERFORMING RIGHT ASSOC LTD	One Music Invoice-1 April 2024-30 June 2024	172.23
247	30-04-2024	29623M	PROFESSIONAL PC SUPPORT PTY LTD (XL2)	Managed phone agreement- May2024	1,244.03
248	30-04-2024	29614M	PROFESSIONAL PC SUPPORT PTY LTD (XL2)	Managed ITC agreement -May 2024	10,343.38
249	30-04-2024	255777	QED ENVIRONMENTAL SERVICES PTY LTD	Asbestos sample analysis- Bendigo Bank- March 2024	687.50
250	30-04-2024	Councillor Allowance Apr 2024	ROSEMARY JUNE MADACSI	Councillor Allowance -April 2024	1,206.29
251	30-04-2024	30071	SHIRE OF NORTHAM	EWaste and recycling to be delivered to the Northam waste site on Old Quarry Rd March 2024	23,320.80
252	30-04-2024	00051625	SIMOCO AUSTRALASIA PTY LTD	Inspection of faulty shire radio	77.00
253	30-04-2024	71618228	SOUTHERN CROSS AUSTEREO PTY LTD	Triple M Interviews-March 2024	99.00
254	30-04-2024	Councillor Allowance Apr 2024	STEVEN JOHN MCCORMICK	Councillor Allowance -April 2024	1,206.29
255	30-04-2024	INV-6199	TOODYAY BAKERY & CAFE	Zone Meeting Refreshments	350.00
256	30-04-2024	10667520	TOODYAY HARDWARE & FARM	Material(Solenoid valve jar top April 2024 )	49.95
257	30-04-2024	10667521	TOODYAY HARDWARE & FARM	Material(Socket reducing BSP-April 2024)	5.25
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount

258	30-04-2024	10658935	TOODYAY HARDWARE & FARM	Spray pressure 2L	13.45
259	30-04-2024	00028154	TOODYAY HERALD	Advertisement -vacancies -February 2024	139.91
260	30-04-2024	00028152	TOODYAY HERALD	General Elector's Meeting advertisement (for Wed 17 April 2024 )	147.31
261	30-04-2024	INV-8507	TOODYAY TYRE & EXHAUST	Fit 4 x new tyres and wheel alignment.	1,473.00
262	30-04-2024	INV-8492	TOODYAY TYRE & EXHAUST	New battery for Isuzu - Ranger vehicle	246.00
263	30-04-2024	8544	TOODYAY TYRE & EXHAUST	Puncture Repair - Yearly Purchase Order	40.00
264	30-04-2024	15190	TOTAL GREEN RECYCLING	Waste Transfer Station - E/Waste Recycling 2023/2024	724.81
265	30-04-2024	I-00010733	TOURISM COUNCIL OF WA	Membership for Newcastle Gaol and Connors Mill museums	396.00
266	30-04-2024	010155 & 010154	WALGA	Understanding Local Government e learning & Meeting Procedures	627.00
267	30-04-2024	SI-009482	WALGA	Individual e-learning enrolments - Cr Dival	495.00
268	30-04-2024	SI-009481	WALGA	Individual e-learning enrolments - Cr Prater	495.00
269	30-04-2024	INV-17373	WEST WIDE AUTO ELECTRICS	Fabricate lifting hooks for lifting concrete pipes.	692.50
270	30-04-2024	INV-16976	WEST WIDE AUTO ELECTRICS	T0002- fit spotlights and electric braking system-31 March 2024	1,530.00
271	30-04-2024	INV-16603	WEST WIDE AUTO ELECTRICS	T0003-Change over radios from old to new-9 April 2024	603.00
272	30-04-2024	INV-17371	WEST WIDE AUTO ELECTRICS	T10-Repair dribble bar on 16 February 2024 and on the 23 February 2024	1,385.00
273	30-04-2024	INV-17122	WEST WIDE AUTO ELECTRICS	Repairs to Memorial Hall Generator-16 April 2024.	1,860.15
274	30-04-2024	INV-16817	WEST WIDE AUTO ELECTRICS	Supply and fit solar panel to mobile pressure washer unit-12 April 2024.	607.00
275	30-04-2024	INV-17064	WEST WIDE AUTO ELECTRICS	John Deere-Rewire revolving light causing over load on circuit-12 April 2024	338.10
276	30-04-2024	INV-0936	ZONE 50 ENGINEERING SURVEYS PTY LTD	Road Survey, resealing and linemarking - Toodyay Clackline Rd SLK 5.55 to 10.55	3,894.00
277	30-04-2024	INV-0937	ZONE 50 ENGINEERING SURVEYS PTY LTD	Bindi Bind Toodyay Rd - SLK 11.08 to 13.45 - Spotting	2,336.40
					<b>EFT Total</b> 1,292,868.41

Other Payments (including Direct)					
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
No Payments for April					
					<b>Direct Debits Payments Total</b> -

Payroll Payments			
Ref #	Date	Description	Inclusive Amount
278	10-04-2024	Payroll PPE 09/04/2024	94,076.41
279	08-04-2024	Super PPE 26/03/2024	19,385.30
280	12-04-2024	Payroll PPE 11/04/2024	32,435.22
281	08-04-2024	Super PPE 12/03/2024	18,612.75
282	24-04-2024	Payroll PPE 23/04/2024	95,344.21
283	26-04-2024	Super PPE 23/04/2024	18,738.36
Payroll Total			278,592.25

Purchasing Cards - FM Regulation 13A					
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount

284	14-04-2024	CREDIT CARD CEO	Credit card - CEO - S Haslehurst March 2024 No Payments recorded	-
285	14-03-2024	CREDIT CARD EMCCS	Credit card - T Bateman - EMCCS - Feb 2024 No Payments recorded	-
286	14-04-2024	CREDIT CARD CESM	Credit Card - CESM - R Koch - March 2024 No Payments recorded	-
287	14-03-2024	CREDIT CARD EMDR	Credit Card - EMDR - Hugo De Vos - February 2024 Fuel - Shell Gidgegannup LG Professionals course - H Voss Fuel - BP Ballajura Drone - Licencing Harvey Norman - Portable air con ChatGPT Subscription Aust Post Gift card International transaction fee Seek- Enviro Sustainability officer Monthly card fee	1,863.29 60.00 395.00 60.00 80.00 599.00 33.87 261.90 1.02 368.50 4.00
288	14-03-2024	CREDIT CARD MWS	Credit card - MWS - C Sullivan Feb 2024 No Payments recorded	-
289		PURCHASING CARD - LIBRARY	Book purchases - Mar 2024 Big W Online Vista Aus Booktopia Pty Ltd nextmedia Pty Ltd	267.50 56.00 139.50 72.00
Purchasing Card Total				2,130.79
Total Payments				1,612,988.89



## Audit and Risk Committee Charter

Adopted by Council on 24 Jan 2024

### Role

Council has established under section 7.1A of the *Local Government Act 1995*, the Audit and Risk Committee, whose role is prescribed by the *Local Government Act 1995* and *Local Government (Audit) Regulations 1996*.

The Audit and Risk Committee does not have powers or authority to implement actions in areas over which the CEO has legislated responsibility and does not have any delegated financial responsibility.

The Audit and Risk Committee assists the Council in fulfilling its oversight responsibilities in relation to systems of risk management and internal control, the entity's processes for monitoring compliance with laws and regulations, including the code of conduct, financial and performance reporting and audit. The committee is not responsible for the management of these functions.

The Audit and Risk Committee will engage with management in a constructive and professional manner to perform its oversight responsibilities. The committee does not have management functions and cannot involve itself in management processes or procedures.

The Chair of the Audit and Risk Committee is responsible to and reports to Council.

Members of the Audit and Risk Committee are expected to:

- understand the legal and regulatory obligations of the Council for governing the local government;
- understand the Shire of Toodyay governance arrangements that support achievement of the Shire of Toodyay strategies and objectives;
- exercise due care, diligence and skill when performing their duties;
- adhere to the entities code of conduct and the code of ethics of any professional body which they are a member of;
- help to set the right tone in the local government by demonstrating behaviours which reflect the local government's desired culture;
- be aware of contemporary and relevant issues impacting the public sector; and
- only use information provided to the audit committee to carry out their responsibilities, unless expressly agreed by the accountable authority.

### Authority

The Council authorises the Audit and Risk Committee, in accordance with this Charter, to:

- obtain any information it requires (subject to any legal obligation to protect information) subject to approval by the Council or Chief Executive Officer.



- request the attendance of any official, including the accountable authority, at audit committee meetings
- provide advice and guidance to Council in terms of achieving Council's strategic direction which is illustrated via the adoption of the Shire's Community Strategic Plan and associated Integrated Planning Strategic documents

Note: The Audit and Risk Committee may undertake other activities as requested by the Council, subject to section 7.1B of the *Local Government Act 1995* "Delegation of some powers and duties to Audit Committees" which states:

- (1) *Despite section 5.16, the only powers and duties that a local government may delegate\* to its audit committee are any of its powers and duties under this Part other than this power of delegation.*

*\* Absolute majority required.*

- (2) *A delegation to an audit committee is not subject to section 5.17.*

### **Title of Committee**

The committee shall be known as the 'Audit and Risk Committee'

### **Decisions made by Audit Committees**

Decisions made by the Audit and Risk Committee are to be made at an Audit and Risk Committee Meeting, in accordance with section 7.1C of the *Local Government Act 1995* which states as follows:

#### **7.1C. Decisions of audit committees**

*Despite section 5.20, a decision of an audit committee is to be made by a simple majority.*

### **Membership**

All members of the Audit and Risk Committee are formally appointed (\*by absolute majority) by Council in accordance with s.7.1A of the *Local Government Act 1995*.

The Audit and Risk Committee shall be at least 3 or more persons and the majority of the membership of the Audit and Risk Committee are to be Council Members, in accordance with s.7.1A of the Act.

The Chair should have the right interpersonal and leadership skills to effectively run the committee. An understanding of financial and other reporting requirements is also important.

Council will review the membership of the Audit and Risk Committee after every ordinary election day, in accordance with Section 5.11 of the *Local Government Act 1995*, to ensure that there is an appropriate balance between continuity of membership, the contribution of fresh perspectives and a suitable mix of qualifications, knowledge, skills and experience.

Council may choose to re-appoint members based on their ability to contribute to the work of the committee. However, the total length of time a member can sit on the committee will not exceed 6 years.



Council may remove an Audit and Risk Committee member at any time before their term expires, or a member may resign.

While the CEO, nor his or her delegate, must not be a member of the Audit and Risk Committee, it is important that they attend meetings as an observer to provide context on important issues impacting the entity where useful or necessary, preferably meeting with the committee at least annually.

Audit and Risk Committee members will collectively have a broad range of skills, knowledge and experience to competently perform their duties. At least 1 member of the committee will have accounting or related financial management experience, with an understanding of accounting and auditing requirements in the public sector. To support the skills and experience of committee members, the committee will implement an induction and training program for new members.

The Chairperson of the Audit and Risk Committee may, through the Chief Executive Officer, invite other Council representatives, the CEO, Shire Officers, or the Auditor to present information to the meeting. An Officer from the Office of the Auditor-General may be invited to attend Audit and Risk Committee meetings as an observer.

The Audit and Risk Committee will be administratively supported by the Chief Executive Officer or his/her delegate.

## Responsibilities

The Audit and Risk Committee functions are in accordance with Regulation 16 of the *Local Government (Audit) Regulations 1996*, which states:

### 16. Functions of audit committee

*An audit committee has the following functions —*

- (a) *to guide and assist the local government in carrying out —*
  - (i) *its functions under Part 6 of the Act; and*
  - (ii) *its functions relating to other audits and other matters related to financial management;*
- (b) *to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;*
- (c) *to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —*
  - (i) *report to the council the results of that review; and*
  - (ii) *give a copy of the CEO's report to the council;*
- (d) *to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —*
  - (i) *regulation 17(1); and*
  - (ii) *the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*





- (e) *to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;*
- (f) *to oversee the implementation of any action that the local government —*
  - (i) *is required to take by section 7.12A(3); and*
  - (ii) *has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
  - (iii) *has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*
  - (iv) *has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (g) *to perform any other function conferred on the audit committee by these regulations or another written law.*

The responsibilities of the Audit and Risk Committee will also be to:

**Risk management, fraud and internal control**

- providing oversight on significant risk exposures and control issues, including fraud risks, governance issues and other matters as necessary when requested by the Chief Executive Officer or Council;
- reviewing summary reports from Chief Executive Officer on communication from external parties including regulators that indicate problems in the internal control system or inappropriate management actions in accordance with Regulation 16 (c) of the *Local Government (Audit) Regulations 1996*.

**Compliance and ethics**

The Audit and Risk Committee receives and assesses the effectiveness of reports in relation to the processes to ensure compliance with relevant laws and regulations and for promoting a strong governance culture within the entity. This includes, but is not limited to:

- understanding Council's compliance framework including its obligations, the officers responsible for compliance activities and management oversight and review of these processes;
- considering the impact of Council's culture on compliance processes;
- overseeing compliance by reviewing arrangements that monitor the impact of changes in key laws, regulations, internal policies, and accounting standards affecting the Shire of Toodyay operations;
- Review the annual Compliance Audit Return in accordance with regulation 14(3A) of the *Local Government (Audit) Regulations 1996* and report to the Council the results of that review;
- obtaining updates from Chief Executive Officer on matters of compliance and ethical matters that may have material impact on the Council's financial statements, strategy, operations, health and safety or reputation.

