

# **ATTACHMENTS MINUTES**

**Ordinary Council Meeting**

**Wednesday, 28 August 2024**



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# Agenda Briefing

## 21 August 2024

### Notes

#### Unconfirmed Notes

These notes were approved for distribution on 22 August 2024.

Aaron Bowman

**CHIEF EXECUTIVE OFFICER**

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

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

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

#### Received Notes

These notes were received at an Ordinary Council Meeting held on 28 August 2024.

Signed: .....

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

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**AGENDA BRIEFING NOTES****21 AUGUST 2024****1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

Cr M McKeown, Shire President, declared the meeting open at 3.00pm.

**2 RECORDS OF ATTENDANCE**Members

Cr M Dival	Deputy Shire President
Cr C Duri	Councillor
Cr R Madacsi	Councillor
Cr S McCormick	Councillor
Cr J Prater	Councillor
Cr D Wrench	Councillor

Staff

Mr A Bowman	Chief Executive Officer
Ms T Bateman	Executive Manager Corporate and Community Services
Mr H de Vos	Executive Manager Development and Regulation
Mr C Sullivan	Executive Manager Infrastructure, Assets & Services
Mrs M Rebane	Governance Coordinator
Ms J O'Driscoll	Executive Support Officer

Visitors

G Nelmes  
M Noonan  
A Erskine

**2.1 APOLOGIES**

Cr M McKeown Shire President

**2.2 APPROVED LEAVE OF ABSENCE**

Nil

**2.3 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**3 DISCLOSURE OF INTERESTS**

*Cr Madacsi declared an Impartiality Interest pursuant to Regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021 in regard to Agenda Item 9.4.1 EOI to lease old Tennis Club Facilities. The nature of her interest is that she is associated with the applicant Toodyay Community Garden Inc who have lodged an interest in the item and her husband is associated with Moondyne Men which have also submitted an interest. The extent of her interest is that she is a committee member of Toodyay Community Garden Inc.*

AGENDA BRIEFING NOTES

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

Nil.

**4.2 PUBLIC QUESTION TIME**

Two public questions have been received for the meeting next week.

**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**

A Erskin addressed Councillors relating to Agenda Item 9.1.2 Lot 17 (No 55) Toodyay Street, Toodyay – Proposed Holiday Home.

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

Nil.

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

Nil.

**9 OFFICER REPORTS****9.1 DEVELOPMENT AND REGULATION****9.1.1 Lot 11 Chitty Road - Renewal of Extractive Industry - Midland Brick**

Nil

**9.1.2 Lot 17 (No. 55) Toodyay Street, Toodyay - Proposed Holiday Home**

Item 9.1.2 - Questions and Points raised			
Councillor	Discussion	Response from Executive Manager Development and Regulation unless otherwise specified	
Duri	Should the one front door key get locked inside the house, how does the tenant	<a href="#">Response from Applicant</a>	

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## AGENDA BRIEFING NOTES

21 AUGUST 2024

Item 9.1.2 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Development and Regulation unless otherwise specified
	get into the house? As the owners are an hour away, will there be another key somewhere for this scenario?	<i>Yes, there will be a spare key in an alternate lock box located on the property. Should guests lock themselves out or lose the key, instructions are provided to access the second lockbox.</i> <i>In addition, the option of a digital keypad lock on the laundry door down the side of the house is being explored. This would provide a keyless entry to access the property with the use of a code.</i>
McCormick	As discussed in the submission the Art house just down the road how does it operate at the moment as short-term or air BnB?	<i>This is a compliance matter with that particular property.</i>
Prater	What is the explanation of why it is only six people?	<i>A conservative approach was taken, given that there may be broader concerns about this accommodation and any precedence it may have in the future.</i>
Prater	What are the concerns?	<i>The State Government is implementing reforms as this accommodation style is unregulated. The application is exceptional however there is a risk that approval will set a precedent to encourage more of these types of development in residential areas.</i>
Prater	When do the regulations come into force?	<i>On 1 Jan 2025 all short-term accommodation operators must register with the State Government and demonstrate that they have approvals in place with local government authorities.</i>
Duri	What would the difference be to having 6 adults and four children vs having ten people?	<i>The difference is subject to the type of clientele utilising the accommodation. There may be large gatherings held at the property which is why the solution of permitting 6 adults has its merits from a monitoring and compliance point of view.</i>
Duri	Would we lose tourism in this town?	<i>No</i>

## AGENDA BRIEFING NOTES

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Item 9.1.2 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Development and Regulation unless otherwise specified
Prater	If there is no regulation presently for approvals, why are we dealing with it?	<i>An objection was received during the public consultation period.</i>

## 9.1.3 Lot 9000 Mercy Retreat - Temporary Placement of 40FT Shipping Container

Item 9.1.3 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Development and Regulation unless otherwise specified
Madacs	If the Heritage Council of WA advise that the proposal will have no impact and is therefore supported was based on the original intention of the DA. Has the HCWA been advised of the change in intention and whether this would alter their advice?	<i>Liaison with the Heritage Council of WA occurred, and their advice was that it would remain the same even with the change of circumstances. They are cognizant of the fact that the time-limited recommended approval.</i>
Madacs	Is there any mechanism in place that would require a new owner to proceed with the restoration and development?	<i>No</i>
Madacs	Has a mechanism as previously advised, been established to ensure timely Development application compliance is assured?	<i>Yes.</i>
McCormick	Has the Shire responded to the letter from the Architect?	<i>No.</i>
Dival	The application for a sea container is to place on lot 9000 which is a separate lot to the building in question, so building has been under	<i>The proponent owned both properties. The Shire approved the development for works and, as per the report, the building permit is yet to be issued. Council can make a variation to policy requiring both measures to be met.</i>

## AGENDA BRIEFING NOTES

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Item 9.1.3 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Development and Regulation unless otherwise specified
	offer. What are the ramifications ?	<p><i>The disconnection of Lot 9000 to Lot 5 is not a heritage concern because the property is not part of the Catholic Church Precinct, however it is in the Toodyay Central Heritage Area so the relevant Council Policy will apply.</i></p> <p><i>The development is supportable because controls are in place. The only issue is one of precedent as once the decision is made, other residents may seek approval as well. Shire Officers are aware of many examples of non-compliance with regard to sea containers on properties.</i></p>
Prater	As we are aware the property is sold and a lot of times on date of settlement the property does not settle. If that is the case will this application still be in the name of the previous owner?	Yes.
Prater	Will this application be looked at as if he is the owner?	Yes.
Prater	Do we include the fact it has been sold into consideration?	Yes.
McCormick	Due to the internet listing that Lot 5 Mercy House has been sold, does that have an implication on this application based on the fact it is different?	<p><i>No. The application will still refer to the policy concerning temporary placement of a shipping container and specific sites where development has been proposed.</i></p>
McCormick	The application says it is for alterations and restoration works for Mercy House and that has changed. Is that so?	Yes.
Madacs	What lot is the container on?	<p><i>Lot 9000 is where the shipping container is and the owners of that lot had also owned Lot 5 which they have put up for sale and it is now sold.</i></p>

## AGENDA BRIEFING NOTES

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*The Presiding Member ruled that the meeting move directly to Item 9.2.1 List of Payments at 3.25pm.*

## 9.2 CORPORATE AND COMMUNITY SERVICES

9.2.1 List of Payments - July 2024		
Item 9.2.1 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Corporate and Community Services unless otherwise specified
Madacsi	<i>Item 58 EDI Works limited Final Jubilee Street payment. Does it also include remedial works to Toodyay Road including the drainage areas where the path is very dicey around the drainage?</i>	<p><i>Taken on notice.</i></p> <p><u>Response after meeting:</u></p> <p>The Executive Manager Infrastructure, Assets and Services will provide a response to this once he returns from leave</p>
Madacsi	<i>Is the work undertaken for one month or one Development Approval and is more work anticipated? (63, Jacobus Nieuwoudt, Development Application, 4,950.00)</i>	<p><i>Cost is for external assessment of 11 Development Applications</i></p>
Madacsi	<i>May I have clarification why the Shire is paying a Northam supplier for a Toodyay community project? (70, Northam Paper Products, Support Toodyay CWA roof restoration, 359.00)</i>	<p><i>Description error – Payment is for the purchase of gift bags for products sold in the visitors centre.</i></p>
Madacsi	<i>What is the increase in the cost of the Landgate GRV re-evaluations compared to the last assessment? (215, Landgate, GRV General re-evaluations 2023-24, 89,475.29)</i>	<p><i>\$10,147 (last revaluation 2018/19)</i></p>
McCormick	<i>Blackwell Plumbing – were local plumbers in Toodyay given the opportunity to do work, quote for it, and Morangup Colocation Centre.</i>	<p><i>Taken on notice.</i></p> <p><u>Response after meeting:</u></p> <p>Blackwell Plumbing were the only contractor contacted, as it was a low value job, site familiarity, availability and satisfaction with previous service.</p>
Wrench	<i>What were the nature of the boots, is there a better</i>	<p><i>LGGS Funded – PPE Firefighting boots</i></p>

## AGENDA BRIEFING NOTES

21 AUGUST 2024

Item 9.2.1 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Corporate and Community Services unless otherwise specified
	supplier?(33, Scavenger Supplies, 1 pr boots, 425.22)	
Prater	Water charges: cannot see on Information Bay standpipe not listed and normally listed.	<p><i>Taken on notice.</i></p> <p><b>Response after meeting:</b></p> <p>The tax invoice was received on 21 Aug 2024 which is why it is not listed.</p>
Prater	<p><i>At the previous meeting I had asked for costs of revenue and expenditure on that last account paid for the community standpipe.</i></p>	<p><i>Taken on notice.</i></p> <p><b>Response after meeting:</b></p> <p>Water Corporation Bill totals for the last financial year are as follows:</p> <p>12<sup>th</sup> June – 22<sup>nd</sup> August 2023 - \$126.39 (including service charges \$50.87)</p> <p>22<sup>nd</sup> August – 17<sup>th</sup> October 2023 - \$242.14 (including service charges of \$50.05)</p> <p>17<sup>th</sup> October – 13<sup>th</sup> December 2023 - \$1503.62 (including service charges of \$50.05)</p> <p>13<sup>th</sup> December 2023 – 16<sup>th</sup> February 2024 - \$3702.50 (including service charges of \$64.28)</p> <p>16<sup>th</sup> February – 18<sup>th</sup> April 2024 - \$4274.71 (including service charges of \$97.49)</p> <p>18<sup>th</sup> April – 12<sup>th</sup> June 2024 - \$2690.56 (including service charges of \$50.05)</p> <p>Water Corporation total for 2023/24 : \$12,539.92 (Bills can be provided via email)</p> <p>Bank Transactions total for the Community Standpipe Controller: - \$287.21</p> <p>Bank Transactions for the Community Standpipe Controller for the 2023/24 financial year included negative transactions of \$82.50 debited from the account for the monthly subscription fees, and very low or negative transactions due to the fees charged for each transaction and the standpipe not being properly calibrated.</p> <p>Shire costs for the year are approx. \$12,827.13 (bills not starting at beginning of each month).</p> <p>When initially investigated previously, liaison with the provider was around the income being received by the Shire not tallying with the usage. Being a very hot summer, usage figures were cross-referenced, and their figures were showing usage</p>

## AGENDA BRIEFING NOTES

21 AUGUST 2024

Item 9.2.1 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Corporate and Community Services unless otherwise specified
		<p><i>on the hundreds of litres when it was 10+ kilolitres daily.</i></p> <p><i>It appeared that the usage was not being measured correctly for water going from the standpipe, and it was also discovered that the pricing was incorrect.</i></p> <p><i>As the fees and charges state the water charges are cost plus \$1, cost being the price per kL. Infrastructure was approached about this and were aware of the calibration issue.</i></p> <p><i>The problem was supposed to be rectified when the standpipe was relocated, but this did not occur. Due to the subscription fees and transaction fees plus service charges, there is very little revenue at the price that is charged even if the standpipe was calibrated correctly.</i></p>
Wrench	<p><i>If time lag with Toodyay Herald newspaper showing this month? There were a number of payments dated prior to June. Is that time delay</i></p>	<p><i>This follows on from last month we were chasing up old invoices and paying the remainder of those.</i></p>
Dival	<p><i>Line item 43 Toodyay Locals Care</i></p> <p><i>LI 86 CWA Roof Restoration</i></p> <p><i>Last year CWA were given \$10,000 through community funding round – is it a delayed payment for that?</i></p> <p><i>I do not recall funding from TLC.</i></p>	<p><i>The CWA Roof Restoration was from last year's round.</i></p> <p><i>The Toodyay Local's Care application was for white goods and that was approved for community funding rounds from last year.</i></p>
Madacsi	<p><i>Who were the recipients of the Rugged Tablets (32 Rugged Phone Store 4 x Rugged Tablets, 1,728.69)</i></p>	<p><i>LGGS Funded – Tablets for SES Volunteer services – Station x1, Vehicles x3</i></p>
Madacsi	<p><i>Does the works by Downer EDI include the exposed and recessed drainage in the Toodyay Rd footpath and if not, is the footpath to be corrected to reduce the risk to the Shire from misadventure in traversing this area, particularly in gophers and at night? (58, Downer EDI Works Ltd, Final</i></p>	<p><i>Taken on notice.</i></p> <p><b><u>Response after meeting:</u></b></p> <p><b>The Executive Manager Infrastructure, Assets and Services will provide a response to this once he returns from leave</b></p>

## AGENDA BRIEFING NOTES

21 AUGUST 2024

Item 9.2.1 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Corporate and Community Services unless otherwise specified
	Jubilee St pavement, 91,426.92)	
Duri	May I have clarification of the following expenses please? Credit Card MDR – Hilton Garden Inn \$390.00	Accommodation for EMDR to attend the PIA (Planning Institute of Australia) Regional Conference in Busselton
Duri	May I have clarification of the following expenses please? Joondalup Resort - \$1,921.50	Accommodation for training for Work Health and Safety Representative from Visitor Centre
Duri	May I have clarification of the following expenses please? At the Coal Face Workwear \$254.96	Pair of Size 16 work boots for Executive Manager Development and Regulation. First pair bought through the Shire. Others recently disintegrated.
Duri	May I have clarification of the following expenses please? Old Gaol Museum \$500	The Newcastle Gaol honorariums have been a long-standing arrangement to ensure the availability of volunteers for the weekends as they are gifted \$50 for their time on a Saturday or Sunday. As the Gaol is open every day of the week, weekends can be a challenge to cover.
Duri	May I have clarification of the following expenses please? Old Gaol Museum \$500	Volunteers have been dedicated to filling these spots, and the \$50 makes a big difference. Not having these honorariums will perhaps make it difficult to have volunteers and that could impact income (approximately \$100 per day on weekends).

## AGENDA BRIEFING NOTES

21 AUGUST 2024

## 9.3 EXECUTIVE SERVICES

## 9.3.1 Approval to Participate in AROC Delegation to Canberra in 2024

The Deputy Shire President advised that this report has been withdrawn from the Agenda.

## 9.3.2 Department of Local Government, Sport &amp; Cultural Industries correspondence

Item 9.3.2 - Questions and Points raised		
Councillor	Discussion	Response
Madacsi	<i>Has there been verbal contact with the DLGSC since the period last reported, relating to governance or non-compliance of the organisation or council?</i>	<i>Governance Coordinator response:</i> No.
Madacsi	<i>What is the reason to remove the report from Council meetings and reduce community transparency, when strong support was expressed in the community and council for its inclusion?</i>	<i>CEO response:</i> <i>Advice received from the Department of Local Government is that only items that require a decision should come to Council. Items for noting should be provided to Councillors through other mediums. With this report not only was it noting but it was also saying there was nothing to note as well. The Department's recommendation is that if there is advice or any correspondence it is quicker and timelier to provide it to Councillors directly.</i>
Madacsi	<i>When was that advice received?</i>	<i>CEO response:</i> <i>That advice has been ongoing from the Department since 1995. They always provide advice in training that only items requiring decisions should be on council meeting agendas.</i>

## AGENDA BRIEFING NOTES

21 AUGUST 2024

## 9.3.3 Toodyay Emergency Services Centre Licence

Questions and Points raised		
Councillor	Discussion	Response
Madacsi	<i>Was the license reviewed to ensure the license and holding over clause in particular, is in keeping with current legislation?</i>	<u>Governance Coordinator response:</u> Yes
Madacsi	<i>Why is the license considered a Confidential item?</i>	<u>CEO response:</u> <i>Under s.5.23 (2)(e) of the Local Government Act 1995, because it is a contract being entered into there is some information in there that may need to be discussed before entering into the contract and therefore it is confidential at this stage.</i>
Madacsi	<i>So there is still the opportunity once the licence is settled and approved to release it from confidentiality. Is that correct?</i>	<u>CEO response:</u> <i>Yes that is correct</i>

## 9.4 INFRASTRUCTURE AND ASSETS

## 9.4.1 Expression of Interest to lease Old Tennis Club Facilities

Item 9.4.1 - Questions and Points raised		
Councillor	Discussion	Response from the Executive Manager Development and Regulation unless otherwise specified
Madacsi	<i>What is the extent of the archaeological ruins beneath the two western courts, and the extent of the remainder of Reserve R21797?</i>	<u>Taken on notice.</u> <u>Response after meeting:</u> <i>The evidence revealed to date indicates that the survival of intact archaeological deposits and features across the site is high. The wider site is therefore assessed as having a high degree of archaeological potential.</i>
Madacsi	<i>Is there any ground disturbance restriction at the two western court areas such as for footings or other excavations?</i>	<u>Taken on notice.</u> <u>Response after meeting:</u> <i>The Conservation Management Plan for the Archaeological Remains at Newcastle Convict</i>

## AGENDA BRIEFING NOTES

21 AUGUST 2024

Item 9.4.1 - Questions and Points raised		
Councillor	Discussion	Response from the Executive Manager Development and Regulation unless otherwise specified
		<p>Depot (Toodyay) lists the following recommendations:</p> <p>That any earth disturbance within the precinct as defined here take into account the potential for archaeological deposits related to the Convict Depot and are supervised by a suitably qualified historical archaeologist.</p> <ul style="list-style-type: none"> <li>• Any disturbance should develop a management strategy for the proposed work detailing the: <ul style="list-style-type: none"> <li>○ chain of responsibility;</li> <li>○ role of the archaeologist;</li> <li>○ communication strategy; and</li> <li>○ a plan for dealing with the discovery of archaeological deposits and features.</li> </ul> </li> <li>• Before any digging takes place the Heritage Council must be contacted and give approval.</li> </ul>
Madacsi	<i>What is the level of Heritage rating of the two western courts?</i>	<p><i>Taken on notice.</i></p> <p><b>Response after meeting:</b></p> <p>Place number 2560 (Toodyay Court House (fmr) and former Convict Depot Archaeological Sites) is a Category 1 on the Local Heritage Survey and listed on the State Register.</p>
Madacsi	<i>Does the western courts have a separate water and electricity meter?</i>	<p><i>Cr Dival response:</i></p> <p>No the whole site is on the one power and water service.</p>
Madacsi	<i>Ascentive is understood to be conducting the Facilities and Buildings review, how far has the review progressed and what is the expected completion date?</i>	<p><i>Executive Manager Corporate and Community Services response:</i></p> <p>Workshops are yet to be held with Councillors, after which the report will be written.</p>
Madacsi	<i>Is there a draft report or do we need to workshop to inform the report</i>	<p><i>Executive Manager Corporate and Community Services response:</i></p>

## AGENDA BRIEFING NOTES

21 AUGUST 2024

Item 9.4.1 - Questions and Points raised		
Councillor	Discussion	Response from the Executive Manager Development and Regulation unless otherwise specified
		<i>The workshop will be held before the report is drafted.</i>
Madacs/i	<p>Was Ascentive instructed to start the review with crown reserve No 21797, given resolution OCM144/04/24 point 2 Considers the future use of this portion of Crown Reserve No 21797 and the whole reserve, in line with the Shire's long-term planning and Plan for the future; was the second of three steps to provide the information for point 4 to bring a report back to Council for consideration by the August 2024 OCM?</p>	<p><u>Executive Manager Corporate and Community Services response:</u></p> <p>Yes.</p>

## 9.5 COMMITTEE REPORTS

## 9.5.1 Bush Fire Advisory Committee Recommendations - 07 August 2024.

Nil.

## 9.5.2 Audit and Risk Committee Recommendation

Nil.

## 10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

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

Nil.

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

Nil.

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

## 13.1 MEMBERS

Nil.

## AGENDA BRIEFING NOTES

21 AUGUST 2024

## 13.2 EMPLOYEES

Nil.

## 14 CONFIDENTIAL BUSINESS

*The Presiding Member called for the meeting to go behind closed doors at 3.43pm in order for confidential business to be discussed in accordance with s.5.23 (b) and (e)(iii) of the Local Government Act 1995.*

The meeting moved behind closed doors at 3.44pm and the public gallery departed the Council Chambers.

## 9.1.4 Lot 102 Lovers Lane, Toodyay - Proposed Rural Home Business

Item 9.1.4 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Development and Regulation unless otherwise specified
McCormick	How do we address noise pollution?	<i>The applicant will adhere to the Noise Regulations. The Environmental Health Officer will manage the compliance.</i>
Dival	How does one determine what normal trading hours are?	<i>This decision is up to Council. There is no issue with a 9am to 5pm arrangement.</i>
Dival	If Planning Approval has a commencement date of 2 years and we are looking at an initial valid approval for 12 months when does it start?	<i>The two years refers to the development being substantially commenced because he already has permission from the Shire to store the items. Should Council approve it, the date would start from the approval date.</i>
Prater	Can we tell him what hours he can open?	Yes

## 9.3.3 Toodyay Emergency Services Centre Licence

No more questions

*The Presiding Member called for the meeting to come from behind closed doors at 3.57pm.*

## 15 NEXT MEETINGS

As per Council Meeting Agenda.

## 16 CLOSURE OF MEETING

The Shire President declared the meeting closed at 3.58pm.



“HODDYS WELL – BARDYA” CLAY QUARRY

# CLAY EXTRACTION MANAGEMENT PLAN

LOT 11 (768) CHITTY ROAD, HODDYS WELL

PREPARED FOR MIDLAND BRICK PTY LTD

MAY 2024

*Prepared by:*

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**Document details:**

Document History:

Date	Document Name	Document Manager	Summary of Document Revision	Client Delivered
May-24	1134 – Hoddys Well Bardya Quarry Clay Excavation Management Plan	SR	Initial Draft	May-24
May-24	1134 – Hoddys Well Bardya Quarry Clay Excavation Management Plan	SR	Final	May-24

**Important Note:**

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Land Insights disclaims responsibility to any third party acting upon or using the whole or part of its contents."

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## *Executive summary*

Land Insights act for Midland Brick Pty Ltd (the “applicant”) and Michele and Simon Farrell (the “owners”) and lodge this application on their behalf. The purpose of the application is to seek a renewal of the Development Approval and Extractive Industry Licence for an existing clay quarry located at Lot 11 (768) Chitty Road, Hoddys Well known as the “Hoddys Well” (“Bardya”) clay quarry.

Approvals were issued for the operation in 2014 for a period of ten years. Excavation within the quarry has been ongoing since the 1990’s and there are substantial resources remaining on the site. This application requests that approvals are reissued for the quarry for a further 10 years. This report and the attachments address the requirements of various state and local government policies and guidelines.

A summary of the proposal is outlined in the table below.

SUBJECT	DESCRIPTION
Operating times	The hours of operation will be from 07:00 to 18:00 hours from Monday to Saturday. No operation will occur on Sundays or Public Holidays.
Life of project	There are resources on site for an estimated 20 years, depending on market demand.
Volume extracted	A peak of up to 200,000 tonnes annually depending on market demand and other clay resources available.
Site preparation	Limited site preparation is required as the site is already established for clay extraction. Some clearing of native vegetation (“parkland cleared” and degraded in condition) may be required in new extraction areas. Drainage management systems are already in place. Road access, signage and fencing has already been established.
Operation Area	The quarry operation area is approximately 49 hectares.

SUBJECT	DESCRIPTION
Excavation location	Excavation will continue within the existing excavation area located at the southern end of the quarry and will generally move in a southerly direction. The area subject to this application includes the current quarry footprint as well as the new areas of operation.
Depth	The depth of topsoil is approximately 200mm. The depth of overburden varies across the site but can be up to a few metres in depth. The total depth of excavation is up to approximately 30 metres and varies depending on site topography and the quality of the resource.
Excavation process	Excavation of clay takes place in a sequence of steps which can be broadly broken down into; the Excavation Campaign (i.e. removal of topsoil and overburden, excavation of clay to stockpile) and Carting Campaign (transport of clay from stockpiles to the factories) and Rehabilitation. In general, the steps will involve the following: <ul style="list-style-type: none"> <li>Overburden and topsoil will be removed from excavation area. It will be stockpiled in bunds around the perimeter of the pit to be used as part of land recontouring during rehabilitation.</li> <li>Excavation involves moving clay with an excavator and dump trucks and placing into stockpiles located on the site.</li> <li>Stockpiles will be located at the northern end of the operation, closest to the site access and alongside the haul road for easy access.</li> <li>Previously excavated areas will be utilised as water detention basins for drainage management and to access other parts of the quarry. Recontouring will take place where it is safe and possible to do so.</li> <li>Clay will be transported off-site during a carting campaign and as required by the company.</li> </ul>
Stockpiling	Clay is stockpiled at the northern side of the operations, alongside the haul road for easy access.
Access	Access to the site will continue to be from Salt Valley Road which runs along the northern boundary of Lot 11. The access is at the north-west corner of Lot 11.
Workforce	2-6 people on site during the excavation and carting campaigns.

SUBJECT	DESCRIPTION
Vehicle movements	<p>It is expected that there will be approximately 5-10 truck loads per hour on days when carting is occurring. Carting will take place for the equivalent of approximately 3.5 to 4.5 months of the year, taking place intermittently during carting campaigns running for a few days or weeks for each campaign. Truck numbers may vary slightly from the above depending on demand.</p>
Refuelling	<p>The operation will use mobile refuelling for excavation equipment only (not cartage trucks).</p> <p>There will be no storage of fuel on site. A Refuelling Management Plan is provided.</p>
Environmental management	<p>The proposed excavation operation has been subject to a rigorous environmental assessment (this is presented in Chapter 5) which has considered ways to avoid, reduce and mitigate environmental impact. This is in accordance with the Policy Objective (e) from State Planning Policy 2.4 which states that “extraction of basic raw materials avoids, minimises or mitigates any adverse impacts on the community, water resources and biodiversity values.”</p> <p>As such, the clay extraction operation will comply with a range of management procedures as presented in the following management plans included with this report:</p> <ul style="list-style-type: none"> <li>• Rehabilitation Management Plan</li> <li>• Dust Management Plan</li> <li>• Noise Management Plan</li> <li>• Water Management Plan</li> <li>• Refuelling Management Plan</li> <li>• Weed Management Plan</li> <li>• Dieback Management Plan</li> <li>• Waste Management Plan</li> <li>• Visual Amenity Management Plan.</li> </ul>

SUBJECT	DESCRIPTION
Water Management	All rainwater is retained within the operation area and is collected in the drainage basins and at the base of the pit. A Water Management Plan is provided.
Structures	No permanent structures are required. A temporary lunchroom may be placed on the site if the site will be operated for a period of time.
Decommissioning	The pit will be recontoured to a safe and stable condition covered with pasture. A dam will be formed at the lowest point. A Rehabilitation Management Plan is provided.

## 1 *Introduction*

### 1.1 *Background*

Land Insights act for Midland Brick Pty Ltd (the “applicant”) (previously Brikmakers) and Michele and Simon Farrell (the “owners”) and lodge this application on their behalf. The purpose of the application is to seek a renewal of the Development Approval (ref 11CHI/A4273) and Extractive Industry Licence for an existing clay quarry located at Lot 11 (768) Chitty Road, Hoddys Well known as the “Hoddys Well” (“Bardya”) clay quarry. The Hoddys Well quarry (“the site”) is located on the northern portion of Lot 11. The quarry name has been updated to include the Noongar word for “quartz”. This name was selected following consultation with Aboriginal elders who visited the site with representatives from Midland Brick.

Approvals were issued for the operation in 2014 for a period of ten years. Excavation within the quarry has been ongoing since the 1990’s and there are substantial resources remaining on the site. This application requests that approvals are reissued for the quarry for a further 10 years. The area subject to this application includes the current quarry footprint as well as the proposed new areas of operation. This report and the attachments address the requirements of various state and local government policies and guidelines.

The proposed excavation operation has been subject to a rigorous environmental assessment (this is presented in Chapter 5) which has considered ways to avoid, reduce and mitigate environmental impact. This is in accordance with the Policy Objective (e) from State Planning Policy 2.4 which states that “extraction of basic raw materials avoids, minimises or mitigates any adverse impacts on the community, water resources and biodiversity values.” The environmental assessment has also considered the mitigation hierarchy as set out in the EPA’s *Statement of environmental principles, factors, objectives and aims of EIA* (2023).

Midland Brick takes a holistic approach to consideration of its environmental and social impacts and undertakes environmental impacts assessments and consideration of offsets (including land acquisition

and restoration projects) to result a nature positive outcome for all projects and operations. Midland Brick also acknowledges its social responsibility and is involved in and supports community projects and events. The business is currently developing an updated sustainability policy/ESG (environmental, social, and governance document) to keep up with current environmental and social expectations. The ESG will guide environmental and social responsibility into the future.

It should be noted that with clay excavation, the operator is not on the site every day. For large stretches of time and for a majority of the year there will be no activity on the site (i.e. it will be dormant). Excavation, carting and rehabilitation only take place over a certain period of time or at scattered times throughout the year.

### **1.2 *Importance of the resource***

Clay is an essential basic raw material used in the manufacture of roof tiles, bricks and paving blocks. As such, the extraction of clay is an important process in the supply of bricks and other construction materials for the community.

The Perth housing industry is almost entirely reliant on the supply of economic and quality bricks and Midland Brick has provided the bricks for a large proportion of all homes in Perth. This resource is a critical part of the production of these bricks and therefore homes for Western Australians.

The site is located in close proximity to the Perth Metropolitan Area and comprises important clay resources which will supply the Midland Brick factories. Clay has been excavated at this site since the 1990s and the clay has been identified as a priority resource for decades.

Clay resources on site provide a source of clay for bricks and three different types of clay are located within this quarry. Deposits of this type of clay in close proximity to Perth are restricted by geology, regolith and environmental and access factors. The proximity of resource close to the Perth metropolitan area significantly contributes to lowering development costs and transport costs.

It should also be noted that the application is for the continued excavation within the current pit area and excavation in new areas. New equipment and technology enables harder schist to be removed from deeper within the resource profile. Previously excavated areas can be reworked to take better advantage of the resource on site.

The importance of clay to the community is reflected in *State Planning Policy 2.4: Basic Raw Materials* (WAPC, 2021). The Policy maps “Significant Geological Supplies” on the site as clay resources.

### 1.3 Location

Lot 11 is located in the WA wheatbelt, approximately 10km south of the Toodyay townsite and approximately 65km to the east of the Perth CBD. The lot is approximately 619 hectares in size. The clay quarry (“the site”) is located at the northern end of the lot and occupies an area of approximately 49 hectares. It should be noted that a separate clay quarry (operated by Austral Bricks (WA) Pty Ltd) and a landfill (operated by Opalvale Pty Ltd) occupy the southern portion of the lot.

### 1.4 Ownership

Ownership details are in Table 1.1 below.

**Table 1.1 – Ownership Details**

LOT #	PLAN	VOLUME	FOLIO	OWNER
11	DP34937	2535	391	Michele Louise Farrell Simon James Farrell

### 1.5 Surrounding uses

Land uses immediately surrounding and adjacent to the quarry include other clay extraction (operated by a separate company) and a landfill both located at the southern end of Lot 11, clay extraction (also operated by Midland Brick) to the west and rural properties.

A Site Context Plan is provided below at Figure 1.1.

Figure 1.1 – Site Context Plan



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Hoddy's Well (Bardya) Quarry Clay Extraction Management Plan (Rev 1b) | Prepared by: Land Insights | May 2024

## ***2 Works and excavation program***

### ***2.1 Excavation procedure***

Excavation of clay takes place in a sequence of steps which can be broadly broken down into the following:

- Earthworks Campaign (i.e., removal of topsoil and overburden, excavation of clay to stockpile, processing (crushing and screening if required))
- Carting Campaign (transport of clay from the excavation area or stockpiles to the factories)
- Rehabilitation.

Further information on the excavation process is below.

The proposed excavation operation has been subject to a rigorous environmental assessment (this is presented in Chapter 5) which has considered ways to avoid, reduce and mitigate environmental impact.

This is in accordance with the Policy Objective (e) from State Planning Policy 2.4 which states that "extraction of basic raw materials avoids, minimises or mitigates any adverse impacts on the community, water resources and biodiversity values."

It should be noted that for a typical clay operation such as this, the operator is not on the site every day undertaking the activities listed above. For large stretches of time and for a majority of the year there will be no activity on the site (i.e. it will be dormant). Excavation, carting and rehabilitation only take place over a certain period of time or at scattered times throughout the year (as described further below).

#### **Earthworks campaigns**

The "Earthworks Campaign" refers to the excavation and stockpiling of material. Put simply, earthworks refers to the removal of topsoil and overburden and the excavation of clay. Topsoil and clay are placed onto stockpiles and overburden is used to create bunds or placed onto stockpiles. The Operation Area (as shown on the Excavation Plan at Appendix B) includes all excavation areas (existing and new) and the stockpiling areas.

An earthworks campaign will take place for the equivalence of approximately 4 to 5 months each year.

Each campaign usually lasts for a few weeks each time. During each campaign excavation will generally take place for six days a week during the approved operation times. It should be noted that for much of the year (the equivalent of 7 to 8 months) there will be no extraction taking place.

It is estimated that there will be a peak of approximately 200,000 tonnes of clay excavated and carted each year, although this number will depend on demand for material and the extraction of clay from other clay pits. Provision should therefore be made for the tonnage to vary from this depending on market demand.

The excavation process is undertaken as an “inside out” operation. For example, excavation of the first part of the active pit becomes the water detention pond so that drainage management can commence straight away. Vehicles work on the floor of the excavation and work towards the edges of the excavation. Excavated clay is either placed directly onto clay transport trucks or it is placed within the Stockpile Area. This excavation process can be seen in the current operation where the water detention basins have been formed from the first part of the excavation area (at the northern end of the site) and the excavation has progressively moved in a southerly direction.

As there are three different types of clays located within the operation, there will be a need to keep current pit areas open while the excavation progresses. It should be noted that the extent and exact location of excavation will vary depending on the demand for different types of clay.

As vehicles usually operate from the pit floor, the walls of the pit also act as a noise and dust barrier for most of the excavation process. There will be a relatively short period where vehicles are located at the ground level (when clearing vegetation and stripping topsoil and overburden in a new extraction area), however the existing pit walls (which can be between 10-15 metres high) and overburden bunds around the pit area provide a physical noise and dust barrier for a majority of the operation. In addition, a Dust

Management Plan and Noise Management Plan will be in place providing additional management actions to address noise and dust.

There will be no processing of resource (screening and crushing) and no blasting will be required.

Machinery and vehicles used for the excavation campaign includes:

- Excavator
- Dozer
- Dump truck
- Wheel loader
- Water cart
- Haul trucks.

#### **Cartage campaigns**

The “Cartage Campaign” refers to the removal or transport of clay from the site where it is taken to the brickmaking factories located in the Perth Metropolitan area. Loading and carting from the site will occur throughout the year for the equivalent of 3.5 to 4.5 months total per year. Carting will be spread out into cartage campaigns throughout the year. For most of the year (7-8 months) there will be no carting/truck movements in and out of the site.

It is estimated that up to 200,000 tonnes of clay could potentially be carted from the site annually. The volume is almost entirely dependent on market demand and availability of resources at other clay pits. Carting from the site depends on the market demand for bricks, as well as the types of clay and colour of clay. Therefore, there may be some variation from the truck numbers and the number of days that carting will be required each month (i.e. some months will have more carting days than other months). Further detail regarding truck numbers is provided below.

The Stockpile Area will be located at the northern end of the operation, alongside the haul road. This allows for ease of access and to reduce the distance trucks need to travel along internal access roads

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Hoddys Well (Bardya) Quarry Clay Extraction Management Plan (Rev 1b) | Prepared by: Land Insights | May 2024

through the site. This is a management technique used to help mitigate potential dust and noise impacts by reducing the access route through the site.

The stockpile area will also be used to blend clays. Blending and loading of clay in the stockpile area will use a front end loader.

#### **Rehabilitation**

The quarry will be recontoured to a safe and stable condition with a dam or two being formed at the lowest parts of the landscape. Topsoil will be laid over recontoured areas and the land returned to farmland with pasture and some tree belts planted with native vegetation.

It is the intention of Midland Brick to progressively rehabilitate as the resource is being removed. In terms of timing of progressive rehabilitation, this will depend on timing of extraction, areas required for water management and access. Spatially, the intent of progressive rehabilitation is to have approximately 15 hectares of pit area open at any one time and to progressively recontour and rehabilitate areas as the extraction moves along. As was stated in the 2013 application (“Extractive Industries Licence Variation Application”, Brikmakers, 2013a), the bulk of the rehabilitation will be undertaken at the completion of quarry. This includes the remaining pit area, stockpiling areas, access roads etc.

It should also be noted that the rehabilitation and closure of the quarry will also be reviewed by the Department of Mines, Industry Regulation and Safety in accordance with the *Mines Safety and Inspection Act 1994*. Further details relating to rehabilitation is provided in the Rehabilitation Management Plan.

#### **2.2 Hours of operation**

The hours of operation will be from 07:00 to 17:00 hours from Monday to Saturday. A six-day working week is required to maintain efficiency which in turn reduces the brick manufacturing cost. No operation will occur on Sundays or Public Holidays. Further information on the length of time required annually for excavation and carting is provided above.

### **2.3 *Extent of excavation***

The operation comprises of different areas which serve a different purpose as follows:

- Excavation areas (existing and new)
- Stockpiling areas
- Water detention basins
- Haul road
- Overburden bunds
- Topsoil stockpiles

Most of these areas are shown on the Excavation Plan at Appendix B can be seen on the aerial photography of the site.

The deposit contains three clay types characterised by colour; white, off white and red. Each of these types are mined in varying amounts depending on production demands at the factory. Figure 2.1 below indicates the parts of the quarry that contain predominantly each of the 3 clay types. In reality there is a combination of all three clays throughout most of the quarry however the areas indicated are dominated by either of these types. Therefore, up to three areas of the quarry will be worked simultaneously.

#### **Existing approval**

The 2014 application identified an excavation area of 21.5 hectares. It identified the general location of the three different clay types found across the quarry, as well as the current stockpiling area.

#### **Existing operation description**

The existing excavation operation is located at the northern end of Lot 11, occupying an area of approximately 31 hectares (including approximately 12 hectares for the pit area). The haul road leads from Salt Valley Road, north of the quarry, into the site. There is further resource located within the existing pit area at depth and the existing pit area will continue to be excavated.

**Proposed operation description**

The existing pit area contains further resource and it is expected that this area will continue to be excavated. Concurrently, the excavation will gradually move in a southerly direction, with some expansion to the north-east into previously excavated areas. It is anticipated that the existing haul road, stockpiling areas and transportable will continue to be used in their current location. Existing water detention basins will continue to be used with new basins established or existing basins expanded as required. The new excavation areas will extend the pit area by approximately 18 hectares.

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Figure 2.1 – Clay Types



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Hoddys Well (Bardya) Quarry Clay Extraction Management Plan (Rev 1b) | Prepared by: Land Insights | May 2024

#### **2.4    *Depth of excavation***

The current pit has been excavated to a depth of approximately 30 metres, although the depth across the quarry can vary. The depth of excavation varies across the site depending on the geology, the depth of overburden and the depth of the resource.

It is important to note that despite the careful planning and onsite investigations which help determine the location of the resource, the depth can vary slightly from the areas depicted on the plans.

#### **2.5    *Topsoil and overburden***

Topsoil and overburden, consisting of gravel and sand is removed prior to excavation commencing in new areas. The depth of overburden is up to a few metres in depth, depending on the location.

Topsoil is scraped from the top of the area to be excavated to a depth of approximately 0.5 metres. It is either transferred directly to an area being rehabilitated or pushed to form low stockpiles of approximately 1 to 2 metres in height for later use in rehabilitation.

Overburden is scraped from the surface and used to create bunds along the perimeter of the excavation/pit area. This practice will continue as the excavation progresses. Overburden bunds assist with drainage management and noise and dust reduction. It is generally placed around the perimeter of the excavation area, so it is ready to be pushed back into the excavation area for future recontouring. Overburden will also be used to construct bunds to assist with noise attenuation, particularly around the stockpiling and processing areas.

#### **2.6    *Site preparation***

Minimal additional site preparation will be required as the site is already used for extractive industry. Signage, fencing, gates, security, site access, bunding, internal access roads, stockpiling area and drainage management is already in place.

Some clearing of native vegetation will be required to facilitate the new extraction areas. A Clearing Permit will be applied for from the Department of Water and Environmental Regulation.

Drainage management, bunding, internal access roads and stockpiling areas will be established and rearranged across the site as excavation progresses.

#### ***2.7 Access arrangements***

Access to the site will continue to be from Salt Valley Road. The haul road is not sealed, and its use is shared with the landfill. Trucks and vehicles for both the Hoddys Well quarry and the Opalvale Landfill use the same access point and haul road.

Unauthorised access to the site is restricted by a locked gate at the entrance to the property and the site is fenced around the boundary.

#### ***2.8 Truck movements***

Trucks are used to cart clay from the site to the factories. All trucks travel down the haul road and enter Salt Valley Road by turning left. There will be no need to turn right onto Salt Valley Road. Trucks travel west towards Toodyay Road and continue to travel west to the Perth metropolitan area where the factories are located. Trucks turn left at the intersection of Fernie Road and Toodyay Road. Salt Valley Road and Fernie Road is sealed along the parts the trucks drive along. Midland Brick contributes an annual road maintenance fee to the Shire of Toodyay in accordance with the Shire's "Local Planning Policy 7 – Extractive Industries Road Contributions". This fee is placed into a fund for capital works and for regular maintenance which is undertaken by the Shire.

Loading and carting from the site will occur throughout the year for the equivalent of 3.5 to 4.5 months total per year. Carting will be spread out into cartage campaigns throughout the year. For most of the year (7-8 months) there will be no carting/truck movements in and out of the site.

It is estimated that up to 200,000 tonnes of clay could potentially be carted from the site annually.

It is anticipated that there will be approximately 5 to 10 truck loads per hour on carting days. This is the equivalence of approximately 5,000 truck loads each year, although this may vary depending on demand. An approximate number is provided because there may be some variation in truck numbers due to the cyclic demand for clay building products. The number of trucks will also vary depending on the weather and demand for a particular type of clay.

Trucks used for the extraction are RAV 2 truck and dog combination with a payload of 42 tonnes.

#### **2.9 Plant and on-site equipment**

No permanent structures are required. Onsite facilities comprise a temporary lunchroom and ablution facilities. These will be in the quarry if the site will be operated for a period of time.

The equipment required for excavation will be brought in on an as-required basis and will include a dozer, excavator, water truck, haul trucks, dump truck, and front end loader. This equipment is removed at the end of each campaign.

No bulk storage of fuel and oil is required on site and no chemicals are stored on site. A Refuelling Management Plan (Land Insights, 2024) is attached.

All supplies will be delivered. Rubbish bins will be provided for site workers to use. A Waste Management Plan is attached.

#### **2.10 Controls**

Excavation activities on site will be conducted in accordance with the *Mines Safety and Inspection Act 1994* and the *Mines and Safety and Inspection Act Regulations 1995*. Operation inspections are regularly carried out by the Department of Mines, Industry Regulation and Safety (DMIRS) who inspect safety, operational procedures, and workplace health such as dust and noise.

Operations are managed by a licensed Quarry Manager and inspections occur on a daily basis during the excavation and cartage campaigns. Midland Brick has procedures in place to manage safety, health, environmental impact, site completion and rehabilitation.

In terms of occupational health and safety, Midland Brick requires full personal protection be required for all persons on site at all times. All workers are required to wear full protective safety and high visibility gear when on site. There is a site entry “call up” procedure in place. The site is within mobile phone contact and all vehicles are equipped with two-way radios.

Site closure and decommissioning will also be regulated by the Department of Mines, Industry Regulation and Safety. DMIRS will also require Midland Brick to prepare a Mine Closure Plan once they have completed site rehabilitation and they will inspect the site to ensure it is safe and stable (as required by the *Mines Safety and Inspection Act 1994*). Similarly, should the quarry be temporarily unused for a period of time, the excavation will be made safe to comply with the Act such as maintaining pit faces in a stable manner and ensuring surface water runoff continues to be retained on site within detention basins.

Fences, gates, and warning signs required by DMIRS, and the Shire will be maintained.

### **2.11 Public Safety**

Public access to the site is restricted and appropriate warning signs are located at the entrance regarding quarrying and restricted entrance. The property has locked gates when it is not being used by either the quarry or landfill operators.

Work on site (excavation and cartage) will be discontinuous and there will be periods of time throughout the year when no activity will take place on site. This reduces the risk to public safety from machinery and truck movements. When the site is not operational, the Quarry Manager periodically checks to ensure the site is secure and safe.

## 2.12 Workforce

Workers associated with the excavation will be on site primarily during the earthworks campaign. At such times the workforce will vary from 1-6 workers in addition to the truck drivers who enter and leave the site.

## 2.13 Bushfire

The entire extent of Lot 11 is located within a *Bushfire Prone Area* as mapped by the DPLH.

A review of bushfire risk and a description of current operational management is provided below. It should be noted that a Bushfire Management Plan and Bushfire Attack Level Assessment is not required for extractive industry as stated in Clause 2.6 of the “Guidelines for Planning in Bushfire Prone Areas” (Version 1.4) (WAPC, 2021) prepared under State Planning Policy 3.7 (WAPC, 2015). This Clause states that there is an exemption from the requirements of SPP 3.7 where there is no intensification of land use such as “a development application for an extractive industry where the extraction is undertaken in an open cleared area (for example, quarries and open cut mining) and no habitable buildings are proposed.” The Shire of Toodyay has supported this approach for past extractive industry applications.

The greatest risk of starting a fire from operations on site are during clearing of vegetation and stripping of topsoil, particularly during hot and windy conditions. This type of work in summer can generate sparks which when combined with dry grasses and leaves may lead to fire. Clearing and stripping of topsoil is only conducted in campaigns once every 2-5 years.

### **Standard Operating Practices.**

There are a range of activities documented (known as “Standard Operating Practices” – SOP) within Midland Brick to assist staff in carrying out work in a safe and efficient manner.

Many SOP’s linked with mobile equipment have actions for operators to check around and under the machine for sources of fuel that could be a problem. All staff are trained to carry out daily pre-start checks on their machinery. One of the checks is for hydrocarbon leaks. Staff are trained on how to contain a hydrocarbon leak.

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Each year in spring, the company uses a grader to cut fire breaks around all properties used for mining or buffers. Fire breaks will be inspected during the summer to ensure the 3m x 4m rule and mineral earth rule are in place.

Machine maintenance and refuelling is carried out in areas free from fuel burdens. The mobile mining equipment is nearly always in the mine area, hence well away from dry grass and leaves.

#### **Pre-Start Meetings**

The Quarry Managers in control of Midland Brick mining and transport teams hold briefing sessions for their work crews every morning. The points of discussion will always cover:

- Safety – issues from yesterday and anything likely to be aware of today, including hazards, incidents/near misses.
- Production – what we are doing, where and quality. Allocation of water trucks to sites will be discussed at this time.
- Issues for today – weather conditions and warnings, possible visitors to the site, maintenance of any plant etc.

To prepare for the next day's quarrying activities, the Quarry Manager will review forecasts from Bureau of Meteorology daily to check for temp and wind plus check warnings from DFES during extremely hot windy days. All staff are briefed at the morning pre-start meeting about likely fire dangers and the possibility of lightning developing and compliance with Lightning Procedures. Midland Brick comply with warnings prepared by DFES.

#### **Fuel load reduction**

Midland Brick encourages the owners of land used for clay mining to graze the paddocks to reduce the fuel loads from winter annual grasses. It should be noted that Midland Brick does not own any of the land where they mine clay.

**Fire response**

The Midland Brick team have developed an Emergency Management Plan and have trained their staff in what to do in all types of emergencies. Should there be a small fire associated with any quarrying equipment it will be treated immediately.

All mobile plant carries at least one portable fire extinguisher. Operators are trained in the correct use of various types of handheld fire extinguishers.

Stormwater is retained within the operation area in a dam for internal use. This source of water is suitable for large tankers in case of fire. Midland Brick have been in communication with the Local Bush Fire Brigade who are aware of the quarry location, access gates and water storage.

The Hoddys Well quarry has mobile phone coverage for Emergency Procedures. The Midland Brick staff/team are briefed on what they should do in case of Fire Emergency.

### ***3 Site description***

#### ***3.1 Climate***

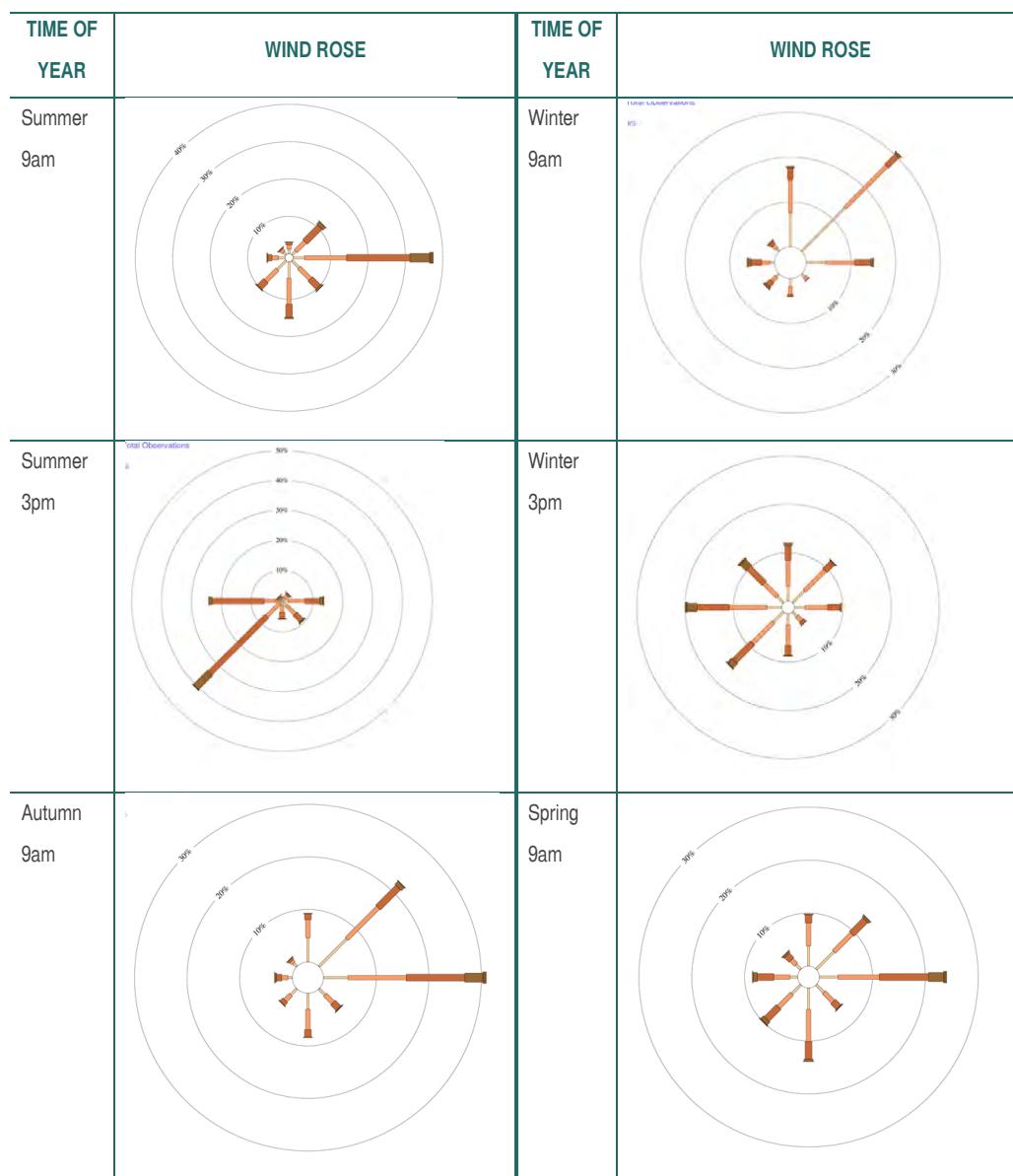
The south-west of Western Australia experiences a Mediterranean climate which is characterised by warm, dry summers and cool, wet winters.

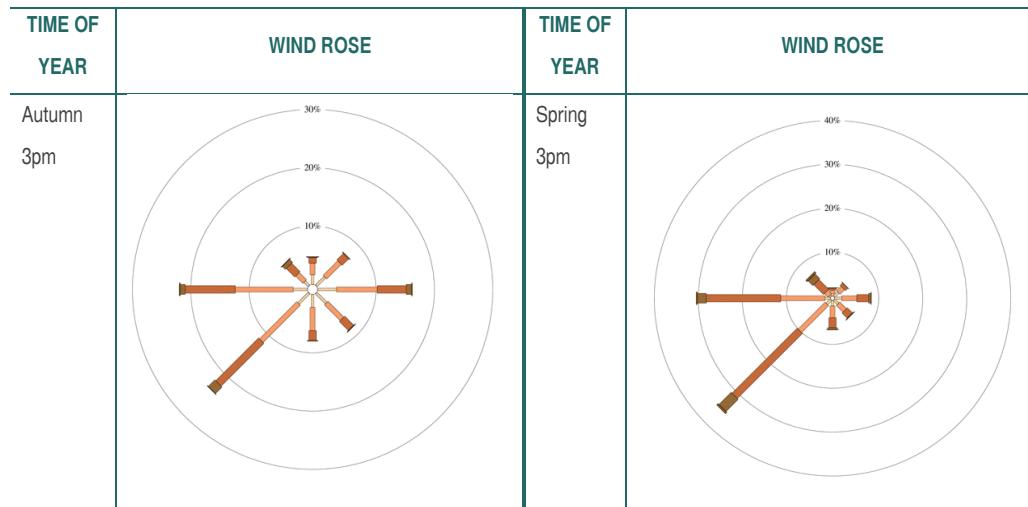
The rainfall and temperature data for the region has been obtained from the Bureau of Meteorology "Climate Data Online" services. The average rainfall from the closest station which is the Toodyay station is 520.7mm. A majority of rainfall is from May to August.

The mean temperature information is from the closest station which is the Northam station. It states that the hottest month is January with an average maximum of 34.3°C and the coldest month is July with an average minimum of 5.3°C.

The prevailing winds throughout the majority of the year are predominantly from the east (morning) and the south-west (afternoon) (Bureau of Meteorology, 2024). Wind roses for the Perth Airport are shown below.

Table 3.1 – Wind Roses for the Perth Airport





### 3.2 Topography and landform

Lot 11 is located on the Darling Plateau and the natural topography is slightly undulating, dissected with drainage lines. The land in general slopes from south-west or north-east. The highest points are located to the south-west of the operation area at approximately 295 metres AHD (Australian Height Datum) and the lowest point is at the north-east of the operation area at approximately 240 metres AHD. The operation of the quarry has obviously significantly altered the natural topography of the pit area itself.

The floor of the pit area is at approximately 250m AHD and is approximately 20 metres below ground level (which is at approximately 270m AHD). It may reach depths of up to 30 metres.

The topography of Lot 11 is undulating with high points to the north-east, south-west and south-east of the quarry. This provides significant landscape barriers between the operation and the nearest sensitive receptors. The operation is essentially located in a hole surrounded by high pit walls on all sides. Nearby sensitive resources do not have a direct view into the site and the topography provides a significant and effective barrier.

### 3.3 *Geology*

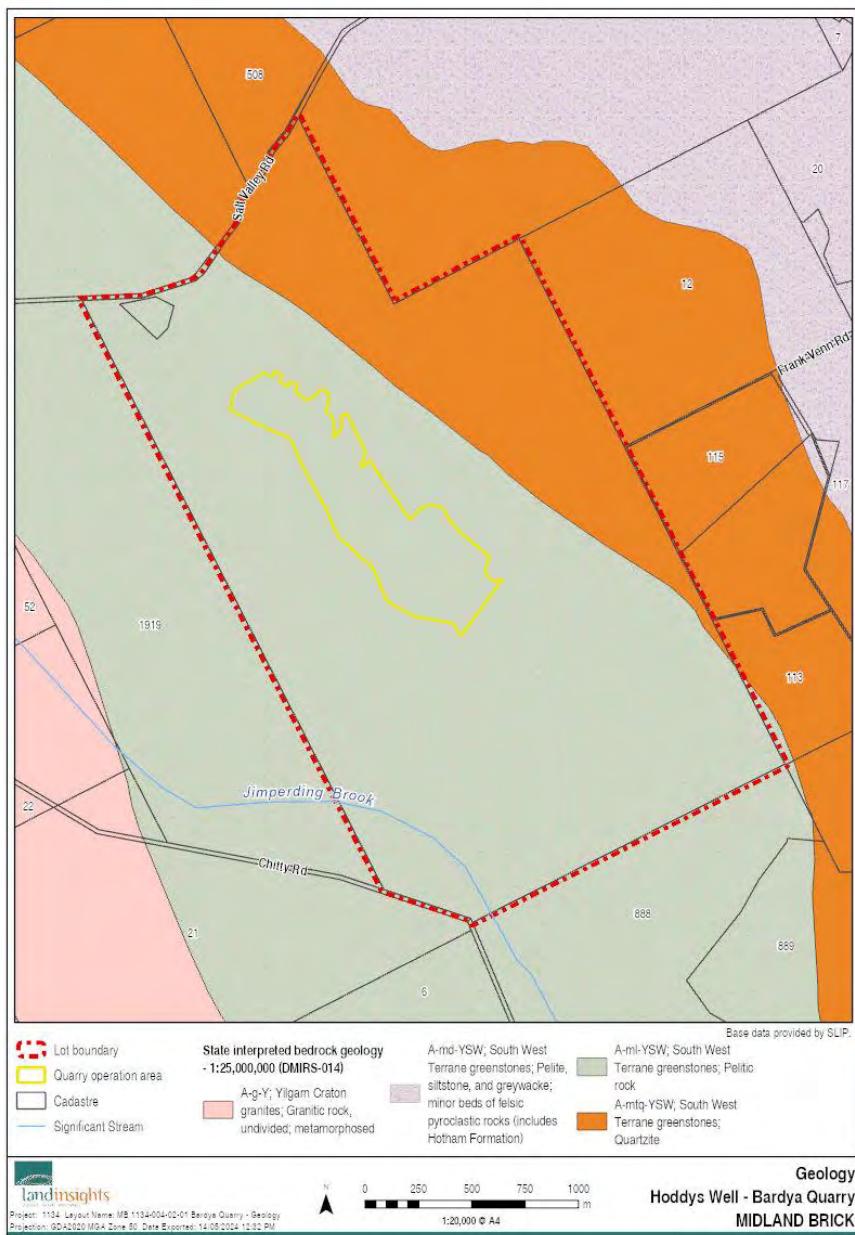
The site sits on the Darling Plateau which lies east of the Darling Scarp and the Swan Coastal Plain. The geology of this area can be described as “deeply weathered mantle over granitic rocks”. More specifically, the site is located within the Eastern Darling Range which is described in the DPIRD database as “moderately to strongly dissected lateritic plateau on granite with eastward-flowing streams in broad shallow valleys” with soils that are “formed in laterite colluvium or weathered in-situ granite”.

Geologically, the area is part of the Pre-Cambrian meta sedimentary complex referred to as the Jimperding Metamorphic Belt. It extends as a 120 kilometre long belt in a north-westerly direction from York to Clackline, to Jimperding and then Chittering, where it becomes the higher grade metamorphic Chittering Metamorphic Belt. The Jimperding Series consists of inter-bedded schists, quartzites and minor metamorphosed volcanics. They are steeply dipping and trend northerly and then north-westerly. Extensive weathering has formed the regolith profile that includes gravel/laterite and the highly altered, kaolin dominated, micaceous clay over unaltered micaceous schist (Brikmakers, 2013a).

The 500 metres grid Regolith of WA as mapped by DPIRD identifies the geology “exposed rock, saprolite and saprock”. The bedrock geology is “South West Terrane greenstones” which are described as “Quartz--mica schist”.

The site is mapped by DMIRS as having “regionally significant basic raw materials” for clay. This is also reflected in SPP 2.4 which maps the site as a “Significant Geological Supply”.

Figure 3.1 – Geology



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### 3.4 Soils

The site is located within the “Leaver” soil landscape system 253ByLV. The soil-landscape units are mapped by the Department of Primary Industries and Regional Development (DPIRD). It is described as “gravelly slopes and ridges of the western Darling Plateau. Gravelly yellow and red duplexes, gravelly deep clayey sands and sandy loams over laterite and clay”.

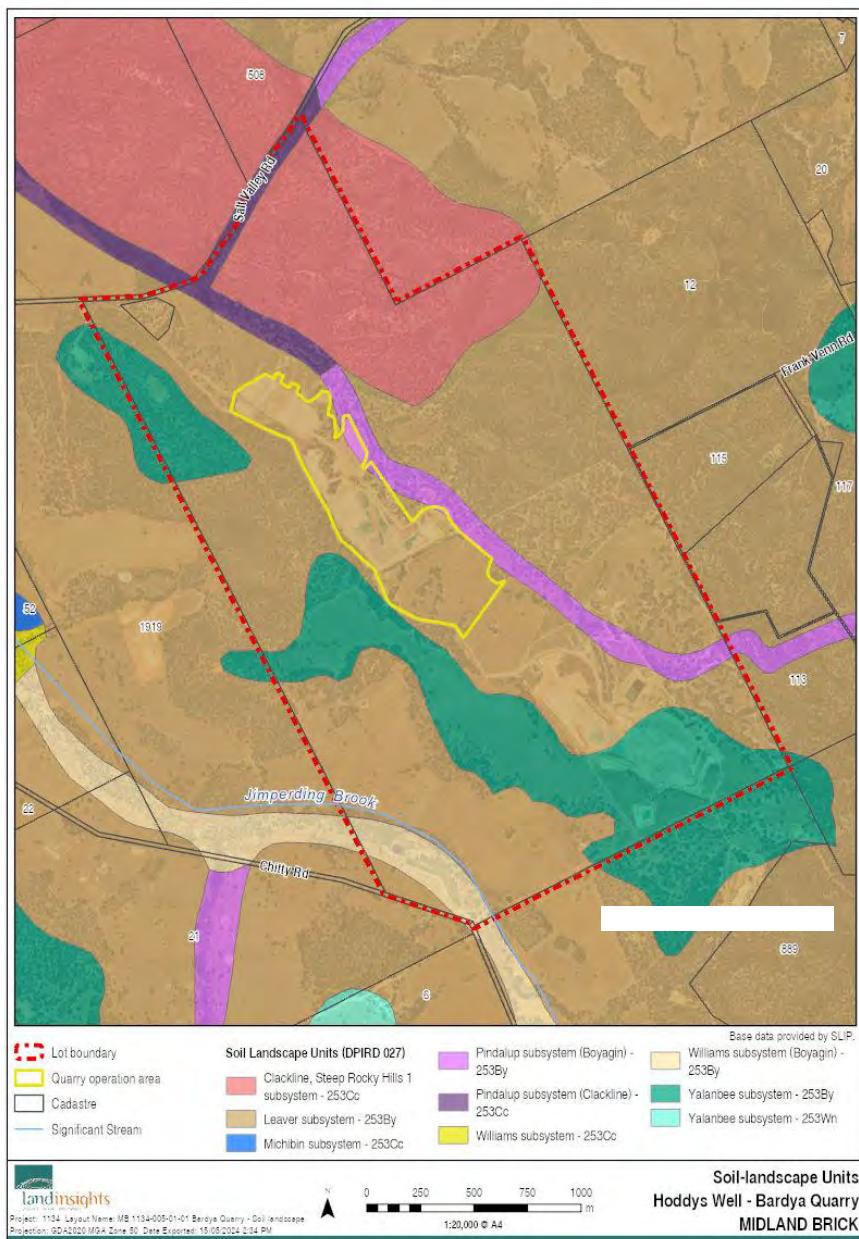
Generalised soil qualities of each soil-landscape unit as mapped by DPIRD are described in the table below.

*Table 3.2 – Soil Qualities*

SOIL-LANDSCAPE UNIT	WATER EROSION	WIND EROSION	WATERLOGGING	FLOOD	SALINITY
Leaver subsystem	Low risk	High risk	Low risk	Low risk	Low risk

Source: DPIRD, 2024

Figure 3.2 – Soil-landscape units



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### 3.5 *Vegetation*

#### **Existing vegetation**

The property has historically been cleared of native vegetation to facilitate past land uses, particularly through the central, flatter areas of the property occupied by the quarry. Large areas of native vegetation remain on Lot 11, including significant areas to the east and west of the quarry. Vegetation located in the paddocks and within the quarry itself has been largely disturbed from past and current use.

Historic photos from 1995 onwards are provided in Figures 3.4 to 3.6 below which show the past level of disturbance prior to the quarry development.

Figure 3.3 – Native vegetation extent



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Figure 3.4 – Historic aerial photo 1995



Aerial Photo – 1995 (Source: Landgate)

Figure 3.5 – Historic aerial photo 2000

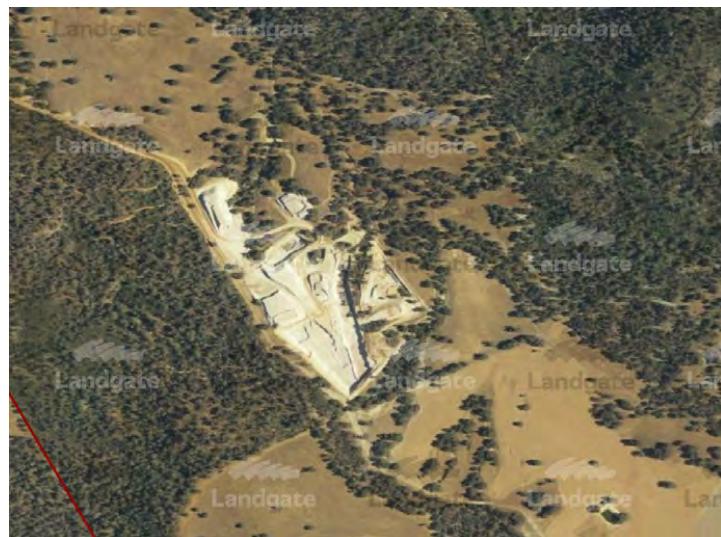


Aerial photo – 2000 (Source: Landgate)

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Figure 3.6 – Historic aerial photo 2010



Aerial photo – 2010 (Source: Landgate)

#### Regional vegetation

The Interim Biogeographic Regionalisation of Australia (IBRA) divides Australia into “bioregions” based on major biological and geographical/geological attributes. Western Australia has 26 biogeographic regions and 53 subregions based on dominant landscape characteristics of climate, lithology, geology, landform and vegetation. The site is located within the Northern Jarrah Forest (NJP) subregion of the Jarrah Forest Bioregion.

The site is located in the Drummond Botanical Subdistrict within the Southwest Botanical Province as described by Beard (1990). Flora composition has been described by Beard (1990) as predominantly consisting of low Banksia Woodlands on leached sands with Melaleuca swamps where ill drained and Woodlands of Eucalyptus spp. on less leached soils.

### Vegetation Mapping

The Beard vegetation association is mapped by the Department of Primary Industries and Regional Development (DPIRD) as "Bannister 4" which is described as "Jarrah, Marri and Wandoo."

The Vegetation Complex as mapped by the Department of Biodiversity, Conservation and Attractions (DBCA) is "Michibin" which contains open woodland of *Eucalyptus wandoo* over *Acacia acuminata* with some *Eucalyptus loxophleba* on valley slopes, with low woodland of *Allocasuarina huegeliana* on or near shallow granite outcrops in arid and perarid zones.

There are no Bush Forever Areas located on the site.

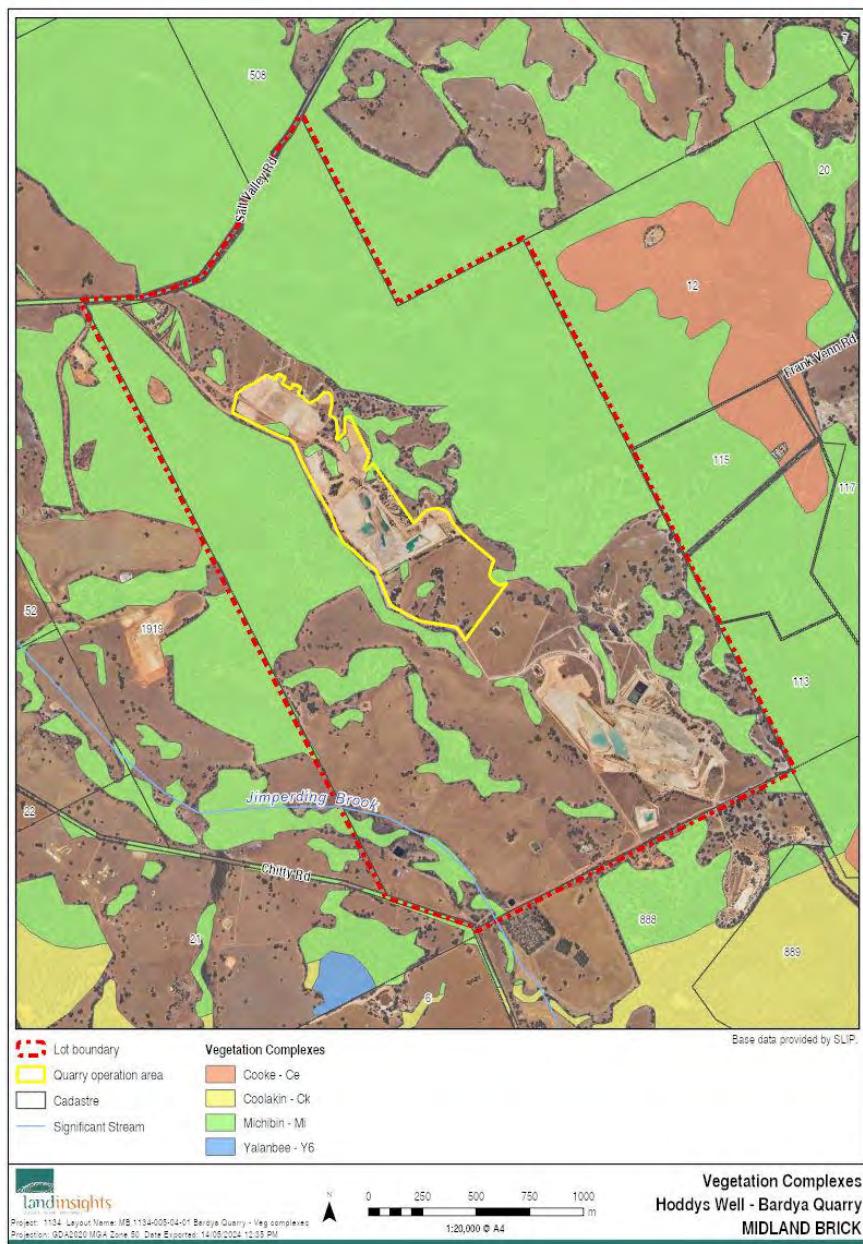
A *Detailed Flora and Vegetation Survey* was undertaken by Del Botanics (2024). The survey area comprised the new excavation area at the southern side of the quarry and areas of vegetation located within and directly adjacent to the quarry. The survey identified two vegetation communities across the survey area as follows:

- *Allocasuarina huegeliana* Woodland – Low Open Woodland of *Allocasuarina huegeliana* over open shrubland of *Gastrolobium spp.* over very open grassland of *\*Avena barbata*.
- *Eucalyptus accedens* Woodland (Powderbark Woodland) – Open Forrest of *Eucalyptus accedens* over open shrubland of *Gastrolobium spp.* over very open grassland of *\*Avena barbata*.

The *Allocasuarina* woodland is located adjacent to the quarry on the south-eastern boundary and the remainder of the vegetation patches were identified in the Survey as *Eucalyptus accedens* Woodland. The remainder of the survey area were mapped as "Cleared Paddocks".

The *Allocasuarina* woodland was classified in the Survey as "Degraded" condition and the remainder of the survey area was classified as "Completely Degraded".

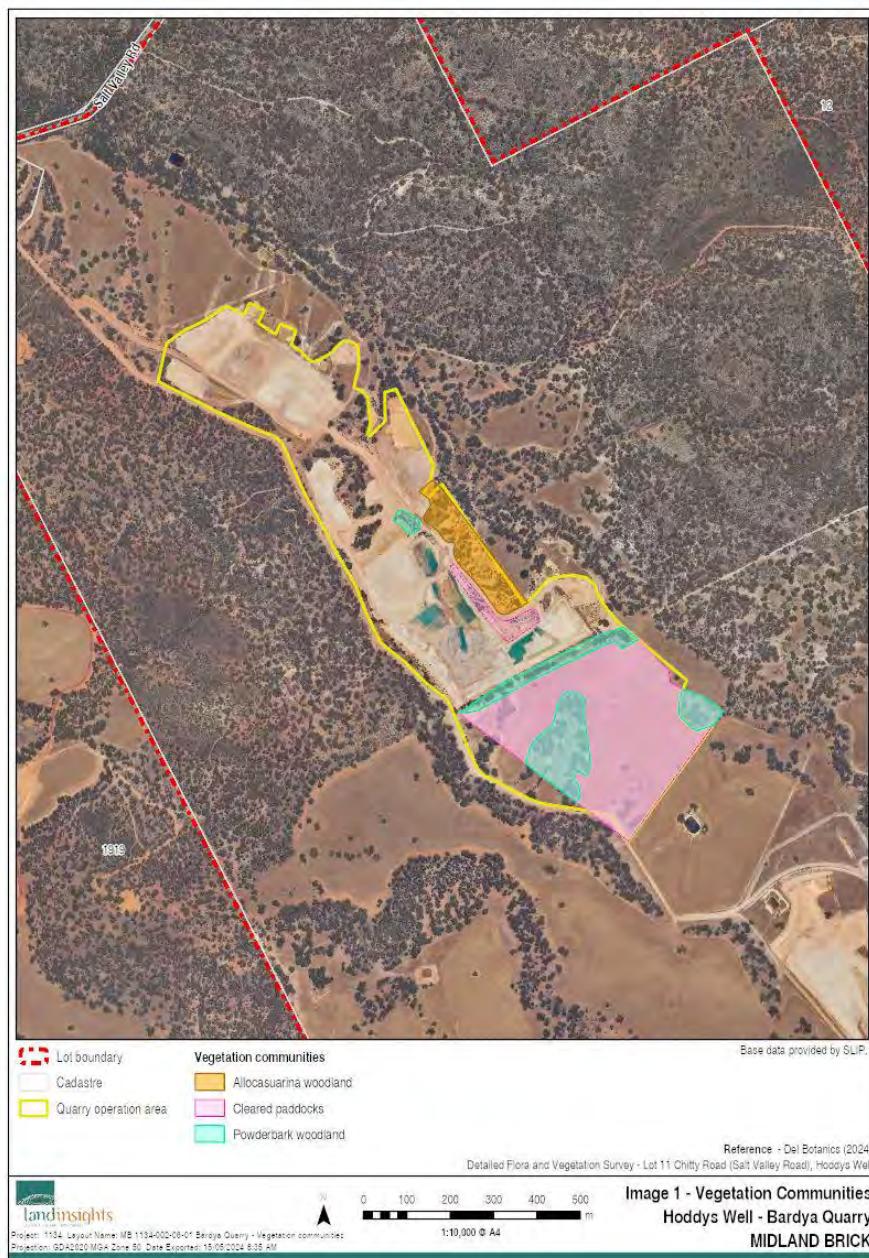
Figure 3.7 – Vegetation complexes



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Figure 3.8 – Vegetation Communities (based off Del Botanics, 2024)



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Figure 3.9 – Vegetation Condition (based off Del Botanics, 2024)



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### **Threatened Species and Communities**

The Flora Survey by Del Botanics stated that no species of Threatened, or Priority Flora pursuant to the *Biodiversity and Conservation Act 2016* and the *Environment Protection and Biodiversity Conservation Act 1999* were located during the time of the survey. No Threatened Ecological Communities (TECs) listed by Department of Climate Change, Energy, the Environment and Water (DCCEEW) or Department of Biodiversity, Conservation and Attractions (DBCA) were located during the time of the survey.

### **Clearing Permits**

There have been two Clearing Permits previously issued for the clearing of native vegetation for the quarry:

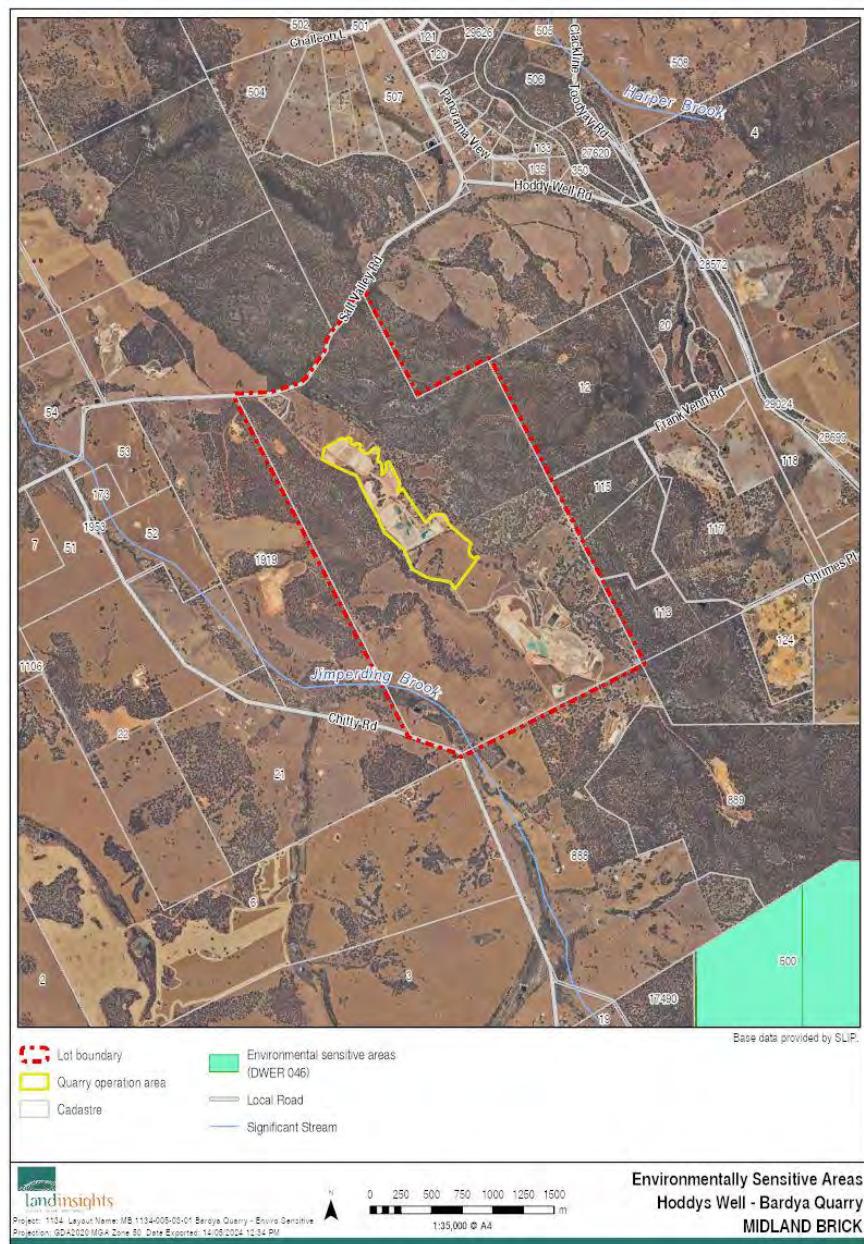
- CPS 5881/1 – 3.52 hectares – Issued 6<sup>th</sup> September 2014 and expires 6<sup>th</sup> September 2024
- CPS 2217/1 – 1.8 hectares – Issued 8<sup>th</sup> June 2008 and expired 8<sup>th</sup> June 2012

Both Permits were issued to BGC (Brikmakers) for clearing for the purpose of clay extraction. A majority of CPS 2217/1 was cleared and only a portion of CPS 5881/1 was cleared. Permit 5881/1 required an offset area to be placed under a Conservation Covenant. A portion at the north-western portion of Lot 11 was set aside as an offset when the permit was issued and revegetated by BGC. Clearing Permits will be applied for if further clearing of native vegetation is required.

### **Environmentally Sensitive Areas**

There are no “Environmentally Sensitive Areas” (ESA) located on or adjacent to Lot 11. The closest ESA is located approximately 3.5 kilometres to the south-east of the quarry, associated with the Clackline Nature Reserve.

Figure 3.10 – Environmentally Sensitive Areas



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### 3.6 Fauna

The operation area has been historically cleared of native vegetation and disturbed, even prior to clay extraction operations commencing. Some areas of remnant vegetation surrounding the quarry are likely to be used by native fauna.

A *Hoddys Well Quarry Targeted Conservation Significant Fauna Survey 2024* was undertaken by Western Wildlife in 2024. The survey area comprised the new excavation area adjacent to the south of the quarry and the vegetation at the eastern side of the quarry where some regrowth may require clearing. The study identified the following fauna habitats across the surveyed areas. The report states that “all of the habitats are disturbed, either by grazing or by past quarry activities”.

- Wandoo-marri woodland
- Regrowth woodland
- Pit
- Cleared

In general, the Wandoo-Marri Woodland is located in the paddock area adjacent to the southern quarry boundary and the Regrowth Woodland describes the vegetation habitat on the eastern boundary of the quarry.

With regards to the Wandoo-Marri Woodland, Western Wildlife (2024) states that “The understory is disturbed by grazing and generally absent, but stands of shrubby *Banksia* sp. persist in patches, and there are accumulations of leaf litter and woody debris that may provide shelter for reptiles. The Marri and Jarrah trees and patches of shrubby *Banksia* sp. are important foodplants for black cockatoos.”

With regards to the Regrowth Woodland, Western Wildlife (2024) states that “this habitat consists of Wandoo, Marri, Sheoak (*Allocasuarina* sp.) and various understory shrubs on a highly modified ground surface. There are occasional remnant native trees, and areas of regrowth Wandoo with little understory.

There are a few scattered shrubby *Banksia* sp. in the understory towards the northern end. Marri and shrubby *Banksia* sp. are important food-plants for black-cockatoos, and Sheoak is a secondary food-plant for the Forest Red-tailed Black-cockatoo, however, these food-plants are sparsely distributed in this habitat.”

Overall commentary of the fauna assemblage by Western Wildlife (2024) is provided below:

*Overall, the faunal assemblage of the study area is likely to be relatively species poor as the habitats of the study area are disturbed and occur in small patches. The proximity of other native vegetation, however, means that fauna from these larger bushland areas is likely to range onto the study area. Even isolated paddock trees can provide habitat for birds and a small number of arboreal reptiles and bats. The cleared areas are likely to support very few species.*

*The birds observed on the site visit included those that forage on the nectar, seeds or invertebrates available in the eucalypt canopy, omnivorous species that forage on the ground, and mid-level foragers. Frogs may occur in the pit and burrowing frogs may forage in terrestrial habitats. Few reptiles are likely to occur as the ground surface is disturbed and understory mostly absent, but larger species may range into the study area from adjacent vegetation. Small terrestrial native mammals are likely to be rare or absent due to the lack of understory vegetation, but some may occur on occasion due to the proximity of large areas of vegetation adjacent to the study area.*

*Native bats are likely to occur throughout the study area, roosting in tree hollows.*

With regards to conservation significant fauna, the Western Wildlife report concludes that “The study area is unlikely to provide important habitat for most fauna of conservation significance known to occur in the region, although the Chuditch, Fork-tailed Swift and Peregrine Falcon potentially occur, and the Red-tailed Phascogale, Brush-tailed Phascogale, Masked Owl (southwest population), Quenda and Carpet Python possibly occur. The only conservation significant fauna for which the study area is likely to have importance are Carnaby’s Cockatoo (recorded in the study area), Baudin’s Cockatoo (likely to occur) and the Forest Red-tailed Black-cockatoo (likely to occur).”

A Black Cockatoo habitat assessment was undertaken as part of the survey by Western Wildlife. The survey concluded that “The study areas contain 4.6ha of high quality cockatoo foraging habitat in Wandoor - Marri woodlands and Regrowth woodlands and 135 ‘potential nesting trees’ were recorded. Carnaby’s Cockatoo is known to breed within 12km of the study area, and although no evidence of roosting was recorded in the study area cockatoos are known to roost nearby.”

The closest conservation area is the Panorama Reserve (approximately 3.0km to the north-east) and the Clackline Nature Reserve (approximately 3.5km to the south).

### 3.7 *Water resources*

#### Hydrological mapping

The site sits within the Eastern Darling Range hydrogeological zone which is described as “Moderately to strongly dissected lateritic plateau on granite with eastward-flowing streams in broad shallow valleys.”

The site is located within a “Proclaimed Surface Water Area” under the *Rights in Water and Irrigation (R/IWI) Act 1914* (the Avon River Catchment Area). It is not located within a “Proclaimed Groundwater Area”.

In a regional context, the site is located within the Avon River Surface Water Area.

Additional hydrological mapping relating to the site (as mapped by DWER) are listed below:

- Surface Water Area – “Avon River”
- Surface Water Subarea – “Avon River”
- Hydrographic Catchment Basin – “Swan Coastal”
- Hydrographic Catchment – “Swan Avon – Main Avon”
- Hydrographic Sub catchment – “Avon River”
- Surface Water Management Area – “Avon River”

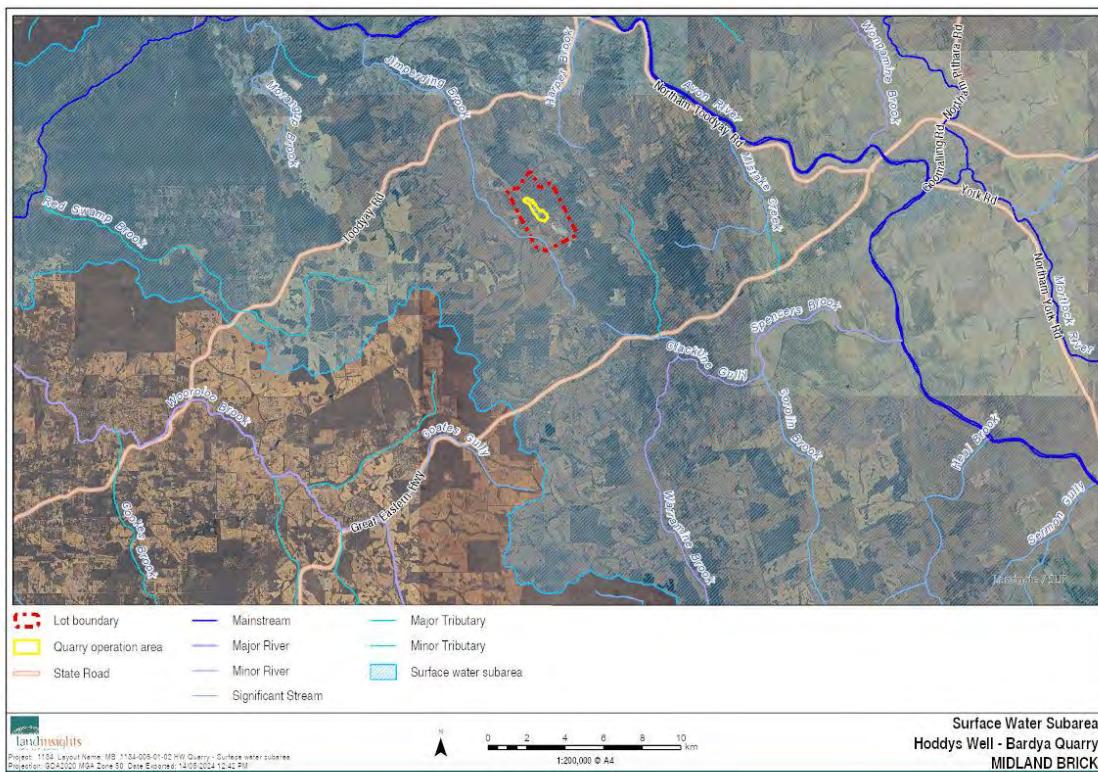
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- Surface Water Management Subarea – “Ellen Brook”
- Groundwater Area – “Karri”
- Groundwater subarea – “Karri”

The site is not located within or in close proximity to a Public Drinking Water Source Areas (PDWSA's).

There are no wetlands, floodplain areas or Floodplain Development Control Areas located on or surrounding the property.

Figure 3.11 – Surface Water Subarea



### Surface water features

The surface water hydrology is generally described as a deeply dissected lateritic plateau. The watercourses in the area do not contain water through all seasons and usually only flow during rainfall events and winter periods. As is mentioned above, the surface water catchment area is the Avon River which means that the surface water drainage is naturally to the north towards the River.

The operation is considered to be adequately separated from the nearest major watercourses. The Jimperding Brook runs across the south-western corner of Lot 11. The Brook is a tributary of the Avon

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River and flows north. The quarry is approximately 900 metres from the Jimperding Brook (at the shortest distance). The quarry is approximately 10.5km south of the Avon River.

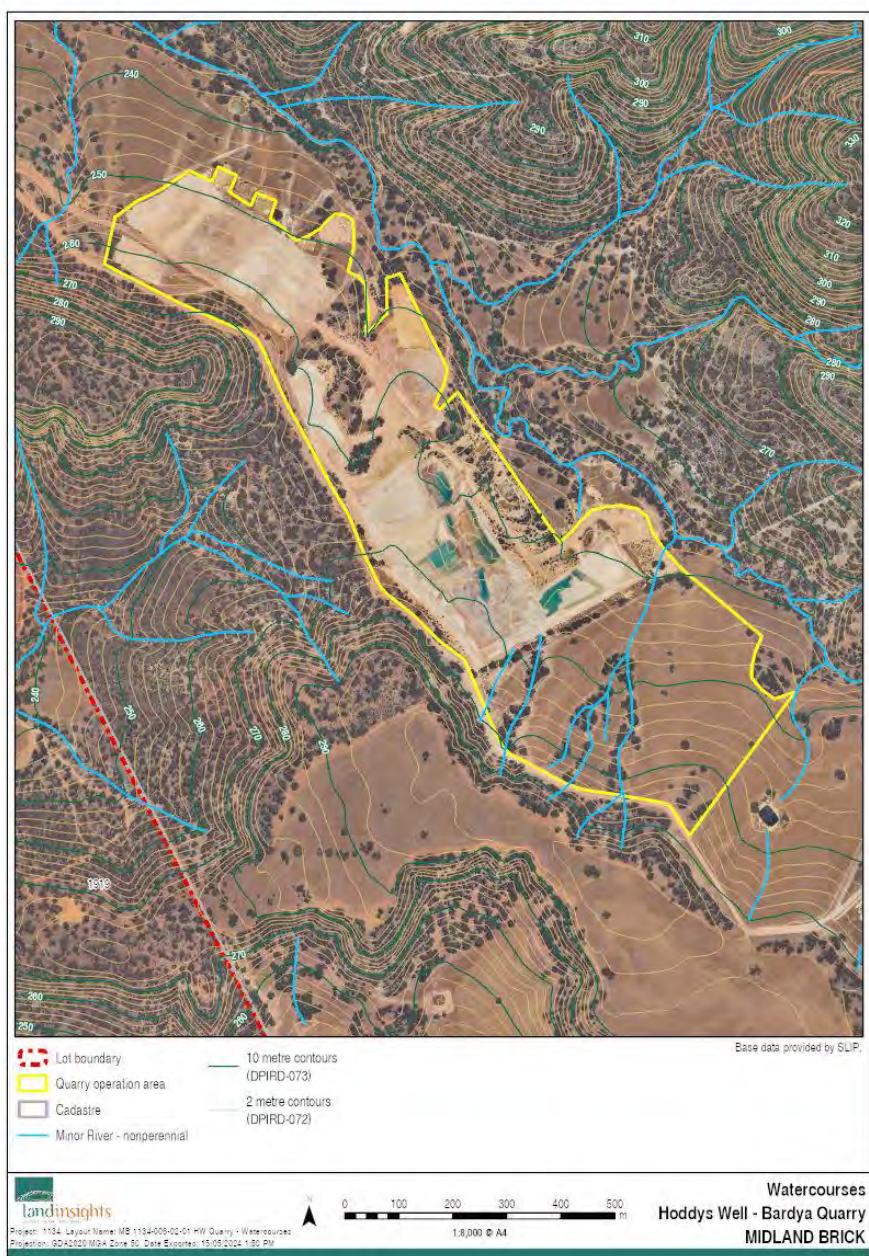
A number of minor watercourses dissect through Lot 11, following the topography of the area, which eventually flow into the Avon River. There is a minor watercourse which extends alongside the eastern side of the quarry. This watercourse flows from south-east to north-west towards Salt Valley Road and the adjoining property to the north. A setback of at least 50 metres from the watercourse to the quarry area will continue to be maintained.

The new extraction areas located to the south of the quarry have some minor drainage lines which direct water to this watercourse. These drainage lines have been highly modified from the existing and past agricultural use of the land. These drainage lines will be removed to facilitate extraction.

It should be noted that the operation is separated hydrologically from surrounding watercourses and all stormwater is retained on site within drainage basins. The quarry operations do not intercept the watercourse and does not discharge water. There are no drainage lines from the quarry towards any watercourses and there are no watercourses or drainage lines leading into the quarry.

There are no wetlands located on the site. There are no wetlands as mapped by the "Directory of Important Wetlands in Australia" or the DWER Geomorphic Wetlands database.

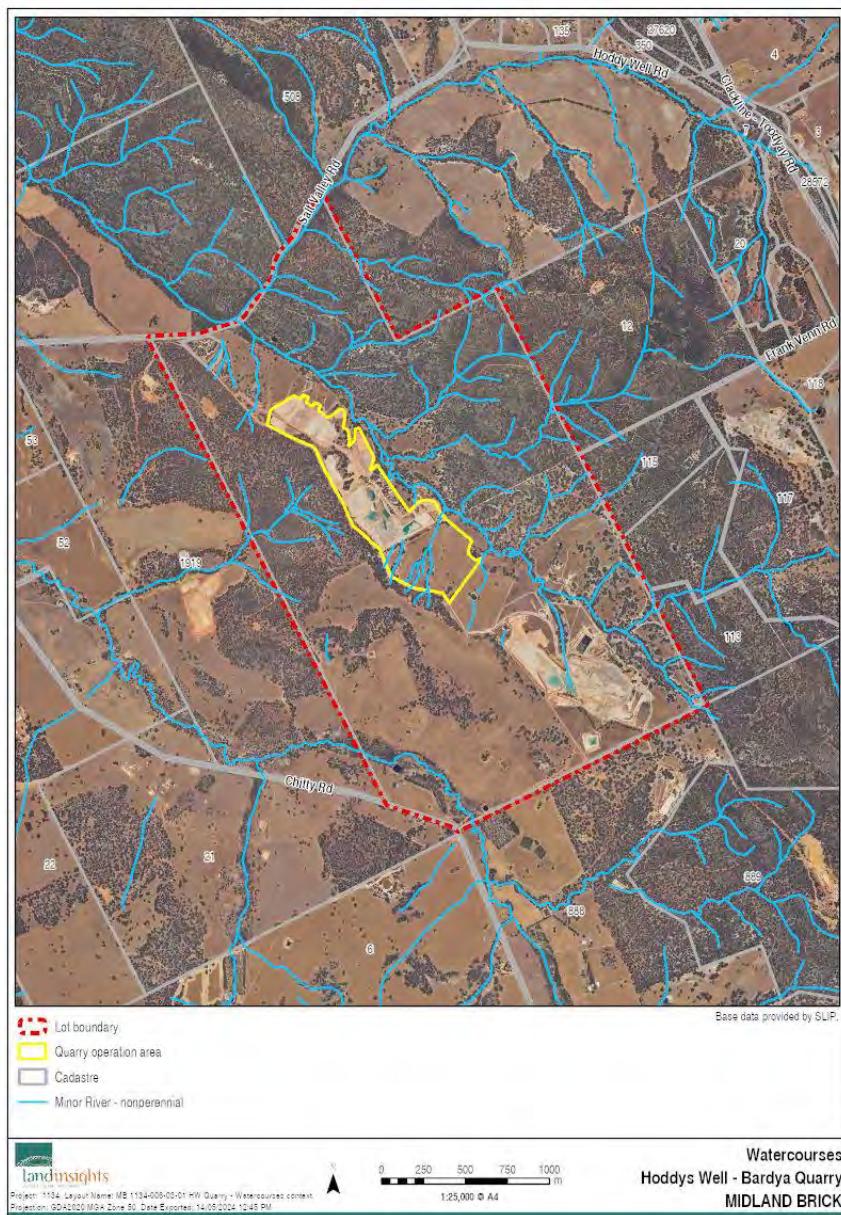
Figure 3.12 –Watercourses



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Figure 3.13 – Watercourses Context



### Groundwater

The site is underlain by a confined aquifer/aquitard of limited extent which is confined by thick beds of clays and weathered schist/quartzite (Stass Environmental, 2011). Ground water flows in a south-westerly direction. The site is not located within a Proclaimed Groundwater Area.

Online mapping by DPIRD identifies the site as being located in the Eastern Darling Range hydrological zone. The groundwater is described by DPIRD as “mainly low-yielding saprolite aquifers (brackish to saline).” It also states that Palaeochannels and sandy aquifers occur in some valleys which can be fresh to brackish. Groundwater discharge may occur in drainage lines and on valley floors in cleared catchments.

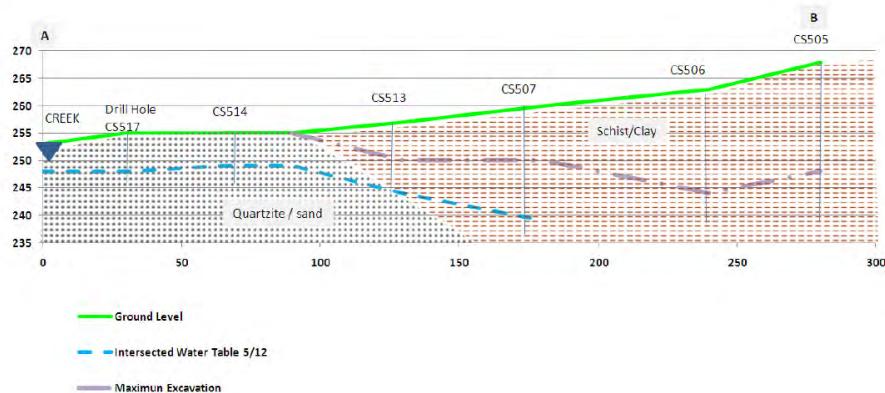
The general geology of the area is highly weathered rocks that have a high clay content and therefore do not allow for significant flows. There are no sedimentary sands in the area that would produce an interconnected ground water table within the deposit. The weathered schists have a low to very low permeability. The groundwater is more accurately described as an aquiclude which indicates that groundwater is present however there is no defined/connected aquifer system within the schist (Brikmakers, 2013a).

Over 100 exploration holes either within the proposed extraction area or adjacent to it have been completed by Brikmakers in the past. No significant groundwater has been located at the depths proposed to excavate to a maximum of 30m below ground level apart from groundwater previously intercepted in drilling on the eastern side of the proposed extraction (as can be seen in Figure 3.13 below). This water is contained within the fractured quartzite (Toodyay stone) that forms the eastern contact of the schist. No water table or perched water tables have been intercepted during significant drilling of the deposit and the extraction area.

Figure 3.14 below (extracted from Brikmakers, 2013a) demonstrates the relationship between the water table, schist and quartzite. A minimum of 5m will exist between the water table and the finished pit floor.

The cross section is an east to west section showing measured water table and proposed excavation depths.

Figure 3.14 – Generalised Geology and Hydrogeology (from Brikmakers, 2013a)



### 3.8 Contaminated sites

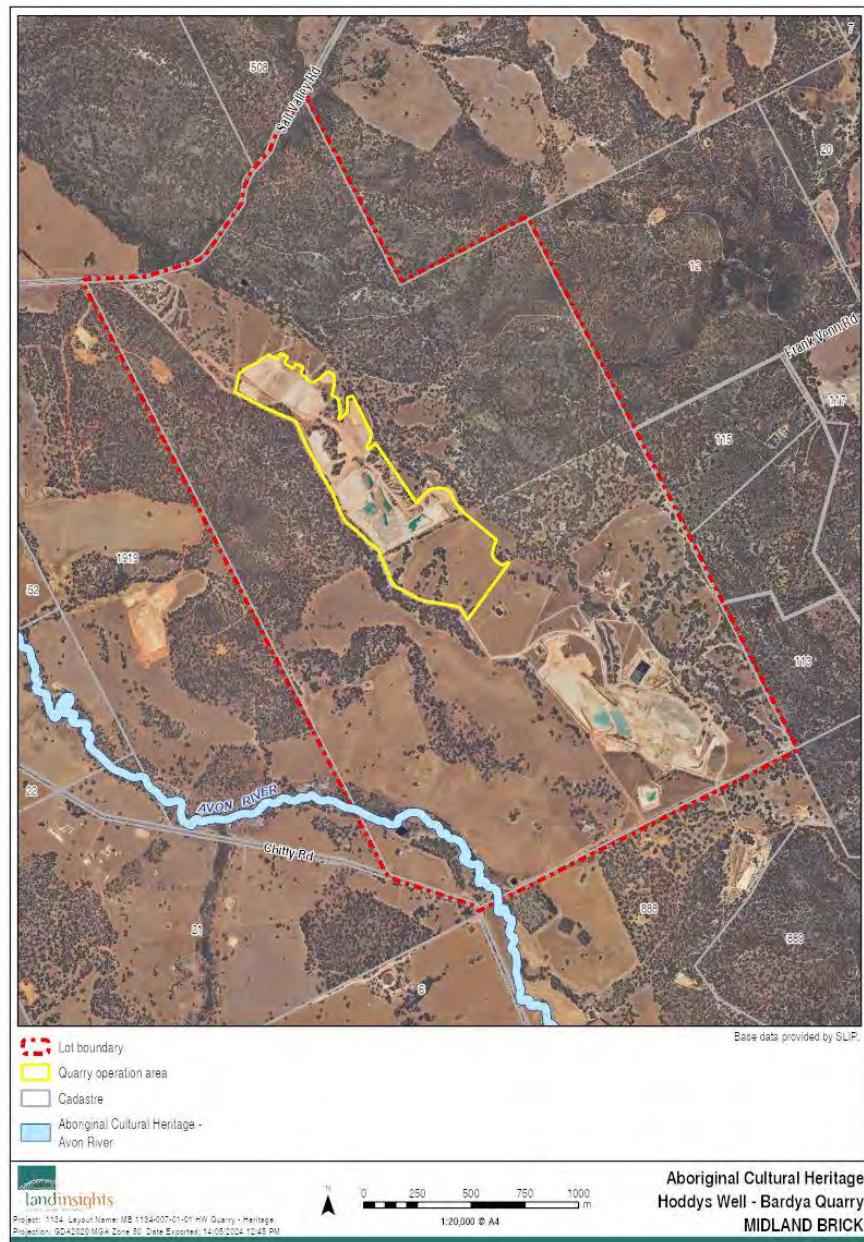
No contaminated sites, including “contaminated – remediation required”, “contaminated – restricted use” and “remediated for restricted use” are mapped on or adjacent to the site.

### 3.9 Heritage

A search of the Aboriginal Cultural Heritage Inquiry System (managed by the DPLH) shows there are no mapped Aboriginal Cultural Heritage sites located within or directly adjoining/surrounding the quarry. One mapped “ACH Registered Site” is located on Lot 11. The heritage site is the Jimperding Brook which is a tributary of the Avon River. The site is listed as “Avon River” (ID 15979) which is described as a “Camp; Creation / Dreaming Narrative; Landscape / Seascape Feature; Other; Water Source” site. The quarry is approximately 900 metres from the Jimperding Brook at the shortest distance. There are no “ACH Lodged Places” or “ACH Historic Records” mapped across the site and the surrounding area.

No heritage sites listed by the Heritage Council of WA, or the Shire of Toodyay are located on the site.

Figure 3.14 – Heritage



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### **3.10 Separation distances**

There are no sensitive receptors with 1,000 metres from the quarry (including the landowner). The following closest sensitive receptors have been identified from the quarry.

- Owner's dwelling to the south – Approximately 1,100 metres
- Nearest rural dwelling to the east – Approximately 1,400 metres
- Nearest rural dwelling to the south – Approximately 2,400 metres
- Nearest rural dwelling to the west – Approximately 1,800 metres
- Nearest rural dwelling to the north-west – Approximately 1,600 metres (note that this is to the site entrance as this is the closest point)

The location of surrounding sensitive receptors in relation to the quarry is shown in the figure below.

The EPA's Guidance Statement No. 3 provides a guideline on the separation distances and buffers for a range of industrial land uses to sensitive land uses (such as residential dwellings). It should be noted that the distances in the policy assume the land use is not managed and, should best practice environmental management take place, these distances can be reduced.

The operations on site fit into the category "clay extraction or processing". The potential impacts are listed as "noise" and "dust". The separation distance is "500-1000 metres, depending on size and processing", however this can be less with appropriate environmental management. All surrounding sensitive receptors are over 1,000 metres from the quarry.

A Dust Management Plan, Noise Management Plan and Visual Amenity Management Plan have also been prepared for the operation.

Figure 3.15 – Sensitive Receptors



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## 4 *Statutory framework*

### 4.1 *State Planning Policy 1 – State Planning Framework*

The *State Planning Framework* was prepared by the WAPC in 2017. It sets out the key principles relating to environment, community, economy, infrastructure, regional development and governance to guide the way in which future planning decisions are made. More specifically, the Framework identifies relevant policies and strategies used by the Commission in making decisions.

*State Planning Policy 2.4 – Planning for Basic Raw Materials* is recognised under the Framework. This is discussed below.

### 4.2 *State Planning Policy 2.0 – Environment and Natural Resources Policy*

*State Planning Policy 2.0* was prepared by the WAPC in 2003. It aims to integrate environment and natural resource management with broader land use planning and to protect, conserve and enhance the natural environment.

Basic Raw Materials are included within Policy Measure 5.7 which states that “mineral resources, petroleum resources and basic raw materials are important natural resource assets and are a vital part of the economy”. The importance of basic raw materials located in close proximity to the metropolitan area is also recognised in the Policy. It states that “A ready supply of basic raw materials close to developing areas is required in order to keep down the cost of land development and the price of housing.” The continuation of extraction at the Hoddys Well quarry is of significance to the local economy and construction industry as it supplies essential basic raw materials located close to brickmaking factories.

The Policy sets out a list of principles which should be considered by decision-makers including the following relating to basic raw materials. The principles from the Policy are below:

- “The identification and protection of important and economic mineral resources to enable mineral exploration and mining in accordance with acceptable environmental standards.

- The identification and protection of important basic raw material resources and provide for their extraction and use.
- Support sequencing of uses where appropriate to maximise options and resultant benefits to community and the environment.
- Support, where possible, improved efficiencies in the production and consumption of mineral and basic raw material resources to ensure their availability for future environmental and human uses.”

SPP 2 supports the identification, protection and extraction of basic raw materials. Protection of basic raw materials is also provided in SPP 2.4 (discussed below).

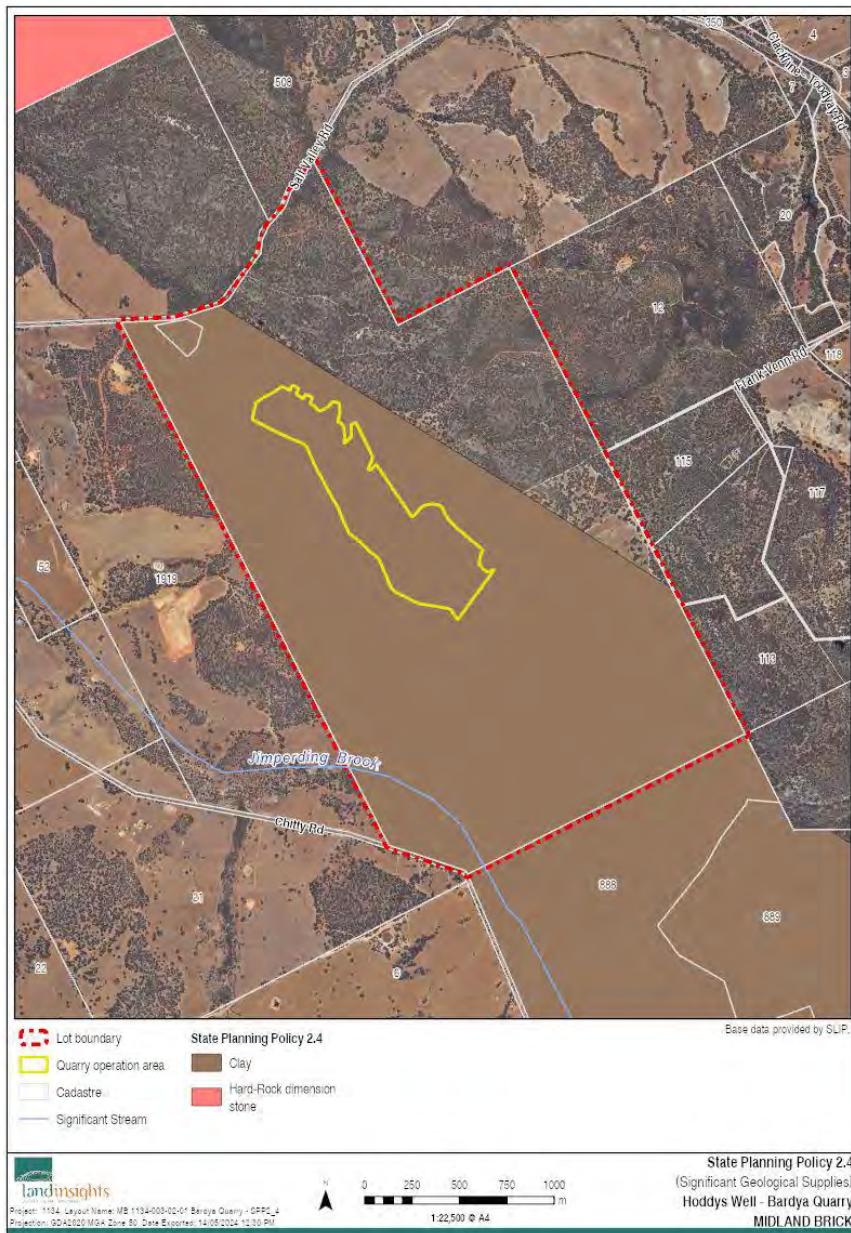
#### **4.3 *State Planning Policy 2.4 – Planning for Basic Raw Materials***

*State Planning Policy 2.4 – Planning for Basic Raw Materials* was prepared by the WAPC and gazetted in July 2021. It “enables the responsible extraction of BRM, while ensuring the protection of people and the environment”. The Policy provides guidance to operators and decision makers regarding applications for BRM extraction, as well as other types of planning applications that can potentially impact on extraction sites or significant geological supplies. The associated *Planning for Basic Raw Materials Guidelines* (WAPC, 2021) provide further information on the specific requirements that need to be met for extractive industry (including operational and environmental protection requirements).

The SPP 2.4 mapping database identifies areas of “Significant Geological Supplies” across a majority of Lot 11. The entire Hoddys Well quarry is mapped as a Significant Geological Supply for clay.

This application for extractive industry is consistent with the principles and objectives of the Policy as discussed in Table 4.1 below.

Figure 4.1 – SPP 2.4



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**Table 4.1 – Objectives of SPP 2.4**

POLICY OBJECTIVES	COMMENT
<i>Ensure BRM and its regional importance is considered at the earliest stages of the planning process.</i>	The Shire of Toodyay Local Planning Scheme does not recognise the basic raw materials or extractive industries on the site (despite the site being recognised in SPP 2.4 and being used for extractive industry for the last 60 years). However, the Shire's Local Planning Strategy reflects the SPP 2.4 basic raw material mapping and identifies the importance of the site for extractive industry.
<i>Protect BRM in SGS areas and ES by avoiding encroachment from incompatible land uses.</i>	There is no intensification of land uses proposed in the Shire of Toodyay Scheme or Strategy. The Strategy includes the basic raw material mapping from SPP 2.4. This application complies with this objective by proposing excavation of resources prior to encroachment of incompatible land uses.
<i>Ensure BRM resources are used efficiently in land use planning and development.</i>	This application complies with this objective by proposing excavation of resources prior to encroachment of incompatible land uses.
<i>Identify BRM extraction opportunities through sequential land use without compromising the final intended land use.</i>	The final intended land use will be recontouring the land with some revegetation to return the use to farming and the extraction of basic raw materials supports this use.
<i>Ensure the extraction of BRM avoids, minimises, or mitigates any adverse impacts on the community, water resources and biodiversity values.</i>	This application complies with this objective by providing a number of detailed management plans.

The *SPP 2.4 Planning for Basic Raw Materials Guidelines* (WAPC, 2021) provide support for decision-making authorities, proponents and referral agencies to implement SPP 2.4. Section 4 of the Guidelines provides advice on the assessment of proposals for extractive industries.

The Guidelines suggest the type and content of information to be submitted with an application for extractive industry including operational information, separation distances, environmental management, surface and groundwater, noise, dust, landscaping, access, and rehabilitation. The information recommended by the Guidelines is included in this application.

#### **4.4 State Planning Policy 2.9 – Water Resources**

*State Planning Policy 2.9 – Water Resources* was prepared by the WAPC in 2006. The objectives of the Policy are to protect, conserve and enhance water resources, assist in ensuring the availability of suitable water resources and promote the sustainable use of water resources. It provides a range of policy measures to guide and assist decision-makers in the consideration of water resources in decision-making. Policy Measures are provided for surface water, groundwater, wetlands, waterways, estuaries and total water cycle management.

Policy Measures of relevance to this application include those related to surface water and groundwater. Further information on the water resources on the site are provided in the Water Management Plan (Land Insights, 2024).

#### **4.5 Draft State Planning Policy 2.9 – Planning for Water**

The *draft State Planning Policy 2.9 – Planning for Water* was prepared by the WAPC in 2021. The intent of the Policy is “ensure that planning and development considers water resource management and includes appropriate water management measures to achieve optimal water resource outcomes”. It provides guidance for the consideration of water resources for planning applications and decision-makers. The Policy Measures include consideration of environmental values, social and cultural values, riverine flooding, infrastructure, and supply.

The associated SPP 2.9 Guidelines provide further detail as to how the Policy Measures can be considered and the information to be provided in an application. It should be noted that no “important environments” (including “Sensitive Water Resource Areas”) are mapped on the site under the draft Policy.

There are no “Sensitive Water Resource Areas” mapped on Lot 11 or adjoining the lot.

#### **4.6 *State Planning Policy 3.7 – Planning in Bushfire Prone Areas***

*State Planning Policy 3.7 – Planning in Bushfire Prone Areas* was prepared by the WAPC in 2015. It provides the foundation for land use planning to address bushfire risk management in Western Australia and to inform and guide decision-makers, referral agencies and landowners to help achieve acceptable bushfire protection outcomes. It applies to development in designated bushfire prone areas.

The latest DPLH mapping (2021) identifies *Bushfire Prone Areas* across the entire of Lot 11.

A bushfire risk assessment and management actions are provided in Chapter 2.13 above. It should be noted that a Bushfire Management Plan and Bushfire Attack Level Assessment is not required for extractive industry as stated in Clause 2.6 of the “Guidelines for Planning in Bushfire Prone Areas” (Version 1.4) (WAPC, 2021) prepared under State Planning Policy 3.7 (WAPC, 2015). This Clause states Clause 2.6 of the Guidelines states that:

*Decision-makers can apply exemptions from the requirements of SPP 3.7 and these Guidelines where there is no intensification of land-use, and/or the proposal is not increasing the bushfire threat.*

An example given in the Guidelines for the type of proposal/development which could be exempt includes extractive industries as follows:

*A development application for an extractive industry where the extraction is undertaken in an open cleared area (for example, quarries and open cut mining) and no habitable buildings are proposed.*

The requirement for a Bushfire Management Plan is at the discretion of the Local Government and as no habitable building are located on the site, the requirement for a Bushfire Management Plan could be waived. The Shire of Toodyay has supported this approach for past extractive industry applications.

Figure 4.2 – Bushfire Prone Areas



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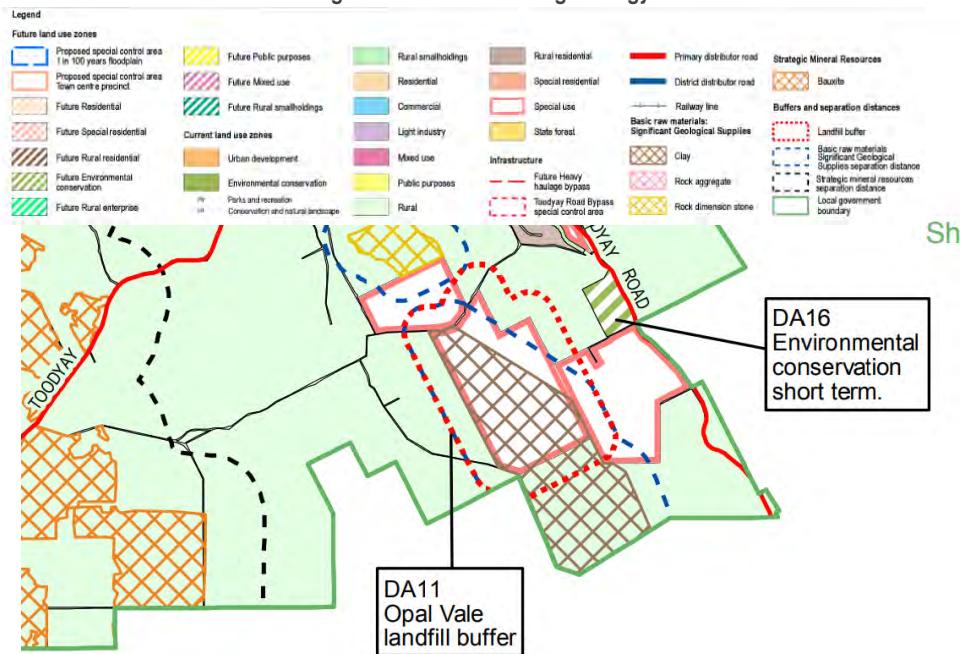
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#### 4.7 Shire of Toodyay Local Planning Strategy

The *Shire of Toodyay Local Planning Strategy* was prepared by the Shire in 2018. It “sets out the Shire’s long-term planning directions and objectives for future planning and development.”

The site is identified on the Strategy Map as “Special Use”, reflecting the current zone in the Scheme. The SPP 2.4 State Geological Supply mapping is also included in the Strategy maps and the quarry is located within “Clay Significant Geological Supplies”. A buffer has also been applied in the Strategy maps.

Figure 4.3 – Local Planning Strategy



Source: WAPC

Chapter 6.7 of the Strategy addresses extractive industry in the Shire. It states the following in relation of basic raw materials in Shire decision-making and planning:

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*Extractive industries are important to the growth and economy of Toodyay; however, appropriate strategic planning and management in regards to these activities is essential. This may include providing buffers to separate mining operations from sensitive land uses in order to minimise impacts on the community. Where basic raw materials are present, it is important to consider the zoning and land use of the area, and provisions for the protection, access, and use of the resources.*

As is demonstrated throughout this document, the requirements of the Strategy are met as there is no intensification of land uses proposed and appropriate separation distances are provided.

The strategies listed in the Strategy for basic raw materials are addressed in the table below.

**Table 4.2 – Strategies for Basic Raw Materials**

STRATEGIES	COMMENT
Facilitate the extraction of basic raw materials, subject to appropriate precautions to minimise any adverse impact on adjacent property, or on the natural environmental resources.	This strategy supports this application for continued excavation at the site. A variety of environmental management plans are also included with this application.
Encourage the definition of suitable buffers within LPS5 to limit the impact on adjacent property, and to avoid encroachment of sensitive development into areas subject to reduced air quality, noise, or risk.	A basic raw materials separation distance buffer is mapped in the Strategy around the Significant Geological Supplies mapping.
Identify and protect basic raw materials including gravel and sand resources from inappropriate developments that would prevent their future use.	Not applicable to this application.
Identify natural resource priority areas and significant geological supplies and buffers to avoid encroachment of sensitive development into areas subject to reduced air quality, noise, or other risks.	The significant geological supplies on the site are identified in the Strategy.

STRATEGIES	COMMENT
Establish appropriate controls for extractive industries to minimise impacts on the environmental and local amenity, including roads	The operation is already subject to a variety of environmental management plans including dieback, dust, noise, bushfire etc.

#### 4.8 *Shire of Toodyay Environmental Management Strategy*

The *Shire of Toodyay Environmental Management Strategy* was adopted by Council in 2015. It “provides a framework for the achievement of better environmental management outcomes, consistent with the overall vision and mission of the Shire”. It identifies five “themes”, each of which have objectives, strategies and actions prescribed to them in the Strategy. The five themes are governance and communication, land, biodiversity, water and energy and waste. Most relevant to this application for extractive industry are the themes of land, biodiversity, and water.