4

24/01/2024

**Audit and Risk Committee Charter**

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### **Financial and performance reporting**

The Audit and Risk Committee oversees the integrity of financial and performance reporting processes within the entity. The committee's responsibilities include:

- reviewing the annual financial statements and providing advice to the Council about whether they should be accepted by Council.
- reviewing the entity's process to ensure the financial information included in the annual report is consistent with the audited financial statements.

### **Audit**

The Audit and Risk Committee is responsible for communicating and liaising with the Auditor. This includes understanding the results of financial and performance audits conducted within the entity and overseeing whether recommendations are implemented by management. The committee's responsibilities include, but are not limited to:

- reviewing the form and content of the proposed auditor's report on the local government's financial and performance report. This may include any proposed modification, emphasis of matter, key audit matters, other matters, and uncorrected misstatements in other information.
  - Examine the reports of the Auditor after receiving a report from the Chief Executive Officer on the matters to:
    - (a) determine if any matters raised require action to be taken by the Council; and
    - (b) Oversee the implementation of any action so determined in respect of those matters.

### **Other responsibilities**

Perform other activities related to the role of this Charter as requested by the Council.

### **Meetings**

The Audit and Risk Committee will meet at least 4 times a year. Meeting dates will be set by Council.

A meeting of the Audit and Risk Committee may be called at any time in accordance with the Shire of Toodyay *Standing Orders Local Law 2008* s.17.10. The quorum for an Audit and Risk Committee meeting will be in accordance with s.5.15 and s.5.19 of the *Local Government Act 1995*

The Chief Executive Officer or his/her delegate, will provide administrative support that includes:

- preparing a meeting agenda for each meeting;
- circulating the meeting agenda and supporting papers at least 72 hours before the meeting;
- preparing minutes of the meetings and circulating them no later than seven days after the meeting in accordance with regulation 13 of the *Local Government (Administration) Regulations 1996*; and



- maintaining final meeting papers and minutes in accordance with the recordkeeping requirements of the *State Records Act 2000*.

### **Independence and conflicts of interest**

External members of the Audit and Risk Committee should consider past employment, consultancy arrangements and related party issues when making these declarations to the Council. In consultation with the Chair, the Council should be satisfied that there are sufficient processes in place to manage any actual, perceived or potential conflicts of interest.

At the start of each Audit and Risk Committee meeting, members are required to declare any personal interests that may apply to specific matters on the meeting agenda. The Chair, in consultation with the Committee where appropriate, is responsible for deciding if the members should excuse themselves from the meeting or from the committee's consideration of the relevant agenda item(s).

Details of any personal interests declared by the Chair and other Audit and Risk Committee members, and actions taken to manage the conflicts, should be appropriately recorded in the meeting minutes and the Register of Financial Interests in accordance with Section 5.88(2)(b) of the *Local Government Act 1995*.

### **Review of charter**

The Shire will ensure that this charter complies with relevant legislative and regulatory requirements and will propose amendments when necessary to ensure that it accurately reflects the committee's current role and responsibilities.

Council will review this charter once every two years following local government ordinary elections or more frequently if required. The committee will review the charter and any substantive changes to the charter will be recommended by the committee and formally approved by the Council.

### **Approval by Council – Resolution No SCM010/01/24**

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**Signature – Shire President**

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**Date**



Received by the Audit and Risk Committee:

Signature - Audit Committee Chair

Date

#### Reference Information

- Committee Book endorsed by Council.

#### Legislation

- Section 5.10 and 5.11 of the Local Government Act 1995;
- Section 7.1A of the Local Government Act 1995;

#### Associated documents

- Shire of Toodyay Standing Orders (Local Law) 2008(3.4, Part 13, and 17.6);
- Code of Conduct for Council Members, Committee Members and Candidates

#### Version control information

Version No.	Date Issued	Review position	Developed by	Approved by
0	23/11/2020	New document based on OAG template	First draft	N/A
1	27/11/2020	Revised	CEO	N/A
1	15/12/2020	Revised	Resolution No 361/12/20	Council
2	24/01/2024	Revised	Executive Services	Council

Document control information	
Document Theme	Governance
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7

24/01/2024

Audit and Risk Committee Charter

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Document control information	
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Archived antecedent documents and previous versions	Audit Committee Guidelines



## Audit and Risk Committee Charter

Approved and adopted by Council on \_\_\_\_\_

### 1. Introduction

- 1.1 Council must establish an Audit Committee of 3 or more persons to exercise the powers and discharge the duties conferred on it, pursuant to section 7.1A(1) of the *Local Government Act 1995*.

### 2. Role

- 2.1 The Committee assists the Council in fulfilling its oversight responsibilities in relation to the systems of risk management and internal control, the Shire's processes for monitoring compliance with laws and regulations, including the code of conduct, financial and performance reporting, and audit. The committee is not responsible for the management of these functions and cannot involve itself in management processes or procedures.
- 2.2 The Committee will engage with management in a constructive and professional manner to perform its responsibilities.
- 2.3 The Committee is responsible to and reports to Council.
- 2.4 Members of the Committee are expected to:
- (a) understand the legal and regulatory obligations of the Council for governing the Shire of Toodyay;
  - (b) understand the Shire of Toodyay governance arrangements that support achievement of the Shire of Toodyay strategies and objectives;
  - (c) exercise due care, diligence and skill when performing their duties;
  - (d) adhere to the Shire of Toodyay's Code of Conduct for Council Members, Committee Members and Candidates, and the Code of Ethics of any professional body which they are a member of;
  - (e) help to set the right tone in the Shire of Toodyay, by demonstrating behaviours which reflect the Shire of Toodyay's vision, primary values and desired culture;
  - (f) be aware of contemporary and relevant issues impacting the local government sector; and
  - (g) respect that information provided to the Committee is to be used only to carry out their responsibilities, unless expressly agreed by Council.
- 2.5 The Committee will prepare an annual work plan that outlines when it will perform key activities, in consultation with Council.

### 3. Authority

- 3.1 The Committee does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility and

14/05/2024

1

REVISED Audit and Risk Committee Charter

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does not have any delegated financial responsibility or powers pursuant to section 7.1B of the *Local Government Act 1995*.

- 3.2 The Council authorises the Committee, in accordance with this Charter, to:
- (a) obtain any information it requires (subject to any legal obligation to protect information) for the purpose of fulfilling its duties, in consultation with the Chief Executive Officer.
  - (b) request the attendance of any official, including the Council, at committee meetings in consultation with the Chief Executive Officer.
  - (c) provide advice and guidance to Council in terms of achieving Council's strategic direction which is illustrated via the adoption of the Shire of Toodyay Council Plan 2023-2033 and associated Integrated Planning Strategic documents
- 3.3 The Audit and Risk Committee may undertake other activities as requested by the Council, subject to section 7.1B of the *Local Government Act 1995* "Delegation of some powers and duties to Audit Committees" which states:
- (1) *Despite section 5.16, the only powers and duties that a local government may delegate\* to its audit committee are any of its powers and duties under this Part other than this power of delegation.*  
\* Absolute majority required.
  - (2) *A delegation to an audit committee is not subject to section 5.17.*

#### 4. Title of Committee

The committee shall be known as the 'Audit and Risk Committee.'

#### 5. Decisions made by Audit Committees

Decisions made by the Audit and Risk Committee are to be made at an Audit and Risk Committee Meeting, in accordance with section 7.1C of the *Local Government Act 1995* which states as follows:

##### **7.1C. Decisions of audit committees**

*Despite section 5.20, a decision of an audit committee is to be made by a simple majority.*

#### 6. Membership

- 6.1 When members of the Audit and Risk Committee are formally appointed (\*by absolute majority) by Council at least 3 of the members, and the majority of the members are to be Council Members pursuant to s.7.1A(2) of the *Local Government Act 1995*.
- 6.2 Council is required to review the membership of the Audit and Risk Committee after every ordinary election day in accordance with s.5.11 of the *Local Government Act 1995*.
- 6.3 Election of Presiding Members to Committees is as per section 5.12 of the *Local Government Act 1995* however the Audit and Risk Committee will be led by an independent Chair.

14/05/2024

2

REVISED Audit and Risk Committee Charter

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- 6.4 The Presiding Member should have interpersonal and leadership skills to effectively run the committee. An understanding of meeting procedures, financial and other reporting requirements is also important.
- 6.5 When Council reviews the membership of the Committee, they may choose to re-appoint members based on their ability to contribute to the work of the committee. This ensures an appropriate balance between continuity of membership, the contribution of fresh perspectives and a suitable mix of qualifications, knowledge, skills, and experience. However, the total length of time a member can sit on the committee will not exceed 6 years.
- 6.6 Where a person is appointed as a member of a committee the person's membership of the committee continues until —
- (a) the person resigns from membership of the committee; or
  - (b) Council removes the person from the office of committee member, or the office of committee member otherwise becomes vacant; or
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day,
- whichever happens first.
- 6.7 While the CEO, nor his or her delegate, must not be a member of the Committee, it is important that they attend meetings to provide context on important issues impacting the Shire of Toodyay.
- 6.8 Committee members will collectively have a broad range of skills, knowledge, and experience to competently perform their duties.
- 6.9 At least 1 member of the committee will have accounting or related financial management experience, with an understanding of accounting and auditing requirements in the local government or public sector. To support the skills and experience of committee members, the Administration will implement an induction and training program for new members.
- 6.10 The Presiding Member of the Committee may, through the office of the Chief Executive Officer, invite other Council representatives, the CEO, Shire Officers, an Officer from the Auditor-General's Office, or the Auditor to present information to the meeting or to attend as an observer.
- 6.11 The Audit and Risk Committee will be administratively supported by a Shire Officer appointed by the Chief Executive Officer.
- 6.12 Committee members can request attendance by electronic means pursuant to regulation 14C(2)(b) of the Local Government (Administration) Regulations 1996, when authorised to attend the meeting electronically by the Shire President or by Council; however the Shire President cannot authorise a member to attend a meeting electronically if the member's attendance would result in the member attending more than half of the meetings (including the proposed meeting) of the committee scheduled for the calendar year, pursuant to the provisions of Regulation 14C(3) of the *Local Government (Administration) Regulations 1996*.

14/05/2024

3

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- 6.13 Members must not attend the meeting or the closed part of the meeting unless, before the meeting, or the part of the meeting is closed, the member declares that the member can maintain confidentiality during the meeting or the closed part of the meeting pursuant to regulation 14CA(5) of the *Local Government (Administration) Regulations 1996*.

## 7. Responsibilities

- 7.1 The Committee is an independent committee whose functions are in accordance with Regulation 16 of the Local Government (Audit) Regulations 1996 which state as follows:

### 16. Functions of audit committee

*An audit committee has the following functions —*

- (a) *to guide and assist the local government in carrying out —*
  - (i) *its functions under Part 6 of the Act; and*
  - (ii) *its functions relating to other audits and other matters related to financial management;*
- (b) *to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;*
- (c) *to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —*
  - (i) *report to the council the results of that review; and*
  - (ii) *give a copy of the CEO's report to the council;*
- (d) *to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —*
  - (i) *regulation 17(1); and*
  - (ii) *the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (e) *to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;*
- (f) *to oversee the implementation of any action that the local government —*
  - (i) *is required to take by section 7.12A(3); and*
  - (ii) *has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
  - (iii) *has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*
  - (iv) *has accepted should be taken following receipt of a report of a review conducted under the Local Government*

14/05/2024

REVISED Audit and Risk Committee Charter

4

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(Financial Management)  
regulation 5(2)(c);

Regulations 1996

- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

**7.2 The Committee assists Council in fulfilling its responsibilities in relation to:**

**(a) Risk management, fraud and internal control**

- i. providing oversight on significant risk exposures and control issues, including fraud risks, corporate governance issues, or other matters as necessary when requested by the Chief Executive Officer or Council;
- ii. review financial policies, governance policies, complaints management, conflict of interest, or public interest disclosure policies and make a recommendation to Council;
- iii. reviewing summary reports from the Chief Executive Officer on communication from external parties including regulators that indicate problems in the internal control system or inappropriate management of risk actions in accordance with Regulation 16 (c) of the *Local Government (Audit) Regulations 1996*.
- iv. annually reviewing the Shire of Toodyay's assurance map to ensure that risk and control activities are coordinated, communicated, and managed effectively.
- v. bi-annually reviewing the Shire of Toodyay's risk management framework and risk register dashboard to ensure that the Shire will achieve its strategic objectives related to governance.
- vi. reviewing the effectiveness of business operations and oversight frameworks, as the third line of defence within the Shire's risk management framework by considering and reviewing reports from the Chief Executive Officer on the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, risk profiles, internal control, and legislative compliance. The Audit and Risk Committee will make a recommendation to Council on the results of that review.
- vii. monitoring changes in government strategies, the economic and business environment and other trends and factors related to the Shire's risk profile by meeting periodically with key management, internal auditors, the OAG, and compliance staff, to understand and discuss the impact of these changes or trends on the risk profile.
- viii. Reviewing whether Council has an effective Risk Management Framework, and, based on knowledge and understanding of the Shire's risks, that material business risks are appropriately reflected in the risk profile and reported to Council.
- ix. reviewing and assessing the effectiveness of processes for identifying, managing, treating, and mitigating the Shire's risks in accordance with

14/05/2024

5

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the Shire's Risk Management Framework and ensuring that remaining risks align with the Shire's risk appetite.