Extractive industries are not specifically mentioned in the Strategy and many of the actions are the responsibility of the Shire to implement. However, the general principles of environmental management can be applied to this application. An environmental assessment is included in Chapter 5 of this report and various management plans are attached.

#### 4.9 *Shire of Toodyay Local Planning Scheme No. 4*

The *Shire of Toodyay Local Planning Scheme No. 4* was endorsed by the WAPC on 10 February 2017.

The site is zoned “Special Use 14 (SU14)”. The uses set out in Schedule 4 of the Scheme are:

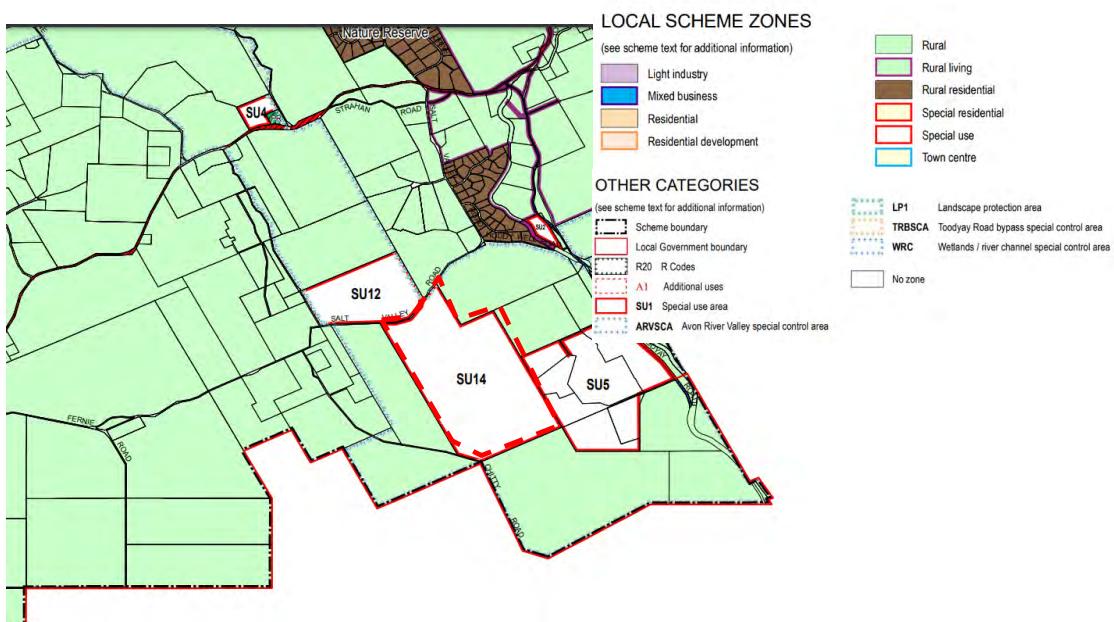
1. Waste Disposal and treatment
2. Rural Uses.

Conditions listed in Schedule 4 include:

1. Development of the site is to be in accordance with SAT Decision [2013] WASAT88 in regard to Matter Number DR292 2012.
2. As per the requirements for the “Rural” zone.

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Figure 4.5 – Shire of Toodyay Local Planning Scheme No. 4



Source: DPLH

Extractive industry on site is to be considered in accordance with the requirements of the 'Rural' zone. The land use 'Industry – Extractive' is a 'D' use in the Rural zone. This means that the use is not permitted unless the local government has exercised its discretion by granting development approval. This application addresses the requirements of the Local Planning Scheme and requests a renewal of the Development Approval for the operation.

Lot 11 is also included within the following:

- Landscape Protection Area
- Avon River Valley Special Control Area.

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The purpose of the Avon River Valley Special Control Area is “to promote the objectives of the Avon Arc Sub-Regional Strategy (January 2001) by identifying areas within the Avon Arc of high landscape value and by conserving and enhancing the significant values and features that exist within this landscape area.”

The relevant considerations as stated in Clause 5.2.3 of the Scheme are addressed in the table below.

*Table 4.3 – Relevant Considerations for the Avon River Valley SCA*

STRATEGIES	COMMENT
<p>To preserve and enhance the status of this area as a major scenic and recreation resource the local government will:</p> <p>(a) encourage the retention and enhancement of the vegetation cover;</p> <p>(b) encourage rural uses to continue in a manner consistent with good land management practice and the enhancement of the environment;</p> <p>(c) exercise controls over the subdivision and development of land so that the siting and design of buildings or works will enhance the visual character of the area;</p> <p>(d) acquire, where appropriate, foreshore land to protect critical areas of landscape or recreational value and to ensure public access; and,</p> <p>(e) permit appropriate uses of a recreational or tourist nature subject to adequate controls on the level of activity and siting of such uses.</p>	<p>a) The application of the mitigation hierarchy has been used to determine the future extraction and development areas.</p> <p>b) The quarry already exists on the site, however the final use following extraction will be for rural use.</p> <p>c) N/A – no subdivision is proposed</p> <p>d) N/A – no foreshore areas on major or significant watercourses are located on the property.</p> <p>e) N/A – no tourist or recreational uses are proposed in this application.</p>

STRATEGIES	COMMENT
<p>The local government in considering development proposals on land identified on the Scheme Map as being within the special control area will consider the following before making a determination:</p> <p>(a) the effects of the proposal on catchment management and the measures to be taken to mitigate such effects;</p> <p>(b) whether the proposed development will materially and seriously effect any wetland or native flora, native wildlife refuge or habitat, especially when such is rare, endangered or a priority species;</p> <p>(c) whether the proposed development will effect any identified site of known Aboriginal importance;</p> <p>(d) the effects of the development to the natural environment including: i) effects of clearing for development, especially for roads and services; and, ii) habitat disturbance;</p> <p>(e) the actions to be taken to ameliorate any adverse effects the development may have on the environment which shall include but not be limited to; i) landscaping and tree planting on road verges and boundaries; ii) provision of habitat corridors; iii) fencing of areas of environmental value; and, iv) the removal from the site of all waste materials resulting from land clearing and the levelling and planting of all earth works and spoil heaps; and,</p> <p>(f) whether the proposed development is compatible with the existing rural and scenic character of the Shire of Toodyay</p>	<p>a) A Water Management Plan is included with this application which considers the current water resources and catchment areas and management of potential impacts.</p> <p>b) No wetlands are located on or adjoining the quarry. Flora and Fauna surveys have been undertaken to determine potential impacts to threatened and priority flora and fauna and this is further addressed in this report.</p> <p>c) Aboriginal heritage is discussed in this report.</p> <p>d) An environmental impact assessment (EIA) is provided in this report.</p> <p>e) A suite of management plans are provided in this application to address potential impacts.</p> <p>f) Visual amenity and management is addressed in this application.</p>

STRATEGIES	COMMENT
Where development within the special control area is likely to substantially detract from the visual amenity of the district, taking into account the cumulative visual effect of that development and other development that may be anticipated in the locality and in the area generally, local government may: (a) refuse to grant its approval to the development, or (b) grant development approval subject to conditions regarding size, siting or materials to be used.	Noted – visual amenity and management is addressed in the Visual Management Plan.
A person shall not fill, clear, drain, excavate or otherwise alter by earthworks, any land within the special control area or on any such land, construct any dam, building or levee for any purpose or restrict or partially or totally divert the natural flow of water or natural stormwater runoff or cause any storm water or other water or any other liquid from any source to flow into any creek, watercourse, lake or wetland without the written approval of the local government.	This application also seeks approval in accordance with this Clause.

STRATEGIES	COMMENT
<p>A person shall not without the approval of local government, ringbark, cut down, lop, top, prune, injure or destroy by any other means a tree on any land to which this clause applies unless:</p> <ul style="list-style-type: none"> <li>• the tree is less than one metre high and has a girth of less than 15 millimetres at a height of 400 millimetres from the ground;</li> <li>• the tree is dying, dead or has become dangerous;</li> <li>• the tree is not a protected native plant;</li> <li>• the tree is not located within 20 metres of a watercourse, or</li> <li>• it is for the purpose of agricultural activities such as the clearing of fence lines and firebreaks and the removal of re-growth under the age of two years.</li> </ul>	Noted – Appropriate clearing permits and permissions will be obtained prior to any clearing.
<p>In considering any application for approval to clear land pursuant to subclause 5.2.3.5, the local government will take into account the possible effects on the landscape of the area, the possibility of erosion or other ecological consequences and may, at its discretion, refer the application to the Department of Environment and Conservation, the Conservation Commission of Western Australia or any other Government Department or Authority with a request for advice or, where considered appropriate, with a recommendation that the area concerned, or any part thereof, be considered for acquisition as National Park or Public Use Reserve.</p>	Noted.

STRATEGIES	COMMENT
The local government may require the preparation of a statement of environmental impacts, which shall accompany a development application for any land subject to this clause to enable the local government to fully consider the possible environmental effects of the proposal.	An Environmental Impact Assessment is included in this report and a suite of management plans are attached.
Without limiting the power of the local government to grant approval, the local government may grant approval to develop land to which this clause applies where it is satisfied that; (a) the characteristics of the land are different from the general characteristics on which the classification of the land was based; and (b) there are no other reasonable or practicable alternatives in the circumstances.	Noted.

#### 4.10 Strategic Community Plan Toodyay 2028

The *Strategic Community Plan Toodyay 2028* was prepared by the Shire of Toodyay in 2018. It outlines community priority areas within the planning period from 2018 to 2028 which include social, economic, natural environment, built environment and governance.

Extractive industry is mentioned under the priority area “natural environment”. It states that extractive industries are “permitted and supported through State Planning Policies. Within the limitations of the State policy framework, the Shire seeks to regulate these activities through its Local Planning Scheme and an Extractive Industry Local Law. The Shire has the capacity to influence days and hours of operation, transport routes and conditions (including contributions) and rehabilitation requirements. All Shire decision making is subject to review by the State Administrative Tribunal.”

**4.11 Shire of Toodyay Local Planning Policies (LPP7) Extractive Industries – Road Contributions**

The *Shire of Toodyay Local Planning Policy (LPP 7) Extractive Industries – Road Contributions* was adopted by Council in 2014. It provides a framework for contributions by Extractive Industries to help the Shire to recover the additional costs incurred from road use that will result from that land use. The Policy states that monetary contributions are for both “construction and rehabilitation” and “repairs and maintenance” of local roads used by trucks.

Road contributions will be negotiated between the Shire and Midland Brick through the determination of the application, using LPP7 as a guide.

**4.12 Shire of Toodyay Extractive Industry Local Law**

The *Shire of Toodyay Extractive Industries Local Law* was endorsed by Council on the 24 June 1999. It sets out the licencing requirements for an extractive industry, including the information which is required in an application and determination of the application. This application for a renewal of the extractive industry licence renewal is submitted in accordance with the Local Law.

The information required for a renewal of a licence is set out in Clause 4.3 of the Local Law. This clause specifies that a renewal document needs details of “*the works, excavation and rehabilitation stages reached and of any changes or proposed changes with respect to any of the things referred to in clauses 2.3(1) (b) and (c).*

It should be noted that in addition to the information required by Clause 2.3 of the Local Law, information has also been provided in this application such as detailed information on the operation and planning context as well as additional management plans.

**4.13 EPA Guidance Statement 3 – Separation Distances between Industrial and Sensitive Land****Uses**

The EPA's *Guidance Statement No. 3* (GS3) provides a guideline on the separation distances and buffers for a range of industrial land uses to sensitive land uses (such as residential dwellings). It should be noted that the distances in GS3 assume the land use is not managed and, should best practice environmental management take place, these distances can be reduced.

The operations on site fit into the category "clay extraction or processing". The potential impacts are listed as "noise" and "dust". The separation distance is "500-1000 metres, depending on size and processing", however this can be less with appropriate environmental management.

There are no sensitive receptors with 1,000 metres from the quarry (including the landowner).

The following closest sensitive receptors have been identified from the quarry.

- Owner's dwelling to the south – Approximately 1,100 metres
- Nearest rural dwelling to the east – Approximately 1,400 metres
- Nearest rural dwelling to the south – Approximately 2,400 metres
- Nearest rural dwelling to the west – Approximately 1,800 metres
- Nearest rural dwelling to the north-west – Approximately 1,600 metres (note that this is to the site entrance as this is the closest point)

**4.14 Water Quality Protection Note 15 – Basic Raw Materials Extraction**

*Water Quality Protection Note 15 – Basic Raw Materials Extraction* was prepared by DWER in 2019.

The Note applies to extraction of basic raw materials and associated processing activities (stockpiling, crushing, screening etc.) It provides a comprehensive list of recommendations for a variety of situations and scenarios where protection of water resources needs to be considered for extractive industry.

The recommendations from the WQPN have been incorporated into the Water Management Plan (Land Insights, 2024) for the operation, a copy of which is attached. A detailed review of the recommendations from the WQPN are included in the Water Management Plan.

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## 5 *Environmental risk assessment*

### 5.1 *Introduction*

Environmental management is achieved through implementation of a variety of management plans throughout the duration of the operation. Compliance with these environmental management commitments can also be monitored by Local Government through the Development Approval and Extractive Industry Licence.

The primary aim of the management plans is to ensure the clay extraction activities have minimal environmental impacts and to help return the land to an appropriate end use. The following management plans are included with this report:

- Dust Management Plan
- Noise Management Plan
- Water Management Plan
- Visual Amenity Management Plan
- Refuelling Management Plan
- Waste Management Plan
- Dieback Management Plan
- Weed Management Plan
- Rehabilitation Management Plan

An environmental risk assessment is included in this chapter to determine the risk to different elements of the environment. The assessment considers impact on relevant factors from the EPA's "Statement of environmental principles, factors, objectives and aims of EIA". The purpose of the assessment is to assist with determining the appropriate management of operations. Many of the conclusions made in the below risk assessment are based off detailed site assessments prepared for the site (such as flora and fauna surveys).

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## 5.2 Risk Matrix

The risk assessment for the Hoddys Well – Bardya quarry is summarised in the risk matrix below (Table 5.1). It lists the feature, the risk if the operation is not managed and the residual risk once avoidance, mitigation and management is considered. The assessment is based on the criteria in DWER's "Guidance Statement: Risk Assessments" (2017) with integration of relevant components from the relevant policies and guidelines. The exemption is the risk assessment for potential impacts to Threatened species and communities which has used the Department of Biodiversity, Conservation and Attractions (DBCA's) *Guideline for assessing risks to the conservation of biodiversity associated with threatened species and threatened ecological communities* (2023).

The risk rating is determined by considering the likelihood and consequence of environmental and amenity impact. The likelihood and consequence criteria are defined in Tables 5.2 and 5.3. The risk matrix criteria are set out in Table 5.4. It should be noted that Tables 5.2 – 5.4 are sourced from "Guidance Statement: Risk Assessments" (DWER, 2017).

The "inherent" risk rating is determined in the first part of Table 5.1. It considers the likelihood and consequence of impact if the operation was unmanaged. That is, if there was no avoidance of impact, mitigation or reduction of impact, complaints procedures and training. The "residual" risk rating in the second part of the table is determined by considering the likelihood and consequence of impact if the operation is managed in accordance with the various management plans which apply to the operation.

The purpose of the risk assessment is to demonstrate that inherent risk identified as "medium", "high" or "extreme" can be effectively managed. Management of the operation has the potential to reduce the likelihood of an impact occurring (i.e., the frequency) as well as the consequence of what this impact will be.

In general, given the operation is located on rural land there is minimal impact on the natural environment. The greatest risk associated with the operation is with regards to the potential impact on amenity. As a

result, this is the focus of the Management Plans. Several management plans are in place to address potential impacts such as dust, noise, water, and waste. It should be noted that more detailed risk assessments are provided in the respective management plans for dust, noise, water, refuelling etc.

Table 5.1 – Risk Assessment

POTENTIAL IMPACT WITHOUT MANAGEMENT	CONSIDERATION OF INHERENT RISK	INHERENT RISK			MANAGEMENT	RESIDUAL RISK		
		L	C	Risk		L	C	Risk
Native vegetation may be cleared or disturbed to facilitate excavation.	The likelihood of impact without management (avoidance and mitigation) is considered to be “likely” as the event will probably occur and the consequence of impact without management is considered “moderate” as there could be impacts on site and low levels impacts off site.	Likely	Moderate	High	<p>There are some selected areas of remnant vegetation on the site proposed to be cleared (Parkland Cleared and regrowth) to facilitate continued operation and extraction. Native vegetation to be avoided and retained have also been identified as a mitigation strategy. Other mitigation strategies will be used such as:</p> <ol style="list-style-type: none"> <li>1. Only clearing when necessary</li> <li>2. Reviewing extraction plans to determine if clearing is required before undertaking the action</li> <li>3. Staff training</li> <li>4. Clearly marking out areas approved for clearing.</li> </ol> <p>The likelihood of native vegetation being impacted with management in place (avoidance and mitigation) is considered to be “likely” as the event will probably occur and the consequence of impact with management is considered “minor” as the on-site impact is considered to be minimal.</p>	Likely	Minor	Med

POTENTIAL IMPACT WITHOUT MANAGEMENT	CONSIDERATION OF INHERENT RISK	INHERENT RISK			MANAGEMENT	RESIDUAL RISK		
		L	C	Risk		L	C	Risk
Weeds may be introduced to areas of native vegetation adjoining the quarry.	The likelihood of impact without management is considered to be “possible” as the event could occur at some time and the consequence of impact without management is considered “minor” as there is considered to be low level on site impacts without management.	Possible	Minor	Med	Refer to the Weed Management Plan for management actions.  The likelihood of weeds being introduced with management is considered to be “rare” as the event will only occur in exceptional circumstances and the consequence of impact with management is considered “minor” as the onsite impact is considered to be low level. Note that no introduced species were identified in the “Detailed Flora and Vegetation Survey” (Del Botanics, 2024) as Declared Pest species.	Rare	Minor	Low
Dieback may be introduced and impact on native vegetation. Refer to the risk assessment in the Dieback Management Plan.	N/A	N/A			Refer to the Dieback Management Plan for the risk assessment and management actions.	N/A		

POTENTIAL IMPACT WITHOUT MANAGEMENT	CONSIDERATION OF INHERENT RISK	INHERENT RISK			MANAGEMENT	RESIDUAL RISK		
		L	C	Risk		L	C	Risk
Fragmentation to vegetation and impact to ecological linkages.	The likelihood of impact without management (avoidance and mitigation) is considered to be "possible" as the event could occur at some time and the consequence of impact without management is considered "moderate" as there is considered to be low level off site impacts without management.	Possible	Moderate	Med	<p>There are some selected areas of remnant vegetation on the site (Parkland Cleared and regrowth) proposed to be cleared to facilitate continued operation and extraction. Vegetation outside of these areas will be retained, including intact areas of remnant vegetation.</p> <p>The likelihood of ecological linkages being impacted with management (avoidance and mitigation) is considered to be "unlikely" as the event will probably not occur and the consequence of impact with management is considered "minor" as the on-site impact is considered to be low level and the local scale impact is considered to be minimal.</p>	Unlikely	Minor	Low
Native fauna (individuals and communities) significantly impacted by the operation through land clearing, introduction of weeds and disease and activities on site.	The likelihood of impact without management (avoidance and mitigation) is considered to be "likely" as the event will probably occur and the consequence of impact without management is considered "minor" as there is considered to be low level on site impacts without management.	Likely	Minor	Med	<p>There are some selected areas of remnant vegetation on the site proposed to be cleared to facilitate continued operation and extraction (Parkland Cleared and regrowth). Vegetation outside of these areas will be retained, particularly the intact areas of remnant vegetation adjoining the quarry.</p> <p>The likelihood of habitat and fauna being impacted with management (avoidance and mitigation) is considered to be "possible" as the event could occur and the consequence of impact with management is considered "slight" as the on-site impact is considered to be minimal.</p>	Likely	Slight	Low

POTENTIAL IMPACT WITHOUT MANAGEMENT	CONSIDERATION OF INHERENT RISK	INHERENT RISK			MANAGEMENT	RESIDUAL RISK		
		L	C	Risk		L	C	Risk
Impact to surface water catchment areas including reduction in surface water catchment volumes due to quarry areas being hydrologically removed from the surrounding area.	The likelihood of hydrological regimes being impacted without management is considered to be “possible” as the event will could occur and the consequence of impact without management is considered “minor” as the on-site impact is considered to be low level and off site impacts to be minimal.	Possible	Minor	Med	Refer to the Water Management Plan (Land Insights, 2024) for more detailed management information.  The likelihood of hydrological regimes being impacted with management (avoidance and mitigation) is considered to be “possible” as the event will only occur in exceptional circumstances and the consequence of impact with management is considered “minor” as the on-site impact is considered to be low level.	Rare	Minor	Low
Intersection with the groundwater table which could potentially lead to dewatering requirements and contamination.	The likelihood of groundwater being impacted without management is considered to be “unlikely” as the event will probably not occur in most circumstances and the consequence of impact without management is considered “minor” as the on-site impact is considered to be low level.	Unlikely	Minor	Med	The operation lies above the groundwater table and quarry management will ensure that extraction does not intersect or impact on groundwater. There will be no pumping, dewatering, changes to recharge or alterations to flow as a result of the operation. Refer to the Water Management Plan (Land Insights, 2024) for further detailed information.  The likelihood of groundwater being impacted with management is considered to be “rare” as the event will only occur in exceptional circumstances and the consequence of impact with management is considered “minor” as the on-site impact is considered to be low level.	Rare	Minor	Low

POTENTIAL IMPACT WITHOUT MANAGEMENT	CONSIDERATION OF INHERENT RISK	INHERENT RISK			MANAGEMENT	RESIDUAL RISK		
		L	C	Risk		L	C	Risk
Impact to surface water quality due to erosion and transport of sediment to watercourses and wetlands. Sedimentation can result in higher turbidity levels and suspended solids.	The likelihood of surface water being impacted without management is considered to be “possible” as the event could occur at some time and the consequence of impact without management is considered “moderate” as the on-site impact is considered to be mid-level.	Possible	Moderate	Med	<p>There are no significant surface water features on or adjoining the site, however some minor watercourses are located in close proximity (within 100m) of the operation area. All stormwater within the operation area will be retained on site and not permitted to drain into surrounding areas. Refer to the Water Management Plan (Land Insights, 2024) for detail on management.</p> <p>The likelihood of water resources being impacted with management is considered to be “rare” as the event will only occur in exceptional circumstances and the consequence of impact with management is considered “minor” as the on-site impact is considered to be minimal.</p>	Rare	Minor	Low
Impact to surface water and groundwater from hydrocarbons (fuel and oil) and chemicals as a result of spills and leaks from equipment and machinery used.	The likelihood of water resources being impacted from hydrocarbons without management is considered to be “unlikely” as the event will probably not occur in most circumstances and the consequence of impact without management is considered “moderate” as the on-site impact is considered to be mid-level.	Unlikely	Moderate	Med	<p>Refer to the Refuelling Management Plan (Land Insights, 2024) for the operation.</p> <p>The likelihood of water resources being impacted with management is considered to be “rare” as the event will only occur in exceptional circumstances and the consequence of impact with management is considered “minor” as the on-site impact is considered to be minimal.</p>	Rare	Minor	Low

POTENTIAL IMPACT WITHOUT MANAGEMENT	CONSIDERATION OF INHERENT RISK	INHERENT RISK			MANAGEMENT	RESIDUAL RISK		
		L	C	Risk		L	C	Risk
Risk to surface water and groundwater from acid sulphate soils.	The likelihood of acid sulphate soils forming without management is considered to be "rare" as the event will only occur in exceptional circumstances and the consequence of impact without management is considered "slight" as the on-site impact is considered to be minimal.	Rare	Slight	Low	Midland Brick have standard management practices in place at all their clay pits if any acid sulphur conditions are detected, because acidic conditions can impact on clay processing and brick making. Further information is contained within the Water Management Plan (Land Insights, 2024).  The likelihood of water resources being impacted with management is considered to be "rare" as the event will only occur in exceptional circumstances and the consequence of impact with management is considered "slight" as the on-site impact is considered to be minimal.	Rare	Slight	Low
Pathogens from staff amenities posing a risk to water quality and public health.	The likelihood of water resources being impacted from pathogens without management is considered to be "unlikely" as the event will probably not occur in most circumstances and the consequence of impact without management is considered "slight" as the on-site impact is considered to be minimal.	Unlikely	Slight	Low	If a portable toilet is brought onto the site it will be serviced in accordance with the manufacturer's instructions.  The likelihood of water resources being impacted from pathogens with management is considered to be "rare" as the event will only occur in exceptional circumstances and the consequence of impact with management is considered "slight" as the on-site impact is considered to be minimal.	Rare	Slight	N/A

POTENTIAL IMPACT WITHOUT MANAGEMENT	CONSIDERATION OF INHERENT RISK	INHERENT RISK			MANAGEMENT	RESIDUAL RISK		
		L	C	Risk		L	C	Risk
Soils subject to significant water and wind erosion can cause land degradation.	The likelihood of land degradation occurring without management is considered to be “possible” as the event could occur at some time and the consequence of impact without management is considered “minor” as the on-site impact is considered to be low level.	Possible	Minor	Med	Wind erosion can be managed through the Dust Management Plan. Water erosion is managed through the Water Management Plan (Land Insights, 2024).  The likelihood of land degradation occurring with management is considered to be “unlikely” as the event will probably not occur in most circumstances and the consequence of impact with management is considered “slight” as the on-site impact is considered to be minimal.	Unlikely	Slight	Low
Local landform not being recontoured to be compatible with the surrounding landscape.	The likelihood of landform impact occurring without management is considered to be “possible” as the event could occur at some time and the consequence of impact without management is considered “moderate” as the on-site impact is considered to be mid-level.	Possible	Moderate	Med	Land recontouring and rehabilitation is provided for in the Rehabilitation Management Plan (Land Insights, 2024).  The likelihood of landform impact occurring with management is considered to be “rare” as the event will only occur in exceptional circumstances and the consequence of impact with management is considered “minor” as the on-site impact is considered to be low level.	Rare	Minor	Low

POTENTIAL IMPACT WITHOUT MANAGEMENT	CONSIDERATION OF INHERENT RISK	INHERENT RISK			MANAGEMENT	RESIDUAL RISK		
		L	C	Risk		L	C	Risk
Impact to Aboriginal Heritage Sites.	The likelihood of heritage sites being impacted without management is considered to be “unlikely” as the event will probably not occur in most circumstances and the consequence of impact without management is considered “minor” as the on-site impact is considered to be low level.	Unlikely	Minor	Med	The operation is appropriately setback from the Jimperding Brook (the closest Aboriginal Cultural Heritage site) and operates in accordance with a Water Management Plan which requires that all water is retained on site and will not flow into or impact the Brook.  The likelihood of heritage sites being impacted with management is considered to be “rare” as the event will only occur in exceptional circumstances and the consequence of impact with management is considered “minor” as the on-site impact is considered to be low level.	Rare	Slight	Low
Impact to sites of European heritage.	N/A	N/A			No European heritage sites are located on site.	N/A		
Noise levels exceed the assigned noise levels as prescribed by the Noise Regulations to noise sensitive premises.  Refer to the risk assessment in the Noise Management Plan.	N/A	N/A			Refer to the Noise Management Plan for management actions.	N/A		

POTENTIAL IMPACT WITHOUT MANAGEMENT	CONSIDERATION OF INHERENT RISK	INHERENT RISK			MANAGEMENT	RESIDUAL RISK		
		L	C	Risk		L	C	Risk
Dust emissions cause impact to sensitive land uses (such as residential properties).  Refer to the risk assessment in the Dust Management Plan.	N/A	N/A			Refer to the Dust Management Plan for management actions.	N/A		
Buffers and separation distances are not adequate enough to reduce impact on sensitive land uses.	The likelihood of sensitive receptors being impacted without management is considered to be “unlikely” as the event will probably not occur due to the existing separation distances and the consequence of impact without management is considered “minor” as the offsite impact is considered to be low level.	Unlikely	Minor	Med	Environmental management plans (attached to this report) will reduce impact to nearby sensitive land uses.  The likelihood of sensitive receptors being impacted with management is considered to be “rare” as the event will only occur in exceptional circumstances due to the existing separation distances and the consequence of impact with management is considered “minor” as the off-site impact is considered to be minimal.	Rare	Minor	Low

POTENTIAL IMPACT WITHOUT MANAGEMENT	CONSIDERATION OF INHERENT RISK	INHERENT RISK			MANAGEMENT	RESIDUAL RISK		
		L	C	Risk		L	C	Risk
Impact of truck use on local and regional roads and traffic.	The likelihood of traffic being impacted without management is considered to be "Possible" as the event could occur and the consequence of impact without management is considered "moderate" and the off-site impacts are considered to be mid-level .	Possible	Moderate	Med	All trucks will use appropriately registered roads on the RAV network and truck drivers are instructed to adhere to traffic rules within the site. The operator will pay road contributions to the Shire for road maintenance and repair.  The likelihood of roads and local traffic being impacted with management is considered to be "rare" as the event will only occur in exceptional circumstances and the consequence of impact with management is considered "minor" as the offsite site impact is considered to be low level.	Rare	Minor	Low
Impact of the operation on visual amenity and that the pit area can be seen from the public realm.	The likelihood of visual amenity being impacted without management is considered to be "possible" as the event could occur at some time and the consequence of impact without management is considered "moderate" as the off-site impact is considered to be low level.	Possible	Moderate	Med	The site will be rehabilitated in accordance with the Rehabilitation Management Plan (Land Insights, 2024). Visual management is provided for in the Visual Management Plan (Land Insights, 2024).  The likelihood of visual amenity being impacted with management is considered to be "rare" as the event will only occur in exceptional circumstances and the consequence of impact with management is considered "minor" as the on-site impact is considered to be low level.	Rare	Minor	Low

Table 5.2 – Risk Assessment (Threatened Species)

POTENTIAL IMPACT WITHOUT MANAGEMENT	CONSIDERATION OF INHERENT RISK	INHERENT RISK			MANAGEMENT	RESIDUAL RISK		
		L	C	Risk		L	C	Risk
Threatened and Priority Communities (TEC's and PEC's) may be impacted if present on site.	The likelihood of impact without management (avoidance and mitigation) is considered to be "remote" as the Detailed Flora and Vegetation Survey undertaken by Del Botanics did not record any TECs and PECs in the survey area. The consequence of impact is "negligible".	Remote	Negligible	Insignificant	No specific management is required.	Remote	Negligible	Insignificant
Threatened and Priority Flora Species may be impacted if present on site.	The likelihood of impact without management (avoidance and mitigation) is considered to be "Remote" as the Detailed Flora and Vegetation Survey undertaken by Del Botanics did not record any Threatened or Priority Flora in the survey area. The consequence is "negligible".	Remote	Negligible	Insignificant	No specific management is required.	Remote	Negligible	Insignificant

POTENTIAL IMPACT WITHOUT MANAGEMENT	CONSIDERATION OF INHERENT RISK	INHERENT RISK			MANAGEMENT	RESIDUAL RISK		
		L	C	Risk		L	C	Risk
Threatened and Priority Fauna disturbed and impacted by the operation (predominantly through clearing).	The likelihood of impact to habitat and threatened fauna without management (avoidance and mitigation) is “possible” and the consequence of impact without management is “moderate”. A Targeted Conservation Significant Fauna Survey was undertaken by Western Wildlife to inform the impact assessment.	Possible	Moderate	Med	There are some selected areas of remnant vegetation on the site proposed to be cleared to facilitate continued operation and extraction. Vegetation outside of these areas will be retained, particularly vegetation to the east of the pit area. The likelihood with management is considered to be “unlikely” event will probably occur and the consequence of impact without management is considered “moderate”.	Unlikely	Moderate	Low

The criteria used to determine the likelihood and consequence are shown in Tables 5.2 and 5.3 respectively. The risk matrix is defined in Table 5.4 below.

The tables are based on the criteria in the Department of Water and Environmental Regulation's *Guidance Statement: Risk Assessments (2017)*.

**Table 5.3 – Likelihood Criteria**

Almost certain	Likely	Possible	Unlikely	Rare
The risk event is expected to occur in most circumstances.	The risk event will probably occur in most circumstances.	The risk event could occur at some time.	The risk event will probably not occur in most circumstances.	The risk event may only occur in exceptional circumstances.

Table 5.4 – Consequence Criteria

	Slight	Minor	Moderate	Major	Severe
<b>Environment</b>	<ul style="list-style-type: none"> <li>On-site impact: minimal (No discernible adverse impact).</li> </ul>	<ul style="list-style-type: none"> <li>On-site impacts: low level (discernible effect on the environment but no adverse impact)</li> <li>Off-site impacts local scale: minimal</li> <li>Off-site impacts wider scale: not detectable</li> <li>Minor number of individuals of species may be affected locally.</li> </ul>	<ul style="list-style-type: none"> <li>On-site impacts: mid-level (Minor adverse effect to the environment)</li> <li>Off-site impacts local scale: low level</li> <li>Off-site impacts wider scale: minimal</li> <li>Moderate loss of individuals of species locally.</li> </ul>	<ul style="list-style-type: none"> <li>On-site impacts: high level (moderate impact to the environment)</li> <li>Off-site impacts local scale: mid-level</li> <li>Off-site impacts wider scale: low level</li> <li>Short term impact to an area of high conservation value or special significance<sup>^</sup></li> <li>Moderate damage to ecosystem function and major loss of individuals of species locally.</li> </ul>	<ul style="list-style-type: none"> <li>On-site impacts: catastrophic (significant impact to the environment)</li> <li>Off-site impacts local scale: high level or above</li> <li>Off-site impacts wider scale: mid-level or above</li> <li>Mid to long term or permanent impact to an area of high conservation value or special significance<sup>^</sup></li> <li>Significant long-term damage/loss of ecosystem function and loss of individuals of species locally.</li> </ul>
<b>Public Health and Amenity</b>	<ul style="list-style-type: none"> <li>Local scale: minimal to amenity.</li> </ul>	<ul style="list-style-type: none"> <li>Local scale impacts: low level impact to amenity.</li> </ul>	<ul style="list-style-type: none"> <li>Adverse health effects: low level or occasional medical treatment</li> <li>Local scale impacts: mid-level impact to amenity.</li> </ul>	<ul style="list-style-type: none"> <li>Adverse health effects: mid-level or frequent medical treatment</li> <li>Local scale impacts: high level impact to amenity.</li> </ul>	<ul style="list-style-type: none"> <li>Loss of life</li> <li>Adverse health effects: high level or ongoing medical treatment</li> <li>Local scale impacts: permanent loss of amenity.</li> </ul>

<sup>^</sup> Determination of areas of high conservation value or special significance should be informed by the Guidance Statement: Environmental Siting.

\*'onsite' means within the Lot boundary.

Table 5.5 – Risk Matrix Criteria

Likelihood	Consequence				
	Slight	Minor	Moderate	Major	Severe
Almost certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	High	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Medium	Medium	Medium	High
Rare	Low	Low	Medium	Medium	High

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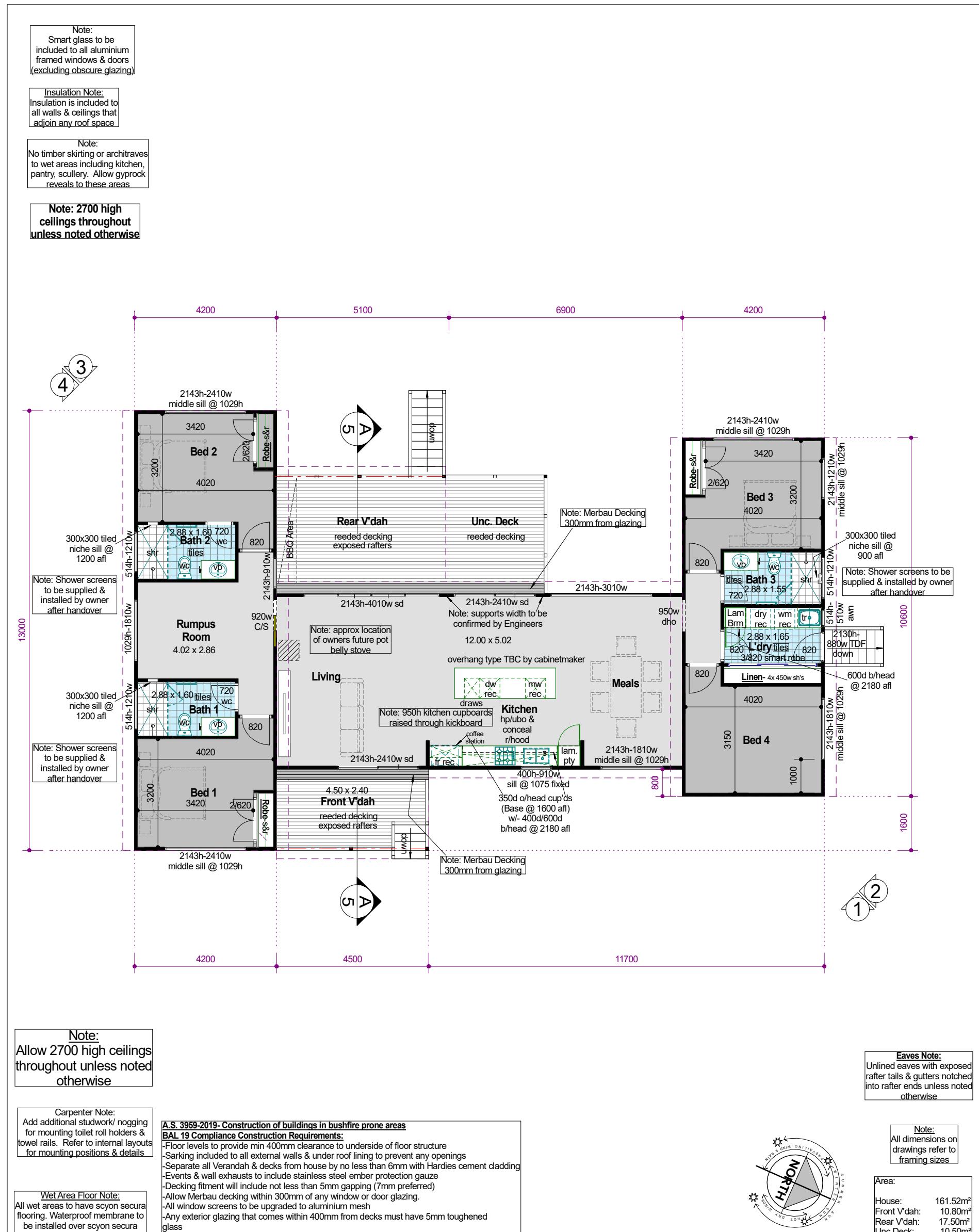
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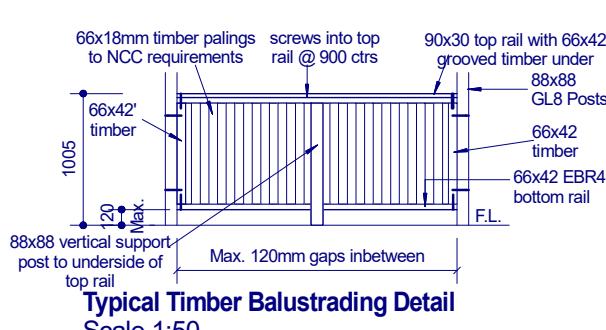
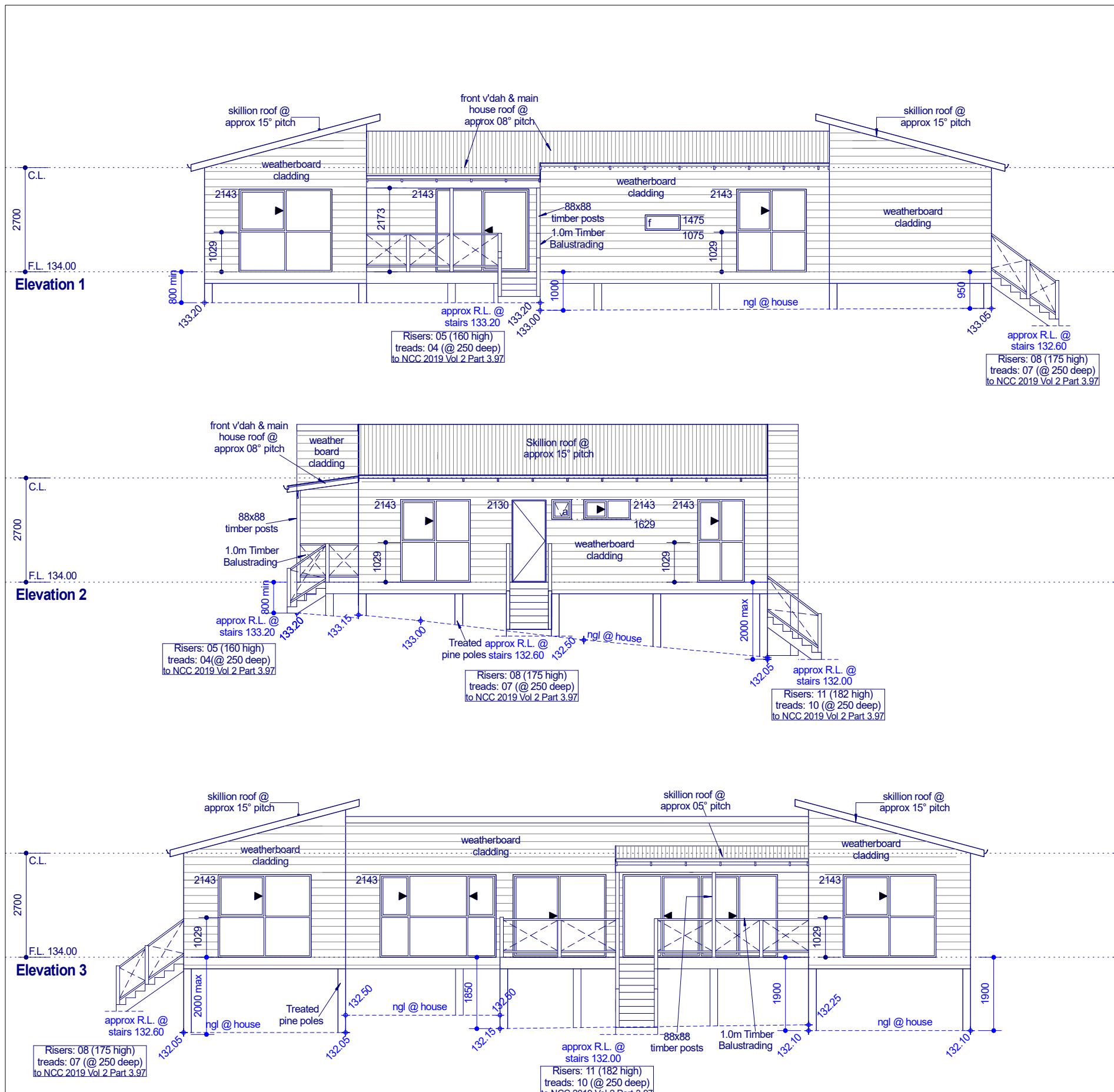




Owners Name:  
**Erskine**  
Address:  
**55 Toodyay Street,**  
Address:  
**Toodyay**  
Council/ Shire:  
**Shire of Toodyay**

NOTES:  
1. Contractors are to check all dimensions & conditions on site prior to commencing fabrication or construction. Any discrepancies are to be brought to the supervisor's attention.  
2. Client Note: All sizes and dimensions shown do not allow for plasterboard lining. Owner to make allowances for plasterboard thickness.  
3. Builder reserves the right to alter dimensions on site to suit Construction, Engineering or Site Conditions.  
4. Builder has full possession of the site whilst the home is under construction  
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Milford Homes

Amendments	Date	Dwn	I/We the owners agree to the contents of this document and all initialed sheets	House Range:
XXX	XXX	LC	Owner 1:	Chateau Range
-	-	-	Owner 2:	House Version: Chateau Modern 4x2
-	-	-	Builder:	Date: 22/2/24 Draftsman: L.C. Scale: 1:100
-	-	-	Witness:	BAL: BAL19 Climate Zone: 04
-	-	-	Date:	Sheet Name: Ground Floor
-	-	-	Job No: 2402	Sheet No: 02



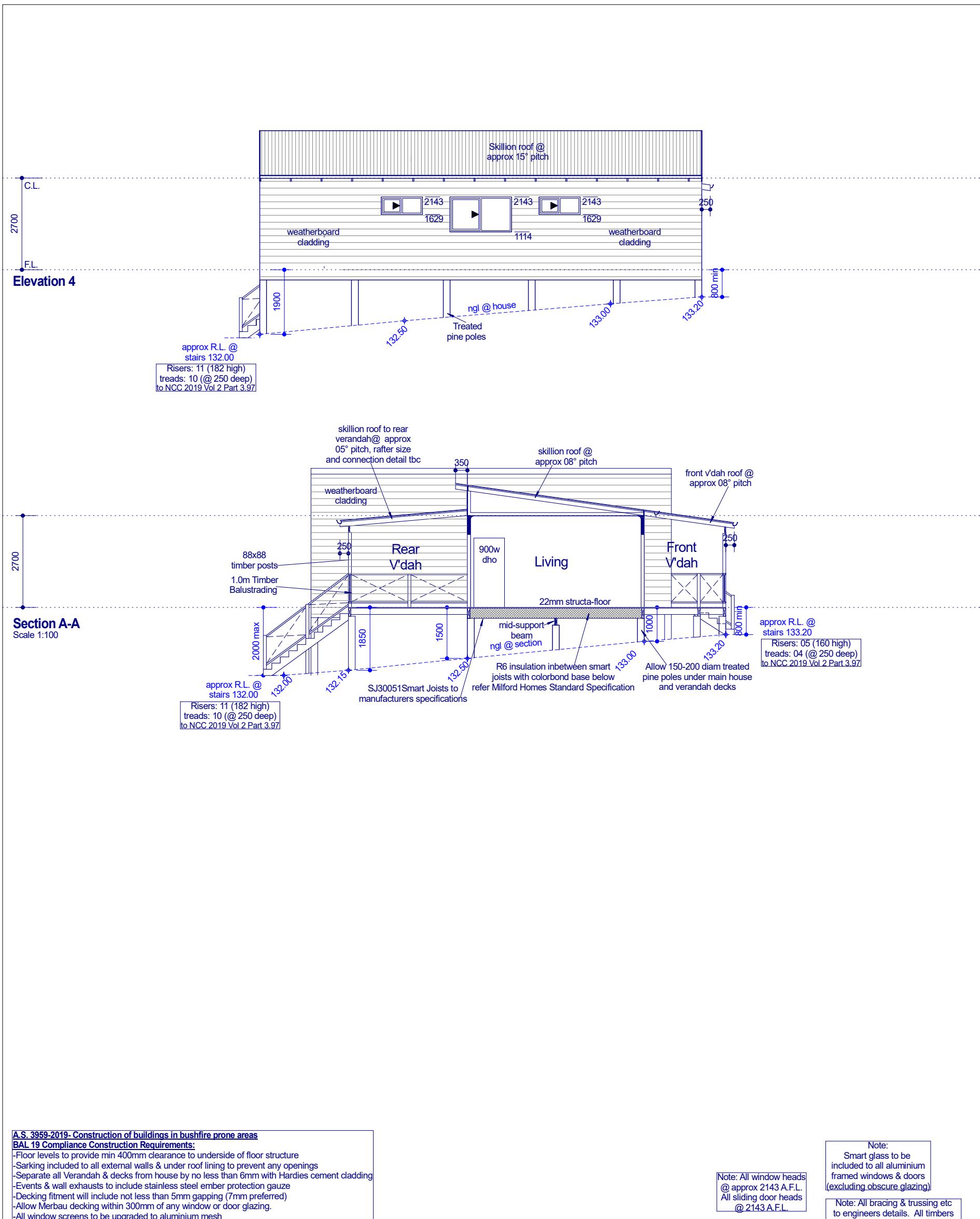
**A.S. 3959-2019- Construction of buildings in bushfire prone areas**  
**BAL 19 Compliance Construction Requirements:**

- Floor levels to provide min 400mm clearance to underside of floor structure
- Sarking included to all external walls & under roof lining to prevent any openings
- Separate all Verandah & decks from house by no less than 6mm with Hardies cement cladding
- Events & wall exhausts to include stainless steel ember protection gauze
- Decking fitment will include not less than 5mm gapping (7mm preferred)
- Allow Merbau decking within 300mm of any window or door glazing
- All window screens to be upgraded to aluminium mesh
- Any exterior glazing that comes within 400mm from decks must have 5mm toughened glass
- All side hung & sliding external doors to be fitted with Aluminium mesh screens by owner

Note: All window heads @ approx 2143 A.F.L.  
 All sliding door heads @ 2143 A.F.L.  
 Note: Position of stumps may vary to elevations subject to engineering.

Note: Smart glass to be included to all aluminium framed windows & doors (excluding obscure glazing)  
 Note: All bracing & trussing etc to engineers details. All timbers to Australian Standard 1684.2-2010 for N2 wind loads unless upgrade by engineer is required

Amendments	Date	Dwn	I/We the owners agree to the contents of this document and all initialed sheets		House Range: Chateau Range
			Owner 1:	Owner 2:	
XXX	XXX	LC			House Version: Chateau Modern 4x2
-	-	-			Date: 22/2/24 Draftsman: L.C. Scale: 1:100
-	-	-			BAL: BAL19 Climate Zone: 04
-	-	-			Sheet Name: Elevations
-	-	-			Job No: 2402 Sheet No: 03



<p>U1/ 49 Conquest Way, Wangara Email: www.milfordhomes.com.au Phone: (08) 93034493 ACN: 91 072 187 878 BRN: 10156</p>	<p>Owners Name: <b>Erskine</b></p> <p>Address: <b>55 Toodyay Street,</b></p> <p>Address: <b>Toodyay</b></p> <p>Council/ Shire: <b>Shire of Toodyay</b></p>	<p>NOTES:</p> <ol style="list-style-type: none"> <li>Contractors are to check all dimensions &amp; conditions on site prior to commencing fabrication or construction. Any discrepancies are to be brought to the supervisor's attention.</li> <li><b>Client Note:</b> All sizes and dimensions shown do not allow for plasterboard lining. Owner to make allowances for plasterboard thickness.</li> <li>Builder reserves the right to alter dimensions on site to suit Construction, Engineering or Site Conditions.</li> <li>Builder has full possession of the site whilst the home is under construction</li> </ol> <p>Copyright © All Rights Reserved. Milford Homes</p>	<p>Amendments</p> <p>XXX - -</p> <p>- - -</p>	<p>Date</p> <p>XXX</p>	<p>Dwn</p> <p>LC</p>	<p>I/We the owners agree to the contents of this document and all initialed sheets</p> <p>Owner 1:</p> <p>Owner 2:</p> <p>Builder:</p> <p>Witness:</p> <p>Date:</p>	<p>House Range: <b>Chateau Range</b></p> <p>House Version: <b>Chateau Modern 4x2</b></p> <p>Date: <b>22/2/24</b> Draftsman: <b>L.C.</b> Scale: <b>1:100</b></p> <p>BAL: <b>BAL19</b> Climate Zone: <b>04</b></p> <p>Sheet Name: <b>ELEVATIONS 2</b></p> <p>Job No: <b>2402</b> Sheet No: <b>04</b></p>

55 Toodyay Street – Short Term Rental Accommodation – Code of Conduct

# CODE OF CONDUCT – SHORT TERM ACCOMMODATION

The operation of a Short Term Accommodation premises requires the submission of a Management Plan and Code of Conduct to the Shire of Toodyay. The premises must operate in accordance with the Management Plan and Code of Conduct.

Guests are made aware of the Code of Conduct prior to and on arrival, and it is displayed in a prominent position within the premises at all times. As part of the terms and conditions of your booking you have agreed to abide by this Code of Conduct. **Breaches of the code of conduct may result in termination of your booking, eviction from accommodation, loss of rental paid and/or extra charges being imposed.**

## **Code of Conduct**

Management requests the cooperation of all guests and visitors during your stay to ensure the upkeep of our property and the amenity of neighbouring properties is maintained.

Guests and visitors must comply with the Code of Conduct and any instructions from the property Owner/Host during your stay.

## **ACCOMMODATION OWNER/OPERATOR CONTACT DETAILS:**

**Manager/host name:** Shaun Erskine and Ann'Elisha Erskine

**Address:** [REDACTED]

**Phone number (during and after hours):** Shaun - [REDACTED], Ann'Elisha- [REDACTED]

**Email:** [REDACTED]

## **Additional contact information:**

- Emergency response (police, fire, ambulance): 000
- Non-emergency Police: 13 14 44
- Department of Fire and Emergency Services: 13 DFES (13 33 37)
- Northam Health Service: 08 9690 1300

**Maximum number of guests:** 10 Guests

## **Arrival and departure:**

Guests must strictly adhere to the arrival and departure times. Prior arrangements must be made with management for requests outside these times.

**Arrival time:** 3:00pm

**Departure time:** 10:00am

**Check-in:** Guests will be provided lock box location instructions, code and pictures to assist the check in process up to three days prior to the check in date via the booking platform. The lockbox contains 1 x key for the front door.

**Check-out:** Guests to dispose of rubbish outside in bins provided and leave the property in a tidy condition, secure the house by locking all windows and doors, place key back in lock box and leave premises. Hosts will follow up with requests for feedback and review.

## **Noise and amenity:**

Not adhering to the below may result in termination of permission to occupy the property or extra charges being imposed.

## 55 Toodyay Street – Short Term Rental Accommodation – Code of Conduct

- Guests and visitors must **not** engage in any antisocial behaviour and must not negatively impact upon the residential amenity of neighbours. Antisocial behaviour will not be tolerated.
- There is a **strict no party policy**.
- No visitors are allowed unless arranged by exception with the Owners/Hosts.

Guest must not create excessive noise (including associated with amplified music, television noise and other equipment) which is audible to occupiers of neighbouring properties, especially between the hours of 10pm – 9am and during arrival and departure at any time throughout the occupancy. All neighbours have been provided the Owners/Hosts contact details.

**Car parking:**

Guest and visitors are to comply with the instructions for on-site parking set out below. Off-site street parking is discouraged as ample parking available on the property.

**PARKING REQUIREMENTS:**

**On site:** Three signposted car bays are available within the premises, accessed via the short driveway. When turning into the property driveway off Toodyay Street, the car bays can be seen to the left in front of the house and adjacent to the water tank. There is space for additional informal parking on the property should it be required. A site map displaying the car parking locations is available in the guest handbook.

**Concerns and complaints:**

Guests must notify the Owner/Host of any concerns, disputes or complaints as soon as possible. If an issue is communicated to Host/Owners, then the procedure that will be followed is:

1. Understand issue: Investigate the matter, determine the issue/s.
2. Seek resolution: Provide solution aligned to code of conduct, discuss with guest the actions to be taken to address the issue.
3. Close out issue: Communicate the resolution, confirm issue is resolved, provide feedback to the person raising issue.
4. Embed learnings: Consider how issue can be prevented in the future, update code of conduct and management plan if necessary.

**Bushfire risk awareness:**

This property and the Shire of Toodyay is located in a bushfire prone zone, therefore guests must be aware:

- There are strictly no fires are allowed on the premises between 1 October and 30 April
- Guests are encouraged to visit [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au) before and during their stay as it provides current bushfire alerts, warnings and danger rating or call "13 DFES"
- Emergency information brochure containing emergency evacuation plan, including site map with advice on what to do in the event of a bushfire is available in the guest handbook.
- An emergency kit is available and located in the laundry cupboard.

**Bushfire refund policy:** Guest safety is a top priority. Guests will be offered full refunds for unused nights of accommodation in the event of an evacuation due to bushfire and/or if bushfire advice yellow polygon ,or higher level risk orange and red, is placed over the property per the [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au) during the guest's booking dates. If a current substantial fire risk is present for the property, we encourage you to leave early for a safer place to stay.

## 55 Toodyay Street – Short Term Rental Accommodation – Code of Conduct

**Other house rules:**

**Rubbish and recycling:** All household rubbish to be disposed of in bagged bins provided in the kitchen and bathroom receptacles and then if required placed in the appropriate large council bins down the side of the house. The yellow lid council bin is for recycling items (paper, cardboards, cans, bottles etc) and the green lid bin is for general rubbish. Guests are encouraged to recycle where possible.

Council rubbish collection is early Monday mornings so the bin will be placed on the street verge at the front of the house on Sunday evenings.

**Security –locking of door/windows, alarms:** Please ensure the property is locked and secure during your stay and upon check out. Keys are provided for locking of the entry door during your stay. Smoke alarms are provided inside the house.

**Use of outdoor, balcony, pool and barbecue areas:** All outdoor areas to be used as per the conditions in the noise and amenity section above. A barbecue is provided which should be cleaned using provided cleaning equipment after each use. No fires are allowed on the premises between 1 October and 30 April.

**Smoking & Vaping:** Not allowed indoors or in undercover areas.

**Pets:** Not allowed

**Damage and breakages:** A property condition report and contents inventory is available on arrival in guest handbook. Damage and breakages will be checked against upon cleaning after departure and significant damage to items requiring compensation will be raised via the booking platform.

55 Toodyay Street – Short Term Rental Accommodation – Management Plan

# MANAGEMENT PLAN – SHORT TERM ACCOMMODATION

## Management Plan

The Management Plan provides important information to ensure that the operation of the premises at 55 Toodyay Street, Toodyay, maintains safety and amenity for guests and nearby neighbours. The elements of the Management Plan are in accordance with the requested items from the Shire of Toodyay Executive Manager Development and Regulation.

**Lot Number:** Lot 17 (plan 3649)

**Address:** 55 Toodyay Street, TOODYAY, 6566

## **HOST/MANAGERS/PROPERTY OWNER EMERGENCY CONTACTS DETAILS:**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Provide details of after-hours contact details distribution to guests and neighbours:** Owners' phone numbers to be provided in writing to adjacent neighbours (51, 53, 57 & 59 Toodyay St) for use during and after hours, before advertising the property as short term accommodation and periodically if necessary (eg neighbours change). Owners' phone numbers to be provided to guests for use during and after hours upon acceptance of their booking and again on check-in. Being a good neighbour is important to us, and we endeavour to be a upstanding and responsible community members.

18/05/2024

  
\_\_\_\_\_  
[REDACTED]

**Signature:** [REDACTED]

## **ACCOMMODATION DETAILS:**

**Maximum number of guests:** 10 guests

**Maximum number of visitors:** 0

**Minimum night stay requirements:** 1 night

**Will a host be present on site?** No

**How will guest access premises?** Property is left locked and secure. Guests will be directed to access a house key from a lockbox near the front door, with a keycode to the lockbox provided to guest the day before arrival.

**Guest arrival time:** After 3:00pm

**Guest departure time:** Before 10:00am

**Provide details of what portions of the dwelling will be available for and used by guests:** Entire property, including home and grounds.

**Provide details of check in and check out procedures:** Guests will be sent code of conduct prior to arrival including check in instructions via the booking application. Expected check in and departure times will be confirmed prior to arrival.

*55 Toodyay Street – Short Term Rental Accommodation – Management Plan*

**Check-in:** Guests will be provided lock box location instructions, code and pictures to assist the check in process, the lockbox contains 1 x key for the front door. The code of conduct is provided upon arrival displayed prominently in the guest handbook and on the inside of the pantry cupboard door.

**Check-out:** Guests will be directed to remove rubbish and personal items and leave the property in a tidy condition, then secure the house by locking all windows and doors, place key back in lock box and leave premises. Hosts will follow up with requests for feedback and review.

**GUEST SCREENING:****Provide details on how the host intends to screen prospective guests:**

As this property is newly built family holiday home, owned and used by the hosts, a strong emphasis is placed on screening guests as suitable for staying at the property, mitigating the risk of potential breach of the code of conduct. All guest communications are saved within the booking platform for our records.

Prior to booking, guests will be provided the code of conduct, explicitly stating the strict no party policy and that antisocial behaviour is not tolerated, and are required to select “agree” on the booking platform prior to the booking request sent through to the hosts.

All guests will be screened after they have submitted a booking request and **prior to that booking being confirmed by hosts**, with reference to the following criteria:

- Guest is verified by booking platform with Government ID.
- Number of guests and likely suitability of sleeping arrangements.
- Length of stay requested within minimum and maximum limits.
- Reason for visiting of a genuine nature.
- Where they are coming from appears reasonable.
- Arrival and departure times expected appears reasonable.
- Guest rating from other hosts out of 5 stars appears favourable.
  - Includes written reviews/recommendations by other hosts to assist with decision whether to accept the booking.

If guest booking is accepted by the host, phone numbers are automatically exchanged. Guests must also pay in full prior to their stay in order for the booking to be confirmed. Further correspondence is encouraged to be maintained within the booking platforms message function.