- x. Considering the adequacy and effectiveness of internal controls and the risk management framework by:
  - a. Reviewing reports from the Administration, Internal Audit, consultants, regulators, and the OAG and/or auditor.
  - b. ensuring risk registers consider risks that may impact whether the Shire of Toodyay will achieve its strategic objectives.
  - c. reviewing Shire's response to IT risks, including cyber risks.
  - d. monitoring the Administration responses and ensuring timely correction actions are taken by the Administration.
  - e. understanding the process of managing insurable risks and assessing whether the Shire of Toodyay has adequate insurance cover for these risks.
  - f. assessing whether the Administration has controls in place for non-routine types of transactions and/or any potential transactions that might carry an unacceptable degree of risk.
  - g. enquiring with the Administration and the OAG and/or auditor regarding their assessment of the risk of material misstatement in the financial report due to fraud.
  - h. enquiring with the Administration and the OAG and/or auditor about whether they are aware of any actual, suspected, or alleged fraud or corruption affecting the Shire, including any response to the matters.
  - i. reviewing the Shire's processes and systems to detect, capture and respond to fraud risks, including preventative measures.
- i. Reviewing the business continuity planning process and be assured that material risks are identified and appropriate business continuity plans, including disaster recovery plans, are in place.
- ii. reviewing summary reports on all suspected, alleged, and actual frauds, thefts, and breaches of or non-compliance with laws, regulations and standards and ensuring these are reported to the Council and/or relevant authorities.
- iii. Reviewing summary reports on communication from external parties including regulators that indicate problems in the internal control systems or inappropriate management actions.

**(b) Compliance and ethics**

- i. understanding Council's compliance framework including its obligations, the officers responsible for compliance activities and Administration oversight and review of these processes;
- ii. considering the impact of Council's culture on compliance processes;

14/05/2024

6

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- iii. aware of the Shire's processes for communication and the Shire's Code of Conduct;
- iv. assessing the effectiveness of, and compliance with, the Shire of Toodyay's Code of Conduct.
- v. obtain updates from the Complaints Officer appointed by Council.
- vi. overseeing compliance by reviewing arrangements that monitor the impact of changes in key laws, regulations, internal policies, and accounting standards affecting Shire of Toodyay operations;
- vii. review the annual Compliance Audit Return in accordance with the *Local Government (Audit) Regulations 1996* and report to the Council the results of that review;
- viii. obtaining updates from the Chief Executive Officer on matters of compliance and ethical matters that may have material impact on the Council's financial statements, strategy, operations, health and safety or reputation.
- ix. review of the Disclosure of Interests Register and the Delegation and Returns Register.

**(c) Financial and performance reporting**

- i. reviewing the annual financial statements and provide advice to the Council about whether they should be accepted by Council. This review includes assessing:
  - a. whether the financial statements comply with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* and the Australian Accounting Standards.
  - b. whether the financial statements accurately reflects the Shire of Toodyay's financial position and performance, and if not, whether additional disclosures are required.
  - c. the appropriateness of accounting policies and disclosures, including changes to accounting policies.
  - d. areas of significant judgement, estimation and significant or non-routine transactions.
  - e. whether appropriate Administration action has been taken in response to any issues raised by the OAG and/or auditor, including financial statement adjustments or revised disclosures.

14/05/2024

7

REVISED Audit and Risk Committee Charter

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- f. the quality of the Shire of Toodyay's processes for preparing the financial statements, including how Administration has checked that they comply with relevant requirements.
  - g. significant issues, errors or discrepancies in the draft financial statements and ensuring members understand the reasons why these occurred.
- ii. receive and review the report from the Chief Executive Officer in regard to the review of the appropriateness and effectiveness of the Shire's systems and procedures in relation to financial management, internal control, and legislative compliance.
- iii. Determine whether appropriate action has been taken in response to any issues reported by the Chief Executive Officer in terms of the quality of the Shire's processes for preparing financial statements, and how significant issues, errors or discrepancies in the financial statements are communicated to members.

**(d) Audit**

The Committee will have an opportunity to meet with the OAG's Auditor at least once in every year to be able to discuss the results of financial and performance audits conducted within the Shire of Toodyay, including any difficulties encountered during the conduct of the audit, restrictions on scope of activities or access to information.

Other committee responsibilities may include:

- i. Liaising with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.
- ii. receiving the Administration's response to OAG and/or Auditor findings and recommendations.
- iii. Receiving reports from the OAG and/or Auditor including Auditor's reports, closing reports and Administration letters, and discussing any significant resolved, or unresolved disagreements within the reports provided to the Shire.
- iv. Receiving a copy of representation letters signed by the Chief Executive Officer.
- v. reviewing performance audits conducted at the Shire of Toodyay and ensuring that agreed recommendations are implemented.
- vi. reviewing results of relevant OAG and/or auditor's audit reports and better practice publications for guidance on good practices, including any self-assessment by the Administration.
- vii. reviewing the form and content of the Auditor's report on the local government's financial and performance report. This may include any

14/05/2024

8

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proposed modification, emphasis of matter, key audit matters, other matters, and uncorrected misstatements in other information.

viii. Examine the reports of External Auditors after receiving a report from the Chief Executive Officer on the matters to:

- (a) determine if any matters raised require action to be taken by the Council;
- (b) Review the implementation of any action so determined in respect of those matters; and
- (c) Determine whether appropriate action has been taken in response to any issues raised by the Office of the Auditor General and/or External Auditors, including financial statement adjustments or revised disclosures.

**(e) Other responsibilities**

Perform other activities related to the role of this Charter as requested by the Council.

**8. Meetings**

- 8.1 The Committee will meet at least 4 times each calendar year. Meeting dates are set by Council.
- 8.2 A meeting of the Committee may be called at any time in accordance with the *Shire of Toodyay Standing Orders Local Law 2008*.

**9. Independence and conflicts of interest**

- 9.1 External members should consider past employment, consultancy arrangements and related party issues when making these declarations to the Council. In consultation with the Presiding Member, the Council should be satisfied that there are sufficient processes in place to manage any actual, perceived, or potential conflicts of interest.
- 9.2 At the start of each Committee meeting, members are required to declare any personal interests that may apply to specific matters on the meeting agenda. The Presiding Member, in consultation with the Committee where appropriate, is responsible for deciding if the members should excuse themselves from the meeting or from the committee's consideration of the relevant agenda item(s).
- 9.3 Details of any personal interests declared by the Presiding Member and other members, and actions taken to manage the conflicts, should be appropriately recorded in the meeting minutes and the Register of Financial Interests in accordance with Section 5.88(2)(b) of the Local Government Act 1995.

**10. Performance Assessment arrangements**

- 10.1 The Presiding Member of the Committee, in consultation with the Council, will review the performance of the Committee annually.
- 10.2 The review is performed with appropriate input from Council, Committee Members, Shire Officers, and other relevant stakeholders.

14/05/2024

9

REVISED Audit and Risk Committee Charter

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- 10.3 The Presiding Member will provide advice to the Council on the members' performance, particularly for external members, or members where an extension of tenure is being considered.
- 10.4 The Committee will always consider the costs and benefits of activities the Committee performs.

#### 11. Reporting

- 11.1 The Committee will, as often as necessary, and at least once a year, report to the Council on its operations and activities during the year and confirm to the Council that all functions outlined in this charter have been satisfactorily addressed.
- 11.2 The Committee may at any time, report to the Council on any other matters it deems to be sufficiently important. In addition, any individual Committee members may request a meeting with the Council at any time.

#### 12. Review of charter

- 12.1 The Committee will review the charter once every two years following local government ordinary elections or more frequently if required, with appropriate input from Committee Members and Shire Officers, and other relevant stakeholders.
- 12.2 The Shire will ensure that this charter complies with relevant legislative and regulatory requirements and will consider proposed amendments from the Committee when necessary to ensure that it accurately reflects the committee's role and responsibilities.
- 12.3 Council will review and formally approve this charter.

**Approval by Council – Resolution No \_\_\_\_\_**

\_\_\_\_\_  
Signature – Shire President

\_\_\_\_\_  
Date

Received by the Audit and Risk Committee:

\_\_\_\_\_  
Signature - Audit & Risk Committee  
Presiding Member

\_\_\_\_\_  
Date

#### Reference Information

- *Committee Book endorsed by Council.*
- *Risk Management Framework endorsed by Council.*

14/05/2024

10

REVISED Audit and Risk Committee Charter

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### Legislation

- *Local Government Act 1995*
- *Local Government (Audit) Regulations 1996*

### Associated documents

- [Shire of Toodyay Standing Orders](#) (Local Law) 2008(3.4, Part 13, and 17.6);
- [Code of Conduct for Council Members, Committee Members and Candidates](#)
- [Statement of Business Ethics](#)

Document control information	
Document Category	Governance
Document Title	Audit and Risk Committee Charter
Document ID	GOV23
Document Owner (position title)	Council
Author (position title)	CEO
Date of approval	t.b.a.
Approving authority	Council
Access restrictions	Nil
Date Published	t.b.a.
Date of last review	9 May 2024
Date of next review	As per 12.1 in the Charter.

14/05/2024

11

REVISED Audit and Risk Committee Charter

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Priority 1 2

Contracts and Agreements

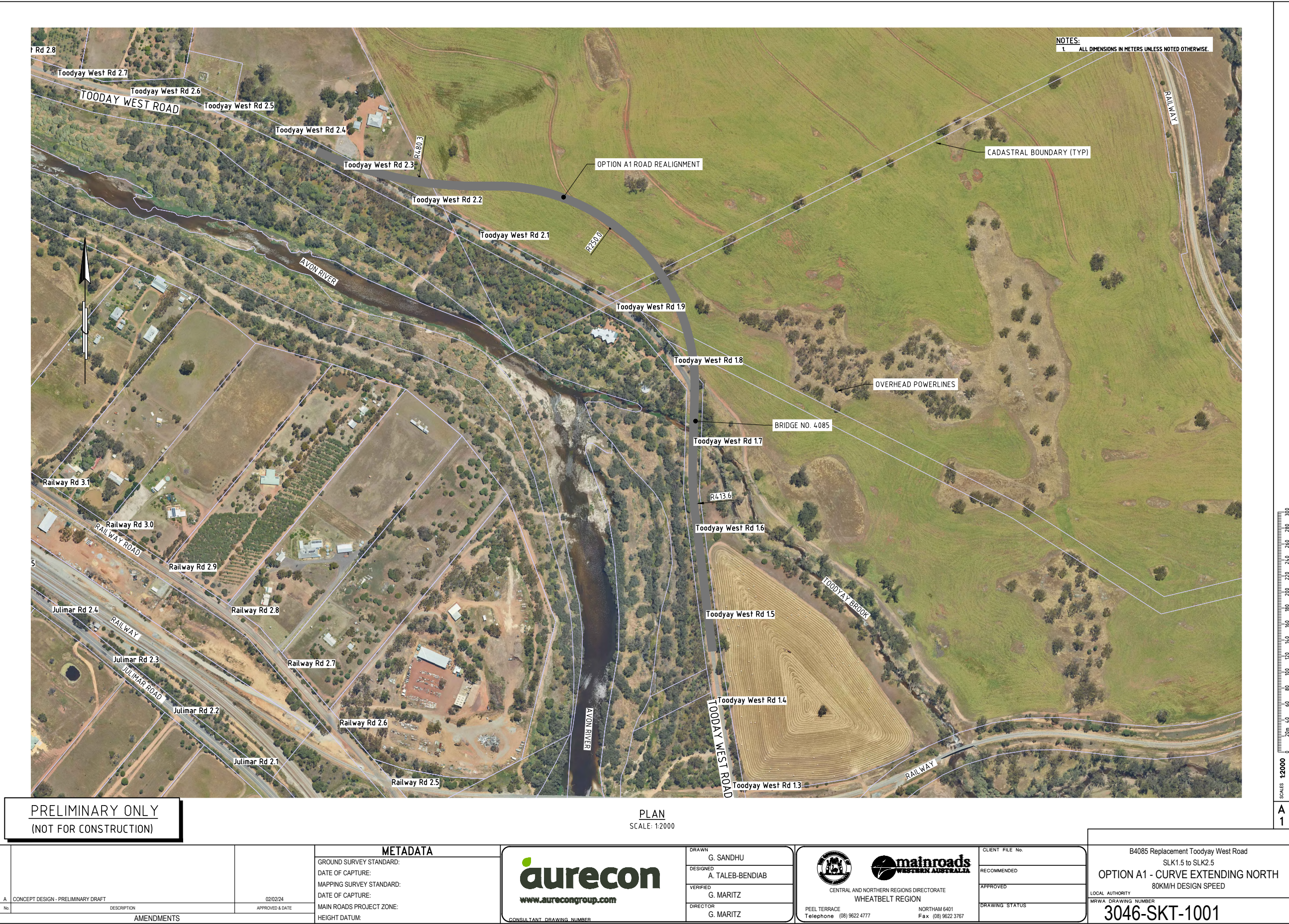
Type	Priority	Legal File Number	Name	Premises (where applicable)	Term	Commencement Date	End Date	Further Term	Comments
Contract	1	LEG297	<b>Broderick Waste Solution PTY LTD</b> Management of Waste Transfer Station and Skip Bins	Toodyay Waste Transfer Station	2 Years	1/07/2022	30/06/2024	0 years	Subject of another report. Tender prepared (Ref TEN95) and awaiting awarding by council at the May 2024 OCM.
Lease	1	LEG113	<b>Toodyay Tennis Club</b> Agreement	Fiennes Street, Toodyay WA 6566	ongoing			See comment	Discussions underway with the Toodyay Tennis Club regarding relocation to the Toodyay Recreation Centre.
Licence	1	LEG182	<b>Fire and Emergency Services Authority of WA (FESA)</b> Toodyay Emergencies Centre	Reserve 267 Stirling Tce, Toodyay	15 years	17/12/2007	17/12/2022	See comment	Licence has a holding over clause. DFES advised on 6 May 2024 that licence is to be renewed by end of May 2024.
Memorandum of Understanding (MOU)	1	LEG052	<b>WA Police</b> CCTV - Toodyay IP Based CCTV System (PROTOCOLS FOR CCTV)		3 years	2/04/2015	2/04/2018	See comment	Renewal of MOU on hold pending finalisation of CCTV plan and implementation is currently underway.
Service Agreement	1	LEG276 (B)	<b>Komatsu Australia Corporate Finance Pty Limited</b> Grader	N/A	5 years	13/03/2018	12/03/2023		Agreement now on month to month terms and pending vehicle replacement.
Service Agreement Contract	1	LEG300	<b>XI2</b> Managed IT Service Agreement Telephone System Proposal	This contract states it will roll on month by month	36 months	18/06/2020	18/06/2023	roll on month by month	The Shire is on a month-to-month agreement at present and is intending on working on a procurement process for a new service agreement to be entered into in the latter quarter of 2024.

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10/05/2024 2:33 PM

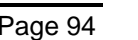
Priority 1 2  
Contracts and Agreements

Type	Priority	Legal File Number	Name	Premises (where applicable)	Term	Commencement Date	End Date	Further Term	Comments
Licence	2	LEG275	<b>Water Corporation Pty Ltd</b> Renewal of Licence of premises at Reserve 27698, 31 Henry Street Toodyay	Reserve 27698 (31 Henry Street, Toodyay)	5 years	1/08/2017	31/07/2022	See comment	The Licence remains on a month by month basis and is to be renewed under delegated authority.

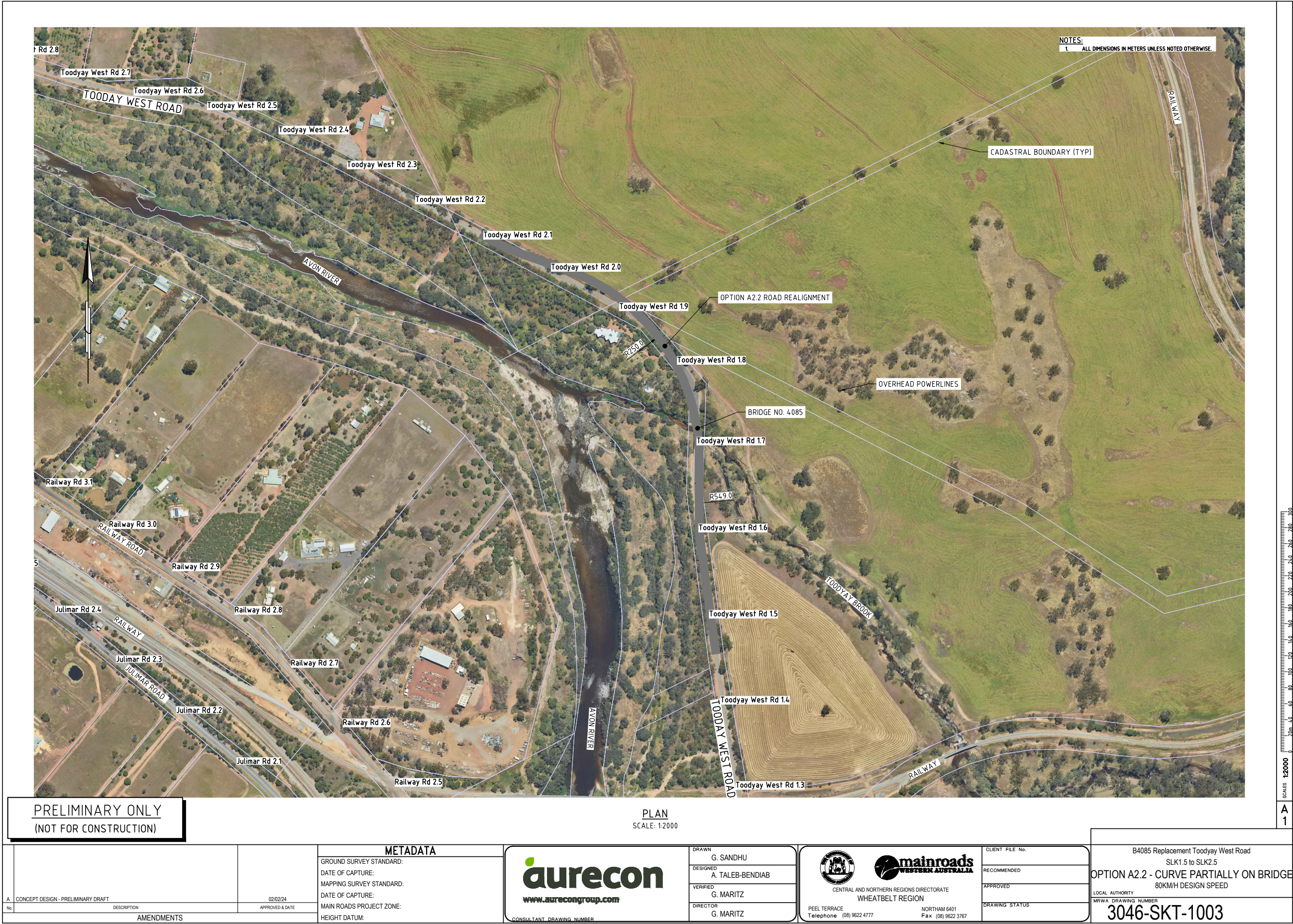




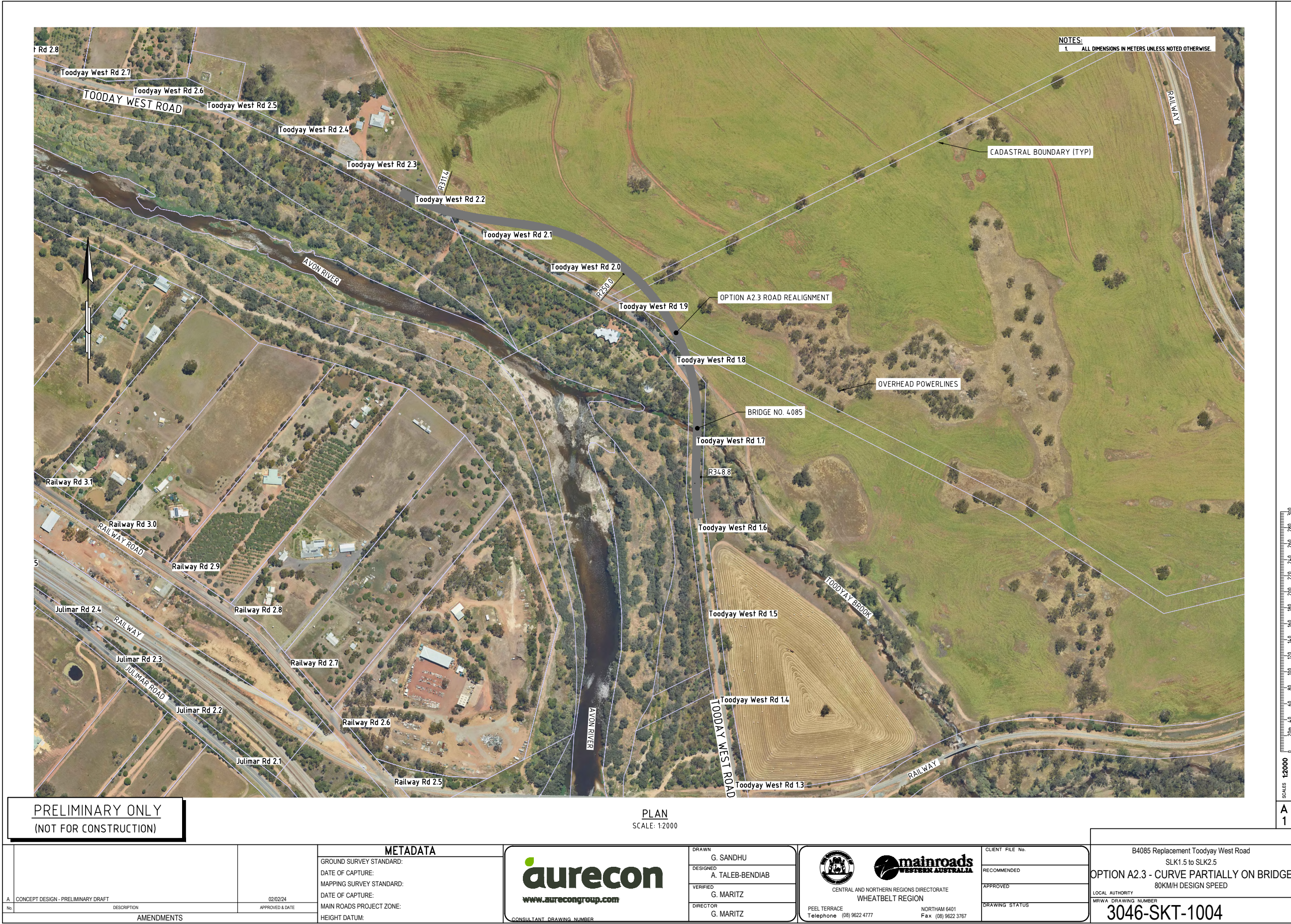




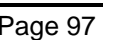




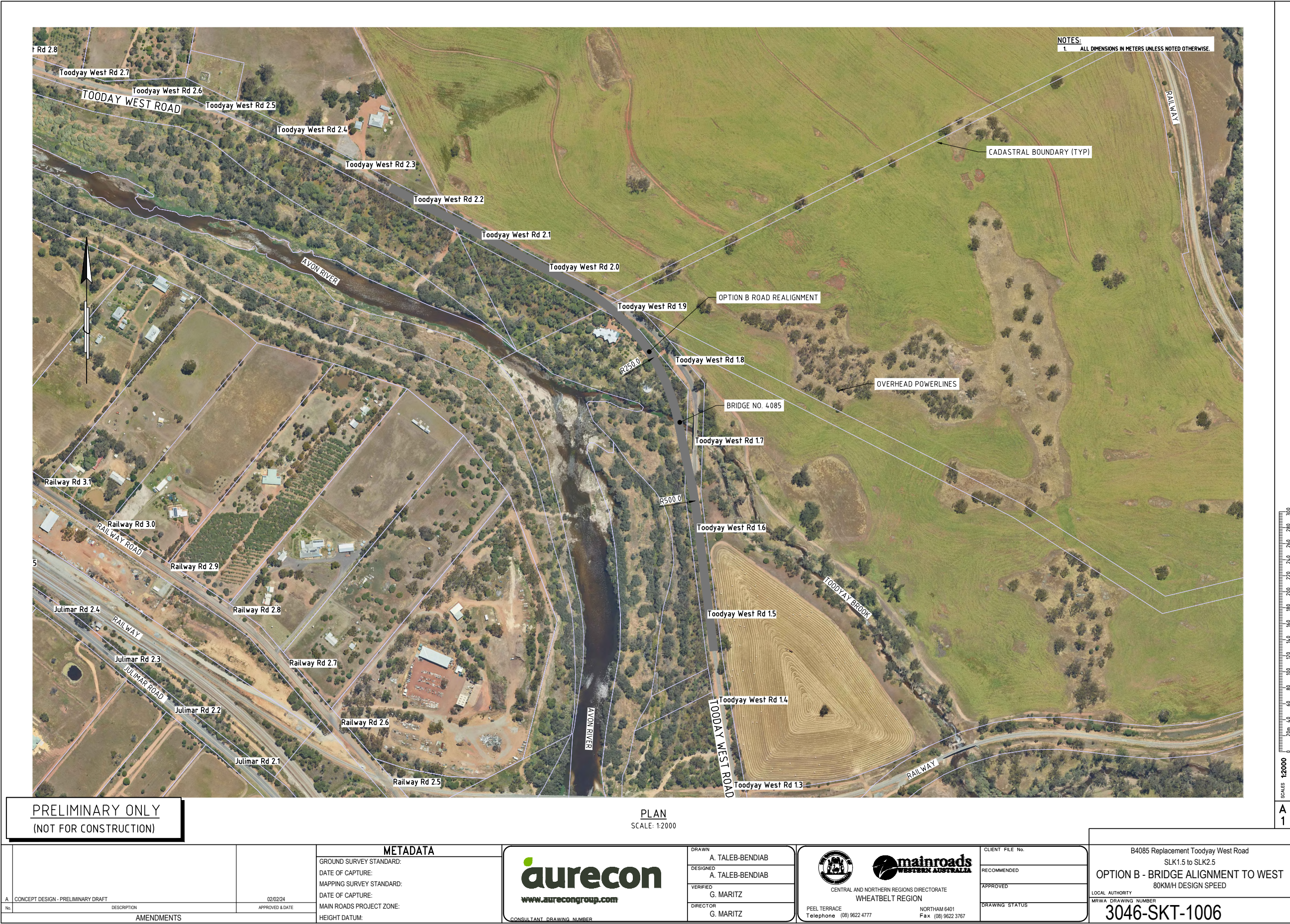




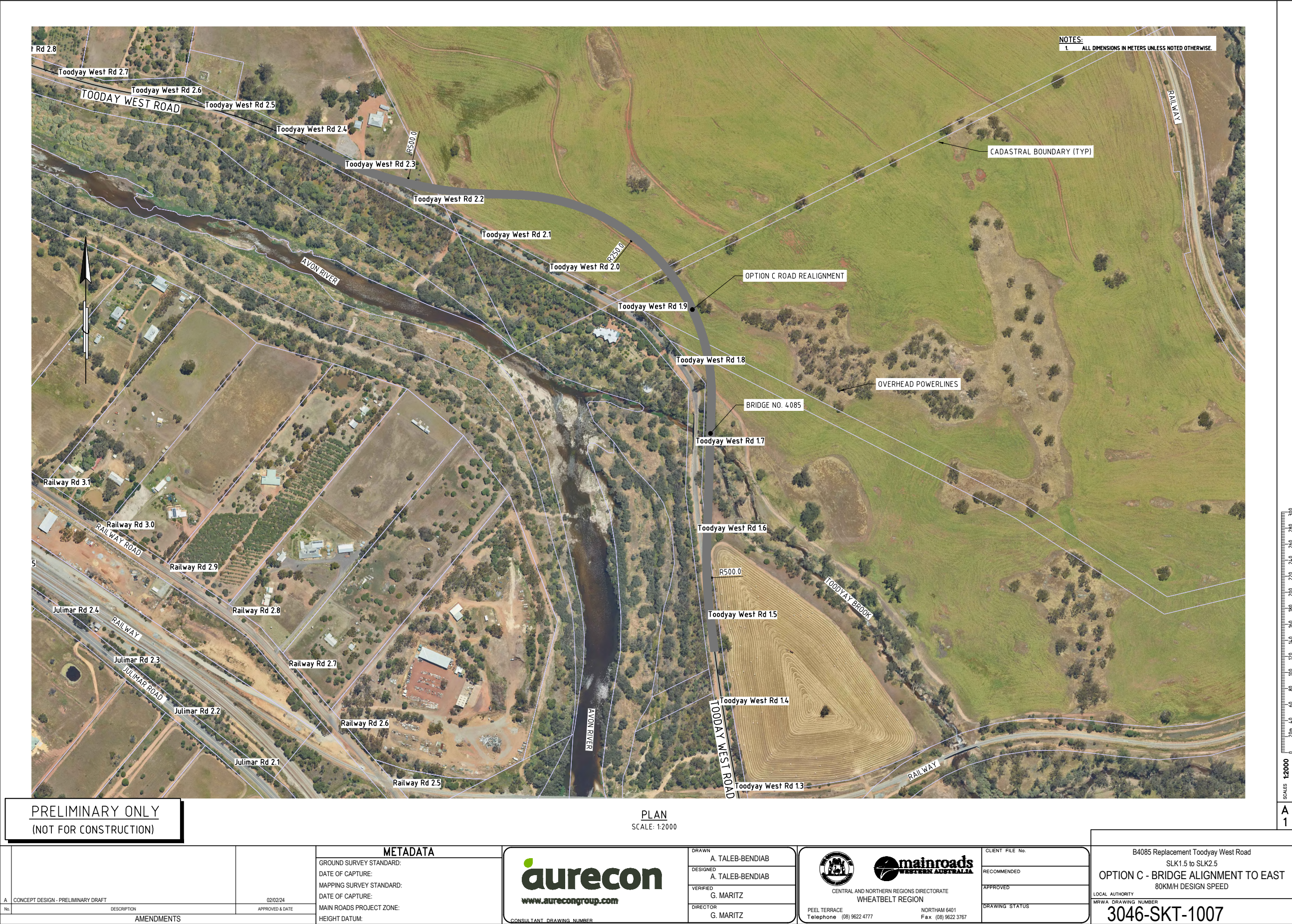




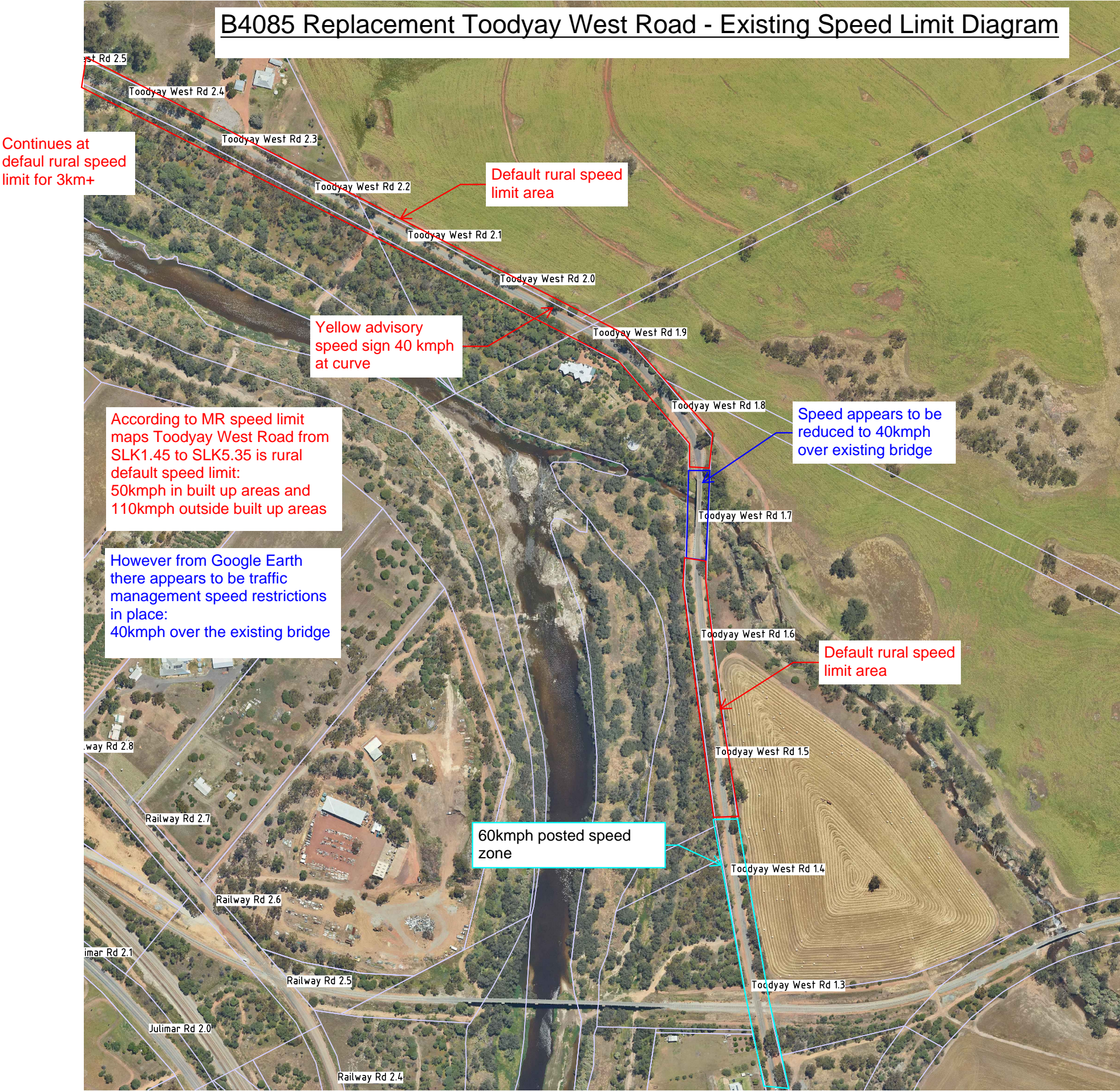






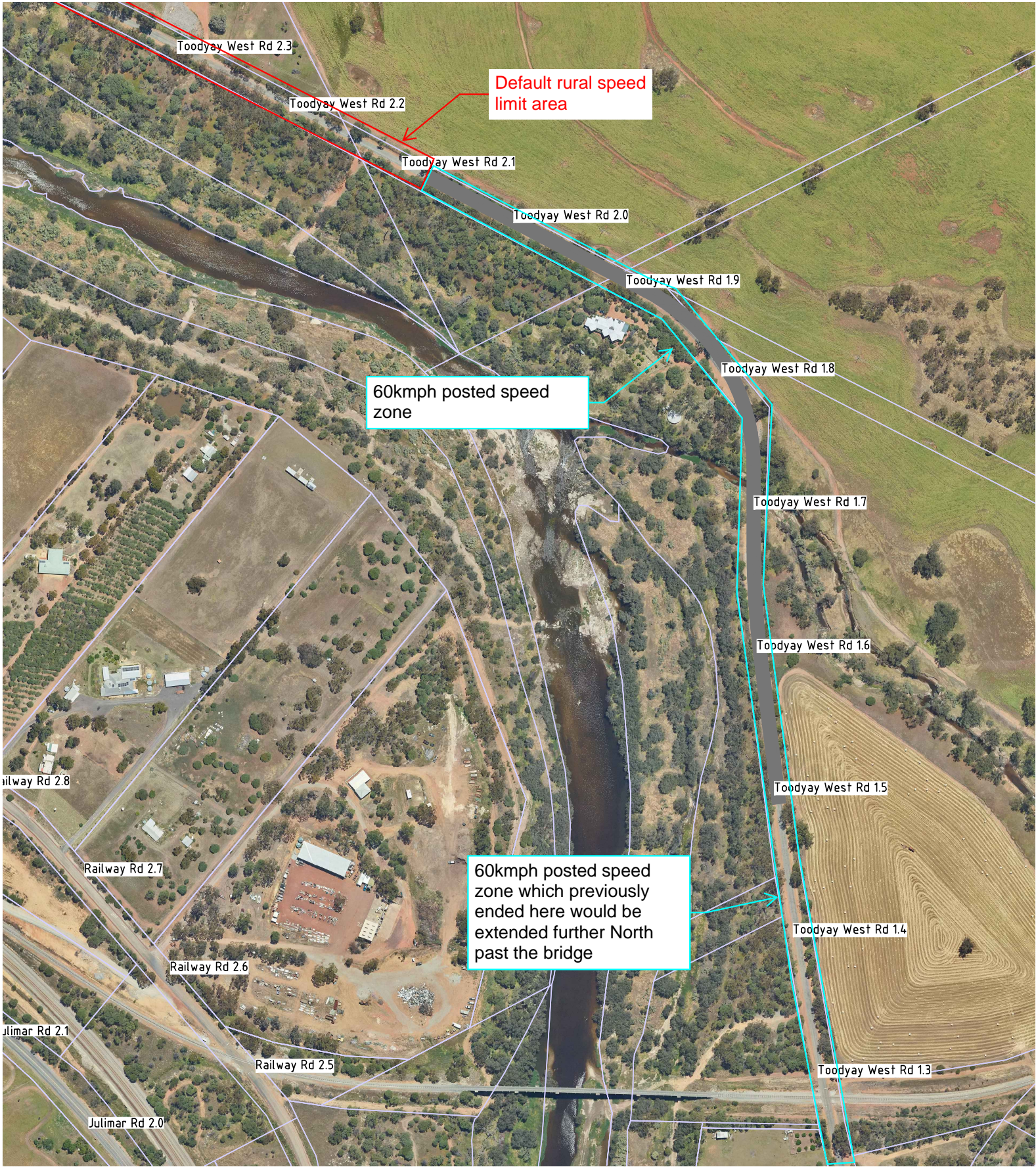




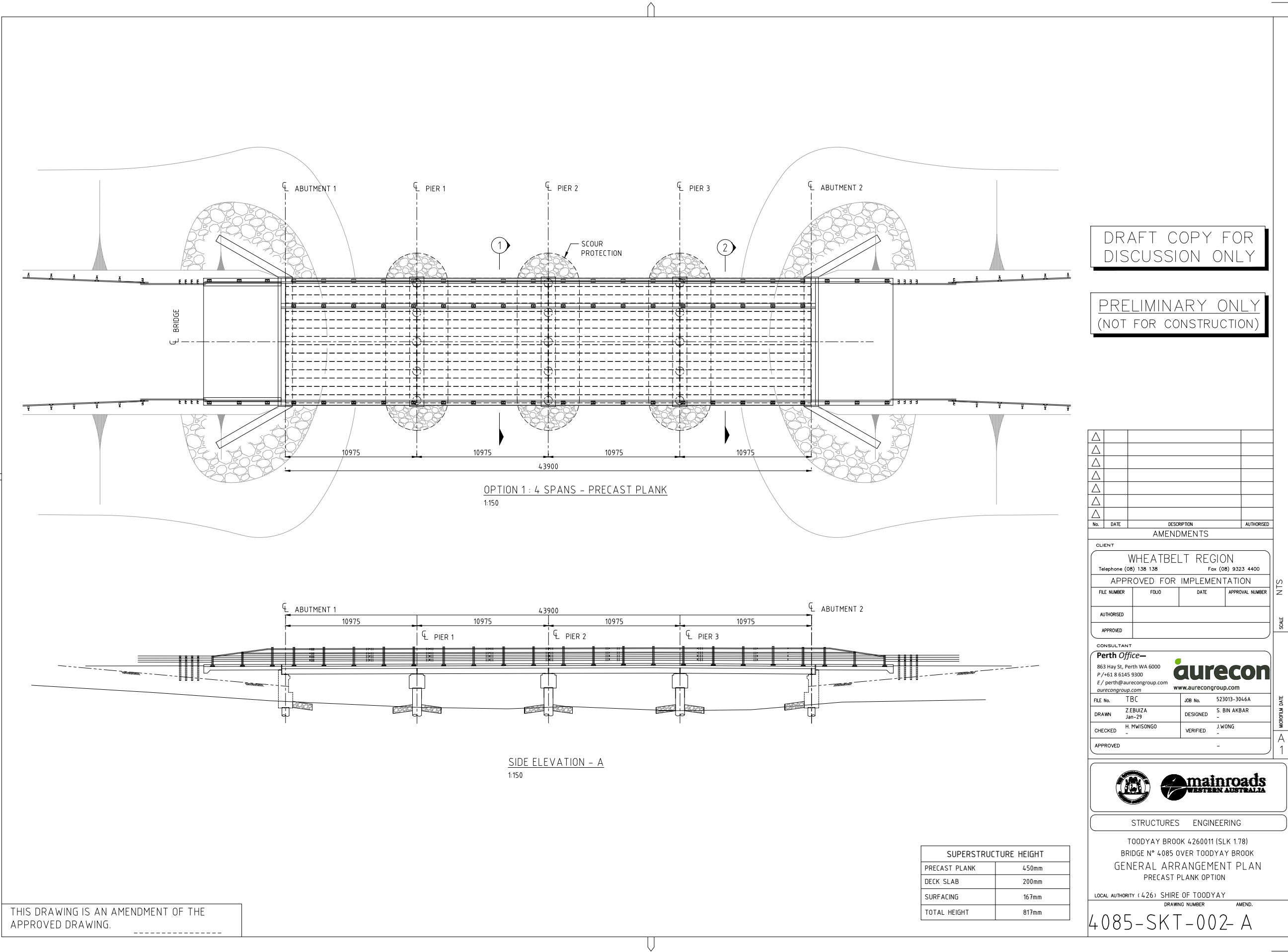


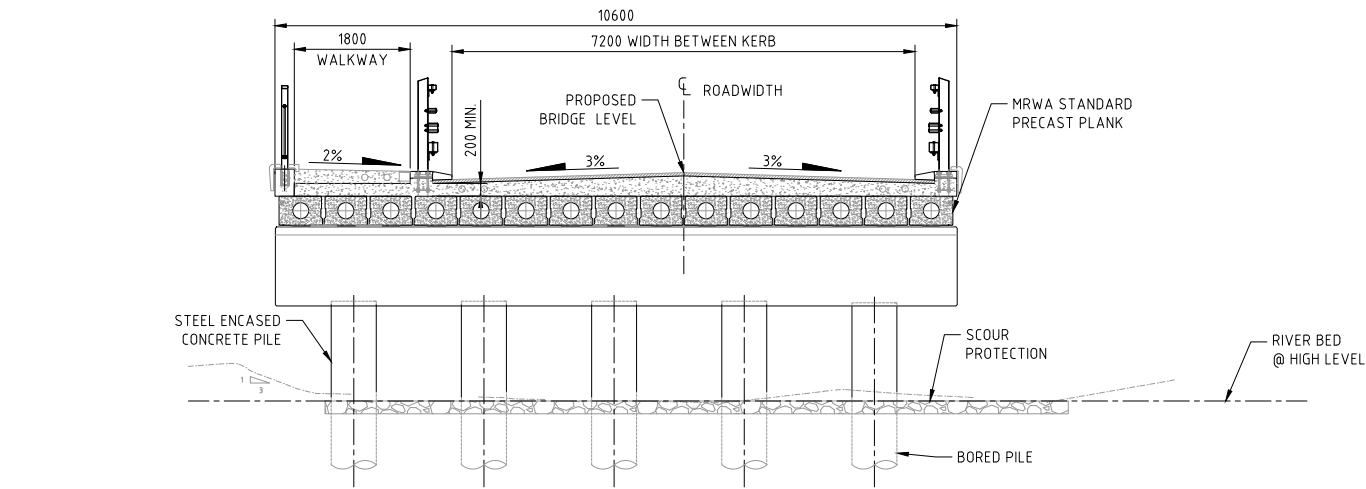


B4085 Replacement Toodyay West Road - Speed Limit Diagram post project - assuming option A3 with design speed of 70km/h is selected

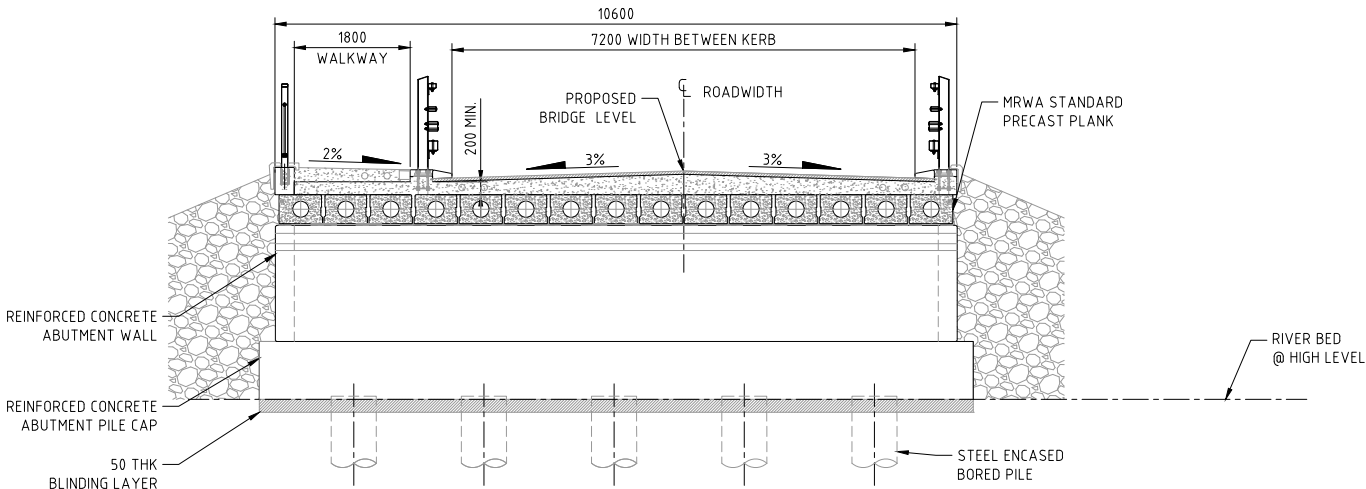








SECTION 1 AT PIER  
1:50



SECTION 2 AT ABUTMENT  
1:50

THIS DRAWING IS AN AMENDMENT OF THE  
APPROVED DRAWING. -----

DRAFT COPY FOR  
DISCUSSION ONLY

PRELIMINARY ONLY  
(NOT FOR CONSTRUCTION)

△			
△			
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No.	DATE	DESCRIPTION	AUTHORISED

AMENDMENTS

CLIENT

WHEATBELT REGION

Telephone (08) 138 138

Fax (08) 9323 4400

APPROVED FOR IMPLEMENTATION

FILE NUMBER	FOUO	DATE	APPROVAL NUMBER
AUTHORISED			
APPROVED			

CONSULTANT

Perth Office—

863 Hay St, Perth WA 6000

P / +61 8 6145 9300



E / perth@aurecongroup.com

aurecongroup.com

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www.aurecongroup.com

FILE No.	TBC	JOB No.	523013-3046A
DRAWN	ZEBUZA Jan-29	DESIGNED	S. BIN AKBAR
CHECKED	H. MWISONGO -	VERIFIED	J. WONG -
APPROVED		-	



STRUCTURES   ENGINEERING

TOODYAY BROOK 4260011 (SLK 1.78)  
BRIDGE N° 4085 OVER TOODYAY BROOK  
SECTION VIEWS  
PRECAST PLANK OPTION

LOCAL AUTHORITY ( 426 ) SHIRE OF TOODYAY  
DRAWING NUMBER      AMEND.

4085-SKT-003- A

**UNIBRIDGE** ([Unibridge](#) | [Steel Bridges](#) | [Interlocking Bridge](#) | [Beaver Bridges](#))

The Unibridge is an innovative concept of an industrial [steel bridge](#), scalable and quickly installable, designed, developed and patented. The system is composed of steel box girders, connected by steel pins. With the option of 3 types of decking: metal, precast or moulded on site concrete and timber. It is a simple industrial system, which is easily transportable, quickly implementable, and very strong – capable of loads in excess of 300 tonnes when used in clear span configuration.