**NOISE AND AMENITY:**

**Provide details on what measures will be in place to minimise noise impact to neighbouring properties:** Guests are provided the code of conduct prior to arrival to set the noise expectations. Neighbours will be provided contact details of hosts/owners and encouraged to raise any concerns. Any complaints will be handled per the “Complaints management procedures” detailed in the section below. Any noise particularly in the early morning before 7am and at night after 10pm Monday to Saturday and before 9am and after 10pm on Sunday and Public Holidays is to be kept to a minimum as communicated in the code of conduct. Failure to follow the code of conduct may result in termination/eviction from accommodation and loss of rental paid.

**Provide details of what measures will be in place for minimising the impact of antisocial activity to neighbouring properties:** Guests are provided the code of conduct prior to arrival to set the expectation that antisocial behaviours will not be tolerated. The house is designed to screen the main living and back alfresco areas away from neighbour view, in support of neighbourhood amenity and privacy. Neighbours will be provided contact details of hosts/owners and encouraged to raise

*55 Toodyay Street – Short Term Rental Accommodation – Management Plan*

any concerns. Any complaints will be handled per the “Complaints management procedures” as detailed in the section below. Failure to follow the code of conduct may result in termination/eviction from accommodation and loss of rental paid.

**Provide details on how guests will be notified of their responsibilities and expectations:**

Guests will be required to agree to the code of conduct prior to booking. The code of conduct will be displayed prominently in the guest handbook on arrival and displayed within the kitchen pantry.

**COMPLAINTS HANDLING PROCEDURES:**

**Contact details for complaints:** Shaun - [REDACTED], Ann'Elisha- [REDACTED]

**Provide details on how complaints will be handled:** Owners' phone numbers will be available to neighbours and guests for use 24 hours, 7 days a week prior to and during guest stay. If an issue is communicated to hosts/owners the procedure to follow is:

1. Understand issue: Investigate the matter, determine the issue/s.
2. Seek resolution: Provide solution aligned to code of conduct, discuss with guest the actions to be taken to address the issue.
3. Close out issue: Communicate the resolution, confirm issue is resolved, provide feedback to the person raising issue.
4. Embed learnings: Consider how issue can be prevented in the future, update code of conduct and management plan if necessary.

**Expected response times to complaints:** Hosts/Owners initial response to complaints will be as soon as reasonably practical upon notification, typically within 1 hour. Response and resolution will be via telecommunication in the first instance. In person attendance to the property is possible if required. We aim to resolve all complaints as soon as possible and within 12 hours.

**Provide any process for notification or eviction of guests:** Guests are provided the code of conduct when requesting to stay at the property and agree to accept and abide by this code to proceed with the booking. Upon arrival, guests are again provided with the code of conduct within the guest handbook and kitchen pantry. The code of conduct clearly states that antisocial behaviour and breaches of the code are not tolerated and may result in eviction.

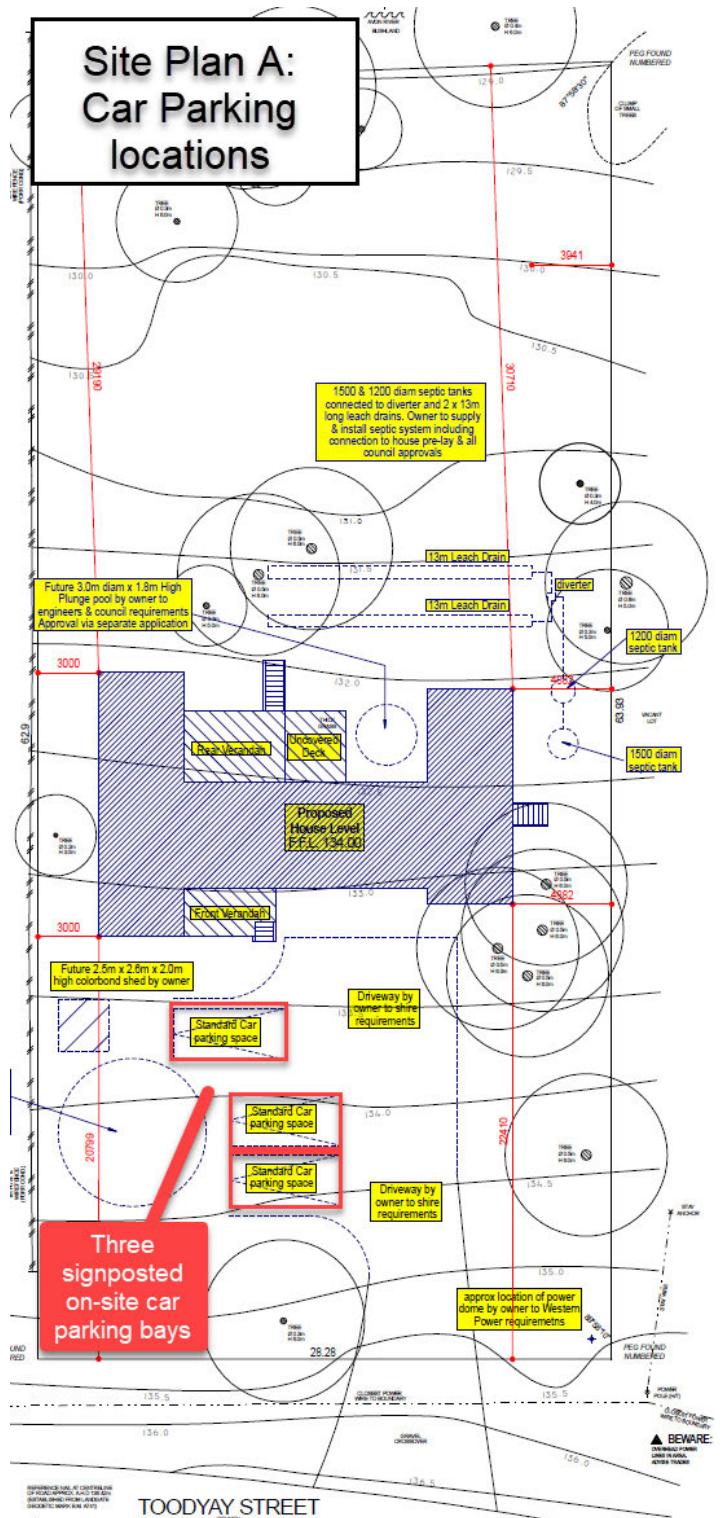
Should there be a concern that a guest has breached the code of conduct, this matter will be investigated as per the “Complaints management procedures”. Guests who have been found to breach the code of conduct will be notified of their breach to the code of conduct verbally and in writing through the booking platform and required to rectify the issue immediately. If the issue is not rectified to the satisfaction of the hosts/owners, the guests will be notified that their accommodation arrangement has been terminated verbally and in writing through the booking platform asked to leave the premises.

**CAR PARKING:**

**Provide details of car parking :** Three (3) designated parking bays are available on premises. The locations of the parking bays will be clearly signposted per the “Site Plan A: Car parking locations” displayed below. Guests will be required to park onsite. Space for additional informal parking on the property is available should it be required.

**How will guests be notified of this information:** This parking information will be provided within the check in instructions, signposted on the property and included in the code of conduct that is provided to guests prior to arrival and within the guest handbook.

55 Toodyay Street – Short Term Rental Accommodation – Management Plan



*55 Toodyay Street – Short Term Rental Accommodation – Management Plan***BUSHFIRE RISK MANAGEMENT:**

**Property maintenance:** The property will be constructed in compliance with the BAL 19 requirements under A.S. 3959-2019 and is located in the Toodyay township within an existing residential area. The owners will maintain the property and grounds in accordance with Shire of Toodyay requirements for fire prevention. This includes compliance with the Fire-Break Notice and the restricted and prohibited burning periods. The owners will also maintain vegetation growth to an acceptable level and distance to the building, maintain driveway and vehicle access surface areas and if required will ensure water tanks have appropriate fittings noting scheme water is within 100m if required by emergency services.

**What will guests be informed of to assist fire prevention and preparedness:** Guests will be provided information within the code of conduct and house manual informing them of:

- The restricted and prohibited burning periods, including no fires allowed on or around the premises between 1 October and 30 April
- Emergency information and contacts, noting the property is located in a bushfire prone zone
- Emergency evacuation plan, including site map (refer “Evacuation Map A” displayed below) showing multiple exits from the property and Toodyay area and advice on what to do in the event of a bushfire
- Information about how and where to access alerts and warnings, including [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au) for current bushfire alerts, warnings and danger rating or calling “13 DFES”

**Additional measures to support guest safety in the event of a bushfire:** Guest safety is a top priority. When the host/owners are notified of a bushfire alert or warning, this information will be shared immediately with guests and a welfare call will be made. An emergency kit will be available at the property and accessible to guests. A bushfire refund policy will also apply.

**Bushfire refund policy:** To support guests in their decision to leave early for a safer place or cancel their stay, our bushfire refund policy will be included in the cost of conduct. Guests will be offered full refunds for unused nights of accommodation in the event of an evacuation due to bushfire and/or if bushfire advice yellow polygon ,or higher level risk orange and red, is placed over the property per the [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au) during the guest’s booking dates. This will allow guests to reconsider their accommodation booking without losing payment if a current substantial fire risk is present for the property.

## 55 Toodyay Street – Short Term Rental Accommodation – Management Plan





**Subject:** [External]-FW: P2024-49 - Invitation to comment - Proposed Holiday House - Short Term Accommodation - Lot 17 (No. 55) Toodyay Street, Toodyay

Good morning,

After consultation with my wife [REDACTED] we have reviewed the attached application for a 'Short Term' accommodation, planned for construction [REDACTED] at 55 Toodyay Street, TOODYAY.

We are raising our immediate concerns on this planned application, [REDACTED]

Prior to being advised by the Shire of this 'short term' accommodation intent by the owner Mr ERSKINE, my wife and I had no idea of this intention.

We have in past spoken to ERSKINE on several occasions in the last few months. We have assisted him by providing local business contacts in the construction area to assist him with his plans.

**ERSKINE had always maintained his intention with us was to build a family home for his family.**

At no stage during any of these conversations did ERSKINE raise with my wife or I, that his full intentions was to build a 'short term' accommodation house. He was projecting the property as a place he and his family would stay at on occasion, as a sort of holiday home for his family.



**Proposed house plan raised on elevated stumps.**

Though I had not seen the house plan, ERSKINE did mention the builder was Milford Homes and that the property was a wrapped around design, raised from the ground on stumps.

With a raised property and not actually knowing the specific design and dimensions, the property will present a potential to be an elevated property with the guests in a position to openly see into my property, therefore reducing privacy.

My immediate concerns are that our current house plan, which we are about to submit to Shire,

has our main bedroom positioned on the same side as this property. This is a real concern.

**The application states that the property can have up to 10 person in attendance.**

Thought there are written guidelines upon its hiring in reference to noise and antisocial behaviour, this will have no bearing or prevention upon and large group of people whom have hired the premises from engaging in antisocial behaviour, fuelled by alcohol/and or drugs during the hired period.

The potential for disruptive behaviour will be with every application ERSKINE accepts. I imagine there would be very little to no back ground checking by ERSKINE of those potential 'hirers' and as such, the community will have to bare the results of all unruly and/or troublesome 'hirers' during their stay.

**Fire risks and environmental impacts.**

I imagine, a considerable amount of potential 'hirers' will be from non-regional locations. As a result, many will be limited in their understanding of the potential risks of fire and damage to the local environment.

The property backs onto the Avon river. There is a large amount of brush between the property and the river which can present a fire risk to those not aware of its danger. Irresponsible and disruptive behaviour by hirers under the influence could lead to an increased risk to both the hirers, the environment and other local community occupants who also share properties backing onto the river of fire.

Furthermore, the increase chance of rubbish, bottles and general waste being left at the rear of the property which may end up in the river is real.

**Breaching the law.**

With the ability of large amounts of hirers to attend this proposed property, the potential to have occupants to drive within Toodyay under the influence will be increased. Toodyay has a very large amount of older citizens within the community, including within the immediate area of 55 Toodyay Street.

The risk to their health and safety and other road users will be increased as a result of these hirers under the influence of alcohol and/or drugs.

**Safety of my property with unknown persons frequently stopping at the property next door.**

It is not like having a neighbour who you get to know individually and their vehicles and movements to some degree. A level of trust develops between the two groups over time. This will not occur with this application as the potential is the very opposite.

The risk of numerous large groups of unknown people frequently visiting, running amuck, jumping fences and causing a disturbance, not just with my property, but those in the immediate area will always be there. I will be very concerned for the safety of my property and its contents in the event the 'short term' accommodation is hired out whilst I am away on holidays.

**Effects on the character of Toodyay.**

My wife and I had previously worked in Toodyay for many years, getting to know many of the locals. As a result of our experiences and the friendships we developed, we decided many years ago to make Toodyay the place we wish to retire to.

Toodyay is a very beautiful and quite town with excellent ambiance and great people. [REDACTED]

[REDACTED] A place where my wife and I plan to enjoy the rest of our lives in peace and tranquillity. A place for our immediate family to visit, including our 4 young grandchildren. A quiet and safe place to visit.

The thought of this being heavily disrupted by those visiting this 'short term' accommodation next door, with risk of having no interest in enjoying the beauty Toodyay has to offer is extremely troubling.

I accept not all those staying at this accommodation will be disruptive, however considering the size of the available occupancy, there is a real risk that this place will be used as a party house, where those in attendance will have no interest in the peaceful opportunity Toodyay offers.

To them, it will be a party house, away from the city, with no responsibility to the effects of their actions or the impact upon its neighbours or the Toodyay community as a whole.

There will be little impact on ERSKINE with the real victims being those left at neighbouring properties and the Toodyay community itself to deal with disruptive behaviour of its 'hirers.'

Happy to discuss this application further and in person if needed.

Submitted for your consideration.

Thank you,

[REDACTED]

Mr Hugo de Vos  
Executive Manager Development and Regulation  
Shire of Toodyay  
[planner@toodyay.wa.gov.au](mailto:planner@toodyay.wa.gov.au)

12 August 2024

Dear Hugo de Vos

**RE: P2024-49 - Response to concerns of holiday home as short-term accommodation – Lot 17 (no. 55) Toodyay st, Toodyay**

Thank you for the opportunity to respond to the single submission received by the Shire of Toodyay in response to consultation on our development application for 55 Toodyay Street, Toodyay. The submission relates to our intention to use the future property as a holiday home for our family and to also open this home to others holidaying in the area and seeking accommodation.

The Shire of Toodyay Council Plan for the Future 2023-2033 highlights the important role that the tourism industry has in the Shire's prosperity and aspiration to build a vibrant, diverse, and sustainable economy. The Toodyay Tourism Strategy 2018 – 2021 also identifies accommodation as an essential requirement for successful tourism. We see potential for our holiday home to offer mutual benefit – our family's dream holiday home also supports Toodyay's tourism aspirations.

We also appreciate that holiday homes can attract concern especially when used for tourist or short-term accommodation. Not all home-owners are good neighbours and responsible community members, and not all holiday-makers are respectful visitors that follow the house rules. In this letter we hope to allay the fears and concerns that have been raised in the submission received and demonstrate our commitment to our future holiday home, our neighbours and the Toodyay community.

As highlighted in the table below, the key issues and concerns raised in the submission relate to neighbourhood amenity and safety. We believe that these concerns are already addressed through the design of the property and in the draft code of conduct and management plan submitted with our development application. Nonetheless we have identified additional actions that we can take and offers that we can make to demonstrate our intention to be a good neighbour and a responsible owner/operator.

Concern raised	Our response
<b>Consultation process</b>	
"ERSKINE had always maintained his intention with us was to build a family home for his family."  "At no stage during any of these conversations did ERSKINE raise with my wife or I, that his full intentions was to build a 'short term' accommodation house."	<ul style="list-style-type: none"><li>- In the limited conversations that we have had with neighbours we have communicated that intention is to build a holiday home for our family and to share it with others.</li><li>- As it was not specifically expressed in our development application, we did not fully appreciate that the Shire of Toodyay would pursue a change of use nor that there was a neighbour consultation. This took us a little by surprise, and likely our neighbours too.</li><li>- We are keen to work with both the Shire and our neighbours for best outcomes.</li></ul>

Concern raised	Our response
	<ul style="list-style-type: none"> <li>- Action: We commit to discussing our plans in detail with interested neighbours. We intend to make this offer to our near neighbours after the Shire's planning process is complete.</li> </ul>
House design	<p>“...the property was a wrapped around design, raised from the ground on stumps.”</p> <p>“potential to be an elevated property with the guests in a position to openly see into my property, therefore reducing privacy”</p> <ul style="list-style-type: none"> <li>- The property design fully complies with Shire of Toodyay requirements and R codes. It received development approval on 7 August 2024.</li> <li>- The southern side of the property has high-line windows a minimum of 1.6m from the finished floor level which offer additional privacy to neighbours on that side of the property.</li> <li>- The house is a custom design that has been carefully considered to prioritise maximum privacy for both occupants and neighbours. The internal house footprint is an “H”shape, with the kitchen/living spaces located centrally and the bedrooms/bathrooms in ‘wings’ on either side and adjacent to the neighbouring vacant blocks. The rear outdoor verandah area is enclosed by the walls of the house on 3 sides for privacy and to screen it from the view of neighbours. The front verandah entry area is enclosed on 2 sides by the house walls for privacy upon house entry. Together these elements create indoor/outdoor privacy by design for the home’s communal spaces.</li> <li>- Action: When we discuss our plans with interested neighbours, we commit to sharing with them our house design drawings which have received development approval.</li> </ul>
Occupancy limit and risk of disruptive behaviour	<p>“The application states that the property can have up to 10 person in attendance.”</p> <p>“Considering the size of the available occupancy, there is a real risk that this place will be used as a party house, where those in attendance will have no interest in the peaceful opportunity Toodyay offers.”</p> <ul style="list-style-type: none"> <li>- The holiday home is designed to accommodate two families of up to 10 people across 4 bedrooms. We do not intend to accept bookings for more than six adults.</li> <li>- There are currently limited accommodation options in Toodyay for two families to holiday together in one home. This has certainly been our experience for our family of five wishing to holiday with another family in Toodyay. For example, a search of AirBnB accommodation in the Shire of Toodyay shows 36 available properties of which only one (1) can accommodate a group of ten. Further, the Toodyay Tourism Strategy 2018 – 2021 states that “the major weakness has been clearly identified as lack of group accommodation facilities, four and five-star chain accommodation options.”</li> <li>- The occupancy of ten meets our personal holiday needs as well as meeting a current gap in the short term accommodation offering in Toodyay.</li> <li>- Occupants are required to agree to our code of conduct when booking, which makes it clear that there is a strict no party policy.</li> <li>- The Art Shack short term rental located three doors down at 49 Toodyay Street advertises an occupancy of eight (8) people on AirBnB.</li> <li>- Offer: It is our preference to maintain a total occupancy of ten as our unique value proposition is that two families can holiday together in this home. With this in mind, we are willing to accept a condition of approval that specifies that of those ten people a maximum of six occupants are classified adults (18+ years).</li> </ul>
“Though there are written guidelines upon its hiring in reference to noise and antisocial	<ul style="list-style-type: none"> <li>- We will provide our contact details to neighbours and encourage them to raise any concerns about anti-social behaviour or noise with us directly.</li> </ul>

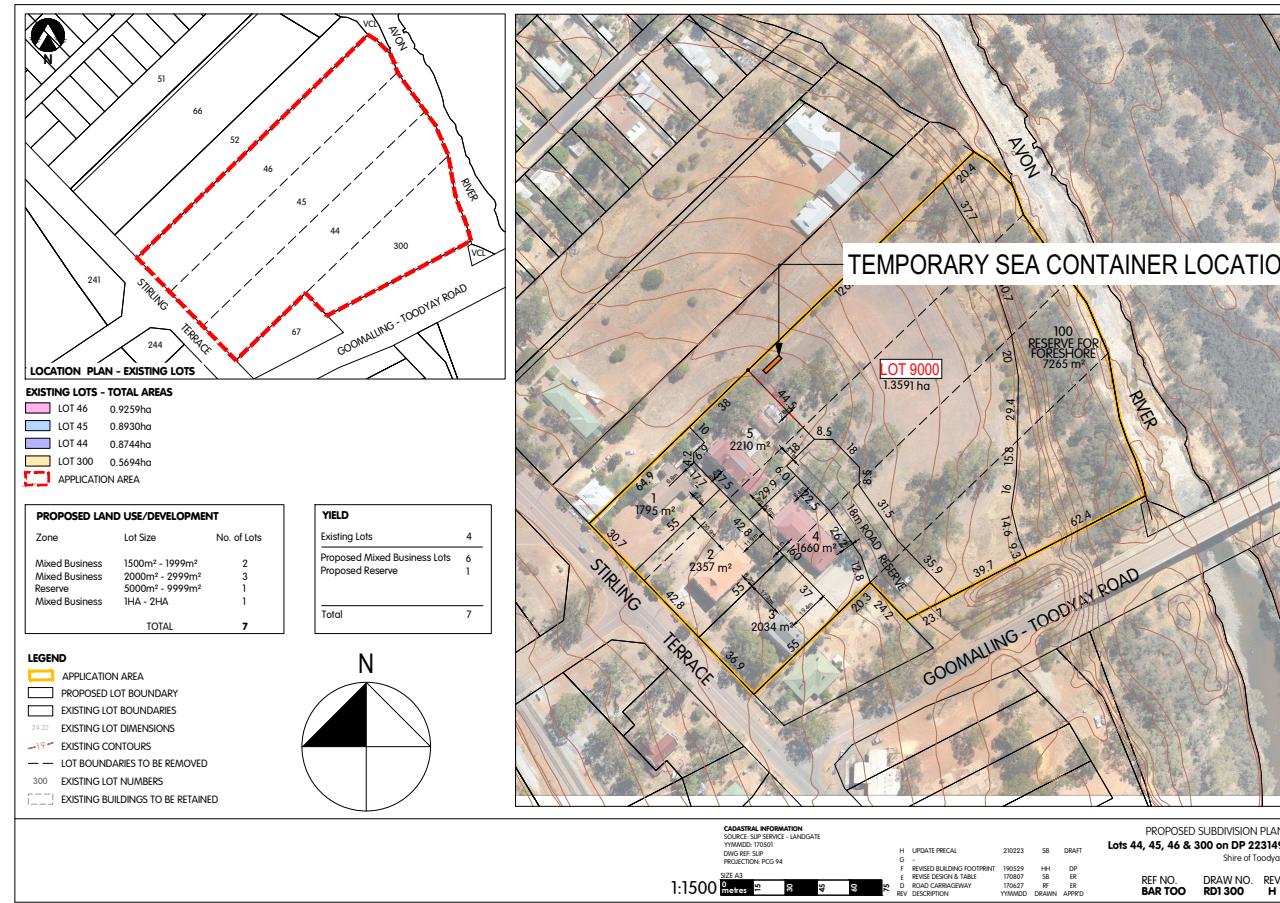
Concern raised	Our response
<p>behaviour, this will have no bearing or prevention upon and large group of people whom have hired the premises from engaging in antisocial behaviour, fuelled by alcohol/and or drugs during the hired period."</p> <p>"There will be little impact on ERSKINE with the real victims being those left at neighbouring properties and the Toodyay community itself to deal with disruptive behaviour of its 'hirers.' The community will have to bare the results of all unruly and/or troublesome 'hirers' during their stay.</p> <p>The potential for disruptive behaviour will be with every application ERSKINE accepts. I imagine there would be very little to no back ground checking by ERSKINE of those potential 'hirers'.</p>	<ul style="list-style-type: none"> <li>- Occupants are required to agree to our code of conduct when booking, which makes it clear that there is a strict no party policy and that anti-social behaviour will not be tolerated and may result in eviction. It also sets expectations about noise levels and specifies 'quiet hours' in the evening and morning where noise is to be kept to a minimum.</li> <li>- Our management plan outlines how complaints and anti-social behaviour will be dealt with, by us personally, as the owners. Any complaints and issues unable to be resolved promptly over the phone will be dealt with in person. We live in Perth, an hour away, and we will not hesitate to respond to complaints in person. This is our family holiday home and our investment – we do not want problem people staying there, either.</li> <li>- We are experienced in operating short term accommodation, having rented a self-contained studio at our North Perth home on AirBnB since November 2022. We have achieved "superhost" status with host rating of 4.9 out of 5 stars, and have not had any complaints from our neighbours during this time.</li> <li>- Through our prior hosting experience we have a vetting process that we use before accepting booking requests, and protocols to clearly communicate and enforce rules and expectations. We propose to use these processes and protocols in our management plan.</li> <li>- <b>Action: When we discuss our plans with interested neighbours, we commit to sharing our code of conduct and management plan with them and asking for suggested improvements.</b></li> </ul>
<p>"Risk that patrons may drive under the influence of alcohol and/or drugs, creating a road safety issue and breaking the law"</p> <p>"The risk of numerous large groups of unknown people frequently visiting, running amuck, jumping fences and causing a disturbance, not just with my property, but those in the immediate area will always be there. I will be very concerned for the safety of my property and its contents."</p>	<ul style="list-style-type: none"> <li>- These potential risks would already be associated with the area, given other short term accommodation is located nearby.</li> <li>- The location of the home offers a convenient option to walk to/from town rather than driving.</li> <li>- As outlined earlier, we have a positive track record and tried-and-tested policies and procedures to manage disruptive and disrespectful behaviour and deal with any neighbour complaints at short term accommodation. We will keep an open line of communication with neighbours and occupants and be responsive to any concerns or complaints.</li> <li>- Any breaches of law should also be reported to the relevant authority and we will cooperate fully with any investigation.</li> </ul>
Fire risks and environmental impacts	
<p>"I imagine, a considerable amount of potential 'hirers' will be from non-regional locations. As a result, many will be limited in their understanding of the potential risks of fire and damage to the local environment."</p>	<ul style="list-style-type: none"> <li>- We have a bushfire risk awareness section in the code of conduct, to assist with guest education on fire risk, prohibited burning periods, emergency contacts and evacuation plan.</li> <li>- We also have bushfire risk management section within the management plan.</li> <li>- Guests will be provided with a house manual that further explains the fire risks and environmental considerations and outlines the expected behaviours and emergency measures.</li> <li>- An emergency kit will be kept on the premise.</li> </ul>
<p>"There is a large amount of brush between the property and the river which can present a fire risk to those not aware of its danger. Irresponsible and disruptive behaviour by hirers</p>	<ul style="list-style-type: none"> <li>- The code of conduct clearly states the fire risk and permitted/restricted activities, general waste and rubbish disposal, and associated Shire of Toodyay requirements.</li> <li>- As part of the cleaning protocol, the property and grounds are checked for rubbish and general waste.</li> </ul>

Concern raised	Our response
<p>under the influence could lead to an increased risk to both the hirers, the environment and other local community occupants.</p> <p>Furthermore, the increase chance of rubbish, bottles and general waste being left at the rear of the property which may end up in the river is real."</p>	<ul style="list-style-type: none"> <li>- As outlined earlier, we have a positive track record and tried-and-tested policies and procedures to manage disruptive and disrespectful behaviour and deal with any neighbour complaints at short term accommodation. We will keep an open line of communication with neighbours and occupants and be responsive to any concerns or complaints.</li> </ul>
<p><b>Community values/character</b></p> <p>Detimental effects on the character of Toodyay due to disruptive or disrespectful behaviour</p>	<ul style="list-style-type: none"> <li>- Tourism and tourist accommodation is well established in the Shire of Toodyay. There are other homes used for short term accommodation in Toodyay, including the Art Shack, which accommodate small groups of holiday-makers.</li> <li>- We have a positive track record and tried-and-tested policies and procedures to manage disruptive or disrespectful behaviour at short term accommodation.</li> <li>- The proposed use is in alignment with the Shire of Toodyay Council Plan for the Future 2023-2033: <ul style="list-style-type: none"> <li>o <i>Community values: "Our local economy built on agriculture and emerging tourism, arts and cultural opportunities."</i> Accommodation is a key enabler for a successful tourism industry.</li> <li>o <i>Outcome 8. Toodyay is a popular tourism destination. In particular, Action 8.1.2: Advocate for new, improved, and diverse tourist accommodation developments and attractions.</i> This home is a unique design and is attractive to families holidaying together, a market for whom accommodation options in Toodyay are limited. This holiday home adds diversity to the current tourism accommodation supply.</li> <li>o <i>Outcome 7. A strong, diverse, and sustainable economy. In particular, Action 7.1.2 Investigate new business and investment opportunities to help grow and diversify the local economy.</i> We plan to use a number of local businesses during construction of our home (eg earthworks, plumbing/septics) and for ongoing maintenance/management (eg cleaning, gardening, home repairs).</li> </ul> </li> </ul>

We appreciate the opportunity to respond to concerns that one neighbour has raised with the Shire in relation to our plans for 55 Toodyay Street, and hope you're able to share details of our response with them as your process. Once the Shire's process is complete, we will be offering to meet with all our neighbours to share more information about our plans and to work through any other concerns.

Kind regards,

[REDACTED]



40 FT CONTAINER VIEW  
1:10

7/06/2024 1 OF1

## TEMPORARY BUILDERS SHED

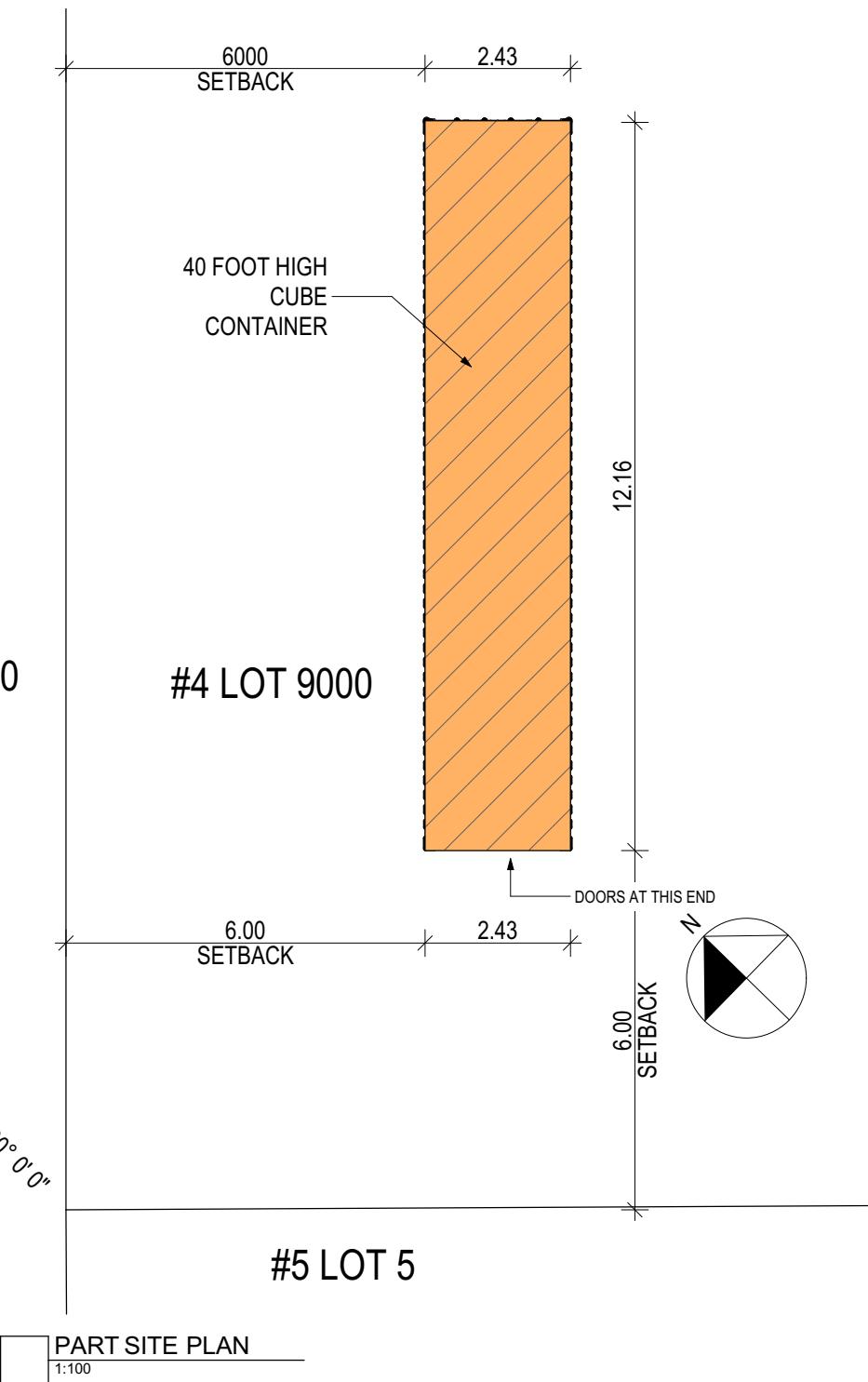
## CLIENT

KINROSS CREASY INVESTMENT PTY LTD

**SITE ADDRESS**

LOT 9000 # 4 MERCY RETREAT TOOODYAY WA

AUTHORITY  
SHIRE OF TOODYAY



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### Item 9.1.3 - Attachment 1

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Botica Architects pty Ltd  
19 crowley vista  
Salter Point WA 6152  
[neilb@boticaarchitects.com](mailto:neilb@boticaarchitects.com)

7 June 2024

Shire of Toodyay  
Planning Department  
15 Fiennes Street  
TOODYAY WA 6566

Attention Manager of Planning

**TEMPORARY BUILDERS SHED - IN THE FORM OF A 40ft SHIPPING CONTAINER  
TO BE LOCATED ON LOT 9000 # 4 MERCY RETREAT TOODYAY.**

My clients are the owners of Lot 5 and Lot 9000 Mercy retreat Toodyay. They seek development approval for the placement and use of a 40ft shipping container as a builders shed for the alterations and restoration works to Mercy House LOT 5 DP 415396 5 Mercy Retreat Toodyay. The use of a shipping container provides dry and secure storage, they are easily delivered to and removed from the site when the works are completed.

The decision to locate the builders shed on lot 9000 is 2 fold:

Free Lot 5 to complete external works.

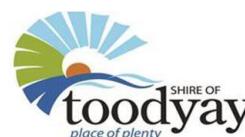
Heritage approval is not required as the container is not located on the heritage site.

They seek a 24 month approval from the date of approval.

Please contact me for further clarification.

Regards  
Neil

Neil Botica  
Architect reg 2560  
Botica Architects pty Ltd  
M.0419 046 264  
E [neilb@boticaarchitects.com](mailto:neilb@boticaarchitects.com)



**Creditor Payment Report**  
01 July 2024 to 31 July 2024

Cheque Payments					
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
1	18-07-2024	T7093 2024-2025	DEPARTMENT OF TRANSPORT	12 month registration renewal T709	83.80
2	18-07-2024	1HCF585 2024-2025	DEPARTMENT OF TRANSPORT	12 months registration renewal CESM 1HCF585	423.70
3	18-07-2024	T0001 2024-2025	DEPARTMENT OF TRANSPORT	12 month registration renewal T0001	423.70
4	18-07-2024	Old Gaol Museum July 2024	OLD GAOL MUSEUM	Old Gaol Museum July 2024	500.00
5	25-07-2024	0144-9007933568	WATER CORPORATION	Water Charges - Dudgee Park - 19 April 2024 - 13 June 2024	2,124.45
6	25-07-2024	0156 9007933496	WATER CORPORATION	Water Charges - Donegans Cottage - 18 April 2024 - 13 June 2024	311.74
7	25-07-2024	0160 9007933509	WATER CORPORATION	Water Charges - Parkers Cottage - 18 April 2024 - 13 June 2024	58.82
8	25-07-2024	0167 9007935360	WATER CORPORATION	Water Charges - 19A Clinton Street - 22 April 2024 - 17 June 2024	273.15
9	25-07-2024	0148 9007935221	WATER CORPORATION	Water Charges-Tourist Centre-14 Clinton Street - 22 April 2024 - 17 June 2024	782.22
10	25-07-2024	0168 9007935379	WATER CORPORATION	Water Charges 19B Clinton Street 22 April 2024 - 17 June 2024	424.76
11	25-07-2024	0184 9007933760	WATER CORPORATION	Water Charges - Standpipe Northam-Toodyay Road - 01 May 2024 - 01 July 2024	47,928.96
12	25-07-2024	0179 9007933517	WATER CORPORATION	Water Charges - Pavilion, Showgrounds & Hockey Oval - 18 Apr 2024 - 13 June 2024	9,783.52
13	25-07-2024	0142 9007934990	WATER CORPORATION	Water Charges - Anzac Memorial Pk, 2642 Clinton St 22 April - 14 June 2024	559.07
14	25-07-2024	0143 9007935192	WATER CORPORATION	Water Charges - Shire Offices 22 April 2024 - 14 June 2024	28.67
15	25-07-2024	0143 9007935205	WATER CORPORATION	Water Charges - Admin Gardens - 22 April 2024 - 14 June 2024	441.52
16	25-07-2024	0145 9007935635	WATER CORPORATION	Water Charges - Pelham Res Toilets - 22 April 2024 - 14 June 2024	243.70
17	31-07-2024	T0000 2024-2025	DEPARTMENT OF TRANSPORT	12 month registration renewal T0000	455.00
18	31-07-2024	1HZE514 2024-2025	DEPARTMENT OF TRANSPORT	12 month registration renewal 1HZE514	423.70
19	31-07-2024	Old Gaol Museum August 2024	OLD GAOL MUSEUM	Old Gaol Museum August 2024	500.00
					<b>Cheque Total</b> <b>65,770.48</b>

Electronic Funds Transfer Payments					
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
20	11-07-2024	1013345650	AUSTRALIA POST	Postage charges for June 2024	401.75
21	11-07-2024	00036888	CHARLES SERVICE COMPANY	Cleaning of Community Centre 22 April 2024 - 29 April 2024	411.40
22	11-07-2024	23253764	COATES HIRE	Hire of 65 ft boom lift - repair lights - Showgrounds.	2,381.98
23	11-07-2024	4452	EAG ELECTRICAL AIR-CONDITIONING & GAS	Replace lights/starters - Pavillion	565.07
24	11-07-2024	PPE 2/7/24	EASIFLEET	Payroll Salary Deductions PPE 02 July 2024	498.10
25	11-07-2024	July 2024	Graham T FOSTER	Mentoring & Travel expenses - July 2024	5,045.08
26	11-07-2024	May 2024	Graham T FOSTER	Mentoring and Travel expenses May - June 2024	5,756.00
27	11-07-2024	52295872	HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD	Contract- Finance Officer-Payroll Temp for W/E 09 June 2024	1,528.79
28	11-07-2024	INFO-203896	INFOCOUNCIL PTY LTD	Annual Help Desk Fee and Annual Licence Fee	13,991.34
29	11-07-2024	46NB827MRWP	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA - NORTH STAR SECURITY	Public Works Professional Development Week	350.00
30	11-07-2024	42263	NOMINEES PTY LTD	Security for Toodyay Aquatic and Toodyay Pavilion-July-September 2024	314.60
31	11-07-2024	66487	REDFISH TECHNOLOGIES PTY LTD	Service and Support Agreement for Livestreaming VC System	2,442.00
32	11-07-2024	RPS1692071	RUGGED PHONE STORE PTY LTD	Purchases - SES- 4G Rugged Tablets	1,728.69
33	11-07-2024	INV-18949	SCAVENGER SUPPLIES PTY LTD	Boots (1 x MSF 640 - size 9 boots)	425.22
34	11-07-2024	71361613	SOUTHERN CROSS AUSTEROO PTY LTD	Triple M Around the Towns Interviews	99.00
35	11-07-2024	FAINV01197529	ST JOHN AMBULANCE WA - MORANGUP SUB CENTRE	First Aid Training 1 of 2 staff member	170.00
36	11-07-2024	FAINV01197528	ST JOHN AMBULANCE WA - MORANGUP SUB CENTRE	First Aid Training - 1 of 2 staff member	170.00
37	11-07-2024	K 727 710 531-9	TELSTRA CORPORATION LTD	Telstra charges 7852285500 - 01 April 2024	54.20
38	11-07-2024	T311 - May 2024	TELSTRA CORPORATION LTD	Telstra Charges 2608284176 May 2024	1,312.34
39	11-07-2024	217242	THE GOODS	Purchase - Hand Cleaner	246.27
40	11-07-2024	RSL-20912	THINK PROJECT AUST PTY LTD (RAMM SOFTWARE PTY LTD)	RAMM Transport Asset annual support and maintenance fee 01 July 2024-30 June 2025	10,917.95
41	11-07-2024	Staff Amenities May 2024	TOODYAY IGA	Staff Amenities May 2024	552.51
42	11-07-2024	4/24	TOODYAY LOCALS CARE INC	TRC management model community workshop	625.00
43	11-07-2024	#57	TOODYAY LOCALS CARE INC	Community Funding	3,000.00
44	11-07-2024	Standpipe bond Reimbursement of 189255	Tyee ARCHER	Standpipe bond Reimbursement	250.00
45	11-07-2024	206112	VICTORIA HOTEL	Catering (October School Holiday Programme)	90.00

Electronic Funds Transfer Payments					
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
46	11-07-2024	185963	VICTORIA HOTEL	Catering (October School Holiday Programme)	99.00
47	11-07-2024	INV3486	WHEATBELT BUSINESS NETWORK (INC)	WBN Membership for 2024 - 2025	2,000.00
48	11-07-2024	INV-0997	ZONE 50 ENGINEERING SURVEYS PTY LTD	Bindi Bindi Toodyay Rd Tree Survey	1,652.20
49	16-07-2024	Consignment - June - 2024	ALEXANDRA JEAN HURLEY	Consignment - June - 2024	69.00
50	16-07-2024	Consignment - June - 2024	Alison Barbara DOWNIE	Consignment - June - 2024	46.45
51	16-07-2024	Consignment - May & June - 2024	Barry Graham KEENS	Consignment - May & June - 2024	33.32
52	16-07-2024	2182/00309630	BUNNINGS - MIDLAND	Materials - Ryobi back pack sprayer	299.00
53	16-07-2024	2182/00328762	BUNNINGS - MIDLAND	Materials - Ramset Chemset repairs - Newcastle bridge.	60.80
54	16-07-2024	Consignment - June - 2024	CAPTURE THE LIGHT PHOTOGRAPHIC TOURS	Consignment - June - 2024	16.93
55	16-07-2024	00036797	CHARLES SERVICE COMPANY	Cleaning Service - April 2024	11,215.39
56	16-07-2024	BSL Levies June 2024	DEPARTMENT OF MINES INDUSTRY REGULATION &	BSL Levies June 2024	1,483.87
57	16-07-2024	64883	DIGGA-WEST & EARTHPARTS WA	Supply/fit Bucket Broom	7,381.00
58	16-07-2024	814631	DOWNER EDI WORKS LIMITED	Final payment - Footpath construction Jubilee Street	91,426.92
59	16-07-2024	Consignment - April 2024	Elisabeth CLARKE	Consignment - April 2024	73.00
60	16-07-2024	Consignment - June - 2024	ERIC OWEN TOLHOPF	Consignment - June - 2024	72.00
61	16-07-2024	Consignment - June - 2024	ESSLEMONT ESTATE	Consignment - June - 2024	33.68
62	16-07-2024	Consignment - June - 2024	GLENORAN LEATHER	Consignment - June - 2024	40.00
63	16-07-2024	J24002	JACOBUS CORNELIS NIEUWOUDT	Statutory planning service to assess - Development Application for the Shire of Toodyay	4,950.00
64	16-07-2024	Consignment - June - 2024	John BUTLER	Consignment - June - 2024	30.80
65	16-07-2024	Consignment - June - 2024	June FOOTE	Consignment - June - 2024	15.35
66	16-07-2024	Consignment - June - 2024	Lindsay BURKE	Consignment - June - 2024	11.53
67	16-07-2024	Consignment - June - 2024	MACDONALD, INGRID CATHERINE C	Consignment - June - 2024	151.00
68	16-07-2024	Consignment - June - 2024	Margaret BRADFORD SEELEY	Consignment - June - 2024	96.71
69	16-07-2024	Consignment - June - 2024	NATURAL INTENTIONS BEAUTY RANGE	Consignment - June - 2024	91.00
70	16-07-2024	28977	NORTHAM PAPER PRODUCTS	Support - Toodyay CWA roof restoration	359.00
71	16-07-2024	613951651	OFFICEWORKS	Stationery (various departments) 23 April 2024	532.92

Electronic Funds Transfer Payments					
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
72	16-07-2024	Consignment - June - 2024	OZTROLOGY PTY LTD	Consignment - June - 2024	42.50
73	16-07-2024	Consignment - May & June - 2024	Patricia ROSE	Consignment - May & June - 2024	50.00
74	16-07-2024	167203	PLANNING INSTITUTE OF AUSTRALIA	PIA Regional Conference WA (Busselton 13 June 2024)	165.00
75	16-07-2024	Consignment - June - 2024	QUILTS BY ROBYN	Consignment - June - 2024	110.00
76	16-07-2024	66487	REDFISH TECHNOLOGIES PTY LTD	Service/ Support Agreement - Livestreaming VC System	2,442.00
77	16-07-2024	INV-04003	S F FITZGERALD PLUMBING & GAS	Prepare, supply and install new location of standpipe in Stirling Terrace.	1,786.30
78	16-07-2024	Consignment - June - 2024	SIX SEASONS CONNECT	Consignment - June - 2024	25.00
79	16-07-2024	Consignment - June - 2024	SOUTHERN SHARPENING SERVICES	Consignment - June - 2024	34.61
80	16-07-2024	Consignment - June - 2024	STABLE HAND STUDIO	Consignment - June - 2024	12.00
81	16-07-2024	Consignment - June - 2024	TAMMAR PUBLICATIONS	Consignment - June - 2024	25.00
82	16-07-2024	Consignment - May & June - 2024	Tanya Michelle STUART	Consignment - May & June - 2024	36.53
83	16-07-2024	K 399 786 131-5	TELSTRA CORPORATION LTD	Telstra charges 7852285500 - 01 May 2024	31.79
84	16-07-2024	T311 - April 2024	TELSTRA CORPORATION LTD	Telstra charges 2608284176 - May 2024	1,305.89
85	16-07-2024	872675	TENDERLINK	Provision of Waste Management and Bulk Waste Transfer	203.50
86	16-07-2024	00012214	THE COUNTRY WOMENS ASSOCIATION OF WESTERN AUSTRALIA INC	CFP support - Toodyay CWA roof restoration	11,000.00
87	16-07-2024	Consignment - June - 2024	THE TOODYAY HISTORICAL SOCIETY INC	Consignment - June - 2024	30.00
88	16-07-2024	00027635	TOODYAY HERALD	Advertisement - Citizenship Awards 2024	191.68
89	16-07-2024	0027748	TOODYAY HERALD	Advertising of LG Election Results via WAEC, November 2023	191.68
90	16-07-2024	0027751	TOODYAY HERALD	Advertisement - Change of Rates due dates- November 2023	117.73
91	16-07-2024	00027636	TOODYAY HERALD	Advertisement - Dog confinement conditions - October 2023	191.68
92	16-07-2024	0027749	TOODYAY HERALD	Advertisement - Toodyay Christmas Street Party Poster - November 2023	191.68
93	16-07-2024	00027637	TOODYAY HERALD	Advertisement - Extractive Industry Renewal for public comment - October 2023	154.70
94	16-07-2024	00028153	TOODYAY HERALD	Advertisement -Media Release - Toodyay Recreation Centre April 2024	132.52
95	16-07-2024	00028289	TOODYAY HERALD	Shire of Toodyay news - June 2024	783.28
96	16-07-2024	00028423	TOODYAY HERALD	Advertisement various - July 2024	482.59
97	16-07-2024	00028204	TOODYAY HERALD	Advertisement - Bush Fire Control Officers 2023 - 2024	102.94

Electronic Funds Transfer Payments					
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
98	16-07-2024	00028203	TOODYAY HERALD	Shire of Toodyay news - May 2024	783.28
99	16-07-2024	00028155	TOODYAY HERALD	Advertisement - Tenders invited - February 2024	132.52
100	16-07-2024	00028110	TOODYAY HERALD	Shire of Toodyay news- April 2024	783.28
101	16-07-2024	0028006	TOODYAY HERALD	Shire of Toodyay news - March 2024	783.28
102	16-07-2024	0027912	TOODYAY HERALD	Shire of Toodyay news - February 2024	783.28
103	16-07-2024	0027826	TOODYAY HERALD	Advertisement December 2023	162.10
104	16-07-2024	0027825	TOODYAY HERALD	Shire of Toodyay news - December 2023	783.28
105	16-07-2024	0027747	TOODYAY HERALD	Shire of Toodyay news - November 2023	783.28
106	16-07-2024	0027750	TOODYAY HERALD	Advertisement - Asset Management Officer Vacancy	191.68
107	16-07-2024	00027634	TOODYAY HERALD	Advertisement - October 2023	191.68
108	16-07-2024	00027633	TOODYAY HERALD	Shire of Toodyay news - October 2023	783.28
109	16-07-2024	00028293	TOODYAY HERALD	Advertiesment - Differential Rates Notices 2024/2025	287.81
110	16-07-2024	191,121	TRISET BOSS BUSINESS FORMS	Stationery C4 Gold Envelopes, printed on one side	286.00
111	16-07-2024	9045275880	WINC AUSTRALIA P/L	Stationery P & D 10 May 2024	301.40
112	16-07-2024	9045276747	WINC AUSTRALIA P/L	Stationery - CRC, P & D & Admin 10 May 2024	402.19
113	18-07-2024	16220	AVON SKIP BINS	Skip bin hire - Sportsground April, May & June 2024	105.00
114	18-07-2024	27374	BARTCO TRAFFIC EQUIPMENT	Annual Subscription Data Feed Electronic Fire Danger Rating Sign	346.50
115	18-07-2024	2440/01152648	BUNNINGS - MIDLAND	Materials - Ikonic satin chrome digital lever entry lock l/n 0223203	84.55
116	18-07-2024	INV-5321	C & F BUILDING APPROVALS	Building surveyor services June 2024	2,860.00
117	18-07-2024	INV-5354	C & F BUILDING APPROVALS	Building surveyor services 20 June 2024	1,430.00
118	18-07-2024	INV-5376	C & F BUILDING APPROVALS	Building surveyor services 27 June 2024	990.00
119	18-07-2024	INV-5124	C & F BUILDING APPROVALS	Building surveyor services 10 May 2024	2,145.00
120	18-07-2024	INV-5171	C & F BUILDING APPROVALS	Building surveyor services - 17 may 2024	1,430.00
121	18-07-2024	INV-5220	C & F BUILDING APPROVALS	Building surveyor services 23 May 2024	1,155.00
122	18-07-2024	00036889	CHARLES SERVICE COMPANY	Cleaning - Admin Building 02 April 2024 - 29 April 2024	484.00
123	18-07-2024	00036831	CHARLES SERVICE COMPANY	Cleaning - Community Centre 18 March 2024 - 19 April 2024	1,815.00
124	18-07-2024	72987	CITY OF BAYSWATER	Long service leave recoup - former staff member	2,020.71
125	18-07-2024	437772	CONPLANT PTY LTD	1HBZ025 Steel Drum Roller - RC160 Parts for Insurance repair Claim # MO0069004	10,536.94

Electronic Funds Transfer Payments					
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
126	18-07-2024	00082587	CORSIGN (WA) PTY LTD	Signage for Parks - Pick up after your dog + Kangaroo	466.40
127	18-07-2024	Standpipe bond reimbursement of card 9480028	Damon WILLIAMSON	Standpipe bond reimbursement of card 9480028	250.00
128	18-07-2024	Expense Reimbursement	Glenn Thomas RODGER	Reimbursement - Purchase of farewell Gift - Depot	120.99
129	18-07-2024	Expense Reimbursement - Kyla Browne - 02 July 2024	Kyla BROWNE	Reimbursement - 02 July 2024	100.00
130	18-07-2024	Expense Reimbursement - Kyla Browne - 28 June 2024	Kyla BROWNE	Reimbursement - SOCK Week - 28 June 2024	92.96
131	18-07-2024	Expense Reimbursement - Mark Roberts - 18 June 2024	Mark ROBERTS	Reimbursement - Staff training Meal & Hotel - 18 June 2024	110.00
132	18-07-2024	169000	PLANNING INSTITUTE OF AUSTRALIA	Full Membership WA	717.00
133	18-07-2024	700540203	SEEK LTD	Coordinator Infrastructure Projects & General Hand / Plant Operator	1,254.00
134	18-07-2024	700620641	SEEK LTD	Advertising Cultural Heritage Officer Role	396.00
135	18-07-2024	Expense Reimbursement - Suellyn Luckett - 28 June 2024	Suellyn LUCKETT	Reimbursement - Catering for volunteers - 28 June 2024	32.40
136	18-07-2024	2054130744	SYNERGY	Electricity Charges - Lot 301 Railway Rd - 08 May 2024 - 11 June 2024	1,095.19
137	18-07-2024	2042109478	SYNERGY	Electricity Charges - Lot 301 Railway Rd April 2024 - May 2024	922.88
138	18-07-2024	2094091107	SYNERGY	Electricity Charges - Streetlights - 25 April 2024- May 2025	4,299.64
139	18-07-2024	2078138679	SYNERGY	Electricity Charges - Streetlights 25 May 2024 - 24 June 2024	4,499.37
140	18-07-2024	2098089015	SYNERGY	Electricity Charges - Lot 301 Railway Rd 12 June 2024 - 09 July 2024	918.08
141	18-07-2024	T311 1384273965	TELSTRA CORPORATION LTD	Telstra Charges 03 April 2024 - 19 May 2024	30.05
142	18-07-2024	T311 1384273965 May 2024-June 2024	TELSTRA CORPORATION LTD	Telstra Charges May 2024-June 2024	20.00
143	18-07-2024	K 932 206 621-5	TELSTRA CORPORATION LTD	Telstra Charges - Service & equipment rental 01 June 2024	38.50
144	18-07-2024	K 994 076 441-5	TELSTRA CORPORATION LTD	Telstra Charges - Service & equipment rental 01 July 2024	38.50
145	18-07-2024	INV-6287	TOODYAY BAKERY & CAFE	Refreshments for Workshop 19 June 2024	195.00
146	18-07-2024	00028205	TOODYAY HERALD	Advertisement - TIFFand Skatepark Competition	191.68
147	18-07-2024	INV-0017	TOODYAY MEDICAL GROUP PTY LTD	Yearly Incentive for services provided in Toodyay 2024 -2025	55,802.60
148	18-07-2024	INV8702	TOODYAY TYRE & EXHAUST	T4500 Purchase of replacement Black Sunraysia rim for tipper trailer	112.00
149	18-07-2024	22000030	UNIFORMS @ WORK	Staff Uniform - TVC - May 2024	261.35
150	18-07-2024	22000031	UNIFORMS @ WORK	Staff Uniform - Admin - May 2024	547.50
151	18-07-2024	22000032	UNIFORMS @ WORK	Staff Uniform - CRC - May 2024	417.00
152	18-07-2024	22000033	UNIFORMS @ WORK	Staff Uniform - CRC - May 2024	442.20

Electronic Funds Transfer Payments					
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
153	18-07-2024	22000034	UNIFORMS @ WORK	Staff Uniform - Admin - May 2024	449.20
154	18-07-2024	22000035	UNIFORMS @ WORK	Staff Uniform - EOA - May 2024	271.95
155	18-07-2024	22000036	UNIFORMS @ WORK	Staff Uniform - HCO - June 2024	204.30
156	18-07-2024	22000037	UNIFORMS @ WORK	Staff Uniform - Library - May 2024	317.75
157	18-07-2024	22000038	UNIFORMS @ WORK	Staff Uniform - Depot - May 2024	230.30
158	18-07-2024	22000039	UNIFORMS @ WORK	Staff Uniform - Library - May 2024	302.50
159	18-07-2024	22000040	UNIFORMS @ WORK	Staff Uniform - CDO - May 2024	254.20
160	18-07-2024	22000041	UNIFORMS @ WORK	Staff Uniform - Library - May 2024	316.61
161	18-07-2024	22000042	UNIFORMS @ WORK	Staff Uniform - Admin - May 2024	172.25
162	18-07-2024	22000043	UNIFORMS @ WORK	Staff Uniform - CDC - May 2024	345.20
163	18-07-2024	22000044	UNIFORMS @ WORK	Staff Uniform - FC - May 2024	482.60
164	18-07-2024	22000045	UNIFORMS @ WORK	Staff Uniform - EMRD - May 2024	344.75
165	18-07-2024	22000046	UNIFORMS @ WORK	Staff Uniform - Library - May 2024	320.61
166	18-07-2024	22000047	UNIFORMS @ WORK	Staff Uniform - CEO - May 2024	282.80
167	18-07-2024	9532	VERNICE PTY LTD	Dry hire roller - March 2024	3,542.00
168	18-07-2024	9533	VERNICE PTY LTD	Dry hire roller - April 2024 & May 2024	7,084.00
169	18-07-2024	IN-221015	WOBM - WHEATBELT OFFICE OF BUSINESS MACHINES -	Photocopier Lease Library - July 2024	117.59
170	18-07-2024	89	WRIGHT EXPRESS AUST PTY LTD	SES Fuel card Fees June 2024	99.82
171	25-07-2024	7362495	APPLIED INDUSTRIAL TECHNOLOGIES PTY LTD	Materials - lifting chains and shackles.	27.37
172	25-07-2024	757	ATF THE AGNEW & MACHIN TRUST	Marking out of access easements on Fifth Rd, Bejoording.	2,145.00
173	25-07-2024	June 2024 BAS	AUSTRALIAN TAXATION OFFICE - ALBURY	BAS - June 2024	55,198.42
174	25-07-2024	INV815387	AUTOMATIC GATE SOLUTIONS	Quarterly maintenance inspection Depot gate	292.50
175	25-07-2024	IV00000001271	AVON EARTHWORKS	Heavy earthworks - reshape/smooth soil piles Lot 9508/P077718	121,858.00
176	25-07-2024	G7406	AVON HOME IMPROVEMENT CENTRE	Materials - tiles and grout for Charcoal lane toilets.	3,140.10
177	25-07-2024	16129	AVON SKIP BINS	Skip bin empty - Memorial Hall - June 2024	240.00
178	25-07-2024	16130	AVON SKIP BINS	Skip bin empty - Sportsground - June 2024	180.00

Electronic Funds Transfer Payments					
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
179	25-07-2024	I0000014	BALLARDONG ABORIGINAL CORPORATION	Indigenous Monitors - Bejoording Fire Station Power Connection Replacement	1,923.03
180	25-07-2024	30857	BLACKWELL PLUMBING	Plumbing - Moragnup Colocation Ctr	1,089.00
181	25-07-2024	4036952033	BOC LIMITED	Rental - BFS Oxysoks - 6 x Medial Oxygen Bottle	1,298.88
182	25-07-2024	WA18309229	BORAL CONSTRUCTION MATERIALS (BORAL)	Supply 1000 litres of Emulsion	1,760.00
183	25-07-2024	0003434	BRIGHTMARK GROUP PTY LTD	Cleaning - Contract - June 2024	15,554.59
184	25-07-2024	0003567	BRIGHTMARK GROUP PTY LTD	Cleaning - Strip and seal Morangup Hall floor 06 June 024	3,080.00
185	25-07-2024	24-00001647	CADDS FASHIONS SPORTFIRST NORTHAM	Works Safety Boots - Size 8	206.99
186	25-07-2024	00036833	CHARLES SERVICE COMPANY	Cleaning - Youth Hall 18 March 2024 - 19 April 2024	726.00
187	25-07-2024	ARINV01220	CHURCHES COMMISSION OF EDUCATION - YOUTH CARE	Community Grants - (Chaplaincy at DHS) 2023 - 2024	11,000.00
188	25-07-2024	00086805	CORSIGN (WA) PTY LTD	Signs - 150 Kane, Public Standpipe, Waste Transfer Station	312.40
189	25-07-2024	CINS3167870	CTI SECURITY	Alarm System monitoring - July 2024 - September 2024	202.92
190	25-07-2024	8049561	DEPARTMENT OF TRANSPORT	Disclosure of Information Fees - November 2023	19.85
191	25-07-2024	8050304	DEPARTMENT OF TRANSPORT	Disclosure of Information Fees - December 2023	19.85
192	25-07-2024	8051153	DEPARTMENT OF TRANSPORT	Disclosure of Information Fees - January 2024	4.40
193	25-07-2024	8051989	DEPARTMENT OF TRANSPORT	Disclosure of Information Fees - February 2024	19.85
194	25-07-2024	8054439	DEPARTMENT OF TRANSPORT	Disclosure of Information Fees - May 2024	4.40
195	25-07-2024	01070013	DUNNING INVESTMENTS PTY LTD	Purchase - 22000 litres of Diesel @ 1.71870. 1000 litres of unleaded @ 1.85647	39,667.76
196	25-07-2024	4465	EAG ELECTRICAL AIR-CONDITIONING & GAS	Supply - install light switch and timer to Museum	510.40
197	25-07-2024	4464	EAG ELECTRICAL AIR-CONDITIONING & GAS	Adjust Stove knob assembly - Memorial Hall	132.00
198	25-07-2024	4471	EAG ELECTRICAL AIR-CONDITIONING & GAS	Supply/Repair ducted Air conditioner - Heartlands Vet.	1,411.30
199	25-07-2024	4461	EAG ELECTRICAL AIR-CONDITIONING & GAS	Replace fluros - Visitors Centre	233.75
200	25-07-2024	4463	EAG ELECTRICAL AIR-CONDITIONING & GAS	Repair flood lights - Lee Steere Pavilion, Showgrounds	158.40
201	25-07-2024	4356	EAG ELECTRICAL AIR-CONDITIONING & GAS	Repair lighting - Admin Office	419.10
202	25-07-2024	4395	EAG ELECTRICAL AIR-CONDITIONING & GAS	Supply/fit lights and tracks - Toodyay Medical Centre	563.42
203	25-07-2024	4368	EAG ELECTRICAL AIR-CONDITIONING & GAS	Electrical repairs - 19B Clinton st	572.00
204	25-07-2024	4486	EAG ELECTRICAL AIR-CONDITIONING & GAS	Replace exhaust fan - Admin Building	217.80