The bridge is protected against corrosion by painting and galvanising. The main structural elements of the Unibridge, i.e. prefabricated girders, are painted with a 3-layer zinc epoxy system, and other bridge components are galvanised in accordance with [ISO 1461](#). Foot walks can be added to one or both sides of the bridge without affecting the load carrying capacity of the bridge.

Extra wide vehicles and payloads can proceed across the bridge without interfering with the structural members, which are underneath the bridge deck. An exceptionally high payload can also proceed across the bridge because there is no overhead bracing required on the bridge.

This heavy-duty bridge can span up to 45m without support. They can be launched in to position or lifted in by crane. This rapid assembly of pre-designed and prefabricated components is one of the fastest bridges to assemble of this type in the industry.

It is a simple, robust and durable structure suitable for use in emergency situations and as a permanent bridge.





**Charles Sullivan**

---

**From:** Vel Khokulan <vel.khokulan@mainroads.wa.gov.au>  
**Sent:** Monday, 29 April 2024 10:37 AM  
**To:** Charles Sullivan  
**Cc:** Wilko Jäkel; Matthew Baker; Records Officer  
**Subject:** [External]-RE: Bridge 4085 over Toodyay Brook on Toodyay West Rd - Bridge Replacement

Hi Charles,

Further to below email and our telephone conversation last Friday, confirming that Shire of Toodyay will need to apply for bridge replacement funding upon completion of the designs and be ready for contributing the remaining portion of the construction budget prior to bridge commencing delivery.

For example, if the bridge is funded on the Safe Roads and Bridge Renewal Program – 80% funding will be made available by Federal Government & 20% remaining funding from the Shire & others.

Please be also advised that Wilko is our project manager for bridge 4085 replacement design works . Therefore, continue to liaise with any design related issues and other matters like land, traffic and community concerns etc..

Should you have any question please do not hesitate to get in touch.

Regards

**Vel Khokulan**

Project/Contract Manager  
Wheatbelt Region  
Regional Operations  
Tel: +61 8 9323 4214 Mob: +61 437 994 628



Main Roads acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present.

**From:** Vel Khokulan <vel.khokulan@mainroads.wa.gov.au>  
**Sent:** Tuesday, April 23, 2024 3:48 PM  
**To:** Charles Sullivan <c.sullivan@toodyay.wa.gov.au>

**Cc:** Wilko Jäkel <wilko.jakel@mainroads.wa.gov.au>; Matthew Baker <matthew.baker@mainroads.wa.gov.au>  
**Subject:** Bridge 4085 over Toodyay Brook on Toodyay West Rd - Bridge Replacement

Hi Charles,

I would like to touch base with you regarding the bridge 4085 replacement.

Given that bridge 4085 is a Local Government bridge on LGA road the following funding rules would apply:

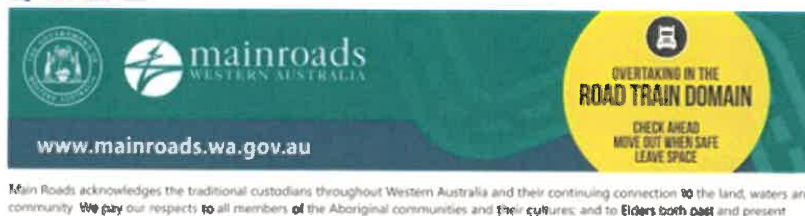