Electronic Funds Transfer Payments					
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
205	25-07-2024	PPE 16/7/2024	EASIFLEET	Payroll Salary Deductions for PPE 16 July 2024	498.10
206	25-07-2024	15617124	EQUIFAX	Fit to work integrity checks	347.27
207	25-07-2024	243 - Final payment	FEIDI PTY LTD ATF WANG & WU FAMILY TRUST	Magic Show and Workshop - July School Holiday Program	700.00
208	25-07-2024	00004538	FRAMES WEST	Supply - mig wire	130.00
209	25-07-2024	82546	FRONTLINE FIRE & RESCUE EQUIPMENT	Repairs - Vehicle Bejoording 4.4	4,517.84
210	25-07-2024	82603	FRONTLINE FIRE & RESCUE EQUIPMENT	Supply - Helmet Surname Stickers	44.00
211	25-07-2024	52306796	HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD	Contract- Finance Officer-Payroll Temp for W/E 16 June 2024	1,463.96
212	25-07-2024	52318345	HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD	Contract- Finance Officer-Payroll Temp for W/E 23 June 2024	2,096.08
213	25-07-2024	J1CMP44397	JCB CONSTRUCTION EQUIPMENT AUSTRALIA	Repair - New power cables to JCB Backhoe.	2,004.75
214	25-07-2024	4570451	KLEENHEAT GAS	Service charge for 1 Burt Parkway, Nunile - Recreation Centre	100.10
215	25-07-2024	394145	LANDGATE	GRV General Revaluation 2023- 2024	89,475.29
216	25-07-2024	51	Michael Jon PAVY	Supply water - Julimar Road Capital Works Projects	8,884.44
217	25-07-2024	00004508	MM MECHANICAL PTY LTD	General service and Maintenance - FSV1	5,115.33
218	25-07-2024	1882127	MOBILECITI AUSTRALIA PTY LTD	Purchase - BFS - 50" Screens x 5	3,599.00
219	25-07-2024	00023235	NATURAL AREA CONSULTING MANAGEMENT SERVICES	Long term seed storage for 12 months -June 2024	330.00
220	25-07-2024	127393	NCD (WA) PTY LTD	Yearly service - depot compressor.	1,176.79
221	25-07-2024	24-06	NOONGAR KAARTDIJIN ABORIGINAL CORPORATION INC	Information signage frame construction and installation.	1,100.00
222	25-07-2024	42305	NORTH STAR SECURITY NOMINEES PTY LTD	Security Monitoring for Admin Building from July - September 2024	157.30
223	25-07-2024	INV-1196	OFFICE OF AUDITOR GENERAL	Fee for the attest audit for the year ended 30 June 2022	40,700.00
224	25-07-2024	INV-1203	OFFICE OF AUDITOR GENERAL	Fee for attest audit for year ended 30 June 2023	63,250.00
225	25-07-2024	614944084	OFFICEWORKS	Purchase - Monitors & Keyboard - Admin	993.95
226	25-07-2024	00110243	PROFESSIONAL LOCKSERVICE	Supply - Locks and keys	1,668.70
227	25-07-2024	INV-30202	PROFESSIONAL PC SUPPORT PTY LTD (XL2)	Managed ITC Agreement - June 2024	605.00
228	25-07-2024	651655 - June 2024	PUBLIC TRANSPORT AUTHORITY OF WA	TransWA ticket sales for June 2024	593.79
229	25-07-2024	9092	ROAD AND TRAFFIC SERVICES	Bindi Bind Toodyay Rd - Line Marking	13,520.10
230	25-07-2024	970	Ronald BACK	Financial Management Training (All Councillors)	935.00

Electronic Funds Transfer Payments					
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
231	25-07-2024	13979	SEPMAR PTY LTD	Half yearly service - Eye wash station & shower - Depot & Waste Transfer Station	1,507.66
232	25-07-2024	71644286	SOUTHERN CROSS AUSTEROE PTY LTD	Triple M Around the Towns Interviews May 2024	99.00
233	25-07-2024	71657886 COR	SOUTHERN CROSS AUSTEROE PTY LTD	Triple M Around the Towns June 2024	99.00
234	25-07-2024	FAINV01200462	ST JOHN AMBULANCE WA	BFS - First Aid Training - 2 x Attendees June 2024	170.00
235	25-07-2024	FAINV01200466	ST JOHN AMBULANCE WA	BFS - First Aid Training - 2 x Attendees June 2024	170.00
236	25-07-2024	SIN-3917735	STEWART & HEATON CLOTHING CO PTY LTD	Purchase - BFS - PPE clothing	183.68
237	25-07-2024	3000221835	SYNERGY	Synergy Grouped Charges - 26 March 2024 - 13 June 2024	8,924.54
238	25-07-2024	0584-S587470	TEAM GLOBAL EXPRESS PTY LTD	Freight Charges 7 June 2024 - 12 June 2024	229.50
239	25-07-2024	0585-S587470	TEAM GLOBAL EXPRESS PTY LTD	Freight 14 June 2024 - 18 June 2024	123.84
240	25-07-2024	T311 - June 2024	TELSTRA CORPORATION LTD	Telstra Charges - June 2024	1,312.40
241	25-07-2024	21 June 2024	TOODYAY GARDEN & OUTDOOR CENTRE - ALAN	Purchases - potting mix & plants	83.80
242	25-07-2024	10674211	TOODYAY HARDWARE & FARM	Purchases (Cable Ties)	.81
243	25-07-2024	00028294	TOODYAY HERALD	Advertisement - SOT Executive Support Officer	139.91
244	25-07-2024	00028425	TOODYAY HERALD	Advertisement - Toodyay International Food Festival 2024	191.68
245	25-07-2024	Staff Amenities June 2024	TOODYAY IGA	Staff Amenities June 2024	863.57
246	25-07-2024	562414	TOODYAY TRADERS	Purchases March 2024	12.95
247	25-07-2024	570961	TOODYAY TRADERS	Purchases - (4 way key Tap) - June 2024	17.50
248	25-07-2024	569862	TOODYAY TRADERS	Purchases - (50 x 50 mm angle) Dudgee Park - June 2024	40.35
249	25-07-2024	569199	TOODYAY TRADERS	Purchases - (Shovel EHO) - June 2024	12.95
250	25-07-2024	INV-8477	TOODYAY TYRE & EXHAUST	Puncture Repair - radial	35.00
251	25-07-2024	INV-8482	TOODYAY TYRE & EXHAUST	Puncture Repair	35.00
252	25-07-2024	INV15904	TOTAL GREEN RECYCLING	Waste Transfer Station - E/Waste Recycling June 2024	777.55
253	25-07-2024	27370	TRAINING SERVICES AUSTRALIA	Training Course -Safety & Health Representative x 1	1,078.00
254	25-07-2024	27428	TRAINING SERVICES AUSTRALIA	Training Course -Safety & Health Representative x 1	1,078.00
255	25-07-2024	90727	URL NETWORKS PTY LTD	Calls and SIP Trunks - June 2024	278.73
256	25-07-2024	00042463	VANGUARD PRESS	Purchase - A3 Town Maps for Visitors Centre	737.00

Electronic Funds Transfer Payments					
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
257	25-07-2024	SI-010153	WALGA	Course - Meeting Procedures (committee member)	544.50
258	25-07-2024	SI-010152	WALGA	Course - Meeting Procedures (committee member)	544.50
259	25-07-2024	SI-010161	WALGA	Course - Understanding Local Government (committee member)	264.00
260	25-07-2024	SI-010160	WALGA	Course - Understanding Local Government (committee member)	264.00
261	25-07-2024	INV-17882	WEST WIDE AUTO ELECTRICS	T7855 - (Toodyay 12.2) - Reversing Light Replacment -June 2024	557.50
262	25-07-2024	INV-17586	WEST WIDE AUTO ELECTRICS	T7855 - (Toodyay 12.2) Reversing Light Repair - May 2024	263.50
263	25-07-2024	INV-17801	WEST WIDE AUTO ELECTRICS	T0005 - Change Hydraulic release button on JCB Backhoe	567.50
264	25-07-2024	INV-17327	WEST WIDE AUTO ELECTRICS	Supply - new shade shelter - Community Standpipe	1,385.00
265	25-07-2024	INV-17857	WEST WIDE AUTO ELECTRICS	Supply - (Battery) Fire Support Vehicle	385.00
266	25-07-2024	INV-17699	WEST WIDE AUTO ELECTRICS	T0009 -Fit work lights - Hino Tip Truck	1,639.60
267	25-07-2024	INV-17644	WEST WIDE AUTO ELECTRICS	T4623- Electrical repairs (street sweeper)	1,596.50
268	25-07-2024	INV-17374	WEST WIDE AUTO ELECTRICS	T0009 - Repair damage to Hino Tip Truck	2,117.50
269	25-07-2024	00001858	WILLIAM ROBERT TOWIE	Training - BFS - Chainsaw training (15 x BFB volunteers)	5,100.00
270	25-07-2024	INV-0998	ZONE 50 ENGINEERING SURVEYS PTY LTD	Patches & bridge spotting -1077-19 Bind Bindi Toodyay/Dewars Pool rds	1,381.60
271	31-07-2024	7369595	APPLIED INDUSTRIAL TECHNOLOGIES PTY LTD	Supply - Lifting chains and shackles.	339.83
272	31-07-2024	1151958	AUTOPRO NORTHAM	Supply - Service filters for shire fleet	23.42
273	31-07-2024	1152094	AUTOPRO NORTHAM	Supply - Service filters for shire fleet	150.42
274	31-07-2024	1146297	AUTOPRO NORTHAM	Supply - T4500 (wheel studs)	11.92
275	31-07-2024	00063374	AVON WASTE - STONDON PTY LTD	Fortnightly rubbish and recycling services 17 June 2024 - 26 June 2024	16,895.73
276	31-07-2024	00063925	AVON WASTE - STONDON PTY LTD	Fortnightly rubbish collection charges 01 July 2024 - 12 July 2024	18,015.28
277	31-07-2024	00062918	AVON WASTE - STONDON PTY LTD	Fortnightly rubbish collection charges 20 May 2024 - 31 May 2024	16,882.13
278	31-07-2024	00063342	AVON WASTE - STONDON PTY LTD	Fortnightly rubbish collection charges 03 June 2024 - 14 June 2024	17,160.01
279	31-07-2024	444	BRODERICK WASTE SOLUTIONS	Cartage of Waste & Toodyay - Northam, Ewaste to Perth June 2024	7,843.44
280	31-07-2024	INV-5424	C & F BUILDING APPROVALS	Building surveyor services - B2024 -65, 66, 71 & 68.	1,705.00
281	31-07-2024	INV-5390	C & F BUILDING APPROVALS	Building surveyor services - B2024-62, 35	770.00
282	31-07-2024	Councillor Allowance July 2024	Charmeine Gail DURI	Councillor Allowance July 2024	1,206.29

Electronic Funds Transfer Payments					
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
283	31-07-2024	5021409	CITY OF SOUTH PERTH	Long Service Leave Contribution - former staff member	7,391.87
284	31-07-2024	INV-00352	COUNTRY CLASS CARPENTRY PTY LTD, Jack Charles PRATER	Replace missing tiles in shower area - Showgrounds	330.00
285	31-07-2024	221188	COUNTRY COPIERS	Printer Meter Reading - CRC- 4 June 2024 - 7 July 2024	207.75
286	31-07-2024	Councillor Allowance July 2024	Danielle Kim WRENCH	Councillor Allowance July 2024	1,206.29
287	31-07-2024	INV1527005	DATACOM SOLUTIONS (AU) PTY LTD	Datascape monthly SaaS fees monthly fee - June 2024	3,711.10
288	31-07-2024	215723	DAVRIC AUSTRALIA PTY LTD	Souvenirs for sale in the Visitors Centre	607.20
289	31-07-2024	822294	DOWNER EDI WORKS LIMITED	Supply - Pile replacement (Bridge # 9025) - Newcastle Pedestrian Footbridge	81,307.26
290	31-07-2024	4515	EAG ELECTRICAL AIR-CONDITIONING & GAS	Supply & Install- Air conditioner - Showground Pavilion.	4,389.00
291	31-07-2024	74894	EMERG SOLUTIONS PTY LTD	Licence Renewal BART - (BFS) 180 Shire of Toodyay District	2,880.00
292	31-07-2024	Consignment - June - 2024	ERIC OWEN TOLHOPF	Consignment - June - 2024	72.00
293	31-07-2024	EXPINV3112	EXPRESSIONS AUSTRALIA	Supply - Toodyay designed tea towels	513.70
294	31-07-2024	52329739	HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD	Contract- Finance Officer-Payroll Temp for W/E 30 June 2024	1,903.15
295	31-07-2024	52340680	HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD	Contract- Finance Officer-Payroll Temp for W/E 07July 2024	2,472.47
296	31-07-2024	52351000	HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD	Contract- Finance Officer-Payroll Temp for W/E 14 July 2024	2,456.20
297	31-07-2024	Councillor Allowance July 2024	John Anthony PRATER	Councillor Allowance July 2024	1,206.29
298	31-07-2024	395685	LANDGATE	Valuations for 2024/2025	47.18
299	31-07-2024	394367	LANDGATE	Valuations and Land searches April- May 2024	74.15
300	31-07-2024	134834	MCLEODS BARRISTERS & SOLICITORS	Supply - Advice for Dangerous Dog Declaration and Dog Attack	1,180.85
301	31-07-2024	Councillor Allowance July 2024	Michael Vincent MCKEOWN	Councillor Allowance July 2024	4,591.42
302	31-07-2024	Councillor Allowance July 2024	Michelle Louise DIVAL	Councillor Allowance July 2024	1,887.18
303	31-07-2024	INV-000016	MORANGUP PROGRESS ASSOCIATION	Annual Hire - Morangup Hall (Library Service) 01 July 2024 - 30 June 2025	750.00
304	31-07-2024	INV-3838	MORRIS PEST AND WEED CONTROL	Termite Inspection - Newcastle Park footbridge	1,320.00
305	31-07-2024	Councillor Allowance July 2024	Rosemary June MADACSI	Councillor Allowance July 2024	1,206.29
306	31-07-2024	30381	SHIRE OF NORTHAM	Tipping fee (except EWaste) delivered to the Northam - May 2024	19,266.72
307	31-07-2024	INV-0754	SPACETO CO PTY LTD	Online booking facilities reporting and service	1,980.00
308	31-07-2024	INV811110	STANDARDS AUSTRALIA LIMITED	Licence Fee & Product Fee-contracts standard	644.38

Electronic Funds Transfer Payments					
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
309	31-07-2024	Councillor Allowance July 2024	Steven John MCCORMICK	Councillor Allowance July 2024	1,206.29
310	31-07-2024	Expense Reimbursement - S Roberts - 15 July 2024	Summer Cybele ROBERTS	Expense Reimbursement - Pre-employment medical	220.00
311	31-07-2024	0586-S587470	TEAM GLOBAL EXPRESS PTY LTD	Freight charges - 10 July 2024 - 17 July 2024	67.19
312	31-07-2024	0587-S587470	TEAM GLOBAL EXPRESS PTY LTD	Freight charges 19 July 2024	62.65
313	31-07-2024	00028386	TOODYAY HERALD	Shire of Toodyay news- July 2024	783.28
314	31-07-2024	00028424	TOODYAY HERALD	Advertisement - Skatepark Competition	191.68
315	31-07-2024	6520DBEC8EC7E722F0DA7CF 2	TOODYAY SENIOR FOOTBALL CLUB	Refund - Annual charges - Duplicated	897.00
316	31-07-2024	192,540	TRISET BOSS BUSINESS FORMS	Business Cards	346.50
317	31-07-2024	192,676	TRISET BOSS BUSINESS FORMS	Business Cards	82.50
318	31-07-2024	22000045-1	UNIFORMS @ WORK	Staff Uniform - D&R - June 2024	68.95
319	31-07-2024	22000048	UNIFORMS @ WORK	Staff Uniforms - D&R - June 2024	432.26
320	31-07-2024	9552	VERNICE PTY LTD	Hire - Dry Roller	2,970.00
321	31-07-2024	9534	VERNICE PTY LTD	Supply - Gravel - (Share Path Project) - Jubilee St	760.10
322	31-07-2024	9535	VERNICE PTY LTD	Supply - Gravel - (pavement repairs) - Toodyay Bindi Bindi Rd	3,356.21
323	31-07-2024	2111	VICTORIA HOTEL	Accommodation - 07 June 2024	350.00
324	31-07-2024	INV-17961	WEST WIDE AUTO ELECTRICS	Repairs - Portable Traffic lights.	8,040.90
325	31-07-2024	INV-17698	WEST WIDE AUTO ELECTRICS	T6782 - Supply/Fit work lights	1,490.70
326	31-07-2024	INV-17940	WEST WIDE AUTO ELECTRICS	Supply - Cage for pump protection - Duidgee Park water tank.	3,505.00
327	31-07-2024	INV-17697	WEST WIDE AUTO ELECTRICS	1HZE514 - Repair wiring	152.50
328	31-07-2024	INV-17696	WEST WIDE AUTO ELECTRICS	1TZZ054 - Supply/Fit - trailer plug to 7 pin round.	362.50
329	31-07-2024	INV-17921	WEST WIDE AUTO ELECTRICS	1GQE539 - Supply/Fit - 8 pin Deutsche plug	427.50
330	31-07-2024	INV-17139	WEST WIDE AUTO ELECTRICS	T6480- Supply/Fit - Two Way radio - Isuzu DMax	750.00
331	31-07-2024	INV-17415	WEST WIDE AUTO ELECTRICS	T0007 - Supply/Fit - Lights on grader	455.00
332	31-07-2024	INV-17384	WEST WIDE AUTO ELECTRICS	Callout - Admin Generator	632.50
333	31-07-2024	INV-17451	WEST WIDE AUTO ELECTRICS	T0005 - Repairs to Backhoe bucket.	595.00
334	31-07-2024	INV-17378	WEST WIDE AUTO ELECTRICS	T6361 Supply/Fit - New ignition switch - JD Mower.	662.00
335	31-07-2024	INV-16816	WEST WIDE AUTO ELECTRICS	Supply- Lifting hooks for concrete pipes.	692.50
					EFT Total 1,113,935.54

Payroll Payments					
Ref #	Date	Creditor Name	Invoice Description	Inclusive Amount	
336	03-07-2024		Payroll PPE 02.07.2024	101,531.21	
337	05-07-2024		Staff Termination 05.07.2024	1,246.80	
338	17-07-2024		Payroll PPE 16 07.2024	105,741.46	
339	31-07-2024		Payroll PPE 30.07.2024	112,756.87	
340	08-07-2024		Superannuation 02.07.2024	20,378.82	
341	20-07-2024		Superannuation 16.07.2024	20,845.32	
				<b>Payroll Total 362,500.48</b>	
Purchasing Cards-FM Regulation 13A					
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
342	14-07-2024		CREDIT CARD CEO	Credit Card - CEO - June 2024	4.00
				Card Fee	4.00
343	14-07-2024		CREDIT CARD CESM	Credit Card - CESM - R Koch - June 2024	275.96
				Ampol Forrest Highway North	131.66
				The Cola Café	71.00
				The Cola Café	69.30
				Card Fee	4.00
344	14-07-2024		CREDIT CARD MCCS	Credit Card MCCS - T Bateman - June 2024	2,659.23
				DPIRD Conference	696.00
				Puma York	40.04
				Gerrard Hydraulics	378.40
				Dropbox International	306.90
				International transaction fee	9.21
				Caltex Bedfordale	50.00
				Global Industrial	279.10
				4 Cabling	266.75
				Adobe - June	628.83
				Card fee	4.00

Purchasing Cards-FM Regulation 13A					
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
346	14-07-2024		CREDIT CARD MDR	Credit Card - MDR -H. de Vos - June 2024	2,974.77
				Officeworks	74.95
				Landgate June	122.00
				Hilton Garden Inn	390.00
				Petro Fuels Seville Grove	80.00
				Joondalup Resort	1,921.50
				OpenAI ChatGpt	33.36
				International Transaction fee	1.00
				At the Coal Face Workwear	254.96
				Direct Price	60.00
				Safety Gear Express	33.00
				Card Fee	4.00
347	14-07-2024		CREDIT CARD MAS	Credit Card MAS - C Sullivan - June 2024	162.47
				Cadds Fashion	55.99
				Dunnings	102.48
				Card fee	4.00
Purchasing Cards-FM Regulation 13A					
Ref #	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
				Purchasing Card Totals	6,076.43
				Grand Total	1,548,282.93



## SHIRE OF TOODYAY

### ANNUAL BUDGET

FOR THE YEAR ENDED 30 JUNE 2025

LOCAL GOVERNMENT ACT 1995

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#### **Shire's Vision**

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

**SHIRE OF TOODYAY**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 30 JUNE 2025**

	Note	2024/25 Budget	2023/24 Est. Actual	2023/24 Budget
<b>Revenue</b>		\$	\$	\$
Rates	2(a)	8,024,667	7,589,010	7,580,930
Grants, subsidies and contributions		1,026,310	2,435,150	711,860
Fees and charges	14	1,736,696	1,684,161	1,445,030
Interest revenue	10(a)	275,310	245,164	165,000
Other revenue		298,915	318,525	352,098
		11,361,898	12,272,010	10,254,918
<b>Expenses</b>				
Employee costs		(5,330,344)	(4,023,984)	(4,107,947)
Materials and contracts		(4,899,838)	(4,465,704)	(4,427,628)
Utility charges		(607,721)	(581,804)	(437,903)
Depreciation	6	(3,813,166)	(3,912,284)	(4,436,148)
Finance costs	10(b)	(133,467)	(144,447)	(144,447)
Insurance		(479,211)	(459,759)	(414,597)
Other expenditure		(271,693)	(265,128)	(272,593)
		(15,535,440)	(13,853,110)	(14,241,263)
		(4,173,542)	(1,581,100)	(3,986,345)
Capital grants, subsidies and contributions		3,698,230	2,482,299	3,502,542
		3,698,230	2,482,299	3,502,542
<b>Net result for the period</b>		(475,312)	901,199	(483,803)
<b>Other comprehensive income for the period</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus		0	0	0
Share of comprehensive income of associates accounted for using the equity method		0	0	0
<b>Total other comprehensive income for the period</b>		0	0	0
<b>Total comprehensive income for the period</b>		(475,312)	901,199	(483,803)

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

**SHIRE OF TOODYAY**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2025**

		2024/25 Budget	2023/24 Actual	2023/24 Budget
Note		\$	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		8,024,667	7,236,481	7,580,930
Grants, subsidies and contributions		1,026,310	2,470,450	711,860
Fees and charges		1,736,696	1,684,161	1,445,030
Interest revenue		275,310	245,164	165,000
Goods and services tax received		0	4,891	
Other revenue		298,915	318,525	352,098
		11,361,898	11,959,672	10,254,918
<b>Payments</b>				
Employee costs		(5,330,344)	(4,363,097)	(4,107,947)
Materials and contracts		(4,899,838)	(3,327,356)	(4,427,628)
Utility charges		(607,721)	(581,804)	(437,903)
Finance costs		(133,467)	(144,978)	(144,447)
Insurance paid		(479,211)	(459,759)	(414,597)
Other expenditure		(271,693)	(265,128)	(272,593)
		(11,722,274)	(9,142,122)	(9,805,115)
<b>Net cash provided by (used in) operating activities</b>	4	(360,376)	2,817,550	449,803
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for purchase of property, plant & equipment	5(a)	(1,814,308)	(766,034)	(1,267,573)
Payments for construction of infrastructure	5(b)	(4,308,914)	(3,307,348)	(5,486,923)
Capital grants, subsidies and contributions		3,698,230	1,962,393	3,502,542
Proceeds from sale of property, plant and equipment	5(a)	247,000		240,000
<b>Net cash (used in) investing activities</b>		(2,177,992)	(2,110,989)	(3,011,954)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of borrowings	7(a)	(287,014)	(329,052)	(329,051)
Payments for principal portion of lease liabilities	8	(247,680)	(237,528)	(237,528)
<b>Net cash (used in) financing activities</b>		(534,694)	(566,580)	(566,579)
<b>Net increase (decrease) in cash held</b>		(3,073,062)	139,981	(3,128,730)
Cash at beginning of year		6,771,900	6,782,403	6,816,085
<b>Cash and cash equivalents at the end of the year</b>	4	<b>3,698,838</b>	<b>6,922,384</b>	<b>3,687,355</b>

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

**SHIRE OF TOODYAY**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE YEAR ENDED 30 JUNE 2025**

<b>OPERATING ACTIVITIES</b>	<b>Note</b>	<b>2024/25 Budget</b>	<b>2023/24 Actual</b>	<b>2023/24 Budget</b>
<b>Revenue from operating activities</b>				
General rates	2(a)(i)	\$ 8,024,667	\$ 7,589,010	\$ 7,580,930
Grants, subsidies and contributions		1,026,310	2,435,150	711,860
Fees and charges	14	1,736,696	1,684,161	1,445,030
Interest revenue	10(a)	275,310	245,164	165,000
Other revenue		298,915	318,525	352,098
		11,361,898	12,272,010	10,254,918
<b>Expenditure from operating activities</b>				
Employee costs		(5,330,344)	(4,023,984)	(4,107,947)
Materials and contracts		(4,899,838)	(4,465,704)	(4,427,628)
Utility charges		(607,721)	(581,804)	(437,903)
Depreciation	6	(3,813,166)	(3,912,284)	(4,436,148)
Finance costs	10(b)	(133,467)	(144,447)	(144,447)
Insurance		(479,211)	(459,759)	(414,597)
Other expenditure		(271,693)	(265,128)	(272,593)
		(15,535,440)	(13,853,110)	(14,241,263)
Non cash amounts excluded from operating activities	3(c)	3,813,167	3,895,053	4,436,148
<b>Amount attributable to operating activities</b>		<b>(360,375)</b>	<b>2,313,953</b>	<b>449,803</b>
<b>INVESTING ACTIVITIES</b>				
<b>Inflows from investing activities</b>				
Capital grants, subsidies and contributions		3,698,230	2,482,299	3,502,542
Proceeds from disposal of assets	5	247,000	0	240,000
		3,945,230	2,482,299	3,742,542
<b>Outflows from investing activities</b>				
Right of use assets recognised	5(c)	(247,680)	(237,528)	(237,528)
Payments for property, plant and equipment	5(a)	(1,814,308)	(766,034)	(1,267,573)
Payments for construction of infrastructure	5(b)	(4,308,914)	(3,307,348)	(5,486,923)
		(6,370,902)	(4,310,910)	(6,992,024)
Non-cash amounts excluded from investing activities	3(d)	247,680	237,528	237,528
<b>Amount attributable to investing activities</b>		<b>(2,177,992)</b>	<b>(1,591,083)</b>	<b>(3,011,954)</b>
<b>FINANCING ACTIVITIES</b>				
<b>Inflows from financing activities</b>				
Transfers from reserve accounts	9(a)	448,061	10,000	361,440
		448,061	10,000	361,440
<b>Outflows from financing activities</b>				
Repayment of borrowings	7(a)	(287,014)	(329,052)	(329,051)
Payments for principal portion of lease liabilities	8	(247,680)	(237,528)	(237,528)
Transfers to reserve accounts	9(a)	(210,000)	(88,680)	(345,000)
		(744,694)	(655,260)	(911,579)
<b>Amount attributable to financing activities</b>		<b>(296,633)</b>	<b>(645,260)</b>	<b>(550,139)</b>
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>				
<b>Surplus at the start of the financial year</b>	3	2,835,000	2,757,390	3,117,000
Amount attributable to operating activities		(360,375)	2,313,953	449,803
Amount attributable to investing activities		(2,177,992)	(1,591,083)	(3,011,954)
Amount attributable to financing activities		(296,633)	(645,260)	(550,139)
<b>Surplus/(deficit) remaining after the imposition of general rates</b>	3	<b>0</b>	<b>2,835,000</b>	<b>4,710</b>

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

**CITY OF SOMEWHERE**  
**FOR THE YEAR ENDED 30 JUNE 2025**  
**INDEX OF NOTES TO THE BUDGET**

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**SHIRE OF TODDYAY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**1 BASIS OF PREPARATION**

The annual budget is a forward looking document and 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 annual budget 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.

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

**The local government reporting entity**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this annual budget.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 11 to the annual budget.

**2023/24 actual balances**

Balances shown in this budget as 2023/24 Actual are estimates as forecast at the time of preparation of the annual budget and are subject to final adjustments.

**Budget comparative figures**

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

**Comparative figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

**Rounding off figures**

All figures shown in this statement are rounded to the nearest dollar.

**Statement of Cashflows**

Investing and financing transactions that do not require the use of cash or cash equivalents shall be excluded from a statement of cash flows. Such transactions shall be disclosed elsewhere in the financial statements in a way that provides all the relevant information about these investing and financing activities.

**Initial application of accounting standards**

During the budget year, the below revised Australian Accounting Standards and Interpretations are expected to be compiled, become mandatory and be applicable to its operations.

- AASB 2020-1 Amendments to Australian Accounting Standards
  - Classification of Liabilities as Current or Non-current
- AASB 2022-5 Amendments to Australian Accounting Standards
  - Lease Liability in a Sale and Leaseback
- AASB 2022-6 Amendments to Australian Accounting Standards
  - Non-current Liabilities with Covenants
- AASB 2023-1 Amendments to Australian Accounting Standards
  - Supplier Finance Arrangements
- AASB 2023-3 Amendments to Australian Accounting Standards
  - Disclosure of Non-current Liabilities with Covenants: Tier 2

It is not expected these standards will have an impact on the annual budget.

- AASB 2022-10 Amendments to Australian Accounting Standards
  - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities, became mandatory during the budget year. Amendments to AASB 13 Fair Value Measurement impacts the future determination of fair value when revaluing assets using the cost approach. Timing of future revaluations is defined by regulation 17A of *Local Government (Financial Management) Regulations 1996*. Impacts of this pronouncement are yet to be quantified and are dependent on the timing of future revaluations of asset classes. No material impact is expected in relation to the 2024-25 statutory budget.

**New accounting standards for application in future years**

The following new accounting standards will have application to local government in future years:

- AASB 2014-10 Amendments to Australian Accounting Standards
  - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture
- AASB 2021-7c Amendments to Australian Accounting Standards
  - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]
- AASB 2022-9 Amendments to Australian Accounting Standards
  - Insurance Contracts in the Public Sector
- AASB 2023-5 Amendments to Australian Accounting Standards
  - Lack of Exchangeability

It is not expected these standards will have an impact on the annual budget.

**Judgements, estimates and assumptions**

The preparation of the annual budget 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 that are 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
- estimation of fair values of land and buildings and investment property
- impairment of financial assets
- estimation uncertainties and judgements made in relation to lease accounting
- estimated useful life of assets
- estimation of provisions
- estimation of fair value of leases

**SHIRE OF TODDYAY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**2. RATES AND SERVICE CHARGES**

**(a) Rating Information**

<b>Rate Description</b>	<b>Basis of valuation</b>	<b>Rate in</b>	<b>Number of properties</b>	<b>Rateable value</b>	<b>2024/25 Budgeted rate revenue</b>	<b>2024/25 Budgeted interim rates</b>	<b>2024/25 Budgeted total revenue</b>	<b>2023/24 Actual total revenue</b>	<b>2023/24 Budget total revenue</b>
					\$	\$	\$	\$	\$
<b>(i) General rates</b>									
GRV Residential		0.119901	611	11,151,582	1,337,086		1,337,086	1,211,785	1,211,785
GRV Commercial		0.151495	27	1,487,197	225,303		225,303	213,539	213,539
GRV Industrial		0.122266	22	530,277	64,835		64,835	59,876	59,876
GRV Rural		0.115210	118	2,073,380	238,874		238,874	214,180	214,180
GRV Rural Residential		0.110213	1,025	18,609,800	2,051,042		2,051,042	1,889,468	1,889,468
UV General (Inc Mining)		0.012213	481	107,428,000	1,312,018		1,312,018	1,244,053	1,244,053
UV Rural		0.006107	185	283,468,000	1,731,139		1,731,139	1,656,295	1,656,295
Sub-Total					0		0		
<b>Total general rates</b>			2,469	424,748,236	6,960,297		6,960,297	6,489,196	6,498,196
<b>(ii) Minimum payment</b>									
GRV Residential		1.460	195	908,809	284,700		284,700	293,290	293,290
GRV Commercial		1.460	5	25,490	7,300		7,300	8,340	8,340
GRV Industrial		1.460	8	43,200	11,680		11,680	12,510	12,510
GRV Rural		1.460	25	228,830	36,500		36,500	44,480	44,480
GRV Rural Residential		1.460	386	2,515,395	563,560		563,560	553,220	553,220
UV General (Inc Mining)		1.460	103	5,495,548	150,380		150,380	164,020	164,020
UV Rural		1.460	25	3,845,500	36,500		36,500	27,800	27,800
Interims and back rates					0		0		
Sub-Total					0		0		
<b>Total minimum payments</b>			747	13,062,772	1,090,620		1,090,620	1,119,376	1,103,660
<b>Total general rates and minimum payments</b>			3,216	437,811,008	8,050,917		8,050,917	7,608,572	7,601,856
Discounts (Refer note 2(g))						8,050,917	0	8,050,917	7,608,572
Concessions (Refer note 2(g))							0	0	7,601,856
<b>Total rates</b>					(26,250)		(26,250)	(19,562)	(20,926)
					8,024,667		0	8,024,667	7,589,010
									7,580,930

The Shire did not raise specified area rates for the year ended 30th June 2025.

All rateable properties within the district used predominately for non-rural purposes are rated according to their Gross Rental Valuation (GRV), all other properties are rated according to their Unimproved Valuation (UV).

The general rates detailed for the 2024/25 financial year have been determined by Council on the basis of raising the revenue required to meet the estimated deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than general rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

**SHIRE OF TOODYAY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**2. RATES AND SERVICE CHARGES (CONTINUED)**

**(b) Interest Charges and Instalments - Rates and Service Charges**

The following instalment options are available to ratepayers for the payment of rates and service charges.

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
<b>Option one</b>				
Single full payment	17/10/2024	0.00	NA	7.0%
<b>Option three</b>				
First instalment	17/10/2024	0.00	3.0%	7.0%
Second instalment	17/12/2024	7.50	3.0%	7.0%
Third instalment	18/02/2025	7.50	3.0%	7.0%
Fourth instalment	24/04/2025	7.50	3.0%	7.0%
		<b>2024/25 Budget revenue</b>	<b>2023/24 Actual revenue</b>	<b>2023/24 Budget revenue</b>
Instalment plan admin charge revenue		\$ 15,590	\$ 14,850	\$ 10,620
Instalment plan interest earned		13,430	12,785	9,000
Unpaid rates and service charge interest earned		81,880	83,717	70,000
		<b>110,900</b>	<b>111,352</b>	<b>89,620</b>

**(c) Objectives and Reasons for Differential Rating**

To provide equity in the rating of properties across the Shire the following rate categories have been determined for the implementation of differential rating.

**Differential general rate**

Description	Characteristics	Objects	Reasons
GRV Residential	The rate in the \$ of 0.0.119901 has been set to ensure that the proportion of total rate revenue derived from Residential property remains consistent with previous years. This is based on the total raised from all properties now rated as Residential.		
GRV Commercial	The rate in the \$ of 0.151495 has been set to ensure that the proportion of total rate revenue derived from Commercial property remains consistent with previous and recognises the higher demand on Shire infrastructure and services from the activity on Commercial property.		
GRV Industrial	The rate in the \$ of 0.122266 has been set to ensure that the proportion of total rate revenue derived from Industrial property remains consistent with previous and recognises the higher demand on Shire infrastructure and services from the activity on Industrial property.		
GRV Rural	The rate in the \$ of 0.115210 has been set to ensure that the proportion of total rate revenue derived from these properties remains consistent with previous years.		
GRV Rural Residential	The rate in the \$ of 0.110213 has been set to ensure that the proportion of total rate revenue derived from these properties remains consistent with previous years, notwithstanding that in previous years these properties had been rated as UV General.		
UV General	The rate in the \$ of 0.012213 has been set to ensure that the proportion of total rate revenue derived from small rural holdings remains consistent with previous years.		

**SHIRE OF TOODYAY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**2. RATES AND SERVICE CHARGES (CONTINUED)**

UV Rural      The rate of \$ 0.006107 has been set to ensure that broadacre farming properties, those above 100 hectares and used for grazing or cropping, are not adversely affected by the valuation changes resulting from preponderance of small rural holdings.

**(d) Differential Minimum Payment**

Differential Minimum   A minimum payment of \$1,460 is applied to GRV & UV properties in recognition that every property receives some minimum level of benefit from works and service

**(e) Variation in Adopted Differential Rates to Local Public Notice**

The following rates and minimum payments were previously set out in the local public notice giving notice of the intention to charge differential rates.

Differential general rate	Proposed Rate in \$	Adopted Rate in \$	Reasons for the difference
GRV Residential	0.162427	0.119901	A 5% increase was applied to the 2023/24 rate in the dollar with the intention of raising an additional 5% in rates
GRV Commercial	0.170446	0.151495	revenue for the 2024/25 financial year. The Valuer General's revaluation was significantly higher than anticipated
GRV Industrial	0.142081	0.122266	The rates in the dollar therefore had to be adjusted down for the purposes of raising rates. This is the case for all categories.
GRV Rural	0.159772	0.115210	
GRV Rural Residential	0.151295	0.110213	
UV General	0.013602	0.012213	
UV Rural	0.007657	0.006107	

SHIRE OF TODDAY  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2025

2. RATES AND SERVICE CHARGES (CONTINUED)

(f) Service Charges

The Shire did not raise service charges for the year ended 30th June 2025.

(g) Waivers or concessions

Rate, fee or charge to which the waiver or concession is granted	Type	Waiver/ Concession	Discount %	Discount (\$)	2024/25 Budget	2023/24 Actual	2023/24 Budget	Circumstances in which the waiver or concession is granted
General Rates	Rate	Concession			\$ 21,250	\$ 20,930	\$ 19,562	Concessions provided to charitable groups
Rates written off as approved by Council	Rate	Waiver			5,000	218		
					26,250	21,148	19,562	

## SHIRE OF TOODYAY

NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2025

## 3. NET CURRENT ASSETS

## (a) Composition of estimated net current assets

Note	2024/25 Budget 30 June 2025	2023/24		2023/24 Budget 30 June 2024
		Actual 30 June 2024	Budget 30 June 2024	
<b>Current assets</b>				
Cash and cash equivalents	4	3,451,158	4,219,676	3,449,827
Receivables		1,961,474	1,961,474	1,486,269
Inventories		120,854	120,854	178,620
Other assets		(105,307)	(105,307)	
		5,428,179	6,196,697	5,114,716
<b>Less: current liabilities</b>				
Trade and other payables		(2,939,731)	(666,575)	(2,457,702)
Capital grant/contribution liability		(92,535)	(92,535)	
Lease liabilities	8	(247,680)	(226,063)	(245,160)
Long term borrowings	7	(287,014)	(287,014)	(329,051)
Employee provisions		(347,793)	(347,793)	(547,771)
		(3,914,753)	(1,619,980)	(3,579,684)
<b>Net current assets</b>		1,513,426	4,576,717	1,535,032
<b>Less: Total adjustments to net current assets</b>	3(b)	(1,513,426)	(1,741,717)	(1,530,322)
<b>Net current assets used in the Statement of Financial Activity</b>		0	2,835,000	4,710

## (b) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

## Adjustments to net current assets

Less: Cash - reserve accounts	9	(2,314,163)	(2,552,224)	(2,401,963)
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings		287,014	287,014	329,051
- Current portion of lease liabilities		247,680	226,063	245,160
- Current portion of employee benefit provisions held in reserve		266,043	297,430	297,430
<b>Total adjustments to net current assets</b>		(1,513,426)	(1,741,717)	(1,530,322)

**SHIRE OF TOODYAY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**3. NET CURRENT ASSETS**

**EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)**

**Items excluded from calculation of budgeted deficiency**

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

**(c) 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*.

**Adjustments to operating activities**

Add: Depreciation

Movement in current employee provisions associated with restricted cash

Non-cash movements in non-current assets and liabilities:

- Pensioner deferred rates

**Non cash amounts excluded from operating activities**

Note	2024/25	2023/24	2023/24
	Budget 30 June 2025	Actual 30 June 2024	Budget 30 June 2024
6	\$ 3,813,166	\$ 3,912,284	\$ 4,436,148
	0	(17,231)	
	3,813,166	3,895,053	4,436,148

**(d) Non-cash amounts excluded from investing activities**

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

**Adjustments to investing activities**

Right of use assets recognised

**Non cash amounts excluded from investing activities**

Note	2024/25	2023/24	2023/24
	Budget 30 June 2025	Actual 30 June 2024	Budget 30 June 2024
	\$ 247,680	\$ 237,528	\$ 237,528
	247,680	237,528	237,528

**SHIRE OF TOOODYAY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**3. NET CURRENT ASSETS**

**(e) MATERIAL ACCOUNTING POLICIES**

**CURRENT AND NON-CURRENT CLASSIFICATION**

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

**TRADE AND OTHER PAYABLES**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

**PREPAID RATES**

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

**INVENTORIES**

**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**SUPERANNUATION**

The Shire contributes to a number of superannuation funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

**LAND HELD FOR RESALE**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Shire's intentions to release for sale.

**GOODS AND SERVICES TAX (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**CONTRACT LIABILITIES**

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

**TRADE AND OTHER RECEIVABLES**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Trade receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

**PROVISIONS**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**EMPLOYEE BENEFITS**

**Short-term employee benefits**

Provision is made for the Shire's obligations for short-term employee benefits. Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the determination of the net current asset position.

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the determination of the net current asset position.

**Other long-term employee benefits**

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**SHIRE OF TOODYAY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**4. RECONCILIATION OF CASH**

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	Note	2024/25 Budget	2023/24 Actual	2023/24 Budget
Cash at bank and on hand		\$ 3,451,158	\$ 6,771,900	\$ 3,449,827
<b>Total cash and cash equivalents</b>		<b>3,451,158</b>	<b>6,771,900</b>	<b>3,449,827</b>
Held as				
- Unrestricted cash and cash equivalents		1,044,460	4,127,141	1,047,864
- Restricted cash and cash equivalents		2,406,698	2,644,759	2,401,963
<b>Restrictions</b>	3(a)	<b>3,451,158</b>	<b>6,771,900</b>	<b>3,449,827</b>
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:				
- Cash and cash equivalents		2,406,698	2,644,759	2,401,963
		2,406,698	2,644,759	2,401,963
The assets are restricted as a result of the specified purposes associated with the liabilities below:				
Reserve accounts	9	2,314,163	2,552,224	2,401,963
Unspent capital grants, subsidies and contribution liabilities		92,535	92,535	
<b>Reconciliation of net cash provided by operating activities to net result</b>		<b>2,406,698</b>	<b>2,644,759</b>	<b>2,401,963</b>
<b>Net result</b>		(475,312)	901,199	(483,803)
Depreciation	6	3,813,166	3,912,284	4,436,148
(Increase)/decrease in receivables		0	(312,338)	
(Increase)/decrease in inventories		0	(42,092)	
(Increase)/decrease in other assets		0	447,305	
Increase/(decrease) in payables		0	732,981	
Increase/(decrease) in unspent capital grants		0	(519,906)	
Increase/(decrease) in employee provisions		0	(339,490)	
Capital grants, subsidies and contributions		(3,698,230)	(1,962,393)	(3,502,542)
<b>Net cash from operating activities</b>		<b>(360,376)</b>	<b>2,817,550</b>	<b>449,803</b>

**MATERIAL ACCOUNTING POLICIES**

**CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments 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 shown as short term borrowings in current liabilities in Note 3 - Net Current Assets.

**FINANCIAL ASSETS AT AMORTISED COST**

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

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

**SHIRE OF TOODYAY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**5. PROPERTY, PLANT AND EQUIPMENT**

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

	2024/25 Budget			2023/24 Actual			2023/24 Budget		
	Disposals -		Disposals -	Disposals -		Disposals -	Disposals -		Disposals -
	Additions	Net Book Value	Sale Proceeds	Additions	Net Book Value	Sale Proceeds	Additions	Net Book Value	Sale Proceeds
<b>(a) Property, Plant and Equipment</b>									
Land - freehold land	275,539						275,539		
Buildings - non-specialised							226,000		
Buildings - specialised	340,000								
Plant and equipment	1,163,769	(247,000)	247,000	766,034			766,034	(240,000)	240,000
Buildings - Heritage	35,000								
<b>Total</b>	<b>1,814,308</b>	<b>(247,000)</b>	<b>247,000</b>	<b>766,034</b>	<b>0</b>	<b>0</b>	<b>1,267,573</b>	<b>(240,000)</b>	<b>240,000</b>
<b>(b) Infrastructure</b>									
Infrastructure - roads	3,451,074			3,307,348			4,403,977		
Infrastructure - footpaths							335,000		
Infrastructure - drainage	20,000								
Infrastructure - bridges	240,000						580,006		
Infrastructure - parks and ovals	200,000								
Infrastructure - waste facilities	397,840						167,940		
<b>Total</b>	<b>4,308,914</b>	<b>0</b>	<b>0</b>	<b>3,307,348</b>	<b>0</b>	<b>0</b>	<b>5,486,923</b>	<b>0</b>	<b>0</b>
<b>(c) Right of Use Assets</b>									
Right of use - plant and equipment	247,680						237,528		
	247,680	0	0				237,528	0	0
<b>Total</b>	<b>6,370,902</b>	<b>(247,000)</b>	<b>247,000</b>	<b>4,073,382</b>	<b>0</b>	<b>0</b>	<b>6,992,024</b>	<b>(240,000)</b>	<b>240,000</b>

**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 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.

**SHIRE OF TOODYAY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**6. DEPRECIATION**

**By Class**

Buildings - non-specialised  
Buildings - specialised  
Furniture and equipment  
Infrastructure - roads  
Infrastructure - footpaths  
Infrastructure - drainage  
Infrastructure - bridges  
Infrastructure - parks and ovals  
Other infrastructure [describe]  
Right of use - plant and equipment

	2024/25 Budget	2023/24 Actual	2023/24 Budget
	\$	\$	\$
Buildings - non-specialised	224,242	230,071	260,878
Buildings - specialised	554,044	568,446	644,562
Furniture and equipment	17,864	18,329	20,783
Infrastructure - roads	1,860,022	1,908,370	2,163,906
Infrastructure - footpaths	26,925	27,625	31,324
Infrastructure - drainage	68,125	69,896	79,255
Infrastructure - bridges	259,600	266,348	302,013
Infrastructure - parks and ovals	565,981	580,693	658,449
Other infrastructure [describe]	65,929	67,643	76,700
Right of use - plant and equipment	170,433	174,863	198,278
	3,813,166	3,912,284	4,436,148

**MATERIAL ACCOUNTING POLICIES**

**DEPRECIATION**

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

Buildings - non-specialised	30 to 50 years
Buildings - specialised	50 to 80 years
Furniture and equipment	4 to 10 years
Infrastructure - roads	20 to 80 years
Infrastructure - footpaths	20 years
Infrastructure - drainage	80 years
Infrastructure - bridges	30 to 75 years
Infrastructure - parks and ovals	10 to 60 Years
Other infrastructure [describe]	
Right of use - plant and equipment	Based on the remaining lease

**AMORTISATION**

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

**SHIRE OF TOODYAY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**7. BORROWINGS**

**(a) Borrowing repayments**

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan Number	Institution	Interest Rate	Budget Principal 1 July 2024	2024/25		2024/25		Actual Principal 1 July 2023	2023/24		2023/24		Budget Principal 1 July 2023	2023/24		2023/24	
					Budget Principal Repayments	Budget outstanding 30 June 2025	Budget Interest Repayments	Actual Principal 1 July 2023		Actual Principal Repayments	Actual outstanding 30 June 2024	Actual Interest Repayments	Budget Principal Repayments	Budget Principal 30 June 2024	Budget outstanding 30 June 2024	Budget Interest Repayments		
Loan 67 - Library Upgrade	67	WATC	6.6%	0				50,504		(50,504)	0	(2,513)		50,504		(50,504)	0	(2,513)
Loan 72 - Land - Rec Pre	72	WATC	4.5%	558,784	(51,730)	507,054	(24,297)	608,287	(49,503)	558,784	(26,524)	608,287	(49,502)	558,785	(26,524)			
Loan 75B - Recreation Pr	75B	WATC	2.3%	3,949,228	(192,170)	3,757,058	(89,948)	4,137,043	(187,815)	3,949,228	(94,303)	4,137,043	(187,815)	3,949,228	(94,303)			
Loan 71 - Depot - Stage 2	71	WATC	4.5%	435,919	(43,114)	392,805	(19,222)	477,149	(41,230)	435,919	(21,106)	477,149	(41,230)	435,919	(21,106)			
				4,943,931	(287,014)	4,656,917	(133,467)	5,272,983	(329,052)	4,943,931	(144,446)	5,272,983	(329,051)	4,943,932	(144,446)			

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.

The self supporting loan(s) repayment will be fully reimbursed.

**SHIRE OF TOODYAY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**7. BORROWINGS**

**(b) New borrowings - 2024/25**

The Shire does not intend to undertake any new borrowings for the year ended 30th June 2025

**(c) Unspent borrowings**

The Shire had no unspent borrowing funds as at 30th June 2024 nor is it expected to have unspent borrowing funds as at 30th June 2025.

**(d) Credit Facilities**

	<b>2024/25 Budget</b>	<b>2023/24 Actual</b>	<b>2023/24 Budget</b>
<b>Undrawn borrowing facilities</b>	\$	\$	\$
<b>credit standby arrangements</b>			
Bank overdraft limit	700,000	700,000	700,000
Bank overdraft at balance date	0	0	0
Credit card limit	32,000	32,000	32,000
Credit card balance at balance date	0	0	0
<b>Total amount of credit unused</b>	<b>732,000</b>	<b>732,000</b>	<b>732,000</b>
<b>Loan facilities</b>			
Loan facilities in use at balance date	4,656,917	4,943,931	4,943,932

**MATERIAL ACCOUNTING POLICIES**

**BORROWING COSTS**

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Borrowings fair values are based on discounted cash flows using a current borrowing rate.

**SHIRE OF TOODYAY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**8. LEASE LIABILITIES**

Purpose	Lease Number	Institution	Lease		2024/25 Budget Lease Principal Repayments	\$	2023/24 Budget Lease Principal repayments
			Interest Rate	Lease Term			
Komatsu WA320-6 Front End Loader Gear Select		Gear Select	1.5%	60 Months	(53,472)		(25,056)
Komatsu GD655-5		CNHI Capital	4.3%	60 Months	(59,000)		(50,000)
Hino FS2844 Tipper		Komatsu	1.5%	60 Months	(59,000)		(53,472)
Hino Prime Mover		Komatsu	2.1%	60 Months	(51,152)		(59,000)
Wacker Neuson Vibrating Roller		WOBM	2.1%	60 Months	(25,056)		(50,000)
					(247,680)		(237,528)

**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.

**SHIRE OF TOODYAY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**9. RESERVE ACCOUNTS**

**(a) Reserve Accounts - Movement**

	2024/25 Budget				2023/24 Estimated				2023/24 Budget			
	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by council</b>												
(a) Employee entitlement reserve	266,043			266,043	256,118	9924.972913		266,043	272,430			272,430
(b) Asset development reserve	634,981		(200,000)	434,981	612,919	22062.01134	0	634,981	604,608	(145,000)		459,608
(c) CCTV reserve	28,804			28,804	27,803	1000.506542		28,804	27,116			27,116
(d) Emergency management reserve	80,040			80,040	77,259	2780.867896		80,040	75,350			75,350
(e) Newcastle footbridge and pedestrian overpa	46,070			46,070	44,469	1600.9357		46,070	43,494			43,494
(f) Heritage reserve	11,860		(10,000)	1,860	21,448	412	(10,000)	11,860	11,166	(10,000)		1,166
(g) Information technology reserve	22,686			22,686	22,578	107.5946316		22,686				0
(h) Plant reserve	161,466			161,466	155,855	5610.787955		161,466	152,005			152,005
(i) Recreation development reserve	271,047	10,000		281,047	261,629	9417.554521		271,047	255,411	10,000		265,411
(j) Refuse reserve	122,560			122,560	118,301	4259.078896		122,560	115,379	0		115,379
(k) Road contributions reserve	395,812	60,000	(64,280)	391,532	382,081	13731.02052		395,812	376,345	150,000	(50,000)	476,345
(l) Strategic Access Reserve	351,766		(173,781)	177,985	339,521	12244.82		351,766	334,319	50,000	(156,440)	227,879
(m) Drainage and sewerage reserve	137,333			137,333	132,561	4771.86		137,333	129,780	20,000		149,780
(n) Biosecurity reserve	1,036			1,036	1,000	36.04257373		1,036	1,000	5,000		6,000
(o) Roads reserve	20,720	50,000		70,720	20,000	719.9672649		20,720	20,000	25,000		45,000
(p) Buildings reserve	0			0	0			0		5,000		5,000
Plus interest to be allocated	0	90,000		90,000	0			0	80,000			80,000
	2,552,224	210,000	(448,061)	2,314,163	2,473,544	88,680	(10,000)	2,552,224	2,418,403	345,000	(361,440)	2,401,963

**(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 and pedestrian overpa	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	Funds set aside for 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 contributions 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 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**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**10. OTHER INFORMATION**

The net result includes as revenues	2024/25 Budget	2023/24 Actual	2023/24 Budget
	\$	\$	\$
<b>(a) Interest earnings</b>			
Investments	180,000	148,662	95,000
Other interest revenue	95,310	96,502	79,000
	<b>275,310</b>	<b>245,164</b>	<b>174,000</b>
* The Shire has resolved to charge interest under section 6.13 for the late payment of any amount of money at 7%.			
<b>The net result includes as expenses</b>			
<b>(b) Interest expenses (finance costs)</b>			
Borrowings (refer Note 7(a))	133,467	144,446	144,446
	<b>133,467</b>	<b>144,446</b>	<b>144,446</b>

**SHIRE OF TOODYAY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**11. ELECTED MEMBERS REMUNERATION**

	2024/25 Budget	2023/24 Actual	2023/24 Budget
	\$	\$	\$
<b>Elected member 1</b>			
President's allowance	33,990	32,683	32,683
Meeting attendance fees	23,311	22,415	22,415
Annual allowance for ICT expenses	1,000	1,000	1,000
	<b>58,301</b>	<b>56,098</b>	<b>56,098</b>
<b>Elected member 2</b>			
Deputy President's allowance	8,498	8,171	8,171
Meeting attendance fees	15,054	14,476	14,476
Annual allowance for ICT expenses	1,000	1,000	1,000
	<b>24,552</b>	<b>23,647</b>	<b>23,647</b>
<b>Elected member 3</b>			
Meeting attendance fees	15,054	14,476	14,476
Annual allowance for ICT expenses	1,000	1,000	1,000
	<b>16,054</b>	<b>15,476</b>	<b>15,476</b>
<b>Elected member 4</b>			
Meeting attendance fees	15,054	14,476	14,476
Annual allowance for ICT expenses	1,000	1,000	1,000
	<b>16,054</b>	<b>15,476</b>	<b>15,476</b>
<b>Elected member 5</b>			
Meeting attendance fees	15,054	14,476	14,476
Annual allowance for ICT expenses	1,000	1,000	1,000
	<b>16,054</b>	<b>15,476</b>	<b>15,476</b>
<b>Elected member 6</b>			
Meeting attendance fees	15,054	14,476	14,476
Annual allowance for ICT expenses	1,000	1,000	1,000
	<b>16,054</b>	<b>15,476</b>	<b>15,476</b>
<b>Elected member 7</b>			
Meeting attendance fees	15,054	14,476	14,476
Annual allowance for ICT expenses	1,000	1,000	1,000
	<b>16,054</b>	<b>15,476</b>	<b>15,476</b>
<b>Total Elected Member Remuneration</b>	<b>163,123</b>	<b>157,125</b>	<b>157,125</b>
President's allowance	33,990	32,683	32,683
Deputy President's allowance	8,498	8,171	8,171
Meeting attendance fees	113,635	109,271	109,271
Annual allowance for ICT expenses	7,000	7,000	7,000
	<b>163,123</b>	<b>157,125</b>	<b>157,125</b>

**SHIRE OF TOODYAY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**12. REVENUE AND EXPENDITURE**

(a) Revenue and Expenditure Classification

**REVENUES**

**RATES**

All rates levied under the *Local Government Act 1995*. Includes general, differential, specific area rates, minimum payment, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

**GRANTS, SUBSIDIES AND CONTRIBUTIONS**

All amounts received as grants, subsidies and contributions that are not capital grants.

**CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

**FEES AND CHARGES**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**SERVICE CHARGES**

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. Regulation 54 of the Local Government (*Financial Management*) *Regulations 1996* identifies the charges which can be raised. These are television and radio broadcasting, underground electricity and neighbourhood surveillance services and water. Exclude rubbish removal charges which should not be classified as a service charge. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**INTEREST REVENUE**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**OTHER REVENUE / INCOME**

Other revenue, which cannot be classified under the above headings, includes dividends, discounts, rebates etc.

**PROFIT ON ASSET DISPOSAL**

Gain on the disposal of assets including gains on the disposal of long-term investments.

**EXPENSES**

**EMPLOYEE COSTS**

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Note *AASB 119 Employee Benefits* provides a definition of employee benefits which should be considered.

**MATERIALS AND CONTRACTS**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses (such as telephone and internet charges), advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc.

Local governments may wish to disclose more detail such as contract services, consultancy, information technology and rental or lease expenditures.

**UTILITIES (GAS, ELECTRICITY, WATER)**

Expenditures made to the respective agencies for the provision of power, gas or water.

Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

**INSURANCE**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**LOSS ON ASSET DISPOSAL**

Loss on the disposal of fixed assets.

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation and amortisation expenses raised on all classes of assets.

**FINANCE COSTS**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**OTHER EXPENDITURE**

Statutory fees, taxes, provision for bad debts, member's fees or levies including DFES levy and State taxes. Donations and subsidies made to community groups.

**SHIRE OF TOODYAY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**12. REVENUE AND EXPENDITURE**

**(b) Revenue Recognition**

Recognition of revenue from contracts with customers is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/ Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of Revenue recognition
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Airport landing charges	Permission to use facilities and runway	Single point in time	Monthly in arrears	None	Adopted by council annually	Applied fully on timing of landing/take-off	Not applicable	On landing/departure event
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Adopted by council annually, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction price	Output method based on goods

**SHIRE OF TOODYAY**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**13. FEES AND CHARGES**

	<b>2024/25 Budget</b>	<b>2023/24 Actual</b>	<b>2023/24 Budget</b>
	\$	\$	\$
<b>By Program:</b>			
Governance	2,040	24,667	4,800
General purpose funding	59,550	52,115	30,620
Law, order, public safety	53,550	52,716	52,580
Health	18,340	23,169	15,000
Education and welfare	23,820	26,500	18,710
Housing	0	0	10,500
Community amenities	1,009,017	975,957	972,840
Recreation and culture	173,070	73,108	65,160
Transport	280	1,656	0
Economic services	397,029	448,202	274,820
Other property and services	0	6,072	0
	<b>1,736,696</b>	<b>1,684,161</b>	<b>1,445,030</b>

The subsequent pages detail the fees and charges proposed to be imposed by the local government.



## Shire of Toodyay

### Statement of Objects and Reasons for Differential Rating

In accordance with Sections 6.33 & 6.36 of the *Local Government Act 1995* and the Council's intention to continue levying differential rates for the 2023/2024 Financial Year, the Shire is required to publish its Objects and Reasons for implementing the differential rates categories.

All land, except exempt land, in the Shire of Toodyay is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) as determined by the Valuer General's Office, and in accordance with the requirements of section 6.28 of the *Local Government Act 1995*.