- Funding to widen a bridge beyond the minimum 4.2m width - the Shire needs to Fund. So in this case 4.2m to 8.2m; the Shire needs to fund the 4m additional widening
- Funding of a new footpath is 100% Shire's responsibility.

Therefore, can you please confirm that the Shire will seek the funding for bridge replacement once the 100% designs are completed by the Main Roads.

However, please be advised that Main Roads are happy to review the funding application prior to the submission a) to possibly improve the case\ justifications b) Main Roads may contribute the funding. As Part of the Federal Government review process the Main Roads do comment on the submissions prior to endorsement by the Federal Government.

Regards Vel  
Asset Manager Structures

**Vel Khokulan**  
Project/Contract Manager  
Wheatbelt Region  
Regional Operations  
Tel: +61 8 9323 4214 Mob: +61 437 994 628



Main Roads acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present.

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



## Heritage Advisory Committee Meeting

8 May 2024

# Minutes

To: Heritage Advisory Committee Meeting Members and Councillors.

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

Tabitha Bateman  
**ACTING CEO**



**HERITAGE ADVISORY COMMITTEE MEETING MINUTES****8 MAY 2024****Preface**

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

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

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

**Unconfirmed Minutes**

These minutes were approved for distribution on 10 May 2024.



Tabitha Bateman

**ACTING CEO**

**Confirmed Minutes**

These minutes were confirmed at a meeting held on 14 August 2024.

Signed: .....

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

---

**HERITAGE ADVISORY COMMITTEE MEETING MINUTES****8 MAY 2024**

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## **CONTENTS**

<b>1</b>	<b>DECLARATION OF OPENING.....</b>	<b>4</b>
1.1	ANNOUNCEMENT OF VISITORS .....	4
1.2	RECORD OF ATTENDANCE AND APOLOGIES.....	4
1.3	DISCLOSURE OF INTEREST.....	4
<b>2</b>	<b>MINUTES AND ADDITIONAL INFORMATION .....</b>	<b>4</b>
2.1	CONFIRMATION OF MINUTES.....	4
2.2	REVIEW OF STATUS REPORT .....	5
2.2.1	Status Report and Minutes of HAC meeting .....	5
2.3	INWARD/OUTWARD CORRESPONDENCE.....	5
<b>3</b>	<b>BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED).....</b>	<b>5</b>
<b>4</b>	<b>OFFICER REPORTS .....</b>	<b>5</b>
4.1	Cultural Heritage Update .....	5
4.2	Membership Applications .....	9
<b>5</b>	<b>OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE .....</b>	<b>12</b>
<b>6</b>	<b>CONFIRMATION OF NEXT MEETING.....</b>	<b>12</b>
<b>7</b>	<b>CLOSURE OF MEETING.....</b>	<b>12</b>

**HERITAGE ADVISORY COMMITTEE MEETING MINUTES****8 MAY 2024****1 DECLARATION OF OPENING**

Cr S Dival, Chairperson, declared the meeting open at 4.06pm.