The proposed rates in the dollar (\$) for the various differential rates are calculated to provide the shortfall in income required to enable the Shire to provide necessary works and services in the 2023/2024 financial year for each category after taking into account all non-rate sources of income.

#### **GRV – Residential (599 properties)**

The objective of the GRV Residential differential rate is to apply a base differential general rate to residential land, zoned for non-business purposes. It acts as the Shire's benchmark differential rate by which all other GRV rated properties are assessed. The reason for this rate is to ensure that all ratepayers make a reasonable contribution towards the ongoing maintenance and provision of works, services and facilities throughout the Shire of Toodyay.

The rate in the \$ of 0.148676 has been set to ensure that the proportion of total rate revenue derived from residential property remains consistent with previous years and in recognition of the above.

#### **GRV – Commercial (28 properties)**

The objective of the GRV Commercial rate is to ensure that all properties within the Shire used for business or commercial purposes, generally within the town centre or local centres, contribute fairly and equitably towards Shire services. The reason for this rate in the dollar is set to ensure that the rates derived from commercial land recognises the specific demands on the Shire's infrastructure and services.

The rate in the \$ of 0.157555 has been set to ensure that the proportion of total rate revenue derived from commercial property remains consistent with previous years and in recognition of the above.

#### **GRV – Industrial (21 properties)**

The objective of the GRV Industrial differential rate is to ensure that all properties used for industrial purposes within the Shire, contribute fairly and equitably towards Shire services. The reason for this rate in the dollar is set to ensure that the rates derived from industrial land recognises the specific demands on the Shire's infrastructure and services.

The rate in the \$ of 0.137874 of has been set to ensure that the proportion of total rate revenue derived from industrial property remains consistent with previous years and in recognition of the above.

**GRV – Rural (115 properties)**

The GRV Rural rate applies to properties that are zoned for rural proposes such as broad-scale or intensive agriculture, rural pursuits and some tourist related activities. The objective of this rate is to recognise the specific demands on the Shire's infrastructure and services arising from these land uses.

The rate in the \$ of 0.137491 has been set to ensure that the proportion of total rate revenue derived from rural properties remains consistent with previous years and in recognition of the above.

**GRV - Rural Residential (1019 properties)**

This rate applies to those properties in local residential centres such as Morangup, Dumbarton and Bejoording that provide for a range of lifestyle opportunities with a rural character and amenity.

The rate in the \$ of 0.130164 has been set to ensure that the proportion of total rate revenue derived from rural residential properties remains consistent with previous years and recognises the demand on Shire infrastructure and services from the activity on GRV Rural Residential properties.

**UV – General (462 properties)**

The rate in the \$ of 0.015186 has been set to ensure that the proportion of total rate revenue derived from rural small holdings remain consistent with previous years and recognises the demand on Shire infrastructure and services from the activity on UV General properties.

**UV – Rural (184 properties)**

The rate in the \$ of 0.008893 has been set to ensure that broadacre farming properties, those over 100 hectares and used for grazing or cropping, are not adversely affected by the valuation changes of small rural holdings.

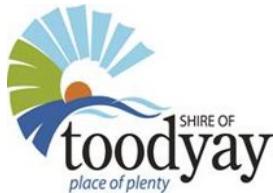
**Differential Minimum Payment (780 properties)**

A minimum payment of \$1,390 is applied to lower valued GRV & UV properties in recognition that every property receives some minimum level of benefit from works and services provided. The minimum payment helps encourage development and discourage speculation. The previous minimum rate of \$1,351 had not increased over the previous four years.



## Schedule of Fees & Charges - 2024/2025

Description	Statutory (s) or Council (c)	GST	Adopted 2023/2024	FINAL DRAFT 2024/2025
<b>GENERAL PURPOSE FUNDING</b>				
<b>RATES</b>				
<b>Rates Charges</b>				
Rating Information Statement & Reprints - per assessment (current year free)	(c)	***	11.80	12.20
Property Title Search (per title)	(c)	Exempt	41.70	43.20
Property File Search (includes copies of building plans only)	(c)	***	35.80	37.00
Settlement Enquiry - Rates Only	(c)	***	75.00	77.70
Settlement Enquiry - Zoning Orders and Requisitions	(c)	***	135.00	139.80
Settlement Enquiry - Rates, Orders and Requisitions (Building, Planning, Health & Works)	(c)	***	190.00	196.80
Ownership Enquiries (per assessment)	(c)	***	11.80	12.20
Administration Fee - Rate Instalments (per notice excluding first notice)	(c)	Exempt	7.50	7.70
Rate Book - Owner Listing	(c)	***	179.00	185.40
Electoral Roll (electronic) including Owners & Occupiers Roll	(c)	***	60.00	62.10
Electoral Roll (hard copy) including Owners & Occupiers Roll	(c)	***	84.00	87.00
<b>Rates Legal Fees</b>				
Legal Fees for Rates Recovery	(s)	***	At Cost	At Cost
Debt Paid Confirmation Letter (per assessment, per enquiry)	(c)	***	23.50	24.30
Caveat Lodgement Fee	(s)	***	At Cost	At Cost
Caveat Withdrawal Fee (prepared & lodged by Debt Collection Agency)	(s)	***	At Cost	At Cost
Caveat Withdrawal Fee (prepared by Shire staff & lodged by applicant)	(s)	***	At Cost	At Cost
Dishonoured cheque fee	(s)	***	At Cost	At Cost
Notice of Discontinuance	(s)	***	At Cost	At Cost
Notice of Discontinuance (for each additional Owner)	(s)	***	At Cost	At Cost
<b>GOVERNANCE AND ADMINISTRATION</b>				
<b>ADMINISTRATION, VISITORS CENTRE AND LIBRARY</b>				
<b>Council Documents - Bound</b>				
Annual Budget	(c)	***	35.50	36.70
Annual Report	(c)	***	35.50	36.70
Council Agenda (Including Attachments)	(c)	***	35.50	36.70
Council Minutes (Including Attachments)	(c)	***	35.50	36.70
Delegation Register	(c)	***	35.50	36.70
Local Laws	(c)	***	35.50	36.70
Policy Manual	(c)	***	35.50	36.70
<b>Freedom of Information Charges</b>				



Application Fee	(s)	Exempt	30.00	30.00
Hourly charge for time taken by staff dealing with the application	(s)	Exempt	30.00	30.00
Photocopying - per page	(s)	Exempt	0.20	0.20
Advanced Deposit	(s)	Exempt	25%	25%
Further deposit may be required under Section 18(4) for other services related to the application.	(s)	Exempt	75%	75%

<b>Photocopying Fees</b>				
A4 Black & White S/S	(c)	***	0.40	0.40
A4 Coloured S/S	(c)	***	1.30	1.30
A4 Black & White D/S	(c)	***	0.70	0.70
A4 Laminating per page	(c)	***	3.50	3.60
A4 Coloured D/S	(c)	***	2.20	2.20
A3 Black & White S/S	(c)	***	1.20	1.20
A3 Coloured S/S	(c)	***	3.60	3.70
A3 Black & White D/S	(c)	***	1.80	1.80
A3 Coloured D/S	(c)	***	4.70	4.80
A3 Laminating per page A3	(c)	***	5.80	6.00
Binding - spiral (each)	(c)	***	18.00	18.60

<b>Elections</b>				
Election Candidates - Nomination Deposit (per Local Government Election Regulations 1997 26(1)	(s)	Exempt	100.00	100.00

<b>Professional Fees (hourly rate)</b>				
Administration Officer	(c)	***	59.70	61.80
Qualified/Certified Officer (Ranger, EHO, SBS, Planner, Mechanic)	(c)	***	143.00	148.10
Executive Management	(c)	***	179.00	185.40
External professional consultancy	(s)	***	At Cost	At Cost

<b>TOODYAY COMMUNITY RESOURCE CENTRE</b>				
<b>Photocopying Fees</b>				
A4 Laminating per page	(c)	***	3.00	3.10
A3 Laminating per page	(c)	***	4.00	4.10
Binding - up to 50 pages	(c)	***	5.00	5.10
Binding - over 50 pages	(c)	***	10.00	10.30
A5 Black and White Single Sided	(c)	***	0.20	0.20
A5 Colour Single Sided	(c)	***	0.30	0.30
A5 Black and White Double Sided	(c)	***	0.30	0.30
A5 Colour Double Sided	(c)	***	0.40	0.40
A4 Black and White Single Sided	(c)	***	0.40	0.40
A4 Colour Single Sided	(c)	***	0.80	0.80
A4 Black and White Double Sided	(c)	***	0.70	0.70
A4 Colour Double Sided	(c)	***	1.50	1.50
A3 Black and White Single Sided	(c)	***	0.70	0.70
A3 Colour Single Sided	(c)	***	1.50	1.50



A3 Colour/Black and White Double Sided	(c)	***	1.00	1.00
A3 Colour Double Sided	(c)	***	2.00	2.00

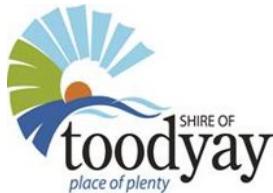
<b>CRC Member Discount</b>				
A4 Black and White Single Sided	(c)	***	0.30	0.30
A4 Colour Single Sided	(c)	***	0.70	0.70
A4 Black and White Double Sided	(c)	***	0.60	0.60
A4 Colour Double Sided	(c)	***	1.40	1.40
A3 Black and White Single Sided	(c)	***	0.60	0.60
A3 Colour Single Sided	(c)	***	1.40	1.40
A3 Colour/Black and White Double Sided	(c)	***	0.90	0.90
A3 Colour Double Sided	(c)	***	1.90	1.90

<b>Photocopying - A4 120gsm paper</b>				
A4 120gsm Black and White Single Sided	(c)	***	0.70	0.70
A4 120gsm Colour Single Sided	(c)	***	0.80	0.80
A4 120gsm Black and White Double Sided	(c)	***	0.90	0.90
A4 120gsm Colour Double Sided	(c)	***	1.70	1.70
A4 200gsm Black and White Single Sided	(c)	***	0.80	0.80
A4 200gsm Colour Single Sided	(c)	***	0.90	0.90
A4 200gsm Black and White Double Sided	(c)	***	1.00	1.00
A4 200gsm Colour Double Sided	(c)	***	1.80	1.80

<b>CRC Annual Memberships</b>				
Individual Membership	(c)	***	35.00	36.20
Family Membership	(c)	***	40.00	41.40
Pensioner/HCC Membership	(c)	***	20.00	20.70
NFP/Community Membership	(c)	***	45.00	46.60
Business Membership	(c)	***	60.00	62.10

<b>CRC Newsletter Advertising</b>				
Quarter Page Black and White	(c)	***	4.00	4.10
Quarter Page Colour	(c)	***	6.00	6.20
Advertising Half Page B/W	(c)	***	8.00	8.20
Half Page Colour	(c)	***	10.00	10.30
Full Page Black and White	(c)	***	10.00	10.30
Full Page Colour	(c)	***	15.00	15.50

<b>CRC Room and Facility Hire</b>				
Hot Office	(c)	***	25.00	25.90
Conference Room Hire	(c)	***	30.00	31.00
Hot Office Hire Member Discount	(c)	***	20.00	20.70
Conference Room Hire Member Discount	(c)	***	25.00	25.90
Kids Club - per visit	(c)	***	2.00	2.00
Kids Club Canteen - item-based	(c)	***	up to \$2.50	up to \$2.50



<b>CRC Services and Equipment Hire</b>				
Scanning and Emailing - per document	(c)	***	2.00	2.00
Miscellaneous Assistance - base rate	(c)	***	5.00	5.10
Public Computer Use - per 15 minutes	(c)	***	2.00	2.00
Secretarial Services - per hour (pro rata - minimum 15 minutes)	(c)	***	40.00	41.40
Resume Package	(c)	***	60.00	62.10
Resume Update	(c)	***	15.00	15.50
Poster Designing	(c)	***	60.00	62.10
CRC - USB	(c)	***	8.00	8.20
Plastic Sleeves	(c)	***	0.50	0.50
Laptop Hire - per day	(c)	***	50.00	51.80
Digital Projector Hire - per day	(c)	***	50.00	51.80
Yamaha Speakers Hire - per day	(c)	***	100.00	103.60

### **LAW ORDER AND PUBLIC SAFETY**

#### **ANIMAL CONTROL**

##### **Dog Registrations**

###### **Registration - Unsterilised**

Dog 1 Year UnSterilised	(s)	Exempt	50.00	50.00
Dog 3 Year UnSterilised	(s)	Exempt	120.00	120.00
Dog Life UnSterilised	(s)	Exempt	250.00	250.00

###### **Registration - Sterilised**

Dog 1 Year Sterilised	(s)	Exempt	20.00	20.00
Dog 3 Year Sterilised	(s)	Exempt	42.50	42.50
Dog Life Sterilised	(s)	Exempt	100.00	100.00

###### **Working Dogs - Unsterilised**

Dog 1 Year UnSterilised Working	(s)	Exempt	12.50	12.50
Dog 3 Year Sterilised Working	(s)	Exempt	30.00	30.00
Dog Life UnSterilised Working	(s)	Exempt	62.50	62.50

###### **Working Dogs - Sterilised**

Dog 1 Year Working Sterilised	(s)	Exempt	5.00	5.00
Dog 3 Year Sterilised Working	(s)	Exempt	10.60	10.60
Dog Life Sterilised Working	(s)	Exempt	25.00	25.00

###### **Registration - Unsterilised - with Concession Card**

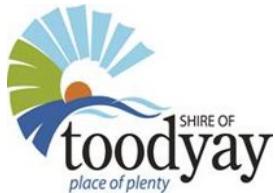
Dog 1 Year UnSterilised Pensioner	(s)	Exempt	25.00	25.00
Dog 3 Year UnSterilised Pensioner	(s)	Exempt	60.00	60.00
Dog Life UnSterilised Pensioner	(s)	Exempt	125.00	125.00

###### **Registration - Sterilised - with Concession Card**

Dog 1 Year Sterilised Pensioner	(s)	Exempt	10.00	10.00
Dog 3 Year Sterilised Pensioner	(s)	Exempt	21.25	21.25
Dog Life Sterilised Pensioner	(s)	Exempt	50.00	50.00

###### **Registrations after the 31 May in any year, registration year**

Dog 1 Year Sterilised May - October	(s)	Exempt	10.00	10.00
Dog 1 Year UnSterilised May - October	(s)	Exempt	25.00	25.00



<b>Kennels</b>				
Kennel Licence Fees	(s)	Exempt	200.00	200.00
Planning Approval Fee for application of a Kennel Establishment	(s)	Exempt	147.00	147.00
Inspection - Issue or Renewal of a Kennel Licence annually	(c)	Exempt	176.00	182.00
Lodging an application for the transfer of a valid Kennel Licence	(c)	Exempt	71.00	73.00
Foxhounds Bona Fide kept together in kennelled pack not less than ten (per pack)	(s)	Exempt	40.00	40.00

<b>Other</b>				
Inspection Of Register	(c)	***	5.80	6.00
Certified Copy Of An Entry In Register – per request	(c)	***	5.80	6.00
Replacement Tag Fee	(c)	***	5.80	6.00

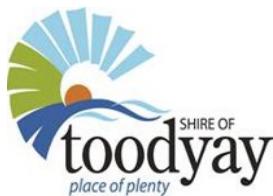
<b>Cat Registrations</b>				
<b>Registration - Sterilised - Cat</b>				
- One Year	(s)	Exempt	20.00	20.00
- Three Years	(s)	Exempt	42.50	42.50
Cat Life Sterilised	(s)	Exempt	100.00	100.00

<b>Registration - Sterilised Cat - with Concession Card</b>				
- One Year	(s)	Exempt	10.00	10.00
- Three Years	(s)	Exempt	21.25	21.25
- Lifetime	(s)	Exempt	50.00	50.00
Registrations after the 31 May in any registration year i.e. Nov-Oct	(s)	Exempt	10.00	10.00

<b>Application For A Cattery Permit/Approved Breeder</b>				
Planning Approval Fee - Application to use premises as a Cattery	(s)	Exempt	147.00	147.00
Application fee - Cattery Permit/Approved Breeder (application to breed cats) per breeding cat	(c)	Exempt	118.00	122.00
Application for a permit to use a premise as a cattery	(c)	Exempt	118.00	122.00
Renewal of approved cattery permit – per renewal	(c)	Exempt	118.00	122.00

<b>Impound &amp; Other Fees - Cats &amp; Dogs</b>				
Impound Fee	(c)	***	119.00	123.20
Care & Sustenance (per day)	(c)	***	30.00	31.00
Surrender (including Care and Sustenance for 72 hours)	(c)	***	90.00	93.20
Release of Dog or Cat outside Facility Opening hours	(c)	***	118.00	122.00
Dog Yard Inspection - (3 to 6 dog application)	(c)	***	106.00	109.00
Dog Yard Inspection (Restricted Breeds, Dangerous Dogs and Declared Dangerous Dogs)	(c)	***	159.00	164.00
First Aid Treatment of Dog or Cat	(c)	***	Cost Recovery plus \$100	Cost Recovery plus \$100
Bond for Animal Trap	(c)	Exempt	100.00	100.00

<b>Impound &amp; Other Fees - Dog &amp; Cats (Other Shires)</b>				
Impound Fee	(c)	***	148.00	153.00



Care & Sustenance (per day)	(c)	***	29.00	30.00
Surrender (including Care and Sustenance for 72 hours)	(c)	***	100.00	103.00
Release of Dog or Cat outside Facility Opening hours	(c)	***	116.00	120.00

**Impounding fees - Other Animals - per head**
**Impounding of rams, wethers, ewes, lambs, goats (After 6.00 am but before 6.00 pm)**

1 - 5 animals	(c)	Exempt	142.00	147.00
6 - 10 animals	(c)	Exempt	170.00	176.00
Over 10 animals	(c)	Exempt	227.00	235.00

**Impounding of rams, wethers, ewes, lambs, goats (After 6.00 pm but before 6.00 am)**

1 - 5 animals	(c)	Exempt	256.00	265.00
6 - 10 animals	(c)	Exempt	285.00	295.00
Over 10 animals	(c)	Exempt	369.00	382.00

**Impounding of horses, mules, asses, camels, bulls, boars, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves or pigs (After 6.00 am but before 6.00 pm)**

First Animal - Initial charge is the same irrespective of impoundings	(c)	Exempt	170.00	176.00
2- 5 Animals	(c)	Exempt	285.00	295.00
6-10 Animals	(c)	Exempt	369.00	382.00
Over 10 Animals	(c)	Exempt	427.00	442.00

**Impounding of horses, mules, asses, camels, bulls, boars, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves or pigs (After 6.00pm but before 6.00am)**

First Animal - Initial charge is the same irrespective of impoundings	(c)	Exempt	227.00	235.00
2- 5 Animals	(c)	Exempt	398.00	412.00
6-10 Animals	(c)	Exempt	513.00	531.00
Over 10 Animals	(c)	Exempt	597.00	618.00

**Charges for Sustenance of Stock Impounded – per 24 hours or part thereof**
**Horses, mules, asses, camels, bulls, mares, geldings, colts,**

Fillies, foals, oxen, cows, steers, heifers or calves	(c)	Exempt	17.00	17.60
Pigs of any description	(c)	Exempt	17.00	17.60
Rams, wethers, ewes, lambs or goats	(c)	Exempt	17.00	17.60

**Poundage Fees for Stock – per 24hrs or part thereof**

Horses, mules, asses, camels, bulls or boars	(c)	Exempt	24.00	24.80
Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs	(c)	Exempt	11.70	12.10
Wethers, ewes, lambs or goats	(c)	Exempt	11.70	12.10

There are no fees payable for a suckling animal under the age of six months running with its mother

**Rates for Damage by Livestock and Cattle Trespassing enclosed or unenclosed land**



Per head	(c)	Exempt	56.00	58.00
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Transportation Fees for Stock Impounded	(c)	Exempt	2.30	2.30
For each vehicle load or part thereof for transportation over 3km (per every 1.5km)	(c)	Exempt	2.30	2.30

OTHER LAW ORDER AND PUBLIC SAFETY	(c)	***	At Cost	At Cost
Vehicle Impound Fees				
Removal of abandoned vehicle	(c)	***		
Storage of Abandoned Vehicle per week or part thereof	(c)	***	17.90	18.50
Release of Vehicle	(c)	***	59.00	61.00
Release of Impounded Signage	(c)	***	23.00	23.00

Fines and Penalties	(c)	Exempt	58.00	60.00
Authorised Officer's may issue fines and penalties, per Shire of Toodyay Local Laws and prescribed fines/penalties in relevant legislation	(c)	Exempt	58.00	60.00
SCHEDULE 7 - HEALTH				
PUBLIC HEALTH				
Food Act 2008 (S6.2) Shire of Toodyay Thoroughfares and Trading Local Law				
Notification Fee	(c)	Exempt	58.00	60.00
Transfer Fee	(c)	Exempt	58.00	60.00

Annual Risk Assessment/Inspection Fee – Primary Classification	(c)	Exempt	320.00	331.00
High Risk	(c)	Exempt	320.00	331.00
Medium Risk	(c)	Exempt	210.00	217.00
Low Risk	(c)	Exempt	110.00	113.00
Very Low Risk	(c)	Exempt	55.00	56.00

Additional Classification – For premises with multiple food business categories	(c)	Exempt	116.00	120.00
High and Medium Risk	(c)	Exempt	116.00	120.00
Low Risk	(c)	Exempt	58.00	60.00
Very Low Risk	(c)	Exempt	Nil	Nil

Application Fee for Construction and Establishment of food premises – includes a one off notification fee	(c)	Exempt	514.00	532.00
High & Medium Risk	(c)	Exempt	514.00	532.00
Low Risk	(c)	Exempt	275.00	284.00
Very Low Risk	(c)	Exempt	58.00	60.00

Application Fee for Amended or Refurbished food premises	(c)	Exempt	180.00	186.00
Minor	(c)	Exempt	180.00	186.00
Major	(c)	Exempt	340.00	352.00

Freezer Breakdown – Food Condemnation	(c)	Exempt	180.00	186.00
Minimum Charge	(c)	Exempt	180.00	186.00



Hourly Rate	(c)	Exempt	116.00	120.00
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Fees for Food Act 2008 requirements will be waived for local not for profit groups

**TRADING PERMITS AND STALLHOLDERS FEES**

These fees are based on the Shire of Toodyay Thoroughfares and Trading in Thoroughfares and Public Places Local Law

**Obstruction (Clause 4.6(2))**

Failure to remove shopping trolley upon being advised of location	(c)	***	116.00	120.00
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**Stallholders (Clauses 6.2 & 7.1)**

Daily Stallholders Fee	(c)	***	45.00	46.00
Retrospective Approval Fee	(c)	***	60.00	62.00
Six Month Stallholders Fee	(c)	***	583.00	603.00
Annual Stallholders Fee	(c)	***	1100.00	1139.00
Stallholders Fee - per event (excluding Food Stalls)	(c)	***	174.00	180.00
Farmers Market Stalls (per stall, per event)	(c)	***	23.00	23.00

**Traders (Clauses 6.3 & 7.1)**

Daily Traders Permit	(c)	***	45.00	46.00
Six Month Traders Permit	(c)	***	583.00	603.00
Annual Traders Permit	(c)	***	1100.00	1139.00
Performers Permit Application Fee	(c)	***	10.00	10.00
Facility Permit Application Fee	(c)	***	47.00	48.00

**Outdoor Eating Facilities (Clause 6.16) - Alfresco Dining (on Shire vested land)**

Outdoor Eating Facility - Application Fee	(c)	***	29.00	30.00
Annual fee - per table with 4 chairs	(c)	***	58.00	60.00
Annual fee - each additional chair	(c)	***	11.00	11.00

**Toodyay International Food Festival – Stallholders Fees**

Stallholder - Not for Profit Community Group	(c)	***	116.00	120.00
Stallholder - Resident/Business in Toodyay	(c)	***	174.00	180.00
Stallholder - with Truck/Van	(c)	***	201.00	208.00
Stallholder (includes Marquee)	(c)	***	296.00	306.00

**HEALTH ACT (Miscellaneous Provisions Act 1911)**

**Licence/Registration Fee – Offensive Trades**

Transfer of Licence Fee	(s)	Exempt	40.00	40.00
Application for consent to establish an Offensive Trade	(s)	Exempt	270.00	270.00

**Offensive Trade Licence**

**(per property, per annum, pro rata ending 30 June)**

Slaughterhouses	(s)	Exempt	298.00	298.00
Piggeries	(s)	Exempt	298.00	298.00



Artificial Manure Depots	(s)	Exempt	211.00	211.00
Bone Mills	(s)	Exempt	171.00	171.00
Places for Storing, Drying or Preserving Bones	(s)	Exempt	171.00	171.00
Fat Melting, Fat Extracting or Tallow Melting Establishment - Butcher shops and similar	(s)	Exempt	171.00	171.00
Fat Melting, Fat Extracting or Tallow Melting Establishment - Larger establishments	(s)	Exempt	298.00	298.00
Blood Drying	(s)	Exempt	171.00	171.00
Gut Scrapping, preparation of sausage skins	(s)	Exempt	171.00	171.00
Fellmongers	(s)	Exempt	171.00	171.00
Manure Works	(s)	Exempt	211.00	211.00
Fish Curing Establishment	(s)	Exempt	211.00	211.00
Laundries, Dry Cleaning Establishments	(s)	Exempt	147.00	147.00
Bone Merchant Premises	(s)	Exempt	171.00	171.00
Flock Factories	(s)	Exempt	171.00	171.00
Knackeries	(s)	Exempt	298.00	298.00
Poultry Processing Establishments	(s)	Exempt	298.00	298.00
Poultry Farming	(s)	Exempt	298.00	298.00
Rabbit Farming	(s)	Exempt	298.00	298.00
Fish Processing Establishments - whole fish cleaned and prepared	(s)	Exempt	298.00	298.00
Shellfish & Crustacean processing Establishments	(s)	Exempt	298.00	298.00
Any other Offensive Trade not specified	(s)	Exempt	298.00	298.00

#### Septic Tank Application

Application Fee	(s)	Exempt	118.00	118.00
Permit to Use	(s)	Exempt	118.00	118.00

#### Public Buildings

Application to Construct/Alter/Extend Fee – High Risk	(s)	Exempt	794.00	794.00
Application to Construct/Alter/Extend Fee – Low Risk	(s)	Exempt	150.00	150.00
Application to Construct/Alter/Extend Fee (Community Group) – High Risk	(s)	Exempt	152.00	152.00
Application to Construct/Alter/Extend Fee (Community Group) – Low Risk	(s)	Exempt	76.00	76.00

#### Water Sampling Requests

Water Sampling Public Pools (Per sample set)	(c)	Exempt	80.00	82.00
Water Sampling Potable Water (Per sample)	(c)	Exempt	180.00	186.00

#### Lodging Houses

Lodging Houses – Initial Application	(s)	Exempt	412.00	412.00
Lodging Houses – Annual Registration	(s)	Exempt	143.00	143.00

#### Administration Fees

Provision of Section 39 Certificate (Liquor Act)				
No Inspection Required	(c)	Exempt	90.00	93.00
Inspection Required	(c)	Exempt	180.00	186.00
Minimum Charge - One Hour @ Hourly Rate	(c)	***	90.00	93.00
Other Inspection, monitoring or reporting at EHO request	(c)	***	90.00	93.00
Minimum Charge - Two Hours Per Officer	(c)	***	182.00	188.50
Hourly rate for greater than two hours	(c)	***	182.00	188.50


**Waste Transfer Station levy to fund operations of the Waste Transfer Station**

These fees are based on Section 66 of the *Waste Avoidance and Resource Recovery Act 2007*.

GRV rate in the dollar	(c)	Exempt	0.0003730	0.0003730
UV rate in the dollar	(c)	Exempt	0.0000115	0.0000115
Minimum charge on GRV and UV properties	(c)	Exempt	101.00	104.00

**Residential/Rural Living/Rural**

These fees are based on Section 67 (1) of the *Waste Avoidance and Resource Recovery Act 2007*.

First Mobile Garbage Bin – weekly collection				
- Includes cost of recycle bin – fortnightly collection	(c)	Exempt	275.00	284.00
Additional Recycle Bin Collection	(c)	Exempt	96.00	99.00
Additional Mobile Garbage Bin	(c)	Exempt	96.00	99.00

**Commercial/Light Industrial/Mixed Business**
**First Mobile Garbage Bin – weekly collection**

Includes cost of recycle bin – fortnightly collection	(c)	Exempt	295.00	305.00
Additional Recycle Bin Collection	(c)	Exempt	118.00	122.00
Additional Mobile Garbage Bin	(c)	Exempt	118.00	122.00

**Disposal of Domestic Refuse At Waste Transfer Station**

Per car or utility With Valid Ownership Identification	(c)		Free	Free
Per car or utility Without Ownership Identification	(c)	***	17.80	18.40
Trailer pulled by a car or utility With Ownership Identification	(c)		Free	Free
Trailer pulled by a car or utility Without Ownership Identification	(c)	***	17.80	18.40
Motor Vehicle Bodies – Commercial	(c)		Free	Free
Motor Vehicle Bodies – Residential	(c)		Free	Free

**Sorted recyclables disposed of at designated areas (at discretion of attendant)**

Newspapers, glass, used oil, car batteries, scrap metal and clean mulchable waste	(c)		Free	Free
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**Fridge or Freezers**

Items which have not been degassed and/or no certification certificate provided	(c)	***	30.00	31.00
De-gassed items, per item	(c)		Free	Free

**\*Degassed items must be certified otherwise fee applies**

**SCHEDULE 10 - TOWN PLANNING**
**PLANNING & DEVELOPMENT**
**Development Applications – As per the maximum fees set in the Planning & Development Regulations 2009 (S)**

(a) Development Applications not more than 50,000.00	(s)	Exempt	147.00	147.00
(b) Development Applications 50,000.00 but not more than 500,000.00	(s)	Exempt	0.32% of the estimated development cost	0.32% of the estimated development cost



(c) Development Applications 500,000.00 but not more than 2,500,000.00	(s)	Exempt	\$1,700 plus 0.257% for every \$ in excess of \$500,000	\$1,700 plus 0.257% for every \$ in excess of \$500,000
(d) Development Applications 2,500,000.00 but not more than 5,000,000.00	(s)	Exempt	\$7,161 plus 0.206% for every % in excess of \$2.5 million	\$7,161 plus 0.206% for every % in excess of \$2.5 million
(e) Development Applications 5,000,000.00 but not more than 21,500,000.00	(s)	Exempt	\$12,633 plus 0.123% for every dollar in excess of \$5 million	\$12,633 plus 0.123% for every dollar in excess of \$5 million
(f) Development Applications more than 21,500,000.00	(s)	Exempt	34,196.00	34,196.00

**Variation of Residential Design codes and Shire Local Planning**

Where the estimated cost of the development is - not more than \$50,000	(c)	***	174.00	180.00
Where the estimated cost of the development is - more than \$50,000	(c)	***	355.00	367.00
Determining a development application (other than for an Extractive Industry) where the development has commenced or been carried out (retrospective applications)	(s)	Exempt	The fee in (a) to (f) above plus, by way of penalty, twice that fee	The fee in (a) to (f) above plus, by way of penalty, twice that fee
Determining an application to amend or cancel Development Approval	(s)	Exempt	295.00	295.00
Determining an initial application for approval of a home occupation where the home occupation has not commenced	(s)	Exempt	222.00	222.00
Determining an initial application for approval of a home occupation where the home occupation has commenced	(s)	Exempt	The fee for home occupation above plus, by way of penalty, twice that fee	The fee for home occupation above plus, by way of penalty, twice that fee
Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires	(s)	Exempt	73.00	73.00
Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires	(s)	Exempt	The fee for the renewal of an approval of a home occupation above plus, by way of penalty, twice that fee	The fee for the renewal of an approval of a home occupation above plus, by way of penalty, twice that fee
Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which (a) to (f) above does not apply, where the change or the alteration, extension or change has not commenced or been carried out	(s)	Exempt	295.00	295.00



Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which (a) to (f) above does not apply, where the change or the alteration, extension or change has commenced or been carried out	(s)	Exempt	The fee for an application for a change of use or for an alteration or extension or change of a non-conforming use above plus, by way of penalty, twice that fee	The fee for an application for a change of use or for an alteration or extension or change of a non-conforming use above plus, by way of penalty, twice that fee
Development Application – Extractive Industry - Fee of Normal Development Application	(s)	Exempt	739.00	739.00
Development Application - Extractive Industry where the development has commenced or been carried out (retrospective application)	(s)	Exempt	The fee for extractive industry above plus, by way of penalty, twice that fee	The fee for extractive industry above plus, by way of penalty, twice that fee
<b>Subdivision Clearances – As per the maximum fees set in the Planning &amp; Development Regulations 2009 (S)</b>				
Subdivision Clearances not more than five lots (per lot)	(s)	Exempt	73.00 per lot	73.00 per lot
Subdivision Clearances more than five lots but not more than 195 lots (per lot)	(s)	Exempt	\$73 per lot for first five then \$35 per lot	\$73 per lot for first five then \$35 per lot
Subdivision Clearances more than 195 lots	(s)	Exempt	7,393.00	7,393.00
<b>Scheme Amendments</b>				
Processing of Scheme Amendment	(s)	***	In accordance with Reg 48(3) of the Planning & Development Regs 2009	In accordance with Reg 48(3) of the Planning & Development Regs 2009
<b>Structure Plans/Development Plans – As per Schedule 4 set out in the Planning &amp; Development Regulations 2009</b>				
Processing of a structure plan/development plan	(s)	Exempt	In accordance with Reg 48(4)	In accordance with Reg 48(4)
<b>Advertising</b>				
Development Applications – Level E Consultation - Fee in addition to cost of advertising to Shire	(c)	***	111.00	114.00
Temporary Road Closure Applications - Fee in addition to cost of advertising to Shire	(c)	***	166.50	172.00
Permanent Road Closure Applications - Fee in addition to cost of advertising to Shire	(c)	***	333.50	345.00
<b>Miscellaneous</b>				
Public Events (other than those run by Local Community Groups)	(c)	***	179.00	185.00
Copy of Local Planning Scheme – Text only (per scheme)	(c)	***	47.50	49.00



Car Parking Contribution – Cash in Lieu (per bay)	(c)	***	8625.00	8935.00
Additional inspection (conditions not satisfied)	(c)	***	119.00	123.00
Zoning Enquiry	(s)	***	73.00	73.00
Plan Search Fee	(c)	***	35.50	36.00
Planning/Building consultation for technical matter (per hour – min charge 3hrs.)	(c)	***	119.00	123.00
Planning/Building onsite inspections (prior to submission of application, per hr.)	(c)	***	119.00	123.00
Written planning advice	(s)	***	73.00	73.00
Temporary Accommodation Permit	(c)	***	179.00	185.00
Application for three to six dogs	(c)	***	179.00	185.00
Provision of Section 40 Certificate (Liquor Act)	(c)	Exempt	89.50	92.00
Minor Amendment Fee	(s)	Exempt	147.00	147.00
Building Returns (per annum)	(c)	***	298.50	309.20
Subdivision Map Book (A4)	(c)	***	35.50	36.70

**Notes:**

Where the person **has not** engaged a Consulting Engineer to Design and Supervise the construction and drainage - **5% of the estimated construction and drainage cost as per Council estimation**

Where the person **has** engaged a Consulting Engineer to design and supervise the construction and drainage – **2.5% of the estimated construction and drainage cost as per Council estimation**

Maintenance and Retention Bond (refer to Subdivision Guidelines)  
Works within Existing Road Reserve (Refer to Subdivision Guidelines)

\*If Council resolves not to initiate the scheme amendment, 80% of the fee shall be refunded, minus any deductions required for preliminary advertising charges.  
\*If not all moneys are expended throughout the scheme process, the Council may consider refunding part of the application fee.  
\*If the development has commenced or been carried out, an additional amount of twice the maximum fee payable will be charged by way of penalty.  
\*All planning fees must be paid upon submission of application. Applications will not be considered or processed unless fees are paid. Fees will not be refunded.  
\*Fees for local community groups for development on reserved land under the value of \$50,000 will be waived.  
\*Fees for the development applications for the painting of buildings within the Central Heritage area are to be waived.

**SCHEDULE 10 - OTHER COMMUNITY SERVICES****CEMETERIES**

These fees are based on the Shire of Toodyay Cemeteries Local Law

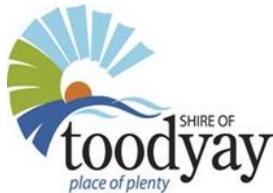
**Toodyay & Jimperding Cemeteries****Grant of Right of Burial**

Grant of Right of Burial (25 years)	(c)	***	179.00	185.40
Grant of Right of Burial Reissue(25 years)	(c)	***	179.00	185.40
Transfer of Grant of Right of Burial	(c)	***	83.50	86.50
Copy of Grant of Right of Burial	(c)	***	17.00	17.60

**Burial Fees**

Grave (new) 2.8m x 1.5mx 1.8m	(c)	***	1496.50	1550.30
Grave (new) for oversized casket	(c)	***	1796.00	1860.60
Grave (new) for any child under 3 years	(c)	***	778.00	806.00
Extra depth - for each additional 300mm	(c)	***	107.50	111.30
Extra width - Oversize Casket each additional 300mm	(c)	***	107.50	111.30

**Extra Charges**



**In the event of labour being required where overtime/penalty rates apply, such additional rates shall be added to fees as prescribed in the schedule**

Interment without due notice under Clause 3.5	(c)		167.00	173.00
Administration Fee for Exhumation	(c)	***	167.00	173.00
Re-opening Grave for Exhumation	(c)	***	837.50	867.60
Re-opening Grave for Exhumation of Child under 10 years	(c)	***	718.00	743.80
Re-opening Grave for Additional Interment	(c)	***	957.50	991.90
Re-interment in New Grave After Exhumation	(c)	***	1137.00	1177.90
Re-interment in New Grave After Exhumation for Child under 10 years	(c)	***	1137.00	1177.90
Placement of Ashes in a Grave	(c)	***	191.00	197.80
Removal of Ashes from a Grave	(c)	***	191.00	197.80
Saturday Burial - fee in addition to ordinary fee	(c)	***	350.00	362.60

**Miscellaneous Charges**

Funeral Directors Annual Licence Fee	(c)	Exempt	190.00	196.80
Monumental Mason's Annual Licence Fee – Clause 7.16	(c)	Exempt	84.00	87.00
Monumental Application Fee	(c)	Exempt	59.00	61.10

**Niche Wall**

Grant of Right of Burial (25 years) Lower Four Rows – Double	(c)	***	298.00	308.70
Grant of Right of Burial (25 years) Lower Four Rows – Single	(c)	***	208.00	215.40
Grant of Right of Burial (25 years) Upper Four Rows – Double	(c)	***	298.00	308.70
Grant of Right of Burial (25 years) Upper Four Rows – Single	(c)	***	208.00	215.40
Interment of Ashes	(c)	***	71.00	73.00
Removal of Ashes	(c)	***	71.00	73.00
Second Interment in a Double Niche	(c)	***	298.00	308.00
Plaque fitting	(c)	***	89.00	92.00

**Memorial Garden**

Grant of Right of Burial (25 years) Memorial Garden	(c)	***	209.00	216.00
Placement of Ashes	(c)	***	72.00	74.00
Removal of Ashes	(c)	***	72.00	74.00
Placement of Plinth	(c)	***	90.00	93.00


**SCHEDULE 11 - RECREATION AND CULTURE**

Regular facility usage fees payable by Community Groups may be subject to formal lease or agreement

**All Facilities - CLEANING**

Commercial and Private	(c)	***	60.00	At Cost
Not-for-profit & Community Groups	(c)	***	60.00	At Cost

\*The cost of any extra cleaning may be deducted from the bond prior to it being refunded

**Memorial Hall**
**Bond - Includes Bar, kitchen & Audio Visual Equipment**

Commercial and Private	(c)	Exempt	1000.00	500.00
Not-for-profit & Community Groups	(c)	Exempt	1000.00	250.00

**Hall Hire - Includes Bar & Kitchen - hourly rate**

Commercial and Private	(c)	***	42.00	65.00
Not-for-profit & Community Groups	(c)	***	24.00	35.00
Toodyay Theatre Group (annual fee)	(c)	***	530.00	530.00

**Hall Hire - only - hourly rate**

Commercial and Private	(c)	***	42.00	43.00
Not-for-profit & Community Groups	(c)	***	23.00	24.00

**Chairs in the Memorial Hall are not to be removed and are not available for hire**

**Lesser Hall**
**Bond - Includes Bar, kitchen & Audio Visual Equipment**

Commercial and Private	(c)	Exempt	525.00	500.00
Not-for-profit & Community Groups	(c)	Exempt	525.00	250.00

**Hall Hire - Includes Bar & Kitchen - hourly rate**

Commercial and Private	(c)	***	90.00	93.00
Not-for-profit & Community Groups	(c)	***	54.00	55.00

**Hall Hire - only - hourly rate**

Commercial and Private	(c)	***	18.00	18.00
Not-for-profit & Community Groups	(c)	***	6.00	6.00

**Youth Hall**
**Bond - Includes Bar, kitchen & Audio Visual Equipment**

Commercial and Private	(c)	Exempt	525.00	500.00
Not-for-profit & Community Groups	(c)	Exempt	525.00	250.00

**Hall Hire - Includes Bar & Kitchen - hourly rate**

Commercial and Private	(c)	***	42.00	65.00
Not-for-profit & Community Groups	(c)	***	24.00	35.00

**Hall Hire - only - hourly rate**

Commercial and Private	(c)	***	24.00	24.80
Not-for-profit & Community Groups	(c)	***	6.00	6.20

**Community Resource Centre****Bond - Includes Kitchen & Audio Visual Equipment**

Commercial and Private	(c)	Exempt	525.00	500.00
Not-for-profit & Community Groups	(c)	Exempt	110.00	100.00
<b>Hire - Conference Room 1 or 2 - hourly rates</b>				
Members	(c)	***	20.00	20.00
Non-members	(c)	***	25.00	25.00
<b>Hire - Conference Room 1 and 2 Expanded - hourly rates</b>				
Members	(c)	***	35.00	36.00
Non-members	(c)	***	45.00	46.00
<b>Hire - Hot Office - hourly rates</b>				
Members	(c)	***	15.00	15.00
Non-members	(c)	***	20.00	20.00

**Oval Facilities****Bond**

Commercial and Private	(c)	Exempt	600.00	500.00
Not-for-profit & Community Groups	(c)	Exempt	120.00	120.00

# The Hockey Oval is not available in its entirety due to land restrictions

**Annual Club Charges - Recreation Facilities**

Toodyay Football Club - (annual fee)	(c)	***	897.00	550.00
Toodyay Cricket Club - (annual fee)	(c)	***	598.00	550.00
Toodyay Junior Football Club (annual fee)	(c)	***	359.00	350.00
Brumby Fitness (annual fee)	(c)	***	239.00	239.00
Toodyay Kinder Gym (annual fee)	(c)	***	239.00	239.00
Toodyay Karate Club - (annual fee)	(c)	***	239.00	239.00
Toodyay Fun & Fitness for over 55's - (annual fee)	(c)	***	239.00	239.00
Toodyay Tennis Club	(c)	***	3180.00	550.00
Toodyay Basketball Club	(c)	***	650.00	550.00
Toodyay Soccer Club	(c)	***	650.00	550.00
Toodyay Hockey Club	(c)	***	650.00	550.00
Toodyay Netball Club	(c)	***	650.00	550.00
Other groups as approved	(c)	***	650.00	550.00

**Bond - Includes Audio Visual Equipment**

Commercial and Private	(c)	Exempt	600.00	500.00
Not-for-profit & Community Groups	(c)	Exempt	120.00	120.00

**Pavilion Hire - Includes Bar, Kitchen & Change Rooms - hourly rate**

Commercial and Private	(c)	***	42.00	43.50
Not-for-profit & Community Groups	(c)	***	30.00	31.00

**Hall Hire - only - hourly rate**

Commercial and Private	(c)	***	24.00	24.80
Not-for-profit & Community Groups	(c)	***	8.00	8.20

**Grandstand Change Rooms - hourly rate**

Commercial and Private	(c)	***	18.00	18.60
Not-for-profit & Community Groups	(c)	***	6.00	6.20

**TOODYAY RECREATION CENTRE**

**Casual Hire - Tennis Court****Casual Hire - Tennis Court - no facilities 2 hours or less no charge**

1 court per hour	(c)	***	29.50	10.00
4 courts per hour	(c)	***	95.00	30.00
Racquet hire	(c)	***	5.50	5.50
Ball Hire	(c)	***	5.50	5.50

**Casual Hire - Pitch - Includes Change Rooms, Showers and Toilets - hourly rates - Lights inclusive**

2 hours or less	(c)	***	No charge	No charge
1/2 day	(c)	***	298.50	309.20
Full day	(c)	***	418.50	433.50

**Casual use - Includes change rooms, showers and toilets - No lights**

	(c)	***	No charge	No charge
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**Social Sports**

Team Registration	(c)	***	41.70	43.20
Per game per player	(c)	***	5.80	6.00

**Kiosk Food and Beverage - Pool**

	(c)	***	Cost +15%	Cost +15%
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**Pavilion Function Rooms****Bond - Includes Audio Visual Equipment**

Commercial and Private	(c)	Exempt	550.00	500.00
Not-for-profit & Community Groups	(c)	Exempt	550.00	250.00

**Pavilion Hire - 1/2 room - Includes Bar, Kitchen & Change Rooms - hourly rate**

Commercial and Private	(c)	Exempt	0.00	65.00
Not-for-profit & Community Groups	(c)	Exempt	0.00	32.50

**Pavilion Hire - Full Room - Includes Bar, Kitchen & Change Rooms - hourly rate**

Commercial and Private	(c)	Exempt	0.00	74.40
Not-for-profit & Community Groups	(c)	Exempt	0.00	37.20

**Pavilion Hire 1/2 Room - only - hourly rate**

Commercial and Private	(c)	Exempt	0.00	43.50
Not-for-profit & Community Groups	(c)	Exempt	36.00	21.75

**Pavilion Hall Hire Full Room - only - hourly rate**

Commercial and Private	(c)	Exempt	70.00	52.90
Not-for-profit & Community Groups	(c)	Exempt	60.00	26.45

\*Hire periods can be negotiated with Venue Manager

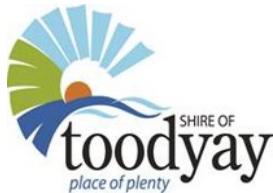
\*Catering options will be included at a separate rate

\*Evening functions must be concluded by midnight

**SWIMMING POOL**

Multi Use Room Hire - Full room	(c)	***	119.60	120.00
Outside grounds - Party with >20 children attending	(c)	***	119.60	120.00
Kiosk food and beverage	(c)	***	Cost +15%	Cost +15%

**Casual Users**



Adult	(c)	***	5.50	5.50
Child - 6-16 years	(c)	***	4.50	4.50
Child - 2 - 5 (0 - 1 year old free)	(c)	***	2.50	2.50
Family entry	(c)	***	20.00	20.00
Concession	(c)	***	4.50	4.50
Spectator	(c)	***	2.50	0.00

<b>Seasonal Pass - October to April</b>				
Adult	(c)	***	120.00	120.00
Child - 2-16 years (0 - 1 year old free)	(c)	***	110.00	110.00
Family	(c)	***	380.00	380.00
Concession	(c)	***	95.00	110.00
Polar Bear (Winter swimming x 3 sessions per week)			100.00	100.00

<b>Swimming Programs</b>				
8 week swim program	(c)	***	132.00	136.00
Swimming Club - exclusive lane hire			0.00	550.00
Pre squad	(c)	***	172.00	178.00
Squad	(c)	***	185.00	191.00
Competitive	(c)	***	235.00	243.00
Master/Social Fitness	(c)	***	185.00	191.00
School Carnivals	(c)	***	526.00	540.00
Aqua Aerobics (from)	(c)	***	10.00	10.00

<b>Corporate Membership - Seasonal - October to April</b>				
Commercial and Private	(c)	***	0.00	545.00
Not-for-profit & Community Groups	(c)	***	0.00	273.00
Staff Allowance	(c)	***	0.00	Subsidised

<b>Keys &amp; Access to council buildings</b>				
<b>Replacement key/s (to be paid in advance)</b>				
Commercial and Private	(c)	***	60.00	62.10
Not-for-profit & Community Groups	(c)	***	60.00	62.10
<b>Bond for key/s (to be paid in full)</b>				
Commercial and Private	(c)	Exempt	60.00	62.10
Not-for-profit & Community Groups	(c)	Exempt	60.00	62.10

<b>SCHEDULE 11 - LIBRARIES</b>				
<b>LIBRARY</b>				
Lost Items (replacement cost)	(c)	***	At Cost	At Cost
A4 Laminating per page	(c)	***	3.00	3.10
A3 Laminating per page	(c)	***	4.00	4.10
Binding - up to 50 pages	(c)	***	5.00	5.10
Binding - over 50 pages	(c)	***	10.00	10.30
A5 Black and White Single Sided	(c)	***	0.20	0.20
A5 Colour Single Sided	(c)	***	0.30	0.30
A5 Black and White Double Sided	(c)	***	0.30	0.30
A5 Colour Double Sided	(c)	***	0.40	0.40
A4 Black and White Single Sided	(c)	***	0.40	0.40



A4 Colour Single Sided	(c)	***	0.80	0.80
A4 Black and White Double Sided	(c)	***	0.70	0.70
A4 Colour Double Sided	(c)	***	1.50	1.50
A3 Black and White Single Sided	(c)	***	0.70	0.70
A3 Colour Single Sided	(c)	***	1.50	1.50
A3 Colour/Black and White Double Sided	(c)	***	1.00	1.00
A3 Colour Double Sided	(c)	***	2.00	2.00
Library Bag	(c)	***	5.90	6.00

#### SCHEDULE 11 - HERITAGE

##### Hire of Connors Mill

Commercial and Private	(c)	***	41.50	42.90
Not-for-profit & Community Groups	(c)	***	23.50	24.30
Bond for Hire	(c)	Exempt	550.00	500.00
Students & Teachers of Toodyay District High School	(c)	Exempt	Free	Free
Pensioner Concession Card Holders	(c)	***	4.50	4.60
Toodyay Residents	(c)	Exempt	Free	Free

##### Old Newcastle Gaol Museum Facility Hire

Commercial and Private	(c)	***	41.50	42.90
Not-for-profit & Community Groups	(c)	***	23.50	24.30
Bond for Hire	(c)	Exempt	550.00	500.00

##### Old Newcastle Gaol Museum Admission Fees

Per Person per venue	(c)	***	6.50	6.70
Family Pass (2 adults & 2 children)	(c)	***	16.00	16.50
Children sixteen and under	(c)	***	4.50	4.60
Students & Teachers of Toodyay District High School	(c)	Exempt	Free	Free
Pensioner Concession Card Holders	(c)	***	4.50	4.60
Toodyay Residents	(c)	Exempt	Free	Free

##### Wicklow Shearing Shed Facility Hire

Commercial and Private	(c)	***	41.50	42.90
Not-for-profit & Community Groups	(c)	***	23.50	24.30
Bond for Hire	(c)	Exempt	550.00	500.00

##### Visitor Centre Package

Admission per venue Connor's Mill & Museum (2 for 1)	(c)	***	6.50	6.70
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##### Heritage Consultant

Cost of Advice on applications	(c)	**	At cost	At cost
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#### SCHEDULE 12 - TRANSPORT

##### Permit For Restricted Access Vehicles To Travel On Shire Roads

Cost for permit to use RAV on Shire Roads	(c)	**	59.70	61.80
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##### Road Maintenance Contributions



Equivalent Standard Axle per kilometre (ESA/km) for rural collector roads	(c)	Exempt	In accordance with Shire policy or by separate agreement where applicable	In accordance with Shire policy or by separate agreement where applicable
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<b>Crossover Rebates and Bonds</b>				
<b>Crossover Rebates</b>				
Crossover Rebate Application Fee	(c)	Exempt	50.00	51.80
Crossover Rebate Gravel	(c)	Exempt	479.00	496.20
Crossover Rebate Concrete/Paving/Sealed	(c)	Exempt	1197.50	1240.60

<b>Crossover Bonds:</b>				
Crossover Bonds Gravel	(c)	Exempt	1200.00	1243.20
Crossover Bonds Concrete/Paving/Sealed	(c)	Exempt	3300.00	3418.80

A maximum of one rebate may be claimed per property. Crossovers will only be reimbursed where they are constructed to the specifications set by Council. Crossovers will not be reimbursed when it is meant to be provided by the subdivider. No second crossover will be subsidised

<b>Footpath Bond</b>				
Footpath Bond Asphalted	(c)	Exempt	2000.00	2072.00
Footpath Bond Concrete	(c)	Exempt	2000.00	2072.00
Footpath Bond Bitumen	(c)	Exempt	2000.00	2072.00
Kerb Bond	(c)	Exempt	1000.00	1000.00

<b>Traffic Management Plan Approval</b>				
Traffic Management Plan Approval – less than 10 days' notice	(c)	***	150.00	155.40
Traffic Management Plan Approval – excess of 10 days' notice	(c)	***	80.00	82.80
Traffic Management Plan Approval – Yearly Generic	(c)	***	200.00	207.20
Permit to Work in a Shire Reserve	(c)	***	80.00	82.80

<b>SCHEDULE 13 - ECONOMIC SERVICES</b>				
<b>RURAL SERVICES</b>				
<b>Rural Street Addressing</b>				
Rural Street Numbering (per number)	(c)	***	60.00	62.10

<b>TOURISM &amp; AREA PROMOTION</b>				
<b>Visitors Centre</b>				
<b>Annual Membership Fee</b>				
<b>July to September - 100% October to December - 75% January to March - 50% April to June 25%</b>				
Not For Profit	(c)	***	60.00	62.10
Local Businesses	(c)	***	120.00	124.30
Businesses Outside of Toodyay Shire	(c)	***	180.00	186.40
Brochure racking only	(c)	***	57.00	59.00

<b>Participation in Joint Tourism Marketing Campaigns including Valley for All Seasons</b>	(c)	***	At cost	At cost
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<b>Signage/Banners</b>			
Event Signage - Set of four (4) supplied (Includes Information Bay)	(c)	***	At cost
Annual Signage Fee - Maintenance and Replacement	(c)	***	85.50
Event Banners - New	(c)	***	At cost
Annual Fee - Event Banners	(c)	***	120.00
			124.30

<b>Agency Booking Fees</b>			
Commission of TransWA	(c)	***	15%
			15%

<b>Advertising - Town Tourist Information Bay</b>			
July to September - 100% October to December - 75% January to March - 50% April to June - 25%			
Sign Establishment Fee	(c)	***	At Cost
Replacement Sign	(c)	***	At Cost
Annual Fee - invoiced July each year	(c)	***	120.00
Annual Fee - Not for Profit			Exempt
			124.30

<b>Commission on Consignment Stock at Visitors Centre</b>			
0.00 to 50.00 Sale Price	(c)	***	30%
51.00 to 100.00 Sale Price	(c)	***	25%
101.00 to 250.00 Sale Price	(c)	***	20%
Over 251.00 Sale Price	(c)	***	15%
			15%

<b>BUILDING SERVICES</b>			
<b>Building Regulations</b>			
<b>Certified Application for A Building Permit - For a Class 1 or Class 10 building or incidental structure (s)</b>			
0.19% of the estimated value of the building work, but not less than \$110.00	(s)	Exempt	110.00
<b>Certified Application for A Building Permit – For a Class 2 to Class 9 building or incidental structure (s)</b>			
0.09% of the estimated value of the building work, but not less than \$110.00	(s)	Exempt	110.00
<b>Uncertified Application for A Building Permit (s)</b>			
0.32% of the estimated value of the building work, but not less than \$110.00	(s)	Exempt	110.00
			110.00

<b>Application for a Demolition Permit</b>			
For demolition work in respect of a Class 1 or Class 10 building or incidental structure	(s)	Exempt	110.00
For demolition work in respect of a Class 2 to Class 9 building (for each story of the building)	(s)	Exempt	110.00
Application to extend the time during which a building demolition permit has effect	(s)	Exempt	110.00
Application for an occupancy permit for a completed building	(s)	Exempt	110.00
Application for a temporary occupancy permit for an incomplete building	(s)	Exempt	110.00
Application for modification of an occupancy permit for additional use of a building on a temporary basis	(s)	Exempt	110.00
Application for a replacement occupancy permit for permanent change of the building's use / classification	(s)	Exempt	110.00
Application to replace an occupancy permit for an existing building	(s)	Exempt	110.00
Application for a building approval certificate for an existing building where unauthorised work has not been done. 0.18% of the estimated value, but not less than \$110.00	(s)	Exempt	110.00
			110.00



Application to extend the time during which an occupancy permit or building approval certificate has effect	(s)	Exempt	110.00	110.00
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<b>Application for occupancy permit or building approval certificate for registration of Strata Scheme, plan for re-subdivision</b>				
The fee is \$11.60 for each strata unit covered by the application, but not less than \$115.00	(s)	Exempt	115.00	115.00

<b>Application for an occupancy permit for a building in respect of which unauthorised work has been done</b>				
0.18% of the estimated value of the unauthorised work but not less than \$110.00	(s)	Exempt	110.00	110.00

<b>Application for a building approval certificate for a building in respect of which unauthorised work has been done</b>				
0.38% of the estimated value of the unauthorised work but not less than \$110.00	(s)	Exempt	110.00	110.00
Application for approval of battery powered smoke alarm	(s)	Exempt	179.40	179.40
Amendments to Building Plans - Minor	(c)	***	125.00	129.50
Amendments to Building Plans - Major (per hour)	(c)	***	145.00	150.20
Swimming Pool Inspection Fee (Building Regulations 2012 Reg 53 (2) (b))	(s)	Exempt	58.45	58.45
Reinspection Fee	(c)	***	70.00	72.50

<b>These fees are based on the Shire of Toodyay's Extractive Industry Local Law</b>				
Annual Licence Fee – Excavation less than 5ha (Clause 3.1(4)(a))	(c)	***	540.00	1000.00
Annual Licence Fee – Excavation greater than 5ha (Clause 3.1(4)(a))	(c)	***	1080.00	2000.00
Transfer of Licence (Clause 4.1(1)(f))	(c)	***	660.00	1000.00
Secured Sum – Rehabilitation for sand or fine grain less than 3m deep per ha.(Clause 5.1)	(c)	***	5990.00	10000.00
Secured Sum – Rehabilitation for sand or fine grain more than 3 m deep per ha.(Clause 5.1)	(c)	***	14360.00	20000.00
Secured Sum – Rehabilitation for gravel, clay or stone less than 3 m deep per ha.(Clause 5.1)	(c)	***	8370.00	15000.00
Secured Sum – Rehabilitation for gravel, clay or stone more than 3m deep per ha.(Clause 5.1)	(c)	***	19160.00	28000.00

<b>CARAVAN PARKS &amp; CAMPING GROUNDS</b>				
<b>These fees are in accordance with Caravan and Camping Grounds Regulations 1997</b>				
Application Fee – or multiplication of below site prices – whichever is greater	(s)	Exempt	200.00	200.00
Long Stay Sites (per site)	(s)	***	6.00	6.00
Short Stay Sites and Sites in Transit (per site)	(s)	***	6.00	6.00
Camp Site (per site)	(s)	***	3.00	3.00
Overflow Site (per site)	(s)	**	1.50	1.50
Fee for renewal of licence after expiry	(s)	Exempt	20.00	20.00
Temporary Licence – Pro-rata of Application Fee with minimum	(s)	Exempt	100.00	100.00
Transfer of Licence	(s)	Exempt	100.00	100.00
Overflow Parking at Shire Oval (maximum 10 sites) per night unpowered	(c)	**	38.40	39.70

<b>COMMUNITY DEVELOPMENT</b>				
<b>Toodyay Junction Hire - Per annum</b>				
Toodyay Theatre Group	(c)	***	359.20	372.10
Toodyay Event Planner	(c)	***	359.20	372.10
Toodyay Farmers Market	(c)	***	359.20	372.10
Toodyay Singers	(c)	***	359.20	372.10



Avon Woodturners	(c)	***	359.20	372.10
Seed Orchid Group	(c)	***	359.20	372.10
Toodyay Chamber of Commerce	(c)	***	59.70	61.80
Toodyay Garden Club	(c)	***	59.70	61.80
Avivo - Car parking space	(c)	***	2395.10	2,481.30

#### OTHER ECONOMIC SERVICES

##### Standpipe Water Sales

Per Kilolitre (1000)	(c)	***	Cost plus \$1.00	Cost plus \$1.00
Bond for Electronic Access	(c)	Exempt	250.00	250.00
Replacement Electronic Access	(c)	***	60.00	62.10
Electrical Vehicle Charging Station	(c)	***	At cost	At cost