**1.1 ANNOUNCEMENT OF VISITORS**

Nil.

**1.2 RECORD OF ATTENDANCE AND APOLOGIES**Members

Cr S Dival	Deputy Shire President (Chair)
Cr S McCormick	Councillor
Mrs E Frayne	Community Member
Mr P Roberts	Community Member
Ms S Lockett	Cultural Heritage Officer
<u>Staff</u>	
Mrs K Hardie	Economic Development Coordinator
Mr H de Vos	Executive Manager Development and Regulation

Visitors

Nil

Apologies

Mr B Keens Community Representative

**1.3 DISCLOSURE OF INTEREST**

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

**2 MINUTES AND ADDITIONAL INFORMATION****2.1 CONFIRMATION OF MINUTES****2.1.1 Minutes of Meeting held on 14 February 2024****OFFICER'S RECOMMENDATION/HAC RESOLUTION NO.HAC007/05/24**

**MOVED** Mrs E Frayne

**SECONDED** Cr S Dival

That the Unconfirmed Minutes of the Heritage Advisory Committee Meeting held on 14 February 2024 be confirmed.

Voted For: Cr S Dival, Cr S McCormick, Mrs E Frayne, Mr P Roberts, and Ms S Lockett

Voted Against: Nil

**MOTION CARRIED 5/0**

**HERITAGE ADVISORY COMMITTEE MEETING MINUTES****8 MAY 2024****2.2 REVIEW OF STATUS REPORT****2.2.1 Status Report and Minutes of HAC meeting**

Attachments:	1. Updated Status Report
--------------	--------------------------

The HAC Status report was reviewed.

**2.3 INWARD/OUTWARD CORRESPONDENCE**

Nil.

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

Nil.

**4 OFFICER REPORTS****4.1 Cultural Heritage Update**

Date of Report:	2 May 2024
Applicant or Proponent:	Heritage Advisory Committee
File Reference:	COC4
Author:	S Lockett – Cultural Heritage Officer
Responsible Officer:	H de Vos – Executive Manager Development and Regulation
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Review
Attachments:	Nil

**PURPOSE OF THE REPORT**

To consider an update from the Cultural Heritage Officer.

**BACKGROUND**

It is customary for the Cultural Heritage Officer to provide an update to the Committee on all matters to do with the purpose of the Heritage Advisory Committee.

**COMMENTS AND DETAILS**

An update is provided to the Committee as follows:



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**HERITAGE ADVISORY COMMITTEE MEETING MINUTES****8 MAY 2024**

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Local Heritage Survey

A DPLH grant \$20,000 has been awarded to the Shire to support costs for a review and update of the Local Heritage Survey (previously the Municipal Inventory). Scope of Works and Request for Quote documents will be released in May 2024. It is anticipated the appointed Heritage Consultant will commence in June 2024. A community consultation plan is currently being developed by the CHO, and Dr Robyn Taylor from the Toodyay Historical Society.

Heritage Information Webpages Proposal

This project will entail adding an additional tab to the Shire's website which will feature cultural, built and environmental heritage within the Shire, which will provide "one-stop shop" for all things heritage. Pages will include:

- history of the region from First Nations to post-colonisation;
- 'Ask first' pages which provide links to relevant legislation, regulatory authorities, Shire planning pages, Aboriginal Heritage Inquiry System (AHIS) and State Heritage Register (Inherit);
- current Municipal Inventory – which will be replaced by the Local Heritage Survey when completed; and
- Images and descriptions of publicly accessible places of high heritage significance in the Shire.

Toodyay Noongar Placenames Project

Proposed co-design project with Noongar Kaartdijin Aboriginal Corporation (NKAC) to research and apply the appropriate Noongar names to places and landmarks throughout the Shire, including appropriate signage. This project contributes to Section 2.7 of the current Reconciliation Framework Action Plan. Similar Renaming Projects have been established by local governments areas located on Noongar Country; these include Albany, Melville, Fremantle and Katanning. This proposal will be discussed at the next RAP Working Group meeting, to seek support and participation of NKAC and the wider Noongar community.

Toodyay Museums**Visitor numbers for January - March 2024:**

Connors Mill – 369.

Old Gaol Museum – 592.

Collection Management

A Storage, Preservation and Risk Survey of the collection is planned to commence 2<sup>nd</sup> half 2024. The purpose of this review is to assess the current holdings of the Collection, objects that may require immediate conservation or consolidation treatments, suitability of storage and identifying potential risks to the collection. The results of this survey will be the drivers for improvements to collection care and storage, conservation treatment priorities and commissioning an independent valuation of the collection.

Newcastle Gaol Museum Exhibition Planning

CHO in collaboration with Collection Volunteer staff will develop and install a new exhibition in the Gaol's Day Room which examines the timeline from establishing the first convict depot to the Newcastle Gaol, using as key references relevant Cultural Heritage Management Plans, Interpretation Plans, Archaeological Survey reports held by the Shire, along with

**HERITAGE ADVISORY COMMITTEE MEETING MINUTES****8 MAY 2024**

Alison Crompton's History of the Toodyay Convict Depot and maps, plans and objects in the Shire's collection.

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

Nil

**Strategic:**

Shire of Toodyay Council Plan 2023-2033

**Outcome 2. An inclusive, connected community**

2.4. Grow respect for First Nations peoples, cultures, and heritage.

2.5. Celebrate cultural diversity through art, culture, and community activities.

2.6. Grow community capacity by attracting and supporting volunteers.

**Policy related:**

Museum Collection and Conservation Management Policy

Museum Interpretation and Exhibition

**Financial:**

Nil

**Legal and Statutory:**

Nil

**Risk related:**

The risk to the Committee not making a recommendation to Council is Insignificant (1) and has a Low (2) rating because the purpose of presenting the report is for a recommendation to be made. This report mitigates the risk.

**Workforce related:**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION/HAC RESOLUTION NO.HAC008/05/24**

**MOVED** Mr P Roberts

**SECONDED** Mrs E Frayne

That the Heritage Advisory Committee recommends to Council the following:

That Council:

1. notes the update provided by the Cultural Heritage Officer;
2. considers the periodic inspection and preventative maintenance schedule of the Shire's Heritage buildings.

**HERITAGE ADVISORY COMMITTEE MEETING MINUTES****8 MAY 2024**

Voted For: Cr S Dival, Cr S McCormick, Mrs E Frayne, Mr P Roberts, and Ms S Lockett

Voted Against: Nil

**MOTION CARRIED 5/0**

## HERITAGE ADVISORY COMMITTEE MEETING MINUTES

8 MAY 2024

4.2 Membership Applications	
Date of Report:	2 May 2024
Applicant or Proponent:	Heritage Advisory Committee
File Reference:	COC4
Author:	S Luckett – Cultural Heritage Officer
Responsible Officer:	H de Vos – Executive Manager Development and Regulation
Previously Before Council:	28/02/2024
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> <li>Expressions of Interest Received (confidential)  <i>Section 5.23(2)</i>  <i>(b) the personal affairs of any person</i>  <i>(e)(ii) a matter that if disclosed, would reveal information that has a commercial value to a person where the trade secret or information is held by, or is about, a person other than the local government. (under separate cover)</i> </li> </ol>

**PURPOSE OF THE REPORT**

To consider making a recommendation to Council in regard to Expressions of Interest received for the Heritage Advisory Committee.

**BACKGROUND**

When Council resolved to establish the Heritage Advisory Committee in November 2023, part of the resolution stated that “existing community members to remain on the committee until the new terms of reference has been adopted by Council.”

At the February 2024 Council Meeting Council adopted the terms of reference for the Heritage Advisory Committee and appointed Mr Philip Roberts as a community member on the Heritage Advisory Committee. At the same meeting, Council requested the CEO publicly advertise for expressions of interest from community representatives to be appointed to the Heritage Advisory Committee.

**COMMENTS AND DETAILS**

Expressions of interest were called for via the Shire of Toodyay website.

The closing date for submissions was Friday 3 May 2024.

To date, we have received 5 applications. (Refer to **Attachment 1**).

The Committee Book states that the membership composition of the Heritage Advisory Group in regard to community representatives “Up to six representatives from the broader



**HERITAGE ADVISORY COMMITTEE MEETING MINUTES****8 MAY 2024**

community with knowledge or interest in the preservation and promotion of heritage of the Shire of Toodyay."

It is recommended that all expressions of interest be accepted. This would be at the maximum allowed of community members and the submissions are from a diverse range of applicants. As the Shire endeavours to be more inclusive accepting all five applicants to become members on the Heritage Advisory Committee will ensure the committee's sustainability into the future.

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

Nil

**Strategic:**

Shire of Toodyay Council Plan 2023-2033

***Plan for the Future: Shire of Toodyay Council Plan 2023-2033******Outcome 9. Responsible and effective leadership and governance.***

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

**Policy related:**

Governance Framework.

Committee Book.

Council Delegates Roles and Responsibilities Policy; and

Local Government Payments and Gifts to Members

**Financial:**

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

**Legal and Statutory:**

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

**Risk related:**

To delay the decision of membership till the next Committee Meeting would be a high risk. This report mitigates the risk.

**Workforce related:**

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

**VOTING REQUIREMENTS**

Simple Majority

***Mrs E Frayne declared an Indirect Financial Interest pursuant to Section 5.61 of the Local Government Act 1995, in regard to Agenda Item 4.2 Membership Applications, as she is one of the applicants for HAC Membership.***

**HERITAGE ADVISORY COMMITTEE MEETING MINUTES****8 MAY 2024**

*Mrs E Frayne departed Council Chambers at 5.22pm.*

**OFFICER'S RECOMMENDATION/HAC RESOLUTION NO.HAC009/05/24****MOVED** Cr S Dival**SECONDED** Cr S McCormick

That the Heritage Advisory Committee recommends to Council the following:

That Council appoints Elizabeth Frayne, Barry Keens, Carolyn Elphick, Heather McNamara and Derek Donegan as community members on the Heritage and Advisory Committee.

Voted For: Cr S Dival, Cr S McCormick, Mr P Roberts, and Ms S Lockett

Voted Against: Nil

**MOTION CARRIED 4/0**

*Mrs E Frayne returned to Council Chambers at 5.33pm.*

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**HERITAGE ADVISORY COMMITTEE MEETING MINUTES****8 MAY 2024**

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

Discussion in regard to: Committee involvement for planning approvals within the Heritage Precinct.

**6 CONFIRMATION OF NEXT MEETING**

The next meeting of the Heritage Advisory Committee is scheduled to be held on 14 August 2024 commencing at 4:00 pm.

The Presiding Member requested an appointment be booked for induction for new members on 18 June 2024 to enable the attendance of all members for the induction and a workshop to follow, for the purpose of everyone familiarising themselves with all matters Heritage.

**7 CLOSURE OF MEETING**

The Chairperson closed the meeting at 5.47pm.



## Bushfire Advisory Committee Meeting

1 May 2024

# Minutes

To: Bushfire Advisory Committee Meeting Members and Councillors.

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

Tabitha Bateman  
**ACTING CEO**



**BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES****1 MAY 2024****Preface**

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

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

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

**Unconfirmed Minutes**

These minutes were approved for distribution on 3 May 2024.



Tabitha Bateman

**ACTING CEO**

**Confirmed Minutes**

These minutes were confirmed at a meeting held on 7 August 2024.

Signed: .....

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

**BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES****1 MAY 2024****CONTENTS**

<b>1</b>	<b>DECLARATION OF OPENING.....</b>	<b>4</b>
1.1	ANNOUNCEMENT OF VISITORS .....	4
1.2	RECORD OF ATTENDANCE AND APOLOGIES.....	4
1.3	DISCLOSURE OF INTEREST.....	4
<b>2</b>	<b>MINUTES AND ADDITIONAL INFORMATION .....</b>	<b>4</b>
2.1	CONFIRMATION OF MINUTES.....	4
2.2	REVIEW OF STATUS REPORT .....	5
2.2.1	Update of the Status Report.....	5
2.3	INWARD/OUTWARD CORRESPONDENCE.....	5
<b>3</b>	<b>BUSINESS LEFT OVER FROM PREVIOUS MEETING.....</b>	<b>5</b>
<b>4</b>	<b>OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE .....</b>	<b>5</b>
4.1	RISK MANAGEMENT .....	5
4.2	PRESENTATIONS OR EVENTS.....	5
4.3	INCIDENT/EXERCISE REPORTS .....	5
4.4	PROJECTS AND GRANT FUNDING.....	6
4.5	STRATEGIC REVIEW / PLANNING .....	6
4.6	ROUNDTABLE DISCUSSION AND AGENCY UPDATES .....	6
4.6.1	Coondle Update (S Tunnuclyffe).....	6
4.6.2	RMO Update (G Warburton) .....	6
4.6.3	Deputy Chief Bush Fire Control Officer Update (N Griggs).....	6
4.6.4	DFES Update (P Hay) .....	6
4.6.5	CESM Update (R Koch).....	7
4.6.6	BF Volunteer Fire and Rescue Update – (I McGregor).....	7
4.6.7	Julimar Brigade Update (D Canning).....	7
4.6.8	CAPTAIN'S REPORT - TOODYAY CENTRAL VBFB .....	8
<b>5</b>	<b>CONFIRMATION OF NEXT MEETING.....</b>	<b>8</b>
<b>6</b>	<b>CLOSURE OF MEETING.....</b>	<b>9</b>

**BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES****1 MAY 2024****1 DECLARATION OF OPENING**

Cr M McKeown, Chairperson, declared the meeting open at 6.05pm.