#### SCHEDULE 14 - OTHER PROPERTY AND SERVICES

##### Private Works With Operator - Per Half Hour

Graders	(c)	***	107.60	111.40
Loader	(c)	***	98.60	102.10
Backhoe	(c)	***	95.70	99.10
12/13 tonne trucks	(c)	***	95.70	99.10
12/13 tonne truck with low loader/side tippers	(c)	***	115.00	119.10
Prime Mover with Side Tipper or Low Loader	(c)	***	115.00	119.10
Skid Steer	(c)	***	74.70	77.30
Mini Digger	(c)	***	74.70	77.30
Maintenance Truck	(c)	***	74.70	77.30
Rubber Roller	(c)	***	98.60	102.10
Self-Propelled Vibrating Steel Roller	(c)	***	98.60	102.10
Works Utilities and other small plant items	(c)	***	68.60	71.00
Elevated Work Platform (per day)	(c)	***	0.00	300.00
Compressor Only/Broom	(c)	***	68.60	71.00
Compressor and Attachments	(c)	***	83.70	86.70
Cherry Picker (Dry hire to EWP licence holders only)	(c)	***	31.25	32.30
Labour Hire	(c)	***	41.70	43.20

Note: All Private Works will be subject to the availability of plant, equipment and operators required



## Checklist / Schedule

### CEO Recruitment and Selection Committee

(Refer to *Standards for CEO recruitment, selection, performance, and termination Policy*)

Date	Type	Details / Tasks	Action / Resp.
Wed 24/01/2024	Workshop 1	<ul style="list-style-type: none"> <li>Discuss recruitment consultant and (if required) independent facilitator</li> <li>Criteria and process for selection of independent person</li> <li>Establishment of selection panel / committee</li> <li>Terms of reference for panel / committee</li> </ul>	<ul style="list-style-type: none"> <li>Completed</li> </ul>
Wed 31/01/2024	Special Council Meeting	<ul style="list-style-type: none"> <li>Endorse the CEO recruitment process by resolution</li> <li>Establish CEO Recruitment and Selection Committee by resolution</li> <li>Endorse terms of reference by resolution</li> <li>Select human resources consultant by resolution</li> <li>Endorse the process for appointment of an independent person by resolution</li> </ul>	Completed <ul style="list-style-type: none"> <li>SCM015/01/24</li> <li>SCM016/01/24</li> <li>SCM017/01/</li> <li>SCM018/01/24</li> <li>SCM020/01/24</li> </ul>
1 February 2024	Public notice seeking EOIs from potential independent panel members	<ul style="list-style-type: none"> <li>Expressions of Interest Independent Member CEO Recruitment and Selection Committee went onto the website as a public notice stating that EOIs should be received no later than 13 February 2024</li> </ul>	Completed: see attached document. <ul style="list-style-type: none"> <li>Facebook</li> <li>Website</li> <li>Email networks – done via Council members</li> </ul>
2 February 2024	Issue of Purchase order	<ul style="list-style-type: none"> <li>Purchase order issued via requisitioning process initially (5189)</li> </ul>	Completed PO No. 5730
Thu 22/02/2024 5:58 PM	Notification to Consultant	<ul style="list-style-type: none"> <li>Email to Consultant, sending through initial briefing meeting dates and the proposed schedule, adopted by Council.</li> </ul>	Completed OAM66727
Thu 22/02/2024	Materials made available on the SharePoint Council Hub	<ul style="list-style-type: none"> <li>EOIs received from independent persons placed onto the Hub.</li> <li>Previous CEO Job Description Form</li> <li>WALGA Contract template</li> </ul>	Completed by EA

17/07/2024

Page 1

Updated Schedule – CEO Recruitment Process

\*\*\* This Document is not controlled once it has been printed \*\*\*

Date	Type	Details / Tasks	Action / Resp.
23/02/2024	Creation of a team's environment	<ul style="list-style-type: none"> <li>Placed same information on the council hub in the team so that the independent person had access to it, without being provided it (to prevent sending the documentation elsewhere).</li> </ul>	Completed by EA Notified on 23/02/2024 to President and Acting CEO's and the Consultant.
28/02/2024	Council Meeting	<ul style="list-style-type: none"> <li>Consider EOIs received from independent persons, appoint independent person to committee.</li> <li>Appoint independent person.</li> </ul>	Completed • OCM075/02/24
Tuesday 5 March 2024 at 1.00pm	Consultant met with Committee members for initial briefing	<ul style="list-style-type: none"> <li>Initial briefing with Committee</li> </ul>	Complete Confidentiality Agreements signed and sent back to the HR Consultant for their records.
10/04/2024	Appointment of Chairperson to the Selection Committee	<ul style="list-style-type: none"> <li>Recommendation made by the Committee to Council</li> </ul>	<input checked="" type="checkbox"/> tick if completed Date: 10/04/2024 CRN: <b>CSRC001/04/24</b>
16/05/2024	Committee Workshop	<ul style="list-style-type: none"> <li>Discuss position description, qualifications, experience etc</li> </ul>	<input checked="" type="checkbox"/> tick if completed
12 June 2024	<p>Committee Workshop directly followed by a Committee Meeting; and then a Council Meeting.</p> <p>Appointment stated:</p> <ul style="list-style-type: none"> <li>Finalise the CEO's Position Description</li> <li>Agree required skills, knowledge, qualifications and experience</li> <li>Discuss advertising / recruitment strategy, interview, testing and selection</li> </ul>	<ul style="list-style-type: none"> <li>Agree required skills, knowledge, qualifications, experience of CEO</li> <li>Finalisation of CEO Position Description.</li> <li>Agree CEO contract conditions.</li> <li>Discuss advertising / recruitment strategy, interview, testing and selection</li> <li><b>recommend to Council through committee resolution – skills knowledge qualifications &amp; experience of the CEO</b></li> <li><b>recommend to Council through committee resolution the CEO position description</b></li> <li><b>recommend to Council through committee resolution the contract conditions</b></li> </ul>	<input checked="" type="checkbox"/> Date: 12 June 2024 CRN: SCM170/06/24

17/07/2024

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**Updated Schedule – CEO Recruitment Process****\*\*\* This Document is not controlled once it has been printed \*\*\***

Date	Type	Details / Tasks	Action / Resp.
12 June 2024	Special Council Meeting	<ul style="list-style-type: none"> <li>Approve Position Description, Remuneration Package, selection criteria.</li> <li>Approve the information package, advertising / recruitment strategy, interview, testing and selection strategy.</li> <li>Approve advertisement for publication</li> </ul>	<p>Council Resolution (Absolute Majority) Approve a job description form for the position of CEO which sets out the duties and responsibilities of the position; and the selection criteria for the position.</p> <p><input checked="" type="checkbox"/> tick if completed Date: 12 June 2024 CRN: SCM170/06/24</p>
<b>Draft Contract Conditions and noting progress made</b>			
3 <sup>rd</sup> and 11 <sup>th</sup> July 2024	Committee Workshops held	<ul style="list-style-type: none"> <li>Reviewing conditions within the draft contract.</li> </ul>	<input checked="" type="checkbox"/> tick if completed
17 July 2024	Committee Meeting	<ul style="list-style-type: none"> <li>Reviewing conditions within the draft contract.</li> <li>Noting the progress made</li> </ul>	<input checked="" type="checkbox"/> tick if completed Date: 17 July 2024 CRN: CSRC004/07/24
17 July 2024	Special Council Meeting	<ul style="list-style-type: none"> <li>Adopting the draft contract (absolute majority); and</li> <li>Noting the progress update.</li> </ul>	<input checked="" type="checkbox"/> tick if completed Date: 17 July 2024 CRN: SCM205/07/24
<b>Advertising Period 14 June 2024 up until 8 July 2024</b>			
22 July 2024	Committee Meeting	<ul style="list-style-type: none"> <li>Applications received 18 July 2024.</li> <li>Assess applicants and approve shortlist for interviews.</li> <li>Review interview questions</li> </ul>	<input checked="" type="checkbox"/> tick if completed Date: 22 July 2024 CRN: CSRC006/07/24
<b>Interviews</b>			
30 July 2024.	Committee Meeting	<ul style="list-style-type: none"> <li>Review interviews.</li> <li>Undertake due diligence.</li> <li>Provide a summary assessment for recommendation to Council through committee resolution.</li> </ul>	<input checked="" type="checkbox"/> tick if completed Date: 30 July 2024. CRN: CSRC007/07/24
07/08/2024	Committee Meeting	<ul style="list-style-type: none"> <li>Receive the background check and selection report and make recommendation to Council to do that.</li> <li>Recommend to council to approve making of an offer</li> </ul>	<p><b>Council Resolution (Absolute Majority)</b> Consider a recommendation from the Selection Committee in regard to their recommendation to Council about the</p>

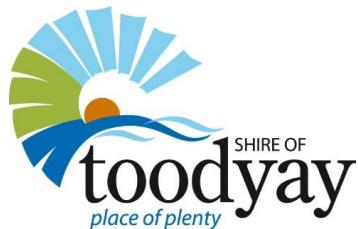
17/07/2024

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**Updated Schedule – CEO Recruitment Process****\*\*\* This Document is not controlled once it has been printed \*\*\***

Date	Type	Details / Tasks	Action / Resp.
		<ul style="list-style-type: none"> <li>Authorise Deputy Shire President to progress the contract offer and execute the contract etc</li> <li><b>Absolute majority decision required</b></li> </ul>	<p>person to be appointed as CEO. Council must have regard to, but is not bound to accept, a recommendation made by the selection panel.</p> <p><input checked="" type="checkbox"/> tick if completed</p> <p>Date: 7 August 24</p> <p>CRN:</p> <p>(CSRC009/08/24) (CSRC010/08/24) (CSRC011/08/24)</p>
07/08/2024	Special Council Meeting	<ul style="list-style-type: none"> <li>Approve recommended CEO.</li> <li>The Council must (before making an Applicant an offer of employment in the position of CEO) approve the <b>making of the offer of employment</b> to the Applicant; and the proposed terms of the contract of employment to be entered into by the Shire and the Applicant.</li> <li>Authorise Deputy Shire President to enter contract negotiations and to seek industrial relations advice.</li> <li>Direct Deputy President to bring any contract variations back to Council for approval.</li> </ul> <p><b>Absolute majority decision required</b></p>	<p><b>Council Resolution (Absolute Majority)</b></p> <p>Consider a recommendation from the Selection Committee in regard to their recommendation to Council about the person to be appointed as CEO.</p> <p>Council must have regard to, but is not bound to accept, a recommendation made by the selection panel.</p> <p><input checked="" type="checkbox"/> tick if completed</p> <p>Date: 7 August 24</p> <p>CRN:</p> <p>Received recommendation for preferred candidate: <b>SCM229/08/24</b></p> <p>Received background check and selection report: <b>SCM230/08/24</b>.</p> <p>Approves the making of an offer: <b>SCM231/08/24</b></p> <p>Authorises the Deputy Shire</p>

Date	Type	Details / Tasks	Action / Resp.
			President to progress the contract offer etc. SCM232/08/24
12/08/2024	Special Council Meeting	<p><b>Council Resolution (Absolute Majority)</b></p> <p>Approve the terms of the <b>negotiated</b> contract (including start date), before entering into the negotiated contract.</p> <ul style="list-style-type: none"> <li>Authorise Deputy Shire President to execute.</li> </ul>	<input checked="" type="checkbox"/> tick if completed Date: 12/8/24 CRN: SCM236/08/24
<b>Announcement of Appointment of new CEO Notice sent to Acting CEO 13 August 2024</b>			
28/08/2024	Council Meeting	<ul style="list-style-type: none"> <li>Certify that new CEO was employed in accordance with the Shire's <i>Standards for CEO recruitment, selection, performance, and termination.</i></li> </ul>	



## Special Council Meeting

### 31 January 2024

# Minutes

To: The President and Councillors.

Here within are the Minutes of the Special Council Meeting of the Shire of Toodyay held at 4.30pm on the above-mentioned date in the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566 to consider the following:

1. CEO Recruitment and Selection; and
2. Code of Conduct Complaint 01/2023; and
3. Code of Conduct Complaint 02/2023



Suzie Haslehurst  
CHIEF EXECUTIVE OFFICER



SPECIAL COUNCIL MEETING MINUTES

31 JANUARY 2024

**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

Cr M McKeown, Shire President, declared the meeting open at 4.30pm and read through other preliminaries before reading 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."*

**2 RECORDS OF ATTENDANCE**Members

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

Staff

Ms S Haslehurst	Chief Executive Officer
Mr C Sullivan	Executive Manager Infrastructure, Assets and Services
Ms T Bateman	Executive Manager Corporate and Community Services
Mrs M Rebane	Executive Assistant
Mr M Werder	Project Manager

VisitorsNil.**2.1 APOLOGIES**

Cr D Wrench	Councillor
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**2.2 APPROVED LEAVE OF ABSENCE**

Nil

**3 DISCLOSURE OF INTEREST**

The Chief Executive Officer advised that disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting as follows:

*Cr S Dival declared an Impartiality Interest pursuant to Regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021 in regard to Agenda Item No. 7.1 Code of Conduct Complaint 01/2023. Cr Dival declared that: "I am one of the named parties of the agenda item. I understand the above information will be recorded in the minutes of the meeting and recorded by the CEO in an appropriate Register. As a consequence there may be a perception that my impartiality on the matter may be affected. I will therefore declare that I will consider the matter on its merits and vote accordingly."*

SPECIAL COUNCIL MEETING MINUTES

31 JANUARY 2024

*Cr M McKeown declared an Impartiality Interest pursuant to Regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021 in regard to Agenda Item 7.2 Code of Conduct Complaint 02/2023. Cr McKeown declared that: "I am a party to the matter to be discussed at this item. I understand the above information will be recorded in the minutes of the meeting and recorded by the CEO in an appropriate Register. As a consequence there may be a perception that my impartiality on the matter may be affected. I will therefore declare that I will consider the matter on its merits and vote accordingly."*

**4 PUBLIC QUESTIONS****4.1 PUBLIC QUESTION TIME**

Nil.

**5 PUBLIC SUBMISSIONS**

Nil.

**6 OFFICER REPORTS****6.1 EXECUTIVE SERVICES****6.1.1 CEO Recruitment and Selection**

Date of Report:	25 January 2024
Applicant or Proponent:	Shire of Toodyay
File Reference:	STR87
Author:	S Haslehurst – Chief Executive Officer
Responsible Officer:	S Haslehurst – Chief Executive Officer
Previously Before Council:	Item 9.3.1 OCM 22 November 2023
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> <li>1. Proposed CEO Recruitment Process;</li> <li>2. Terms of Reference CEO Recruitment and Selection Committee;</li> <li>3. EOI - Independent Person; and</li> <li>4. Submission Summary - HR Consultants - CEO Recruitment 2024. (confidential)  <em>Section 5.23(2)</em>  <em>(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</em> </li> </ol>

SPECIAL COUNCIL MEETING MINUTES

31 JANUARY 2024

	<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>
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**PURPOSE OF THE REPORT**

For Council to endorse the process for recruitment of a new CEO for the Shire of Toodyay, appoint a Recruitment Consultant to assist Council, and to establish a CEO Recruitment and Selection Committee.

**BACKGROUND**

At the Ordinary Council Meeting held on 22 November 2023, it was resolved that Council:

1. *Notes:*
  - a) *the advice from the CEO withdrawing the request to renew her contract of employment upon expiry on 21 June 2024.*
  - b) *the proposed timeline for the engagement of a recruitment consultant to assist Council with approval of the position description, selection criteria and process for the recruitment of a new CEO.*
2. *Requests the CEO to:*
  - a) *seek at least three quotations from suitably qualified recruitment consultants to assist Council to recruit a new CEO in accordance with Schedule 2 of the Local Government (Administration) Regulations 1995.*
  - b) *present a report to Council at the December Ordinary Council Meeting for Council to select a recruitment consultant and approve the methodology for recruitment of a new CEO.*

A report included in the agenda for the December Ordinary Council Meeting was withdrawn to allow a Council workshop to be conducted to discuss the various elements of the recruitment process in accordance with guidance provided by the WA Local Government Association (WALGA) and the Department of Local Government Sport and Cultural Industries (DLGSC).

A workshop was held on 24 January 2023. Council is now requested to consider the Officer recommendations guided by discussion at the workshop.

**COMMENTS AND DETAILS****Recruitment Process**

An outline of the proposed process is provided at **Attachment 1** to this report. Dates are indicative with some dates to be confirmed following the engagement of an independent, professional human resources consultant (Consultant).

The process is based on the WALGA CEO Recruitment Guide. However, while the guide refers to the engagement of an independent facilitator, it is acknowledged that this is usually only necessary for recruitment processes undertaken by larger local governments with large numbers of councillors with often disparate views. Therefore, to reduce costs, it is proposed that the process is managed with the assistance of the current CEO and an independent, professional human resources consultant.

**SPECIAL COUNCIL MEETING MINUTES****31 JANUARY 2024**

Council is requested to endorse the proposed process and indicative timeline for the recruitment of a new CEO for the Shire of Toodyay.

**Selection of Recruitment Consultant**

Quotations were sought from recruitment consultants with previous relevant experience to undertake a process that will include, as a minimum:

- development or review of the job description for the CEO;
- development of selection criteria;
- development of assessment methods in relation to the selection criteria;
- drafting of the advertisement;
- executive search;
- preliminary assessment of the applications;
- shortlisting;
- drafting questions for interview;
- coordinating interviews;
- preparing the selection summary assessment and recommendation;
- arranging for an integrity check and/or police clearance; and
- assisting the Council in preparing the employment contract.

The request for quotation (RFQ) included reference to the following:

- Part 5, Division 4 of the *Local Government Act 1995*.
- Regulations 18A – 18FB of the *Local Government (Administration) Regulations 1996*.
- Part 1 of Shire of Toodyay's Council Policy: [Standards for Recruitment, Selection, Performance and Termination of CEO](#).
- Department of Local Government Sport & Cultural Industries (DLGSC) [Guidelines](#)

RFQs were sent to five consultants. One declined to submit a quotation. The four quotations received are attached at **Confidential Attachment 4** to this report.

Council is requested to select a recruitment consultant to assist Council with the recruitment and selection of a new CEO.

**CEO Recruitment and Selection Committee****Establishment**

Under the *Model Standards for CEO recruitment, performance and termination*, a selection panel must be established to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.

Although not required to do so, officers are proposing that the panel is established as a Committee of Council under section 5.8 of the *Local Government Act 1995* (Act). This ensures that the panel will function in an impartial and transparent manner, bound by the requirements of relevant legislation, Council policies and the *Shire of Toodyay Standing Orders Local Law 2008*.

**SPECIAL COUNCIL MEETING MINUTES****31 JANUARY 2024**

It is proposed that all Elected Members are appointed to the CEO Recruitment and Selection Committee (Committee).

Draft Terms of Reference for the Committee are provided at **Attachment 2** for Council's consideration.

**Independent Person**

The role of the independent person is to bring an impartial perspective to the recruitment and selection process and reduce any perception of bias or nepotism. To attract an appropriate person to be appointed to the Committee, it is proposed that an expression of interest process is conducted. A draft Expression of Interest advertisement is attached at **Attachment 3** for Council's consideration and endorsement.

Section 5.100 of the Act providing for fees to be paid and expenses to be reimbursed for committee members was enacted on 1 January 2024. The Salaries and Allowances Tribunal has determined that the maximum fee for independent committee members for a Band 3 local government is \$215 per meeting.

Although Council has not yet considered amending its policy for payments to elected members to reflect the new legislation, it is proposed that Council sets the fee payable to independent committee members to be consistent with this policy. This would result in the fee for an independent committee member to be set at 85% of the maximum allowed. It is proposed that the fee is rounded to \$185 per meeting.

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

Department of Local Government, Sport & Cultural Industries [Guidelines](#)

WA Local Government Association

A Council workshop was held on 24 January 2024 to discuss matters relating to the CEO recruitment and selection process. The workshop was attended by six elected members.

**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:**

[Standards for Recruitment, Selection, Performance and Termination of CEO](#)

[Local Government Payments and Gifts to Members](#)

**Financial:**

There are financial implications that will need to be considered as part of the Mid-Year Budget Review.

Council will need to consider the cost of engaging a recruitment consultant, advertising costs and the fees required to be paid to an independent person to participate in the selection committee. It is anticipated that the cost of the recruitment process will be in the vicinity of \$20-22,000 excluding GST.

**SPECIAL COUNCIL MEETING MINUTES****31 JANUARY 2024**

Council will also need to consider the remuneration package to be offered to the new CEO in accordance with the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* (section 7A) which is required to be advertised as part of the recruitment process.

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

- s.5.8. Establishment of committees*
- s.5.36. Local government employees*
- s.5.39. Contracts for CEO and senior employees*
- s.5.40. Principles affecting employment by local governments*
- 5.100. Fees paid and expenses reimbursed to committee members*

***Local Government (Administration) Regulations 1996***

*Reg. 18B. Contracts of CEOs and senior employees, content of (Act s. 5.39(3)(c))*

*Reg. 18FA. Model standards for CEO Recruitment, performance and termination (Act s.5.39A(1))*

*Schedule 2 — Model standards for CEO recruitment, performance and termination*

**Risk related:**

The process to appoint a CEO is heavily regulated. Should Council choose not to engage an independent consultant to undertake an executive search, there is both a reputational and compliance risk to the Shire. These are both rated high.

**Workforce related:**

It is proposed that the Shire President is the principal liaison between the recruitment consultant and Council during the recruitment process. The CEO will provide assistance as required. It is envisaged that the Executive Assistant will provide administrative support.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. SCM015/01/24**

**MOVED** Cr S McCormick

**SECONDED** Cr C Duri

That Council receives and endorses the proposed process for the recruitment and selection of a new CEO for the Shire of Toodyay as per **Attachment 1** to this report, noting the indicative dates.

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

Voted Against: Nil

**MOTION CARRIED 6/0**

SPECIAL COUNCIL MEETING MINUTES

31 JANUARY 2024

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. SCM016/01/24****MOVED** Cr S Dival**SECONDED** Cr R Madacsi

That Council selects Beilby Downing Teal to assist Council with the recruitment and selection process for a new CEO for the Shire of Toodyay in accordance with the quotation provided at **Confidential Attachment 4** to this report.

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

Voted Against: Nil

**MOTION CARRIED 6/0**

Cr Prater moved the Officer's Recommendation 3 as follows:

**That Council establishes, by absolute majority, a CEO Recruitment and Selection Committee of Council and adopts the Terms of Reference for the Committee as per Attachment 2 to this report.**

Cr Duri seconded the motion.

Cr Madacsi moved an amendment to the motion as follows:

**That the words "subject to an amendment being made to Attachment 2 in the third paragraph under the heading meeting – delete the word members" on page ten of the attachments be inserted after the words "to this report."**

The Presiding Member proposed that the paragraph be removed completely.

Cr Madacsi accepted the proposal.

Cr Madacsi amended her amendment to the motion to read as follows:

**That the words "subject to an amendment being made to Attachment 2 that the third sentence under the heading Meetings be deleted on page ten of the attachment" be included after the words "to this report."**

Cr Duri accepted the amendment.

Clarification was sought.

The amendment was put.

**AMENDMENT/COUNCIL RESOLUTION NO. SCM017/01/24****MOVED** Cr R Madacsi**SECONDED** Cr C Duri

That the words "subject to an amendment being made to Attachment 2 that the third sentence under the heading Meetings be deleted on page ten of the attachment" be included after the words "to this report."

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

Voted Against: Nil

**MOTION CARRIED 6/0**

**SPECIAL COUNCIL MEETING MINUTES****31 JANUARY 2024**

The substantive motion was put.

**OFFICER'S RECOMMENDATION 3/COUNCIL RESOLUTION NO. SCM018/01/24****MOVED** Cr J Prater**SECONDED** Cr C Duri

That Council establishes, by absolute majority, a CEO Recruitment and Selection Committee of Council and adopts the Terms of Reference for the Committee as per Attachment 2 to this report subject to an amendment being made to Attachment 2 that the third sentence under the heading Meetings be deleted on page ten of the attachment.

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

Voted Against: Nil

**MOTION CARRIED 6/0**

Cr Madacs moved Officer's Recommendation 4 as follows:

**That Council endorses the Expression of Interest notice as per Attachment 3 to this report and requests the CEO to:**

1. **Seek expressions of interest for an independent person to be appointed to the CEO Recruitment and Selection Committee.**
2. **Bring a report to Council as soon as practicable to enable Council to appoint the independent person to the CEO Recruitment and Selection Committee.**

Cr Duri seconded the motion.

Cr Madacs moved an amendment to the motion as follows:

**That the expression of interest attachment be amended as follows:**

- **That the words "and guidance" be inserted following the words "impartial perspective"**
- **Under qualifications and experience replace the wording "An understanding of the local government industry" be replaced with "An understanding of the functioning of rural local governments."**

Cr Duri seconded the motion.

Clarification was sought.

Cr Dival objected to the amendment.

Debate commenced.

Cr Prater raised a Point of Order in accordance with Standing Orders 8.4 that under Standing Order 7.8 the speaker's remarks as part of the right of reply were not relevant to the amendment being debated.

***The Presiding Member upheld the Point of Order in accordance with Standing Order 8.5 and ruled that the amendment be put.***

SPECIAL COUNCIL MEETING MINUTES

31 JANUARY 2024

**AMENDMENT/COUNCIL RESOLUTION NO. SCM019/01/24****MOVED** Cr R Madacsi**SECONDED** Cr C Duri

That the expression of interest attachment be amended as follows:

- That the words "and guidance" be inserted following the words "impartial perspective"
- Under qualifications and experience replace the wording "An understanding of the local government industry" be replaced with "An understanding of the functioning of rural local governments."

Voted For: Crs R Madacsi and C DuriVoted Against: Crs S McCormick, M McKeown, S Dival and J Prater**MOTION LOST 2/4**

The original motion was considered.

**OFFICER'S RECOMMENDATION 4/COUNCIL RESOLUTION NO. SCM020/01/24****MOVED** Cr R Madacsi**SECONDED** Cr C DuriThat Council endorses the Expression of Interest notice as per **Attachment 3** to this report and requests the CEO to:

1. Seek expressions of interest for an independent person to be appointed to the CEO Recruitment and Selection Committee.
2. Bring a report to Council as soon as practicable to enable Council to appoint the independent person to the CEO Recruitment and Selection Committee.

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

SPECIAL COUNCIL MEETING MINUTES

31 JANUARY 2024

**MOTION/COUNCIL RESOLUTION NO. SCM023/01/24****MOVED** Cr S McCormick**SECONDED** Cr S Dival

That Council move from behind closed doors.

Voted For: Crs R Madacsi, C Duri, S McCormick, M McKeown, S Dival and J PraterVoted Against: Nil**MOTION CARRIED 6/0***The Council Chambers were re-opened at 5.17pm.**In accordance with Standing Order 5.2(7), the Presiding Member read aloud the following resolutions for the benefit of members of the public:*

SCM022/01/24— Resolution for Item 7.1; and

SCM023/01/24— Resolution for Item 7.2.

**8 CLOSURE OF MEETING**

The Shire President declared the meeting closed at 5.18pm.



# ATTACHMENTS MINUTES

**Special Council Meeting**

**Wednesday, 31 January 2024**

SPECIAL COUNCIL MEETING ATTACHMENTS - MINUTES

31 JANUARY 2024



## Proposed Schedule

### CEO Recruitment and Selection

Date	Details	
Wed 24/01/2024	Workshop 1:	<ul style="list-style-type: none"> <li>Selection of recruitment consultant and (if required) independent facilitator</li> <li>Criteria and process for selection of independent person</li> <li>Establishment of selection panel / committee</li> <li>Terms of reference for panel / committee</li> </ul>
Wed 31/01/2024	Special Council Meeting	<ul style="list-style-type: none"> <li>Endorse the CEO recruitment process</li> <li>Establish CEO Recruitment and Selection Committee</li> <li>Endorse terms of reference</li> <li>Select human resources consultant</li> <li>Endorse the process for appointment of an independent person</li> </ul>
Thur 01/02/2024	Consultant engaged	<ul style="list-style-type: none"> <li>Purchase order issued</li> <li>SP and Consultant liaison re schedule of dates</li> </ul>
	Public notice seeking EOIs from potential independent panel members	<ul style="list-style-type: none"> <li>Linked-in</li> <li>Facebook</li> <li>Email networks</li> </ul>
TBD	Materials made available on the Sharepoint Council Hub	<ul style="list-style-type: none"> <li>EOIs received from independent persons</li> <li>Previous CEO Job Description Form</li> <li>WALGA Contract template</li> </ul>
TBD	Workshop 2:	<ul style="list-style-type: none"> <li>Consider EOIs received from independent persons</li> <li>Finalisation of CEO Position Description</li> <li>Agree required skills, knowledge, qualifications, experience</li> <li>Agree CEO contract conditions</li> <li>Discuss advertising / recruitment strategy, interview, testing and selection</li> </ul>
TBD	Council Meeting	<ul style="list-style-type: none"> <li>Approve Position Description, Remuneration Package, selection criteria</li> <li>Appoint independent person</li> <li>Approve the information package, advertising / recruitment strategy, interview, testing and selection strategy</li> </ul>
Advertising Period		
TBD	Committee Meeting 1	<ul style="list-style-type: none"> <li>Assess applicants and approve shortlist for interviews</li> <li>Review interview questions</li> </ul>

SPECIAL COUNCIL MEETING ATTACHMENTS - MINUTES

31 JANUARY 2024

Interviews		
TBD	Committee Meeting 2	<ul style="list-style-type: none"><li>• Review interviews</li><li>• Due diligence</li><li>• Provide a summary assessment for recommendation to Council</li></ul>
TBD	Council Meeting	<ul style="list-style-type: none"><li>• Approve recommended CEO</li><li>• Make an offer of employment</li><li>• Authorise Shire President to enter contract negotiations and to seek industrial relations advice</li></ul>
TBD	Council Meeting	<ul style="list-style-type: none"><li>• Approve final contract and starting date</li><li>• Authorise Shire President to execute</li></ul>
Announcement of Appointment of new CEO		
TBD	Council Meeting	<ul style="list-style-type: none"><li>• Certify that new CEO was employed in accordance with the Shire's <i>Standards for CEO recruitment, selection, performance, and termination.</i></li></ul>

DRAFT

19/01/2024

Terms of Reference – CEO Recruitment and Selection Committee

\*\*\* This Document is not controlled once it has been printed \*\*\*

Page 2

SPECIAL COUNCIL MEETING ATTACHMENTS - MINUTES

31 JANUARY 2024



## Terms of Reference

### CEO Recruitment and Selection Committee

#### Introduction

The appointment of a new CEO is one of the most significant decisions a Council will make. It is essential that the Council has confidence in the assessment process, and in the merits of the preferred candidate. Local governments are required to form a selection panel or committee to conduct the recruitment and selection process for a new CEO.

#### Authority

The Shire of Toodyay CEO Recruitment and Selection Committee (Committee) is a formally appointed Committee of Council in accordance with Part 5, Division 2, Subdivisions 2 & 3 of the *Local Government Act 1995*.

The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility.

The Committee does not have any delegated authority. All Committee recommendations must be adopted by Council before implementation.

#### Purpose

To work with an independent recruitment consultant to conduct the recruitment and selection process for a CEO in accordance with the principles of merit, probity, equity, and transparency consistent with Council's adopted *Standards for CEO Recruitment, Performance and Termination Policy*.

#### Functions

The following specific duties and responsibilities have been given to the Committee to achieve its purpose:

- Establish appropriate selection criteria, important qualities, knowledge, and skills the CEO will need to possess, in order to attract the most suitable candidate for the position of CEO.
- Establish clear terms and conditions for the CEO's employment contract.
- Consider an assessment done by the recruitment consultant of applicants' knowledge, experience, qualifications and skills against the selection criteria established by the Council.
- Determine a shortlist of applicants for interview.
- Interview selected applicants for the purpose of assessing their suitability for the position of CEO.
- Ensure any academic or other tertiary level qualifications an applicant/s claims to hold are verified.
- Satisfy itself that the applicant/s character, work history, skills and performance claims of an applicant/s are verified.

19/01/2024

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Terms of Reference – CEO Recruitment and Selection Committee

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SPECIAL COUNCIL MEETING ATTACHMENTS - MINUTES

31 JANUARY 2024



- Provide a recommendation to Council on the preferred candidate for the position of CEO.

**Membership**

Membership of the Committee will comprise of a total of x (x) members consisting of;

- All elected members
- 1 x independent person

Appointment to the Committee shall be by a resolution of Council. Member appointments will conclude termination of the Committee.

**Conduct**

Members of the Committee shall be bound by the Shire of Toodyay's

- *Code of Conduct for Council Members, Committee Members and Candidates; and*
- *Standing Orders Local Law 2008.*

**Conflicts of Interest**

Members are required to declare any conflicts of interest prior to interviews commencing. If the conflict of interest is significant, the Independent Human Resources Consultant is to advise Council to determine if it is appropriate to exclude the Councillor from the interviews and recruitment process.

Any resolution regarding a member's participation resulting from a conflict of interest is to be documented and recorded for future reference.

**Confidentiality**

Members are required to treat any information relating to the CEO Recruitment Committee and process as strictly confidential and are required to sign a Confidentiality Agreement.

**Presiding Member**

The Committee is to determine the Presiding Member and Deputy Presiding Member at the first meeting of the Committee.

The role of the Presiding Member includes:

- a) Overseeing and facilitating the conduct at meetings; and
- b) Ensuring that all members have an opportunity to participate in discussions in an open and encouraging manner.

**Meetings**

The Committee shall hold formal Committee meetings as required in accordance with Shire of Toodyay's *Standing Orders Local Law 2008.*

A quorum will be 50% the membership (4).

The Committee members may also meet outside of formal Committee meetings to undertake functions which inform their decision making e.g. interviews, assessments, verification checks.

**Voting**

Each member of the Committee will have one vote. In the event of a tied vote, the presiding member will cast a second vote to achieve a majority decision.

19/01/2024

Page 2

Terms of Reference – CEO Recruitment and Selection Committee

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SPECIAL COUNCIL MEETING ATTACHMENTS - MINUTES31 JANUARY 2024**Recommendations**

Recommendations arising from the Committee's deliberations shall be presented to the earliest available Ordinary Meeting of Council or a Special Meeting of Council, should an earlier decision of Council be required.

**Committee Termination**

The Committee will automatically terminate on appointment of the new CEO.

DRAFT

19/01/2024

Terms of Reference – CEO Recruitment and Selection Committee

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Page 3

SPECIAL COUNCIL MEETING ATTACHMENTS - MINUTES

31 JANUARY 2024



**Expressions of Interest**  
**Independent Member**  
**CEO Recruitment and Selection Committee**

**Introduction**

The Shire of Toodyay is seeking expressions of interest from suitably qualified and experienced people to be appointed to the CEO Recruitment and Selection Committee.

The purpose of the Committee is to work with an independent human resources consultant to conduct the recruitment and selection process for a CEO in accordance with the principles of merit, probity, equity, and transparency consistent with Council's adopted [Standards for CEO Recruitment, Performance and Termination Policy](#).

Council must appoint an independent person to the Committee to bring an impartial perspective to the process and reduce any perception of bias or nepotism.

**Qualifications and experience**

Council is seeking to appoint a person who can demonstrate;

- Previous experience in executive recruitment
- Knowledge of contemporary human resources and recruitment practices
- An understanding of the local government industry
- Impartiality and sound judgement.

This person cannot be a current sitting Council Member of any Local Government, or an employee of the Shire of Toodyay.

**Commitment**

The Committee operates in accordance with the Terms of Reference for the CEO Selection and Recruitment Committee. The independent person appointed to the Committee will be required to attend formal Committee meetings, informal workshops, and interviews with shortlisted applicants to select a preferred candidate for recommendation to Council.

The independent person will be bound by the Shire of Toodyay's [Code of Conduct for Council Members, Committee Members and Candidates](#).

**Fees**

The person appointed will be paid a fee of \$185 per Committee Meeting and will be reimbursed for out of pocket expenses.

**Submitting your EOI**

Persons interested in being considered for appointment should make a submission outlining their suitability to:

CEO Recruitment and Selection Committee

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

Via Post: PO Box 96 Toodyay WA 6566

In Person: Shire Administration Office – 15 Fiennes Street, Toodyay WA 6566

**EOIs should be received no later than 13 February 2024**

## ORDINARY COUNCIL MEETING MINUTES

28 FEBRUARY 2024

## 9.3.2 Expressions of Interest - CEO Recruitment and Selection Committee

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER'S RECOMMENDATION 1**

That Council selects \_\_\_\_\_ as the independent person to assist Council with the recruitment and selection process for a new CEO for the Shire of Toodyay.

**MOTION/COUNCIL RESOLUTION NO. OCM058/02/24****MOVED** Cr M McKeown**SECONDED** Cr R Madacsi

That Item 9.3.2 be considered as an item of business after the 12. Questions of Members of which due notice has been given.

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

Voted Against: Nil

**MOTION CARRIED 7/0****Refer to the full Officer Report and Council decision on page 130**

## ORDINARY COUNCIL MEETING MINUTES

28 FEBRUARY 2024

## 9.3.2 Expressions of Interest - CEO Recruitment and Selection Committee

Date of Report:	16 February 2024
Applicant or Proponent:	Shire of Toodyay
File Reference:	STR87
Author:	S Haslehurst – Chief Executive Officer M Rebane – Executive Assistant
Responsible Officer:	S Haslehurst – Chief Executive Officer
Previously Before Council:	SCM 018/01/24 and 020/01/24
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. EOI - Independent Person; and 2. Submissions made (confidential) <i>Section 5.23(2)</i> <i>(b) the personal affairs of any person (under separate cover)</i>

**PURPOSE OF THE REPORT**

To appoint an independent person to the CEO Recruitment and Selection Committee.

**BACKGROUND**

At the Ordinary Council Meeting held on 31 January 2024, it was resolved that Council:

*That Council endorses the Expression of Interest notice as per Attachment 3 to this report and requests the CEO to:*

1. *Seek expressions of interest for an independent person to be appointed to the CEO Recruitment and Selection Committee.*
2. *Bring a report to Council as soon as practicable to enable Council to appoint the independent person to the CEO Recruitment and Selection Committee.*

**COMMENTS AND DETAILS**

The role of the independent person is to bring an impartial perspective to the recruitment and selection process and reduce any perception of bias or nepotism. To attract an appropriate person to be appointed to the Committee, an expression of interest process was conducted (refer to **Attachment 1**).

Submissions received are in the **Confidential Attachment 2**.

## ORDINARY COUNCIL MEETING MINUTES

28 FEBRUARY 2024

## IMPLICATIONS TO CONSIDER

**Consultative:**

The timing of the Special Council Meeting time for the EOI to be advertised in The Toodyay Herald. Therefore, the Shire relied on social media, the Shire website and email networks of elected members, staff and local community groups.

**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:****Standards for Recruitment, Selection, Performance and Termination of CEO****Financial:**

There are financial implications that will need to be considered as part of the Mid-Year Budget Review.

Section 5.100 of the Act providing for fees to be paid and expenses to be reimbursed for committee members was enacted on 1 January 2024. The Salaries and Allowances Tribunal has determined that the maximum fee for independent committee members for a Band 3 local government is \$215 per meeting.

Although Council has not yet considered amending its policy for payments to elected members to reflect the new legislation, it is proposed that Council sets the fee payable to independent committee members to be consistent with this policy. This would result in the fee for an independent committee member to be set at 85% of the maximum allowed. It is proposed that the fee is rounded to \$185 per meeting.

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

5.10 *Committee members, appointment of*

5.100 *Fees paid and expenses reimbursed to committee members*

**Risk related:**

The process to appoint a CEO is heavily regulated. Should Council choose not to engage an independent person, there is both a reputational and compliance risk to the Shire. These are both rated high.

**Workforce related:**

The Shire President and the Executive Assistant will provide strategic advice and administrative support respectively to the independent Committee member.

**VOTING REQUIREMENTS**

Absolute Majority

## ORDINARY COUNCIL MEETING MINUTES

28 FEBRUARY 2024

**MOTION/COUNCIL RESOLUTION NO. OCM072/02/24****MOVED** Cr R Madacsi**SECONDED** Cr S Dival

That in accordance with Standing Orders Clause 5.2 (5) while the resolution under sub-clause 5.2 (2) remains in force, the operation of Standing Orders Clause 7.9 is to be suspended at 4.31pm until the Council, by resolution, decides otherwise

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

Voted Against: Nil

**MOTION CARRIED 7/0****MOTION/COUNCIL RESOLUTION NO. OCM073/02/24****MOVED** Cr M McKeown**SECONDED** Cr D Wrench

That Council resume Standing Order 7.9 at 4.36pm.

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

Voted Against: Nil

**MOTION CARRIED 7/0****MOTION/COUNCIL RESOLUTION NO. OCM074/02/24****MOVED** Cr D Wrench**SECONDED** Cr R Madacsi

That Council selects Mrs Ruthven as the independent person to assist Council with the recruitment and selection process for a new CEO for the Shire of Toodyay.

Voted For: Crs R Madacsi, C Duri and D Wrench

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

**MOTION LOST 3/4**

## ORDINARY COUNCIL MEETING MINUTES

28 FEBRUARY 2024

**MOTION/COUNCIL RESOLUTION NO. OCM075/02/24****MOVED** Cr S McCormick**SECONDED** Cr S Dival

That Council selects Mr Flaherty as the independent person to assist Council with the recruitment and selection process for a new CEO for the Shire of Toodyay.

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

Voted Against: Nil

**MOTION CARRIED 7/0****MOTION/COUNCIL RESOLUTION NO. OCM076/02/24****MOVED** Cr S Dival**SECONDED** Cr J Prater

That Council move from behind closed doors at 4.47pm.

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

Voted Against: Nil

**MOTION CARRIED 7/0**

*The Council Chambers were re-opened at 4.47pm.*

*In accordance with Standing Order 5.2(7), the Presiding Member read aloud the following resolutions for the benefit of members of the public:*

**OCM075/02/24 – Resolution made by Council to appoint the independent person to assist Council with the recruitment and selection process for a new CEO.**



## CEO Selection and Recruitment Committee Meeting

10 April 2024

# Minutes

To: CEO Selection and Recruitment Committee Meeting Members and Councillors.

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

A handwritten signature in black ink, appearing to read 'Tabitha Bateman'.

Tabitha Bateman  
ACTING CEO



CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES

10 APRIL 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 April 2024.



Tabitha Bateman

**ACTING CEO**

### Confirmed Minutes

These minutes were confirmed at a meeting held on .

Signed: .....

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

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES**

10 APRIL 2024

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**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES**

10 APRIL 2024

**1 DECLARATION OF OPENING**

The meeting was declared open by the Acting CEO at 9.39am.

**1.1 ANNOUNCEMENT OF VISITORS**

Nil

**1.2 RECORD OF ATTENDANCE AND APOLOGIES**Members

Cr M McKeown	Shire President
Cr S Dival	Deputy Shire President
Cr C Duri	Councillor
Cr R Madacs	Councillor
Cr S McCormick	Councillor
Cr J Prater	Councillor
Cr D Wrench	Councillor ( <i>via zoom</i> )

Staff

Ms T Bateman	Acting CEO
Mrs M Rebane	Executive Assistant

Visitors

Nil

Apologies

D Flaherty

**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**

Nil.

**2.2 REVIEW OF STATUS REPORT**

Nil.

**2.3 INWARD/OUTWARD CORRESPONDENCE**

Nil.

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

Nil.

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES**

**10 APRIL 2024**

**4 OFFICER REPORTS**

**4.1 Election of a Presiding Member and Deputy Presiding Member - CEO Selection and Recruitment Committee**

Date of Report:	11 April 2024
Applicant or Proponent:	Shire of Toodyay
File Reference:	STR87
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:	Nil

**PURPOSE OF THE REPORT**

To elect the position of Presiding Member AND Deputy Presiding Member of the CEO Selection and Recruitment Committee (CSRC).

**BACKGROUND**

At a Special Council Meeting held on 31 January 2024 Council established, by absolute majority, a CEO Recruitment and Selection Committee of Council and adopted the Terms of Reference for the Committee.

**COMMENTS AND DETAILS**

The Acting CEO or her representative will preside over the meeting until the election of the Presiding Member has been completed.

If there is more than one nomination for either position, then members are to vote on the matter by secret ballot as if they were electors voting at an election.

Section 5.12(2) of the *Local Government Act 1995* states that members of a committee **may** elect a deputy presiding member from amongst themselves but any such election is to be in accordance with the Act.

**IMPLICATIONS TO CONSIDER**

**Consultative:**

Nil

**Legal and Statutory:**

*s.5.12 of the Local Government Act 1995*

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES****10 APRIL 2024****VOTING REQUIREMENTS**

Simple Majority

The Acting CEO called for nominations.

Cr Prater nominated Cr Dival for Presiding Member.

Cr Madacsi nominated Cr Wrench for Presiding Member.

Both Councillors accepted the nomination.

Ballots were undertaken.

Cr Dival received 4 votes and Cr Wrench received 3 votes.

Cr Dival was declared the Presiding Member of the Committee.

**DECLARATION – PRESIDING MEMBER: CSRC001/04/24**

That the CEO Selection and Recruitment Committee elects Cr Dival as Presiding Member.

The Acting CEO called for nominations of the Deputy Presiding Member.

Cr Dival nominated Cr Wrench.

Cr Wrench accepted the nomination.

Cr Prater nominated Cr McKeown.

Cr McKeown accepted the nomination.

Cr McKeown received 4 votes and Cr Wrench received 3 votes.

Cr McKeown was declared the Deputy Presiding Member of the Committee.

**DECLARATION – DEPUTY PRESIDING MEMBER: CSRC002/04/24**

That the CEO Selection and Recruitment Committee elects Cr McKeown as Deputy Presiding Member where the Presiding Member is unavailable.

*Cr Dival assumed the Chair of the Committee Meeting at 9.53am.*

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES****10 APRIL 2024****5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE****5.1 Investigate accommodation options****OFFICER'S RECOMMENDATION/CSRC RESOLUTION NO.CSRC003/04/24****MOVED** Cr C Duri**SECONDED** Cr J Prater

That the CEO Selection and Recruitment Committee make a recommendation to Council as follows:

That Council requests the Acting CEO to lodge expressions of interest with local real estate agents via written correspondence for rental properties which may be suitable for the CEO.

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

Voted Against: Nil

**MOTION CARRIED 7/0****5.2 Confidentiality**

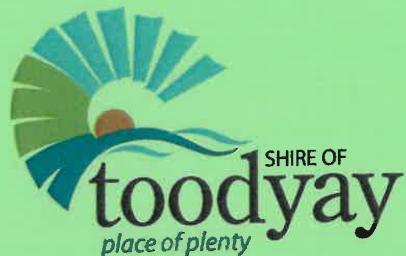
The Presiding Member reminded the Committee Members of the importance of confidentiality during the CEO Selection and Recruitment process.

**6 CONFIRMATION OF NEXT MEETING**

The next meeting of the CEO Selection and Recruitment Committee is not yet scheduled.

**7 CLOSURE OF MEETING**

The Chairperson closed the meeting at 10.11am.



## **CEO Selection and Recruitment Committee Meeting**

12 June 2024

# **Minutes**

To: CEO Selection and Recruitment Committee Meeting Members and Councillors.

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

A handwritten signature in black ink, appearing to read 'Tabitha Bateman'.

Tabitha Bateman  
**ACTING CEO**



**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES**

**12 JUNE 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 17 June 2024.



Tabitha Bateman  
**ACTING CEO**

**Confirmed Minutes**

These minutes were confirmed at a meeting held on 22 July 2024.

Signed: .....

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

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES**

12 JUNE 2024

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**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES**

12 JUNE 2024

**1 DECLARATION OF OPENING**

Cr S Dival, Chairperson, declared the meeting open at 4.39pm.

**1.1 ANNOUNCEMENT OF VISITORS**

Nil.

**1.2 RECORD OF ATTENDANCE AND APOLOGIES**Members

Cr C Duri	Councillor
Cr J Prater	Councillor
Cr M McKeown	Shire President
Cr S Dival	Deputy Shire President
Cr S McCormick	Councillor
Mr D Flaherty	Independent Person

Staff

Mrs M Rebane	Executive Assistant
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Visitors

Nil

Apologies

Cr D Wrench	Councillor
Cr R Madacsi	Councillor

**1.3 DISCLOSURE OF INTEREST**

Nil.

**2 MINUTES AND ADDITIONAL INFORMATION****2.1 INWARD/OUTWARD CORRESPONDENCE**

Nil.

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

Nil.

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES**

12 JUNE 2024

**4 PURPOSE OF MEETING**

To consider the position description and the Application Package and advertising for the position of CEO.

**4.1 Recruitment Position Description and Application Package**

File Reference:	STR87
Attachments:	<ol style="list-style-type: none"><li>1. Position Description; and (confidential) <i>Section 5.23(2)</i> (a) <i>a matter affecting an employee or employees (under separate cover)</i></li><li>2. Application Package; and (confidential) <i>Section 5.23(2)</i> (a) <i>a matter affecting an employee or employees (under separate cover)</i></li></ol>

**MOTION/CSRC RESOLUTION NO.CSRC004/06/24**

**MOVED** Cr S Dival

**SECONDED** Cr C Duri

That Standing Orders be suspended at 4.42pm.

Voted For: Crs C Duri, J Prater, M McKeown, S Dival and S McCormick; and D Flaherty.

Voted Against: Nil

**MOTION CARRIED 6/0**

Discussion ensued.

*Cr McKeown departed Council Chambers at 5.43pm.*

*Cr McKeown returned to Council Chambers at 5.47pm.*

**MOTION/CSRC RESOLUTION NO.CSRC005/06/24**

**MOVED** Cr S Dival

**SECONDED** Cr M McKeown

That Standing Orders be resumed at 5.51pm.

Voted For: Crs C Duri, J Prater, M McKeown, S Dival and S McCormick; and D Flaherty.

Voted Against: Nil

**MOTION CARRIED 6/0**

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES****12 JUNE 2024****MOTION/CSRC RESOLUTION NO.CSRC006/06/24****MOVED** Mr D Flaherty**SECONDED** Cr M McKeown

That the CEO Selection and Recruitment Committee recommends to Council the following:

Council approves the Chief Executive Officer Recruitment Position Description (**Confidential Attachment 1**)

Voted For: Crs C Duri, J Prater, M McKeown, S Dival and S McCormick; and D Flaherty.

Voted Against: Nil

**MOTION CARRIED 6/0****MOTION/CSRC RESOLUTION NO.CSRC007/06/24****MOVED** Cr J Prater**SECONDED** Cr C Duri

That the CEO Selection and Recruitment Committee recommends to Council the following:

That Council:

1. approves the Chief Executive Officer Application Package (**Confidential Attachment 2**) subject to any typographical amendments being made as per Point 2;
2. requests Cr Dival liaise with the HR Consultant from Beilby Downing and Teal to fix any typographical errors that may appear in the package; and
3. approves the advertisement as contained in **Confidential Attachment 2** for use in the advertising campaign pursuant to r.18A of the *Local Government (Administration) Regulations 1996*.

Voted For: Crs C Duri, J Prater, M McKeown, S Dival and S McCormick; and D Flaherty.

Voted Against: Nil

**MOTION CARRIED 6/0**

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES**

12 JUNE 2024

**OFFICER'S RECOMMENDATION/CSRC RESOLUTION NO.CSRC008/06/24****MOVED** Cr M McKeown**SECONDED** Cr J Prater

That the CEO Selection and Recruitment Committee recommends to Council the following:

That Council directs the HR Consultant from Beilby Downing and Teal to commence advertising of the position immediately, pursuant to s.1.7 of the *Local Government Act 1995*, placing advertisements at the following locations:

- a) the Shire of Toodyay website;
- b) the West Australian newspaper (10cm x 3 column size);
- c) the notice board at the Shire's administration offices and in the Shire's libraries (Toodyay Public Library and Morangup Library);
- d) the Shire of Toodyay's Facebook page;
- e) The Beilby Downing Teal website;
- f) Seek;
- g) LinkedIn; and
- h) The Australian Local Government Jobs Directory.

Voted For: Crs C Duri, J Prater, M McKeown, S Dival and S McCormick; and D Flaherty.

Voted Against: Nil

**MOTION CARRIED 6/0****5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE**

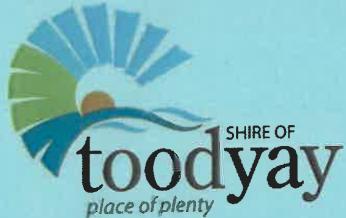
Nil.

**6 CONFIRMATION OF NEXT MEETING**

The next meeting of the CEO Selection and Recruitment Committee is scheduled to be held on 22 July 2024 commencing at 4:30pm.

**7 CLOSURE OF MEETING**

The Chairperson closed the meeting at 5.58pm.



## Special Council Meeting

### 12 June 2024

# Minutes

To: The President and Councillors.

Here within are the Minutes of the Special Council Meeting of the Shire of Toodyay held on the above-mentioned date in the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566 for the purpose of consideration of the recommendations made by the CEO Recruitment and Selection Committee at a meeting held on 12 June 2024.

Tabitha Bateman  
ACTING CEO



SPECIAL COUNCIL MEETING MINUTES12 JUNE 2024**Our Vision, Purpose and Values**

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

**Our Vision**

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

**Our Purpose**

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

**Our Values**

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

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

**Community Aspirations**

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

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

**Disclaimer**

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

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12 JUNE 2024

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SPECIAL COUNCIL MEETING MINUTES

12 JUNE 2024

**Preface**

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

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

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

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

**Unconfirmed Minutes**

These minutes were approved for distribution on 18 June 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.*



SPECIAL COUNCIL MEETING MINUTES

12 JUNE 2024

**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

Cr M McKeown, Shire President, declared the meeting open at 6.16pm and read aloud an Acknowledgement of Country:

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

The Shire President read through other preliminaries.

**2 RECORDS OF ATTENDANCE**Members

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

Staff

Mrs M Rebane	Executive Assistant
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Visitors

Nil.

**2.1 APOLOGIES**

Cr R Madacsi	Councillor
Cr D Wrench	Councillor

**2.2 APPROVED LEAVE OF ABSENCE**

Nil

**3 DISCLOSURE OF INTEREST**

Nil.

**4 PUBLIC QUESTIONS****4.1 PUBLIC QUESTION TIME**

Nil

**5 PUBLIC SUBMISSIONS**

Nil

**SPECIAL COUNCIL MEETING MINUTES****12 JUNE 2024****6 PURPOSE OF MEETING**

For the purpose of consideration of the recommendations made by the CEO Recruitment and Selection Committee at a meeting held on 12 June 2024.

**6.1.1. CSRC Recommendations**

Advertising in the Beilby Downing Teal website, Seek and LinkedIn was included in the proposal accepted by Council from Beilby Downing and Teal on 31 Jan 2024. Advertisement in the West Australian Professional Appointments advert in the Saturday edition and the Australian Local Government Job Directory is an additional cost which will be met within the budget for CEO Recruitment.

**VOTING REQUIREMENTS**

Absolute Majority

**CSRC RECOMMENDATION 1/COUNCIL RESOLUTION NO. SCM169/06/24**

**MOVED** Cr S Dival

**SECONDED** Cr C Duri

That Council approves the Chief Executive Officer Recruitment Position Description (**Confidential Attachment 1**)

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

Voted Against: Nil

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

**CSRC RECOMMENDATION 2/COUNCIL RESOLUTION NO. SCM170/06/24**

**MOVED** Cr J Prater

**SECONDED** Cr S McCormick

That Council:

1. approves the Chief Executive Officer Application Package (**Attachment 2**) subject to any typographical amendments being made as per Point 2;
2. requests Cr Dival liaise with the HR Consultant from Beilby Downing and Teal to fix any typographical errors that may appear in the package; and
3. approves the advertisement as contained in **Confidential Attachment 2** for use in the advertising campaign pursuant to r.18A of the *Local Government (Administration) Regulations 1996*.

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

Voted Against: Nil

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

SPECIAL COUNCIL MEETING MINUTES

12 JUNE 2024

**CSRC RECOMMENDATION 3/COUNCIL RESOLUTION NO. SCM171/06/24****MOVED** Cr C Duri**SECONDED** Cr S Dival

That Council directs the HR Consultant from Beilby Downing and Teal to commence advertising of the position immediately, pursuant to s.1.7 of the *Local Government Act 1995*, placing advertisements at the following locations:

- a) the Shire of Toodyay website;
- b) the West Australian newspaper (10cm x 3 column size);
- c) the notice board at the Shire's administration offices and in the Shire's libraries (Toodyay Public Library and Morangup Library);
- d) the Shire of Toodyay's Facebook page;
- e) The Beilby Downing Teal website;
- f) Seek;
- g) LinkedIn; and
- h) The Australian Local Government Jobs Directory.

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

Voted Against: Nil

**MOTION CARRIED 5/0****7 CLOSURE OF MEETING**

The Shire President declared the meeting closed at 6.20pm.



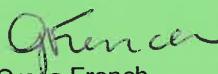
## **CEO Selection and Recruitment Committee Meeting**

17 July 2024

# **Minutes**

To: CEO Selection and Recruitment Committee Meeting Members and Councillors.

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

  
Grace French

**Acting Executive Manager Corporate and Community Services**



**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES****17 JULY 2024****Preface**

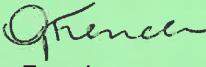
When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the next Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the Committee.

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 18 July 2024.

  
Grace French  
Acting Executive Manager Corporate and Community Services

**Confirmed Minutes**

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

Signed: .....

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

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES**

17 JULY 2024

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**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING**  
**CONFIDENTIAL MINUTES**

17 JULY 2024

**1 DECLARATION OF OPENING**

Cr S Dival, Chairperson, declared the meeting open at 4.40pm.

**1.1 ANNOUNCEMENT OF VISITORS**

Nil.

**1.2 RECORD OF ATTENDANCE AND APOLOGIES**Members

Cr S Dival	Deputy Shire President (Chair)
Cr M McKeown	Shire President
Cr C Duri	Councillor
Cr J Prater	Councillor
Cr S McCormick	Councillor
Cr D Wrench	Councillor ( <i>via zoom</i> )

Staff

Mrs M Rebane	Executive Services
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Visitors

Nil

Apologies

Cr R Madacsi	Councillor
Mr D Flaherty	

**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 REPORTS****RECOMMENDATION/CSRC RESOLUTION NO.CSRC004/07/24**

**MOVED** Cr S McCormick

**SECONDED** Cr C Duri

That the CEO Selection and Recruitment Committee recommends to Council the following:

That Council:

1. endorses the attached proposed CEO contract including CEO position description (as previously endorsed by Council) and statutory performance criteria, with schedule items to be resolved by Council.
2. obtains independent legal and Human Resource advice prior to executing the contract with the CEO to ensure the contract meets the requirements of current appropriate legislation.
3. notes that:

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
CONFIDENTIAL MINUTES****17 JULY 2024**

- (a) the contract is based on the Western Australian Local Government Association's (WALGA) template and there have been no changes to the intent of contract clauses.
- (b) The committee considered each clause of the contract on its merit to meet the requirements of the Shire of Toodyay and made minor editorial adjustment.
- (c) The committee considered each performance criteria in detail against the position description and adjusted to ensure measurable key performance indicators.
- (d) the WALGA contract template was last reviewed for legal compliance by WALGA engaged consultants in 2022.

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

Voted Against: Nil

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

**RECOMMENDATION/CSRC RESOLUTION NO.CSRC005/07/24**

**MOVED** Cr M McKeown

**SECONDED** Cr J Prater

That the CEO Selection and Recruitment Committee recommends to Council the following:

That Council notes that the Committee has completed a checklist/schedule documenting the recruitment process with reference to the following:

- Standards for CEO recruitment, selection, performance, and termination Policy;
- Temporary Employment or Appointment of CEO Policy;
- *Local Government Act 1995; and the*
- *Local Government (Administration) Regulations 1996.*

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

Voted Against: Nil

**MOTION CARRIED 6/0**

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES**

17 JULY 2024

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

Nil.

**4 CONFIRMATION OF NEXT MEETING**

The next meeting of the CEO Selection and Recruitment Committee is scheduled to be held on 22 July 2024 commencing at 4:30pm.

**5 CLOSURE OF MEETING**

The Chairperson closed the meeting at 5.03pm.



## **CEO Selection and Recruitment Committee Meeting**

17 July 2024

# **Confidential Minutes**

To: CEO Selection and Recruitment Committee Meeting Members and Councillors.

Here within are the Confidential Meeting Minutes of the CEO Selection and Recruitment Committee Meeting, held on the above-mentioned date in the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566.

Grace French

Acting Executive Manager Corporate and Community Services

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES**

17 JULY 2024

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1.1	DRAFT CEO Contract and Progress Update .....	2

When these Minutes are approved for distribution they are in essence "Unconfirmed" until the following CEO Selection and Recruitment Committee Meeting.

Once the CEO Selection and Recruitment Committee Meeting Minutes are confirmed by Council, subject to any amendments made by the Council these Minutes will be automatically be signed off and distributed to Councillors electronically, together with any confidential attachments.