**1.1 ANNOUNCEMENT OF VISITORS**

Ms A Zimmermann was welcomed.

**1.2 RECORD OF ATTENDANCE AND APOLOGIES**Members

Cr M McKeown	Shire President (Chair)
Mr C Sullivan	Executive Manager Infrastructure, Assets & Services
Mr R Koch	Deputy 2 CBFCO / CESM
Mr N Griggs	Deputy 1 CBFCO
Mr S Willcocks	Ranger
Mr G Warburton	Reserves Management Officer
Mr I MacGregor	Toodyay Volunteer Fire & Rescue
Mr P Hay	DFES District Officer
Mr P Brennan	Toodyay Central Bush Fire Brigade Rep
Mr S Tunnicliffe	Coondle-Nunile Brigade Representative
Mr D Canning	Julimar Brigade Representative

Staff

Mrs M Rebane	Executive Assistant
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Visitors

Ms A Zimmermann.

Apologies

Cr S Dival	Deputy Shire President
Mr C Stewart	CBFCO
Mrs T Bateman	Acting CEO
Cr J Prater	Councillor
Cr S McCormick	Councillor

**1.3 DISCLOSURE OF INTEREST**

Nil.

**2 MINUTES AND ADDITIONAL INFORMATION****2.1 CONFIRMATION OF MINUTES**

**Minutes of Meeting held on 7 February 2024**

**BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES****1 MAY 2024****OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO.BFAC004/05/24****MOVED** Mr D Canning**SECONDED** Mr I MacGregor

That the Unconfirmed Minutes of the Bushfire Advisory Committee Meeting held on 7 February 2024 be confirmed.

Voted For: Cr M McKeown; Mr C Sullivan; Mr R Koch; Mr N Griggs; Mr S Willcocks; Mr G Warburton; Mr I MacGregor; Mr P Hay; Mr P Brennan; Mr S Tunnicliffe; and Mr D Canning.

Voted Against: Nil

**MOTION CARRIED 11/0****2.2 REVIEW OF STATUS REPORT****2.2.1 Update of the Status Report**

Attachments:	1. Updated Status Report.
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**2.3 INWARD/OUTWARD CORRESPONDENCE**

Nil.

**3 BUSINESS LEFT OVER FROM PREVIOUS MEETING**

Nil.

**4 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE****4.1 RISK MANAGEMENT**

The CESM reported the following:

- Rainfall yesterday with varied significance throughout different regions; and
- Extension of Restricted Burning to 14 May 2024 and the need to continually monitor the weather.

**4.2 PRESENTATIONS OR EVENTS**

The CESM reported the following:

Red Cross session held in Toodyay's emergency management space relevant to LEMC rather than BFAC. Noted that there are plans to have more community engagement sessions with the public. Advertising timelines are quite short and the turn-out was low. Red Cross may be able to improve their content in the future and set better timelines.

**4.3 INCIDENT/EXERCISE REPORTS**

Nil.



**BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES****1 MAY 2024****4.4 PROJECTS AND GRANT FUNDING**

The CESM reported the following:

- MAF Tender awarded at March meeting;
- DRF Grant to do mitigation on shire owned land. Land above racecourse. Rec Centre land near Riverhills Estate. First stage of works awarded to Avon Earthworks;
- Intention to make the land maintainable;
- Road Verge Spray program set up for the next financial year; and
- Small Chalice Grant Shire received in conjunction with Julimar Brigade. Sealed crossover put in place and stand in place.

**4.5 STRATEGIC REVIEW / PLANNING**

Nil.

**4.6 ROUNDTABLE DISCUSSION AND AGENCY UPDATES****4.6.1 Coondle Update (S Tunnicliffe)**

- Quiet at present;
- Training commenced;
- 2 qualified members out on the fireground soon once restrictions listed;
- AGM held. All positions filled;
- Convey thanks to the Shire for line marking and demarcation at back of the station including the sprayseal.

**4.6.2 RMO Update (G Warburton)**

Two main subjects CESM covered comprehensively. Major earthworks at Lot 9508 is a wonderful outcome to improve the land.

**4.6.3 Deputy Chief Bush Fire Control Officer Update (N Griggs)**

Communication between the brigades good and appreciated.

**4.6.4 DFES Update (P Hay)**

- DFES wished to thank all those involved in not only the Julimar fire but all incidents across summer.
- Special thanks from myself for the Julimar fire and the way the brigades responded under challenging conditions.
- The WAFES Conference has opened applications - <https://shared.dfes.wa.gov.au/circulars/General->

**BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES****1 MAY 2024**

[Circulars/General\\_Circular\\_54\\_2024-WAFES-Conference-volunteer-nominations-open.pdf](#)

- Aerial Fire Fighting operations are beginning to cease operations, final Fixed wings are online until the 8<sup>th</sup> May - [https://shared.dfes.wa.gov.au/circulars/Operational-Circulars/Operational\\_Circular\\_25\\_2024-Aerial-Firefighting-Cessation-Dates-Altered.pdf](https://shared.dfes.wa.gov.au/circulars/Operational-Circulars/Operational_Circular_25_2024-Aerial-Firefighting-Cessation-Dates-Altered.pdf)
- Operations Doctrine monthly report has been released, a number of changes and the most specific for the LG is around SOP 3.03.02 Road Hazard Management - <https://shared.dfes.wa.gov.au/circulars/Announcements/Operations-Doctrine-Monthly-Bulletin-April-2024.pdf>

**4.6.5 CESM Update (R Koch)**

- Recognition of current competencies being looked at with SOP's.
- Recall on 3M earmuffs for chainsaws as apparently they will decay and not provide level of protection they claim to provide.
- Thanks for Julimar BFB maintaining presence for weeks afterwards and effort put in.
- Good response from local farmers and the brigades.
- Successful community meeting debrief.

**4.6.6 BF Volunteer Fire and Rescue Update – (I McGregor)**

- Emergency services dinner 13 July 2024.
- Race Club approached BFB to undertake fire mitigation activities at the racecourse in return for a donation of funds to the BFB that will be contributed towards the Emergency Services Dinner. The opportunity for newer members to get a bit of fire experience was well received.

**4.6.7 Julimar Brigade Update (D Canning)**

- Our AGM will be at 6pm on Saturday 11 May 2024. We expect a couple of new lieutenants and probably a new captain.
- After all the excitement after the Julimar fire, things have been very quiet out our way and not much has really happened to report on.
- Julimar 2.4 repaired and performing well.
- Our members are very happy with the concrete apron improvements out the front of our station. The works done at the crossover entry from the road are an improvement, but the works might have introduced a potential safety issue if the Julimar Station is ever to be used for another major

Page 7

**BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES****1 MAY 2024**

incident. The minimal laying of the tarmac and the restrictive laying of concrete curbing, which appears to have been done at minimal cost has reduced the entry/exit from the station to a single lane and is likely to be a hindrance during a major incident when there will be high traffic flow.

- It has been asked by other brigades as to whether the Shire plans to run another training exercise similar to the popular Operations Waterlord or another exercise. With new officers coming through and the quantity of new fire fighters in the last couple of years, Julimar is very interested in having a training exercise organised, especially around RUI. It would be preferred that the Shire, or if necessary DFES, runs this exercise.

**4.6.8 CAPTAIN'S REPORT - TOODYAY CENTRAL VBFB**

- Toodyay Central Brigade is maintaining good numbers of volunteers, having signed on five new members since the 20 December Julimar fire, several of whom have truck licences.
- I would like to thank Greg Warburton, the Shires Reserves Manager for the terrific clean up job he has done at the Nardie Cemetery, I have made a commitment for our brigade to have a training day burn in coming months to dispose of the materials Greg has cleaned up.
- Overall we logged 87 calls in the past year (29 more than last season), of which 34 resulted in a stand-down for Central. Further, our members responded to fires in Toodyay, Northam, Bakers Hill, Wootating, Gidgegannup, Meckering, Gingin, Chittering, Bindoon and Beverley. Significantly, 17 callouts during the season were for the 12.2 only (eight more than last season).
- Overall, our members contributed over 1337 hours to fires attended (844 last year) and a further 850 hours to training, stand-downs, vehicle checks, meetings and admin for a total of 2,187 hours which when costed at the Australian Bureau of Statistics volunteer rate per hour is over \$104,976.00 worth of service to the Toodyay community. Included in this was 85 hours (\$4,080) of volunteer time in November to top up all Emergency Water Tanks across the shire and my team have continued to refill tanks as they have been used. I am also proud to say that the brigade has again this season been able to crew all three trucks at the station and when required, across multiple shifts.
- I will be stepping down as Captain of the Brigade at the AGM on 14 May. We do have a succession plan in play. My intent moving forward is to nominate for an FCO role for the next season and I will continue on as a Trainer Assessor.
- I would like to thank Craig, Nick, Rob and all brigade Captains for your leadership, mateship and support during my tenure as Captain, you are an outstanding group to work with.

**5 CONFIRMATION OF NEXT MEETING**

The next meeting of the Bushfire Advisory Committee Meeting is scheduled to be held on 7 August 2024 commencing at 6:00 PM.

Page 8

**BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES****1 MAY 2024****6 CLOSURE OF MEETING**

The Chairperson closed the meeting at 6.50pm.



10 44.4(2)(b)

## MEMORANDUM



**MEMO TO:** Acting Chief Executive Officer  
**FROM:** Cr M McKeown  
**DATE:** 14/05/2024 (2.17pm)  
**FILE NO:** MTG7  
**SUBJECT:** Notice of Motion

**Administration Centre**  
15 Fienness Street  
PO Box 96  
TOODYAY WA 6566  
**T** (08) 9574 9300  
**F** (08) 9574 2158  
**E** [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au)  
**W** [www.toodyay.wa.gov.au](http://www.toodyay.wa.gov.au)

Dear CEO

This memorandum is notice of a motion, in accordance with the s.4.4 of the *Shire of Toodyay Standing Orders Local Law*, I wish Council to consider at the next Ordinary Meeting of Council as follows:

That Council:

1. Establish a Works Advisory Committee with terms of reference as per Attachment 1;
2. Appoints the following elected members to the Works Advisory Committee:
  - (a) \_\_\_\_\_; and
  - (b) \_\_\_\_\_; and
  - (c) \_\_\_\_\_.
3. Requests the Acting CEO to update the 2024 Council and Committee meeting schedule and Committee Book to include the Works Advisory Committee.
4. Requests the Acting CEO to publicly advertise for expressions of interest from community representatives to be appointed to the Works Advisory Committee; and
5. Requests the Acting CEO provide all expressions of interest received at the first meeting of the Works Advisory Committee to be held on Wednesday 12 June 2024 at 1.00pm.
6. Requests the Acting CEO bring a Works Advisory Committee "Members Appointment" report to Council at the June 2024 Council Meeting.

Yours sincerely

 (sign)

Cr M McKeown

## Works Advisory Committee (WAC)

### Purpose

To provide advice to Council on matters relating to the management of the Shire's assets and infrastructure in the Shire of Toodyay.

### Objectives

In the Shire of Toodyay Council Plan 2023-2033, Council committed to deliver and support services that contribute to the achievement of Place aspirational outcomes including: asset management; building maintenance; playgrounds, parks and reserves; streetscapes; footpaths, parks and reserves; roads and bridges; traffic management and signage; parking management; local cemeteries; and property management.

To achieve this objective, the Works Committee will oversee and make recommendations to the Council on matters related to:

1. Works required to construct, upgrade and maintain streets, footpaths, thoroughfares and other public places, including streetscape upgrades and landscaping initiative; and
2. The design, construction, upgrading and maintenance of parks, reserves, recreational and civic amenities and facilities, and Council owned buildings.

### Membership Composition

- (a) Up to 3 elected members.
- (b) Up to 3 community members.

Community members will be residents and/or ratepayers of the Shire of Toodyay with knowledge and experience relevant to the purpose and objectives of the committee. The committee will make recommendations to Council regarding appointment of Community Members.

- (c) Supporting Officers
  - (i) The Executive Manager Assets and Infrastructure.
  - (ii) The Coordinator Infrastructure Projects.

### Responsibilities

The Committee will make recommendations to Council regarding appointment of Community Members.

Community Members will:

- (a) be residents and/or ratepayers of the Shire of Toodyay;
- (b) have knowledge and experience relevant to the purpose and objectives of the committee.
- (c) abide by the Shire of Toodyay's Code of Conduct for Council Members,

### Committee Book

**Location:** W:\CEOSEC\Agendas & Minutes - Committees\Committee Book for Shire (2024).doc  
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Page 10 of 28



Committee Members and Candidates.

**Frequency of Meetings**

*Refer to 1.1 Meetings under the heading Rules in respect to Committees of Council.*

The Works Advisory Committee is scheduled to meet at least four times per year unless otherwise determined at the discretion of the Presiding Person, as explained under “1.1 Meetings under the heading Rules in respect to Committees of Council.”

**Annual Evaluation of Committee’s Effectiveness**

The Committee may annually undertake an internal review to evaluate its effectiveness, and as a guide the following should be determined:

- Is the purpose and objectives of the Committee being met?
- Has the committee’s effectiveness improved or deteriorated since the previous annual evaluation?
- Are committee members regularly attending meetings?

The committee has no delegated authority. The Committee may recommend to Council, changes to its terms of reference.

**Committee Book**

**Location:** W:\CEOSEC\Agendas & Minutes - Committees\Committee Book for Shire (2024).doc

**Modified:** 15/05/2024 12:23 PM

Page 11 of 28