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
CONFIDENTIAL MINUTES**

17 JULY 2024

**1 REPORTS****1.1 DRAFT CEO Contract and Progress Update**

Date of Report:	17 July 2024
File Reference:	STR87
Author:	S Dival – Deputy Shire President
Responsible Officer:	M McKeown – Shire President
Attachments:	<ol style="list-style-type: none"><li>1. Draft Contract; and</li><li>2. Checklist / Schedule.</li></ol>

<b>Section under the Act</b>	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 5.23(2) of the <i>Local Government Act 1995</i> .
<b>Sub-clause and Reason:</b>	(b) and (c) - the personal affairs of any person, and 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.

**PURPOSE**

To receive the proposed CEO contract, including CEO position description (as previously endorsed by Council and statutory performance criteria, with schedule items to be resolved by Council. (**Attachment 1**)

To note that the Committee have met the requirements of the recruitment process in accordance with the following:

- Standards for CEO recruitment, selection, performance, and termination Policy;
- Temporary Employment or Appointment of CEO Policy;
- *Local Government Act 1995; and the*
- *Local Government (Administration) Regulations 1996.*

**BACKGROUND**

The recruitment checklist contains the process that has been followed thus far with the recruitment and selection of a new CEO for the Shire of Toodyay. (Attachment 2).

**COMMENTS AND DETAILS**

It is recommended that the below recommendation be resolved.

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
CONFIDENTIAL MINUTES**

17 JULY 2024

**RECOMMENDATION/CSRC RESOLUTION NO.CSRC004/07/24****MOVED** Cr S McCormick**SECONDED** Cr C Duri

That the CEO Selection and Recruitment Committee recommends to Council the following:

That Council:

1. endorses the attached proposed CEO contract including CEO position description (as previously endorsed by Council) and statutory performance criteria, with schedule items to be resolved by Council.
2. obtains independent legal and Human Resource advice prior to executing the contract with the CEO to ensure the contract meets the requirements of current appropriate legislation.
3. notes that:
  - (a) the contract is based on the Western Australian Local Government Association's (WALGA) template and there have been no changes to the intent of contract clauses.
  - (b) The committee considered each clause of the contract on its merit to meet the requirements of the Shire of Toodyay and made minor editorial adjustment.
  - (c) The committee considered each performance criteria in detail against the position description and adjusted to ensure measurable key performance indicators.
  - (d) the WALGA contract template was last reviewed for legal compliance by WALGA engaged consultants in 2022.

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

Voted Against: Nil

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

**Attachments**

1 Amended CEO Contract.

**RECOMMENDATION/CSRC RESOLUTION NO.CSRC005/07/24****MOVED** Cr M McKeown**SECONDED** Cr J Prater

That the CEO Selection and Recruitment Committee recommends to Council the following:

That Council notes that the Committee has completed a checklist/schedule documenting the recruitment process with reference to the following:

- Standards for CEO recruitment, selection, performance, and termination Policy;
- Temporary Employment or Appointment of CEO Policy;

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING**  
**CONFIDENTIAL MINUTES****17 JULY 2024**

- *Local Government Act 1995; and the*
- *Local Government (Administration) Regulations 1996.*

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

Voted Against: Nil

**MOTION CARRIED 6/0**



## Special Council Meeting

### 17 July 2024

# Minutes

To: The President and Councillors.

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

The purpose of the Special Council Meeting was to consider the recommendations made by the CEO Selection and Recruitment Committee held on 17 July 2024 and all matters related thereto.

Grace French  
Acting Executive Manager Corporate and Community Services



**SPECIAL COUNCIL MEETING MINUTES****17 JULY 2024****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.

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

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**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.

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SPECIAL COUNCIL MEETING MINUTES

17 JULY 2024

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SPECIAL COUNCIL MEETING MINUTES

17 JULY 2024

**Preface**

When these minutes are approved for distribution they are in essence "Unconfirmed" until the following a Special Meeting of Council, where the Minutes will be confirmed subject to any amendments made by the Council.

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

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

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

**Unconfirmed Minutes**

These minutes were approved for distribution on 19 July 2024.



Grace French  
Acting Executive Manager Corporate and Community Services

**Confirmed Minutes**

These minutes were confirmed at a meeting held on 24 July 2024.

Signed: ..... 

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



SPECIAL COUNCIL MEETING MINUTES

17 JULY 2024

**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

Cr M McKeown, Shire President, declared the meeting open at 5.08pm and read aloud an Acknowledgement of Country:

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

The Shire President read through other preliminaries.

**2 RECORDS OF ATTENDANCE**Members

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

Staff

Mrs M Rebane	Executive Assistant
--------------	---------------------

VisitorsNil.**2.1 APOLOGIES**

Cr R Madacs	Councillor
-------------	------------

**2.2 APPROVED LEAVE OF ABSENCE**

Nil

**3 DISCLOSURE OF INTEREST**

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

SPECIAL COUNCIL MEETING MINUTES

17 JULY 2024

**4 OFFICER REPORTS****4.1 EXECUTIVE SERVICES****4.1.1 CSRC Recommendations**

Date of Report:	17 July 2024
Applicant or Proponent:	CEO Recruitment and Selection Committee
File Reference:	STR87
Author:	M Rebane – Executive Assistant
Responsible Officer:	G French – Acting Executive Manager Corporate and Community Services
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"><li>1. Draft Contract; and (confidential) Section 5.23(2) (c) <i>a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting (under separate cover)</i></li><li>2. Checklist / Schedule; and</li><li>3. Special Council Meeting Notice.</li></ol>

**PURPOSE OF THE REPORT**

To consider recommendations made by the CEO Selection and Recruitment Committee.

**BACKGROUND**

The Committee held two workshops in early July 2024 to look at the draft contract.

The CEO Selection and Recruitment Committee met on 17 July 2024 at which time they made a total of two recommendations to Council.

**COMMENTS AND DETAILS**

The Committee recommendations are recommended.

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

Nil.

SPECIAL COUNCIL MEETING MINUTES

17 JULY 2024

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

9.1. Provide strong, clear, and accountable leadership.

**Policy related:**

Standards for CEO recruitment, selection, performance and termination

Temporary Employment and Appointment of CEO

**Financial:**

Nil.

**Legal and Statutory:***Local Government Act 1995**Local Government (Administration) Regulations 1996***Risk related:**

Committee recommendations are required to be considered at the next meeting of Council. The risk is low but could represent as moderate (high-12) if the recruitment process is delayed. This report mitigates the risk.

**Workforce related:**

Nil.

**VOTING REQUIREMENTS**

Absolute Majority

**CEO SELECTION AND RECRUITMENT COMMITTEE RECOMMENDATION 1  
/COUNCIL RESOLUTION NO. SCM205/07/24****MOVED** Cr S McCormick**SECONDED** Cr S Dival

That Council:

1. endorses the attached proposed CEO contract including CEO position description (as previously endorsed by Council) and statutory performance criteria, with schedule items to be resolved by Council.
2. obtains independent legal and Human Resource advice prior to executing the contract with the CEO to ensure the contract meets the requirements of current appropriate legislation.
3. notes that:
  - (a) the contract is based on the Western Australian Local Government Association's (WALGA) template and there have been no changes to the intent of contract clauses.
  - (b) The committee considered each clause of the contract on its merit to meet the requirements of the Shire of Toodyay and made minor editorial adjustment.

**SPECIAL COUNCIL MEETING MINUTES****17 JULY 2024**

(c) The committee considered each performance criteria in detail against the position description and adjusted to ensure measurable key performance indicators.

(d) the WALGA contract template was last reviewed for legal compliance by WALGA engaged consultants in 2022.

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

Voted Against: Nil

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

**CEO SELECTION AND RECRUITMENT COMMITTEE  
RECOMMENDATION 2/COUNCIL RESOLUTION NO. SCM206/07/24**

**MOVED** Cr C Duri

**SECONDED** Cr S Dival

That Council notes that the Committee has completed a checklist/schedule documenting the recruitment process with reference to the following:

- Standards for CEO recruitment, selection, performance, and termination Policy;
- Temporary Employment or Appointment of CEO Policy;
- *Local Government Act 1995; and the*
- *Local Government (Administration) Regulations 1996.*

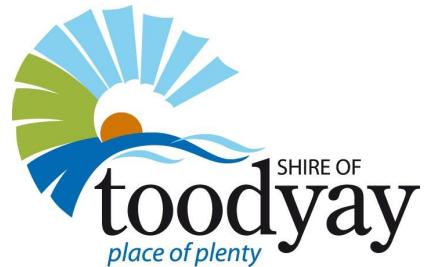
Voted For: Crs C Duri, S McCormick, M McKeown, D Wrench, S Dival and J Prater

Voted Against: Nil

**MOTION CARRIED 6/0**

**5 CLOSURE OF MEETING**

The Shire President declared the meeting closed at 5.13pm.



# ATTACHMENTS MINUTES

**Special Council Meeting**

**Wednesday, 17 July 2024**



SPECIAL COUNCIL MEETING ATTACHMENTS - MINUTES17 JULY 2024

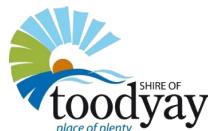
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SPECIAL COUNCIL MEETING ATTACHMENTS - MINUTES

17 JULY 2024



## Checklist / Schedule

### CEO Recruitment and Selection Committee

Date	Type	Details / Tasks	Action / Resp.
Wed 24/01/2024	Workshop 1	<ul style="list-style-type: none"> <li>Discuss recruitment consultant and (if required) independent facilitator</li> <li>Criteria and process for selection of independent person</li> <li>Establishment of selection panel / committee</li> <li>Terms of reference for panel / committee</li> </ul>	<ul style="list-style-type: none"> <li>Completed</li> </ul>
Wed 31/01/2024	Special Council Meeting	<ul style="list-style-type: none"> <li>Endorse the CEO recruitment process by resolution</li> <li>Establish CEO Recruitment and Selection Committee by resolution</li> <li>Endorse terms of reference by resolution</li> <li>Select human resources consultant by resolution</li> <li>Endorse the process for appointment of an independent person by resolution</li> </ul>	Completed <ul style="list-style-type: none"> <li>SCM015/01/24</li> <li>SCM016/01/24</li> <li>SCM017/01/24</li> <li>SCM018/01/24</li> <li>SCM020/01/24</li> </ul>
1 February 2024	Public notice seeking EOIs from potential independent panel members	<ul style="list-style-type: none"> <li>Expressions of Interest Independent Member CEO Recruitment and Selection Committee went onto the website as a public notice stating that EOIs should be received no later than 13 February 2024</li> </ul>	Completed: see attached document. <ul style="list-style-type: none"> <li>LinkedIn – not as far as I know</li> <li>Facebook occurred when the notice went onto the website</li> <li>Email networks – done via Council members</li> </ul>
2 February 2024	Issue of Purchase order	<ul style="list-style-type: none"> <li>Purchase order issued via requisitioning process initially (5189)</li> </ul>	Completed PO No. 5730
Thu 22/02/2024 5:58 PM	Notification to Consultant	<ul style="list-style-type: none"> <li>Email to Consultant, sending through initial briefing meeting dates and the proposed schedule, adopted by Council.</li> </ul>	Completed OAM66727
Thu 22/02/2024	Materials made available on the SharePoint Council Hub	<ul style="list-style-type: none"> <li>EOIs received from independent persons placed onto the Hub.</li> <li>Previous CEO Job Description Form</li> <li>WALGA Contract template</li> </ul>	Completed by EA

17/07/2024

Updated Schedule – CEO Recruitment Process

Page 1

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## SPECIAL COUNCIL MEETING ATTACHMENTS - MINUTES

17 JULY 2024

Date	Type	Details / Tasks	Action / Resp.
23/02/2024	Creation of a team's environment	<ul style="list-style-type: none"> <li>Placed same information on the council hub in the team so that the independent person had access to it, without being provided it (to prevent sending the documentation elsewhere).</li> </ul>	Completed by EA Notified on 23/02/2024 to President and Acting CEO's and the Consultant.
28/02/2024	Council Meeting	<ul style="list-style-type: none"> <li>Consider EOIs received from independent persons, appoint independent person to committee.</li> <li>Appoint independent person.</li> </ul>	Completed • OCM075/02/24
Tuesday 5 March 2024 at 1.00pm	Consultant met with Council and independent person for initial briefing	<ul style="list-style-type: none"> <li>Initial briefing with Council</li> </ul>	Complete Confidentiality Agreements signed and sent back to the HR Consultant for their records.
10/04/2024	Appointment of Chairperson to the Selection Committee	<ul style="list-style-type: none"> <li>Recommendation made by the Committee to Council</li> </ul>	<input checked="" type="checkbox"/> tick if completed Date: 10/04/2024 CRN: <b>CSRC001/04/24</b>
12 June 2024	<p>Committee Workshop &amp; meeting (same date &amp; time)</p> <p>Appointment stated:</p> <ul style="list-style-type: none"> <li>Finalise the CEO's Position Description</li> <li>Agree required skills, knowledge, qualifications and experience</li> <li>Discuss advertising / recruitment strategy, interview, testing and selection.</li> </ul>	<ul style="list-style-type: none"> <li>Agree required skills, knowledge, qualifications, experience of CEO</li> <li>Finalisation of CEO Position Description.</li> <li>Agree CEO contract conditions.</li> <li>Discuss advertising / recruitment strategy, interview, testing and selection</li> <li>recommend to Council through committee resolution – skills knowledge qualifications &amp; experience of the CEO</li> <li>recommend to Council through committee resolution the CEO position description</li> <li>recommend to Council through committee resolution the contract conditions</li> </ul>	<input checked="" type="checkbox"/> tick if completed Date: 12 June 2024 CRN: SCM170/06/24

17/07/2024

Updated Schedule – CEO Recruitment Process

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## SPECIAL COUNCIL MEETING ATTACHMENTS - MINUTES

17 JULY 2024

Date	Type	Details / Tasks	Action / Resp.
12 June 2024	Special Council Meeting	<ul style="list-style-type: none"> <li>Approve Position Description, Remuneration Package, selection criteria.</li> <li>Approve the information package, advertising / recruitment strategy, interview, testing and selection strategy.</li> <li>Approve advertisement for publication</li> </ul> <p><i>(Note: Emily has written a draft application package already that includes the advertisement (so you may wish to check in with her) ).</i></p>	<p>Council Resolution (Absolute Majority)</p> <p>Approve a job description form for the position of CEO which sets out the duties and responsibilities of the position; and the selection criteria for the position.</p> <p><input checked="" type="checkbox"/> tick if completed</p> <p>Date: 12 June 2024</p> <p>CRN: SCM170/06/24</p>
<b>Draft Contract Conditions and noting progress made</b>			
3 <sup>rd</sup> and 11 <sup>th</sup> July 2024	Committee Workshops held	<ul style="list-style-type: none"> <li>Reviewing conditions within the draft contract.</li> </ul>	<p><input checked="" type="checkbox"/> tick if completed</p>
17 July 2024	Committee Meeting	<ul style="list-style-type: none"> <li>Reviewing conditions within the draft contract.</li> <li>Noting the progress made</li> </ul>	<p><input type="checkbox"/> tick if completed</p> <p>Date: .....</p> <p>CRN: .....</p>
17 July 2024	Special Council Meeting	<ul style="list-style-type: none"> <li>Adopting the draft contract (absolute majority); and</li> <li>Noting the progress update.</li> </ul>	<p><input type="checkbox"/> tick if completed</p> <p>Date: .....</p> <p>CRN: .....</p>
<b>Advertising Period up until 8 July 2024</b>			
TBD	Committee Meeting	<ul style="list-style-type: none"> <li>Assess applicants and approve shortlist for interviews.</li> <li>Review interview questions</li> </ul>	<p><input type="checkbox"/> tick if completed</p> <p>Date: .....</p> <p>CRN: .....</p>
<b>Interviews</b>			
TBD	Committee Meeting	<ul style="list-style-type: none"> <li>Review interviews.</li> <li>Undertake due diligence.</li> <li>Provide a summary assessment for recommendation to Council through committee resolution.</li> </ul>	<p><input type="checkbox"/> tick if completed</p> <p>Date: .....</p> <p>CRN: .....</p>

17/07/2024

Updated Schedule – CEO Recruitment Process

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## SPECIAL COUNCIL MEETING ATTACHMENTS - MINUTES

17 JULY 2024

Date	Type	Details / Tasks	Action / Resp.
TBD	Council Meeting	<ul style="list-style-type: none"> <li>Approve recommended CEO.</li> <li>The Council must (before making an Applicant an offer of employment in the position of CEO) approve the <b>making of the offer of employment</b> to the Applicant; and the proposed terms of the contract of employment to be entered into by the Shire and the Applicant.</li> <li>Authorise Shire President to enter contract negotiations and to seek industrial relations advice.</li> <li>Direct President to bring any contract variations back to Council for approval.</li> </ul> <p><b>Absolute majority decision required</b></p>	<p><b>Council Resolution (Absolute Majority)</b></p> <p>Consider a recommendation from the Selection Committee in regard to their recommendation to Council about the person to be appointed as CEO.</p> <p>Council must have regard to, but is not bound to accept, a recommendation made by the selection panel.</p> <p><input type="checkbox"/> tick if completed</p> <p>Date: .....</p> <p>CRN: .....</p> <p><i>(Refer to Standards for CEO recruitment, selection, performance, and termination Policy)</i></p>
TBD	Council Meeting	<p><b>Council Resolution (Absolute Majority)</b></p> <p>Approve the terms of the <b>negotiated</b> contract (including start date), before entering into the negotiated contract.</p> <p><i>(Refer to Standards for CEO recruitment, selection, performance, and termination Policy)</i></p> <ul style="list-style-type: none"> <li>Authorise Shire President to execute.</li> </ul> <p>See the attachment.</p>	<p><input type="checkbox"/> tick if completed</p> <p>Date: .....</p> <p>CRN: .....</p>
<b>Announcement of Appointment of new CEO</b>			
TBD	Council Meeting	<ul style="list-style-type: none"> <li>Certify that new CEO was employed in accordance with the Shire's <i>Standards for CEO recruitment, selection, performance, and termination</i>.</li> </ul>	
TBD	Council Meeting	<b>Council Resolution (Absolute Majority)</b>	

17/07/2024

Updated Schedule – CEO Recruitment Process

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SPECIAL COUNCIL MEETING ATTACHMENTS - MINUTES

17 JULY 2024

Date	Type	Details / Tasks	Action / Resp.
		<ul style="list-style-type: none"> <li>Council and the CEO must agree on <b>(in writing)</b> the process by which the CEO's performance will be reviewed; and any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.</li> </ul>	
TBD	Council Meeting	<p><b>Council Resolution (Absolute Majority)</b></p> <p>Engage an independent Consultant to assist Council in the performance review process.</p> <p><i>(Refer to Standards for CEO recruitment, selection, performance, and termination Policy)</i></p>	
TBD	Council Meeting	<p><b>Council Resolution (Absolute Majority)</b></p> <p>Endorse the performance review of the CEO</p> <p>The Shire President must inform the CEO in writing of the results of the review; and if the review identifies any issues about the performance of the CEO — how the Shire proposes to address and manage those issues.</p> <p><i>(Refer to Standards for CEO recruitment, selection, performance, and termination Policy)</i></p>	

17/07/2024

Updated Schedule – CEO Recruitment Process

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Item - Attachment 2

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SPECIAL COUNCIL MEETING ATTACHMENTS - MINUTES

17 JULY 2024

**MEMORANDUM**

**MEMO TO:** Chief Executive Officer  
Shire of Toodyay

**FROM:** Councillors

**DATE:** 12 June 2024

**FILE NO:** MTG8

**SUBJECT:** Special Council Meeting

**Administration Centre**

15 Fiennes Street  
PO Box 96

TOODYAY WA 6566

T (08) 9574 9300  
F (08) 9574 2158

E records@toodyay.wa.gov.au  
W www.toodyay.wa.gov.au

Dear CEO

This memorandum is notice, in accordance with the *Local Government Act 1995 5.4(a)(ii)*, that we, the undersigned, being at least one third of the total number of Councillors, request that a Special Meeting of the Council be held in the Council Chambers, 15 Fiennes Street, Toodyay as follows:

Time: 6:15 pm Date: 12/6/2024

For the purpose of :-

..... CONSIDERATION OF THE RECOMMENDATIONS  
..... MADE BY THE CEO RECRUITMENT & SELECTION  
..... COMMITTEE THAT WAS HELD ON 12 JUNE 2024

Yours sincerely

mvmk  
Cr MICHAEL McKEOWN

Charmaine Duri  
Cr Charmaine Duri

MDival  
Cr DIVAL, Michelle

Cr .....



## CEO Selection and Recruitment Committee Meeting

22 July 2024

# Minutes

To: CEO Selection and Recruitment Committee Meeting Members and Councillors.

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

*Grace French*  
Grace French  
Acting Executive Manager Corporate and Community Services



CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES

22 JULY 2024

### Preface

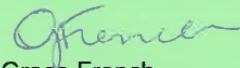
When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the next Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the Committee.

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 24 July 2024.



Grace French

Acting Executive Manager Corporate and Community Services

### Confirmed Minutes

These minutes were confirmed at a meeting held on .

Signed: .....

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

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES**

22 JULY 2024

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**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES**

22 JULY 2024

**1 DECLARATION OF OPENING**

Cr S Dival, Chairperson, declared the meeting open at 4.30pm.

**1.1 ANNOUNCEMENT OF VISITORS**

Emily Bulloch from Beilby Downing Teal – HR Consultant for the CEO Recruitment process.

**1.2 RECORD OF ATTENDANCE AND APOLOGIES**Members

Cr S Dival	Deputy Shire President (Chair)
Cr M McKeown	Shire President
Cr S McCormick	Councillor
Cr C Duri	Councillor
Cr J Prater	Councillor
Mr D Flaherty	

Apologies

Cr R Madacs  
Cr D Wrench

**1.3 DISCLOSURE OF INTEREST**

Nil.

**2 REPORTS****2.1 Short list applications received for interviewing for the position of CEO**

Date of Report:	23 July 2024
File Reference:	STR87
Author:	S Dival – Deputy Shire President
Responsible Officer:	M McKeown – Shire President
Attachments:	Nil

**PURPOSE**

To short list applications received for interviewing for the position of CEO.

**BACKGROUND**

The advertising for the position of CEO for the Shire of Toodyay closed on Monday 8 July 2024.

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES****22 JULY 2024**

39 applications were received. Emily Bulloch from Beilby Downing Teal undertook an initial assessment of the applicants and ranked them in 3 categories of "yes", "possible" and "no" as recommendations to the committee to assist with the short-listing process for interview.

The committee unanimously agreed to disregard all the applicants that Ms Bulloch had ranked as "no".

The committee then, assisted by Ms Bulloch, who facilitated gaining the opinion of each committee member present in turn, assessed the remaining applications.

A shortlist of 7 applicants were considered for interviewing.

**COMMENTS AND DETAILS**

As per recommendation below.

**RECOMMENDATION/CSRC RESOLUTION NO.CSRC006/07/24****MOVED** Cr C Duri**SECONDED** Cr M McKeown

The CEO Recruitment and Selection Committee resolves to interview the following 5 candidates:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Voted For: Crs C Duri, J Prater, M McKeown, S Dival, S McCormick and Mr D Flaherty

Voted Against: Nil

**MOTION CARRIED 6/0**

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES****22 JULY 2024****2.2 Interview day logistics and interview questions**

Date of Report:	23 July 2024
File Reference:	STR87
Author:	S Dival – Deputy Shire President
Responsible Officer:	M McKeown – Shire President
Attachments:	Nil

**PURPOSE**

To confirm details of the interview day logistics and interview questions.

**BACKGROUND**

Interview day will be Friday 26<sup>th</sup> July 2024 as per recruitment timetable.

**COMMENTS AND DETAILS**

Committee confirmed that all interviewed candidates would undertake psychometric testing.

Ms Bulloch led the committee through a discussion regarding the draft interview questions and logistics of the day.

Cr Dival as committee chair will liaise with administrative support regarding:

- Lunch catering for the committee on the day;
- Ensuring the administration meeting room is booked for the duration of the day for attendees to wait for interview in private;
- For administrative support to greet and admit attendees to meeting room and provide attendees with preprinted interview questions; and
- Ms Bulloch will liaise with applicants and confirm time of interviews, providing details to administration support.

**RECOMMENDATION 1**

No recommendation required.

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES**

**22 JULY 2024**

**3 CLOSURE OF MEETING**

The Chairperson closed the meeting at 6.28pm.



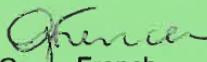
## CEO Selection and Recruitment Committee Meeting

30 July 2024

# Minutes

To: CEO Selection and Recruitment Committee Meeting Members and Councillors.

Here within are the Meeting Minutes of the CEO Selection and Recruitment Committee Meeting, held on the above-mentioned date at 10.00am in the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566.

  
Grace French

Acting Executive Manager Corporate and Community Services



**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES****30 JULY 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 1 August 2024.

  
Grace French

Acting Executive Manager Corporate and Community Services

**Confirmed Minutes**

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

Signed: .....

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

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES**

30 JULY 2024

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**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES**

30 JULY 2024

**1 DECLARATION OF OPENING**

Cr S Dival, Chairperson, declared the meeting open at 10.00am.

**1.1 ANNOUNCEMENT OF VISITORS**

Emily Bulloch from Beilby Downing Teal (*via teams*)  
Soloni Dikshit Talogy (*via teams*)

**1.2 RECORD OF ATTENDANCE AND APOLOGIES**Members

Cr S Dival	Deputy Shire President (Chair)
Cr C Duri	Councillor
Cr J Prater	Councillor
Cr M McKeown	Shire President
Cr R Madacs	Councillor
Cr S McCormick	Councillor

Apologies

Mr D Flaherty

**1.3 DISCLOSURE OF INTEREST**

Nil.

**2 REPORTS****4.1 Preferred Candidate for CEO role**

Date of Report:	1 August 2024
File Reference:	STR87
Author:	S Dival – Deputy Shire President
Responsible Officer:	M McKeown – Shire President
Attachments:	Nil

**PURPOSE**

The purpose of this meeting was to have a debrief of the psychometric results by the consulting Psychologist and discuss a preferred candidate for recommendation to Council.

**BACKGROUND**

At a committee meeting held on the 22 July 2024, the committee confirmed the shortlisted candidates for the position of CEO. These candidates were interviewed on the 26 July 2024 and psychometric testing was undertaken on all shortlisted candidates, prior to interviewing.

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES****30 JULY 2024****COMMENTS AND DETAILS**

Members provided with a presentation of psychometric testing on short listed candidates by Soloni Dikshit from Talogy.

*Emily Bulloch and Soloni Dikshit left the meeting at 10:50am.*

The Committee discussed the candidates.

*Cr Madacsi left Chambers at 11:04am.*

**MOTION/CSRC RESOLUTION NO.CSRC007/07/24**

MOVED Cr S Dival

SECONDED Cr S McCormick

That the CEO Selection and Recruitment Committee recommends to Council the following:

That [REDACTED] is the preferred candidate for the position of Chief Executive Officer for the Shire of Toodyay subject to Council considering that references and background checks are satisfactory.

Voted For: Crs Dival, McKeown, Duri, McCormick and Prater.

Voted Against: Nil

**MOTION CARRIED 5/0**

*Cr Madacsi returned to Chambers 11:22am*

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES**

30 JULY 2024

**4.2 Discussion re breach of confidentiality the 26th July 2024 – Interview Day**

Date of Report:	1 August 2024
File Reference:	STR87
Author:	S Dival – Deputy Shire President
Responsible Officer:	M McKeown – Shire President
Attachments:	Nil

**PURPOSE**

To consider a breach of confidentiality on interview day.

**BACKGROUND**

Committee notes that there was a breach of confidentiality on the interview day in the use of the visitors' book and requests the Committee Chair to discuss with administration in regard to possible consequences and remedial action.

**COMMENTS AND DETAILS**

Committee requests the Committee Chair to discuss with administration in regard to possible consequences and remedial action.

**MOTION/CSRC RESOLUTION NO.CSRC008/07/24****MOVED** Cr S Dival**SECONDED** Cr S McCormick

The Committee notes that there was a breach of confidentiality on the interview day in the use of the visitors' book and requests the Committee Chair to discuss with administration in regard to possible consequences and remedial action.

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

**CEO SELECTION AND RECRUITMENT COMMITTEE MEETING  
MINUTES**

**30 JULY 2024**

**3 CLOSURE OF MEETING**

The Chairperson closed the meeting at 11.44am.



## Special Council Meeting

### 7 August 2024

# Minutes

To: The President and Councillors.

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

Tabitha Bateman  
ACTING CEO



**SPECIAL COUNCIL MEETING MINUTES****7 AUGUST 2024****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.

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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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## SPECIAL COUNCIL MEETING MINUTES

7 AUGUST 2024

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## SPECIAL COUNCIL MEETING MINUTES

7 AUGUST 2024

**Preface**

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

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

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

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

**Unconfirmed Minutes**

These minutes were approved for distribution on 9 August 2024.



Tabitha Bateman

**ACTING CEO**

**Confirmed Minutes**

These minutes were confirmed at a meeting held on 28 August 2024.

Signed: .....

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



**SPECIAL COUNCIL MEETING MINUTES****7 AUGUST 2024****1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

Cr Dival, Deputy Shire President, declared the meeting open at 4.46pm 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."

**2 RECORDS OF ATTENDANCE**Members

Cr M McKeown	Shire President (via zoom)
Cr S Dival	Deputy Shire President
Cr R Madacs	Councillor
Cr C Duri	Councillor
Cr S McCormick	Councillor
Cr J Prater	Councillor
Cr D Wrench	Councillor (via zoom at 4.50pm)

Staff

Mrs M Rebane	Executive Assistant
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Visitors

Nil.

**2.1 APOLOGIES**

Nil

**2.2 APPROVED LEAVE OF ABSENCE**

Nil

**3 DISCLOSURE OF INTEREST**

Nil.

**4 PUBLIC QUESTIONS****4.1 PUBLIC QUESTION TIME**

NIL

**5 PUBLIC SUBMISSIONS**

Nil.

## SPECIAL COUNCIL MEETING MINUTES

7 AUGUST 2024

## 6 CONFIDENTIAL BUSINESS

**MOTION/COUNCIL RESOLUTION NO. SCM228/08/24****MOVED** Cr S Dival**SECONDED** Cr J Prater

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the *Local Government Act 1995*:

**6.1 CEO Selection and Recruitment Committee Recommendation**

This matter is considered to be confidential under Section 5.23(2) - (a), (b) and (c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter affecting an employee or employees, the personal affairs of any person and 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.

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

Voted Against: Nil

**MOTION CARRIED 7/0**

*Council Chambers were closed, and the live stream went behind closed doors at 4.48pm.*

**6.1 CEO Selection and Recruitment Committee Recommendation****CSRC RECOMMENDATION 1/COUNCIL RESOLUTION NO. SCM229/08/24****MOVED** Cr C Duri**SECONDED** Cr J Prater

That Council receives the recommendation for preferred candidate as detailed in the minutes of the CEO Selection and Recruitment Committee dated 30 July 2024 (refer to CSRC007/07/24) subject to Council considering the references and background checks are satisfactory.

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

Voted Against: Nil

**MOTION CARRIED 7/0**

## SPECIAL COUNCIL MEETING MINUTES

7 AUGUST 2024

**CSRC RECOMMENDATION 2/COUNCIL RESOLUTION NO. SCM230/08/24****MOVED** Cr C Duri**SECONDED** Cr J Prater

That Council receives, by simple majority, the Background Check Report and the Selection Report provided by Beilby Downing and Teal as attached (**Confidential Attachments 1 and 2**).

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

Voted Against: Nil

**MOTION CARRIED 7/0**

Cr Dival moved the CSRC Recommendation No. 3.

Cr McCormick seconded the motion.

Cr Madacsi objected to the motion.

Debate commenced.

The motion was put.

**CSRC RECOMMENDATION 3/COUNCIL RESOLUTION NO. SCM231/08/24****MOVED** Cr S Dival**SECONDED** Cr S McCormick

That Council, by absolute majority, approves the making of an offer by the Deputy Shire President to the preferred Candidate B named in **Confidential Attachment 2** for the position of CEO at the Shire of Toodyay as the candidate the Committee believes to be the person most suitable for the position: and

- (a) confirms approval of the proposed terms of the CEO employment contract previously approved by Council on 17 July 2024 (SCM205/07/24) being for a term of 4 years.
- (b) approves a Total Reward Package valued at \$245,496 being 85% of the maximum allowable and calculated in accordance with the *2024 Salaries and Allowance Tribunal Local Government Determination* Band 3 range.

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

Voted Against: Cr R Madacsi

**MOTION CARRIED BY ABSOLUTE MAJORITY 6/1**

Cr McKeown moved the CSRC Recommendation No. 4.

Cr McCormick seconded the motion.

Cr Madacsi objected to the motion.

Debate commenced.

The motion was put.

## SPECIAL COUNCIL MEETING MINUTES

7 AUGUST 2024

## CSRC RECOMMENDATION 4/COUNCIL RESOLUTION NO. SCM232/08/24

**MOVED** Cr M McKeown**SECONDED** Cr S McCormick

That:

1. Council authorises, by absolute majority, the Deputy Shire President, in accordance with s.5.34 (b) of the *Local Government Act 1995* to:
  - (a) progress the contract offer with the recommended candidate, Candidate B, named in **Confidential Attachment 2** for the position of CEO within the salary range agreed by Council and up to the amount of the Total Reward Package for SAT band 3 to the value of \$288,817.
  - (b) execute the CEO employment contract and apply the common seal in accordance with section 9.49A (1)(a) of the *Local Government Act 1995*, subject to the candidate agreeing to enter into the proposed terms of the CEO employment contract without amendment: and
2. if the candidate negotiates under clause 12 of Schedule 2 of the *Local Government (Administration) Regulations 1996* terms different to the proposed terms, the amended proposed contract will be provided to Council for approval before the contract is executed.
3. Council notes, by simple majority, that subject to the candidate named in **Confidential Attachment 2** accepting the proposed terms of the CEO employment contract the candidate is appointed to the position of CEO at the Shire of Toodyay; and
4. Council notes, by simple majority, that should the recommended candidate decline the position, or vacate the position during the first six months, the CEO Selection and Recruitment Committee will agree to reconvene to determine next steps.

Voted For: Crs C Duri, S McCormick, M McKeown, D Wrench, S Dival and J PraterVoted Against: Cr R Madacs**MOTION CARRIED 6/1**

## SPECIAL COUNCIL MEETING MINUTES

7 AUGUST 2024

**MOTION/COUNCIL RESOLUTION NO. SCM233/08/24****MOVED** Cr S Dival**SECONDED** Cr J Prater

That Council move from behind closed doors at 5.48pm.

Voted For: Crs R Madacsi, C Duri, S McCormick, M McKeown, D Wrench, S Dival and J PraterVoted Against: Nil**MOTION CARRIED 7/0***The Council Chambers were re-opened at 5.49pm.**The Presiding Member advised that Council had passed four lengthy motions that would not be read out however would be contained in the minutes of the meeting to be published online in the next few days.***7 CLOSURE OF MEETING**

The Deputy Shire President declared the meeting closed at 5.49pm.



## Special Council Meeting

7 August 2024

# Confidential Minutes

To: The President and Councillors.

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

Tabitha Bateman  
ACTING CEO



## SPECIAL COUNCIL MEETING CONFIDENTIAL MINUTES

7 AUGUST 2024

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When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following Special Council Meeting.

Once the Special Council Meeting Minutes are confirmed by Council, subject to any amendments made by the Council these Minutes will be automatically be signed off and distributed to Councillors electronically, together with any confidential attachments.

## SPECIAL COUNCIL MEETING CONFIDENTIAL MINUTES

7 AUGUST 2024

## 6 CONFIDENTIAL BUSINESS

## 6.1 CEO Selection and Recruitment Committee Recommendation

Date of Report:	1 August 2024
Applicant or Proponent:	Shire of Toodyay
File Reference:	STR87
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:	<ol style="list-style-type: none"> <li>1. Background Checks Report; and (confidential) <i>Section 5.23(2)</i> <ol style="list-style-type: none"> <li>(a) a matter affecting an employee or employees</li> <li>(b) the personal affairs of any person</li> <li>(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting</li> </ol> </li> <li>2. Selection Report. (confidential) <i>Section 5.23(2)</i> <ol style="list-style-type: none"> <li>(a) a matter affecting an employee or employees</li> <li>(b) the personal affairs of any person</li> <li>(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting</li> </ol> </li> </ol>

<b>Section under the Act</b>	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 5.23(2) of the <i>Local Government Act 1995</i> .
<b>Sub-clause and Reason:</b>	(a), (b) and (c) - a matter affecting an employee or employees., the personal affairs of any person. and 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.

**PURPOSE OF THE REPORT**

To consider recommendations made by the CEO Selection and Recruitment Committee (the Committee) from their meeting held on 30 July 2024 and 7 August 2024.

**BACKGROUND**

The Committee met on 30 July 2024 and 7 August 2024 and made recommendations.

## SPECIAL COUNCIL MEETING CONFIDENTIAL MINUTES

7 AUGUST 2024

**COMMENTS AND DETAILS**

The Committee has made recommendations to Council. It is recommended that these recommendations be endorsed.

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

Nil

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

9.1. Provide strong, clear, and accountable leadership.

**Policy related:**

Temporary Employment and Appointment of CEO

Standards for CEO Recruitment, Selection, Performance and termination.

**Financial:**

Nil.

**Legal and Statutory:**

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996 – model standards for CEO Recruitment, Performance and Termination.*

**Risk related:**

The risk of Council not endorsing the recommendations made by the Committee are insignificant/low.

**Workforce related:**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**CSRC RECOMMENDATION 1/COUNCIL RESOLUTION NO. SCM229/08/24**

**MOVED** Cr C Duri

**SECONDED** Cr J Prater

That Council receives the recommendation for preferred candidate as detailed in the minutes of the CEO Selection and Recruitment Committee dated 30 July 2024 (refer to CSRC007/07/24) subject to Council considering the references and background checks are satisfactory.

## SPECIAL COUNCIL MEETING CONFIDENTIAL MINUTES

7 AUGUST 2024

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

Voted Against: Nil

**MOTION CARRIED 7/0**

**CSRC RECOMMENDATION 2/COUNCIL RESOLUTION NO. SCM230/08/24**

**MOVED** Cr C Duri

**SECONDED** Cr J Prater

That Council receives, by simple majority, the Background Check Report and the Selection Report provided by Beilby Downing and Teal as attached (**Confidential Attachments 1 and 2**).

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

Voted Against: Nil

**MOTION CARRIED 7/0**

Cr Dival moved the CSRC Recommendation No. 3.

Cr McCormick seconded the motion.

Cr Madacsi objected to the motion.

Debate commenced.

The motion was put.

**CSRC RECOMMENDATION 3/COUNCIL RESOLUTION NO. SCM231/08/24**

**MOVED** Cr S Dival

**SECONDED** Cr S McCormick

That Council, by absolute majority, approves the making of an offer by the Deputy Shire President to the preferred Candidate B named in **Confidential Attachment 2** for the position of CEO at the Shire of Toodyay as the candidate the Committee believes to be the person most suitable for the position: and

- (a) confirms approval of the proposed terms of the CEO employment contract previously approved by Council on 17 July 2024 (SCM205/07/24) being for a term of 4 years.
- (b) approves a Total Reward Package valued at \$245,496 being 85% of the maximum allowable and calculated in accordance with the *2024 Salaries and Allowance Tribunal Local Government Determination* Band 3 range.

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

Voted Against: Cr R Madacsi

**MOTION CARRIED 6/1**

## SPECIAL COUNCIL MEETING CONFIDENTIAL MINUTES

7 AUGUST 2024

Cr McKeown moved the CSRC Recommendation No. 4.

Cr McCormick seconded the motion.

Cr Madacsi objected to the motion.

Debate commenced.

The motion was put.

**CSRC RECOMMENDATION 4/COUNCIL RESOLUTION NO. SCM232/08/24**

**MOVED** Cr M McKeown

**SECONDED** Cr S McCormick

That:

1. Council authorises, by absolute majority, the Deputy Shire President, in accordance with s.5.34 (b) of the *Local Government Act 1995* to:
  - (a) progress the contract offer with the recommended candidate, Candidate B, named in **Confidential Attachment 2** for the position of CEO within the salary range agreed by Council and up to the amount of the Total Reward Package for SAT band 3 to the value of \$288,817.
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3. Council notes, by simple majority, that subject to the candidate named in **Confidential Attachment 2** accepting the proposed terms of the CEO employment contract the candidate is appointed to the position of CEO at the Shire of Toodyay; and
4. Council notes, by simple majority, that should the recommended candidate decline the position, or vacate the position during the first six months, the CEO Selection and Recruitment Committee will agree to reconvene to determine next steps.

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

Voted Against: Cr R Madacsi

**MOTION CARRIED 6/1**

## SPECIAL COUNCIL MEETING CONFIDENTIAL MINUTES

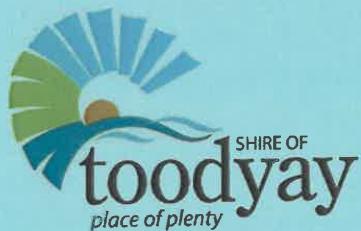
7 AUGUST 2024

**MOTION/COUNCIL RESOLUTION NO. SCM233/08/24****MOVED** Cr S Dival**SECONDED** Cr J Prater

That Council move from behind closed doors at 5.48pm.

Voted For: Crs R Madacsi, C Duri, S McCormick, M McKeown, D Wrench, S Dival and J PraterVoted Against: Nil**MOTION CARRIED 7/0***The Council Chambers were re-opened at 5.49pm.**The Presiding Member advised that Council had passed four lengthy motions that would not be read out however would be contained in the minutes of the meeting to be published online in the next few days.***7 CLOSURE OF MEETING**

The Deputy Shire President declared the meeting closed at 5.49pm.



## Special Council Meeting

12 August 2024

# Minutes

To: The President and Councillors.

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

Tabitha Bateman

ACTING CHIEF EXECUTIVE OFFICER



SPECIAL COUNCIL MEETING MINUTES12 AUGUST 2024**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.

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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.

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

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- **Commitment** – we translate our plans into actions and demonstrate the persistence that will provide results.

**Community Aspirations**

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

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

**Disclaimer**

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

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SPECIAL COUNCIL MEETING MINUTES

12 AUGUST 2024

**Preface**

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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 13 August 2024.



Tabitha Bateman

**ACTING CHIEF EXECUTIVE OFFICER**

**Confirmed Minutes**

These minutes were confirmed at a meeting held on 28 August 2024.

Signed: .....

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



SPECIAL COUNCIL MEETING MINUTES12 AUGUST 2024**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

Cr M Dival, Deputy Shire President, declared the meeting open at 5.00pm and read aloud an Acknowledgement of Country:

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

The Deputy Shire President read through other preliminaries.

**2 RECORDS OF ATTENDANCE**Members

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

Staff

Mrs M Rebane	Governance Coordinator
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Visitors

Nil.

**2.1 APOLOGIES**

Cr R Madacs	Councillor
-------------	------------

**2.2 APPROVED LEAVE OF ABSENCE**

Nil

**3 DISCLOSURE OF INTEREST**

Nil.

**4 PUBLIC QUESTIONS****4.1 PUBLIC QUESTION TIME**

Nil.

**5 PUBLIC SUBMISSIONS**

Nil.

SPECIAL COUNCIL MEETING MINUTES12 AUGUST 2024**6 CONFIDENTIAL BUSINESS****MOTION/COUNCIL RESOLUTION NO. SCM234/08/24****MOVED** Cr M Dival**SECONDED** Cr J Prater

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995:

**6.1 Recruitment of CEO**

This matter is considered to be confidential under Section 5.23(2) - (a), (b) and (c) of the Local Government Act 1995, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter affecting an employee or employees, the personal affairs of any person and 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

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

Voted Against: Nil

**MOTION CARRIED 5/0**

*Council Chambers were closed at 5.03pm.*

**MOTION/COUNCIL RESOLUTION NO. SCM235/08/24****MOVED** Cr J Prater**SECONDED** Cr C Duri

That the meeting would come from behind closed doors.

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

Voted Against: Nil

**MOTION CARRIED 5/0**

SPECIAL COUNCIL MEETING MINUTES

12 AUGUST 2024

**MOTION/COUNCIL RESOLUTION NO. SCM236/08/24****MOVED** Cr J Prater**SECONDED** Cr M McKeown

That Council

1. In accordance with section 5.39(3)(c) of the *Local Government Act 1995*, and Council resolution SCM205/07/24 endorse the changes to the CEO contract (**confidential Attachment 1**) incorporating amendments suggested by the legal opinion obtained and as negotiated with the endorsed Candidate B.
2. Endorse the approval of items noted numbers 1 and 2 with conditions, in **confidential Attachment 2**, and direct the Deputy Shire President to sign the approval letter immediately following the signing of the CEO contract.

Voted For: Crs C Duri, S McCormick, M McKeown, M Dival and J PraterVoted Against: Nil**MOTION CARRIED BY ABSOLUTE MAJORITY 5/0****7 CLOSURE OF MEETING**

The Deputy Shire President declared the meeting closed at 5.26pm.



## Special Council Meeting

12 August 2024

# Confidential Minutes

To: The President and Councillors.

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

Tabitha Bateman

ACTING CHIEF EXECUTIVE OFFICER



SPECIAL COUNCIL MEETING CONFIDENTIAL MINUTES

12 AUGUST 2024

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When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following Special Council Meeting.

Once the Special Council Meeting Minutes are confirmed by Council, subject to any amendments made by the Council these Minutes will be automatically be signed off and distributed to Councillors electronically, together with any confidential attachments.

SPECIAL COUNCIL MEETING MINUTES12 AUGUST 2024**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

Cr M Dival, Deputy Shire President, declared the meeting open at 5.00pm and read aloud an Acknowledgement of Country:

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

The Deputy Shire President read through other preliminaries.

**2 RECORDS OF ATTENDANCE**Members

Cr M McKeown	Shire President ( <i>via zoom</i> )
Cr M Dival	Deputy Shire President
Cr C Duri	Councillor
Cr S McCormick	Councillor
Cr J Prater	Councillor

Staff

Mrs M Rebane	Governance Coordinator
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Visitors

Nil.

**2.1 APOLOGIES**

Cr R Madacs	Councillor
-------------	------------

**2.2 APPROVED LEAVE OF ABSENCE**

Nil

**3 DISCLOSURE OF INTEREST**

Nil.

**4 PUBLIC QUESTIONS****4.1 PUBLIC QUESTION TIME**

Nil.

**5 PUBLIC SUBMISSIONS**

Nil.

SPECIAL COUNCIL MEETING MINUTES

12 AUGUST 2024

**6 CONFIDENTIAL BUSINESS****MOTION/COUNCIL RESOLUTION NO. SCM234/08/24****MOVED** Cr M Dival**SECONDED** Cr J Prater

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995:

**6.1 Recruitment of CEO**

This matter is considered to be confidential under Section 5.23(2) - (a), (b) and (c) of the *Local Government Act 1995*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter affecting an employee or employees, the personal affairs of any person and 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

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

Voted Against: Nil

**MOTION CARRIED 5/0**

In accordance with Standing Orders 5.2 (3) the Presiding Member directed everyone to leave except the Members; the CEO and any employee specified by the Presiding Member.

*All members of the public departed the Council Chambers at 5.03pm.*

## SPECIAL COUNCIL MEETING CONFIDENTIAL MINUTES

12 AUGUST 2024

## 6 CONFIDENTIAL BUSINESS

## 6.1 Recruitment of CEO

Date of Report:	12 August 2024
Applicant or Proponent:	Shire of Toodyay
File Reference:	STR87
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:	<ol style="list-style-type: none"> <li>1. DRAFT Negotiated contract; and (confidential) Section 5.23(2)           <ul style="list-style-type: none"> <li>(a) a matter affecting an employee or employees</li> <li>(b) the personal affairs of any person</li> <li>(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting <a href="#">↓</a></li> </ul> </li> <li>2. Conditions Letter. (confidential) Section 5.23(2)           <ul style="list-style-type: none"> <li>(a) a matter affecting an employee or employees</li> <li>(b) the personal affairs of any person</li> <li>(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting <a href="#">↓</a></li> </ul> </li> </ol>

<b>Section under the Act</b>	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 5.23(2) of the <i>Local Government Act 1995</i> .
<b>Sub-clause and Reason:</b>	(a), (b) and (c) - a matter affecting an employee or employees., the personal affairs of any person. and 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.

**PURPOSE OF THE REPORT**

To consider endorsement of the contract and associated documents in relation to the recruitment of the CEO.

**BACKGROUND**

Councillors informally met with Candidate B as per the minutes of 7 August 2024.

SPECIAL COUNCIL MEETING CONFIDENTIAL MINUTES12 AUGUST 2024**COMMENTS AND DETAILS**

Legal advice was sought in relation to the contract. Minor amendments have been negotiated to be made which has necessitated bringing the contract to Council for a decision to be made.

It is recommended the recommendation be endorsed.

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

Nil

**Strategic:****Shire of Toodyay Council Plan 2023-2033**

Outcome 9. Responsible and effective leadership and governance.

9.1. Provide strong, clear, and accountable leadership.

**Policy related:**

Temporary Employment and Appointment of CEO

Standards for CEO Recruitment, Selection, Performance and termination.

**Financial:**

Nil.

**Legal and Statutory:**

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996 – model standards for CEO Recruitment, Performance and Termination.*

**Risk related:**

The risk of Council not endorsing the recommendation is insignificant/low.

**Workforce related:**

Nil

**VOTING REQUIREMENTS**

Absolute Majority

SPECIAL COUNCIL MEETING CONFIDENTIAL MINUTES

12 AUGUST 2024

**MOTION/COUNCIL RESOLUTION NO. SCM235/08/24****MOVED** Cr J Prater**SECONDED** Cr C Duri

That the meeting would come from behind closed doors.

Voted For: Crs C Duri, S McCormick, M McKeown, M Dival and J PraterVoted Against: Nil**MOTION CARRIED 5/0****MOTION/COUNCIL RESOLUTION NO. SCM236/08/24****MOVED** Cr J Prater**SECONDED** Cr M McKeown

That Council

1. In accordance with section 5.39(3)(c) of the *Local Government Act 1995*, and Council resolution SCM205/07/24 endorse the changes to the CEO contract (**confidential Attachment 1**) incorporating amendments suggested by the legal opinion obtained and as negotiated with the endorsed Candidate B.
2. Endorse the approval of items noted numbers 1 and 2 with conditions, in **confidential Attachment 2**, and direct the Deputy Shire President to sign the approval letter immediately following the signing of the CEO contract.

Voted For: Crs C Duri, S McCormick, M McKeown, M Dival and J PraterVoted Against: Nil**MOTION CARRIED 5/0****7 CLOSURE OF MEETING**

The Deputy Shire President declared the meeting closed at 5.26pm.

## Redacted Information

Acting Chief Executive Officer  
Shire of Toodyay  
Fiennes St.  
Toodyay 6566  
27/5/2024

Dear Mrs Bateman,

### RE: EXPRESSION OF INTEREST TO UTILISE THE OLD TENNIS COURTS.

On behalf of the recently formed Toodyay community garden group I would like to submit a expression of interest to utilise a portion of the old tennis courts namely the 2 most westerly courts comprising a area of approximately 1000m2.

The objectives of a community garden would be to construct an active and passive environment to pursue gardening activities in the following forms.

1. Raised garden beds for vegetable production.
2. wicking beds for growing to conserve water.
3. composting bins (odour controlled) and /or bays.
4. worm farm.
5. seedling propagation.
6. production of native bush tucker.
7. incorporate learning opportunities with guest lecturers.

The overall design would be of a raised bed construction with easy access for the elderly or disabled and wheelchair bound members. Simple dome frames with removable 50% shade cloth will be required over the raised beds to enable growth throughout all seasons and to provide a wind break to hot easterly winds during the summer months.

The advantages of this as a desired location are as follows.

1. central location.
2. level site.
3. secure site with high fencing.
4. existing infrastructure ie water and power connectivity, toilet, kitchen, meeting place, existing pathways and ramps and easy access from the existing roadside footpaths..
5. The garden fits well into the existing landscape of Anzac Park, the surrounding trees and residential gardens.

If approved the garden would be designed and constructed by volunteer members with initial set up costs sourced from donations and where possible government grants.

We believe other community groups have also expressed interest in this location and the group agrees we can share the facility to the benefit of all parties.

As the preferred site for a community garden we believe it would enhance the existing ambience of this recreation precinct with community members able to meet in a pleasant environment, to not only grow healthy food but to also learn from others gardening expertise and experiences.

## Redacted Information

Redacted Information

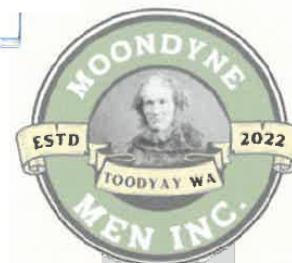
Thank you for your consideration.

Gary nelmes on behalf of Toodyay community garden group

Redacted Information

Redacted Information

Redacted Information



## Redacted Information

5 June 2024

Shire of Toodyay  
Acting Chief Executive Officer  
Ms Tabitha Bateman  
Post Office Box 96  
Toodyay WA 6566

### Expression of Interest - Lease of Property

Dear Tabitha,

The Moondyne Men Inc would like to submit an Expression of Interest for the lease;

*Old Tennis Club - Part of Reserve R21797, 14 Fiennes Street, Toodyay WA 6566 (located in the Central Area and subject to a Management Order).*

If we are successful this facility would provide us with a permanent home from where we can undertake our twice weekly gatherings and form a base from where we can undertake our activities which also includes supporting the local community.

We were tenants of the RSL in their Clinton Street shed, however their requirements for additional space resulted in us at very short notice being asked to vacate.

We currently meet at the Toodyay CRC and although these facilities are very nice, we do not have the flexibility to hold adhoc gatherings due to other groups using the CRC facilities.

The Moondyne Men Inc were fortunate to have been able to inspect the "Old Tennis Club" facilities back in October 2023 and it was found to be although small, suitable for our needs.

Our current membership is 43 financial members and we average 20 at our twice weekly and monthly meeting breakfast.

If we were to be successful in being awarded the lease we would ensure that the buildings and surrounding gardens are maintained in a suitable state of care.

The membership have been discussing this proposal with interest in particular the site being well suited as a community garden for which the Moondyne Men Inc would be more than willing to co-lease or share if this were to materialise.

The Moondyne Men respectfully request The Shire of Toodyay consider our "Expression of Interest for lease".

Yours Faithfully,

Redacted Information

Colin Bird  
Secretary  
Redacted Information



Men looking after Men and the Community

Postal  
Post Office Box 665  
Toodyay W.A. 6566

Email  
[moondyne.men@iinet.net.au](mailto:moondyne.men@iinet.net.au)

30 October 2023

Shire of Toodyay  
Chief Executive Officer  
Ms Suzie Haslehurst  
Post Office Box 96  
Toodyay W A 6566

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

Dear Suzie,

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

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

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

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

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

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

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

Our membership currently sits at 41.

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

Yours Faithfully,

Colin Bird  
Secretary



## Bushfire Advisory Committee Meeting

7 August 2024

# Minutes

*[Handwritten signature]*

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

7 AUGUST 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 9 August 2024.



Tabitha Bateman

**ACTING CEO**

**Confirmed Minutes**

These minutes were confirmed at a meeting held on 6 November 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

7 AUGUST 2024

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**BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES****7 AUGUST 2024****1 DECLARATION OF OPENING**

Cr M McKeown, Chairperson, declared the meeting open at 7.05pm.

**1.1 ANNOUNCEMENT OF VISITORS**

Aurelie Zimmerman

**1.2 RECORD OF ATTENDANCE AND APOLOGIES**Members

Mr C Sullivan	Executive Manager Infrastructure, Assets & Services
Mr C Stewart	Chief Bush Fire Control Officer
Mrs E Francis	Emergency Management Officer
Mr N Griggs	Deputy 1 CBFCO
Mr G Warburton	Reserves Management Officer
Mr I MacGregor	Toodyay Volunteer Fire & Rescue
Mr W Hort	Toodyay Central Bush Fire Brigade Rep
Mr S Tunnicliffe	Coondle-Nunile Brigade Representative
Mr W Sutton	Julimar Brigade Representative

Staff

Mrs M Rebane	Executive Assistant
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Apologies

Cr S Dival	Deputy Shire President
Cr J Prater	Councillor
Cr M McKeown	Shire President (Chair)
Mr R Koch	Deputy 2 CBFCO / CESM

**1.3 DISCLOSURE OF INTEREST**

Nil.

**2 MINUTES AND ADDITIONAL INFORMATION****2.1 CONFIRMATION OF MINUTES****2.1.1 Minutes of Meeting held on 1 May 2024**

OFFICER'S NO.BFAC004/08/24	RECOMMENDATION/BFAC	RESOLUTION
<b>MOVED</b>	Mr N Griggs	
<b>SECONDED</b>	Mr I MacGregor	
That the Unconfirmed Minutes of the Bushfire Advisory Committee Meeting held on 1 May 2024 be confirmed.		
<u>Voted For:</u>	Mr C Sullivan, Mr C Stewart, Mrs E Francis, Mr N Griggs, Mr G Warburton, Mr I MacGregor, Mr S Tunnicliffe, Mr W Hort and Mr W Sutton	
<u>Voted Against:</u>	Nil	<b>MOTION CARRIED 9/0</b>

## BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

7 AUGUST 2024

## 2.2 REVIEW OF STATUS REPORT

## 2.2.1 Updated Status Report

Attachments:	1. Updated Status Report.
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The status report was reviewed and amended.

Points raised:

- Cobblers Pool signage and manufacture of a new sign for that area.
- Liaison with Mr Hay about the VMS board for Cobblers Pool.
- Issue with 3 water tanks opposite the depot, being the progressive filling from roof water – two tanks should be full by the start of the bush fire season.
- Completion of WAPOL issue on status report.
- Water tank monitoring: confirmation that tanks will be full before the bushfire season.

## 2.3 INWARD/OUTWARD CORRESPONDENCE

Nil.

## 3 BUSINESS LEFT OVER FROM PREVIOUS MEETING

Nil.

## BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

7 AUGUST 2024

## 4 OFFICER REPORTS

## 4.1 2024/2025 Bush Fire Control Officer Appointments

Date of Report:	16 July 2024
Applicant or Proponent:	R Koch – Community Emergency Services Manager
File Reference:	FIR25
Author:	R Koch – Community Emergency Services Manager
Responsible Officer:	C Sullivan – Executive Manager Infrastructure, Assets & Services
Previously Before Council:	Resolution 190/08/23 – Appointments 23/24 Resolution 173/08/22 – Appointments 22/23
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. Shire of Toodyay Bush Fire Control Officer (FCO) Nomination Report 2024/2025 (Confidential) (confidential) Section 5.23(2) (b) <i>the personal affairs of any person (under separate cover)</i>

## PURPOSE OF THE REPORT

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

## BACKGROUND

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

As per item 11.5.1 (a-f) the CESM, on behalf of the Shire compiled a report on Bush Fire Control Officer nominations received and circulated to the membership via email on 23 July 2023.

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

## COMMENTS AND DETAILS

Seven applications for the role of Bush Fire Control Officer have been received. These have been provided as a Confidential Attachment. Given the Operating Procedures provide for

**BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES****7 AUGUST 2024**

eleven appointments and only seven nominations have been received, the BFAC may wish to consider whether additional nominations are required.

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

Nil

**Strategic:**

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

**Policy related:**

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

**11.3 *Bush Fire Control Officer******Role***

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

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

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

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

***Duties and Responsibilities***

*Duties and responsibilities of the Bush Fire Control Officer include:*

- 11.3.1 *Authorise permits for hazard reduction burns within the Shire of Toodyay in accordance with the Bush Fires Act 1954 and Environmental Act as and when directed by the CEO.*
- 11.3.2 *Identify and conduct risk assessments of fire hazards within the Shire of Toodyay.*
- 11.3.3 *Perform duties prescribed by the Bush Fires Act 1954 and authorised by Local Government.*
- 11.3.4 *Maintain a personal logbook to include a record of events and decisions during an incident.*
- 11.3.5 *Take control, command and manage resources during wildfire or hazard reduction burns within the Brigade area they are appointed.*

**BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES****7 AUGUST 2024**

- 11.3.6 *To take control of firefighting operations at a wildfire outside their Brigade area where no other Fire Control Officer is present.*
- 11.3.7 *Demonstrate Positive leadership and mentor Captains and Brigade members.*
- 11.3.8 *Provide advice to the CBFCO and CESM as to when harvest bans and or movement of vehicle bans should be applied.*

**Criteria of Bush Fire Control Officer -**

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

**Qualifications of Bush Fire Control Officer –**

*Following courses completed:*

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

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

**BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES****7 AUGUST 2024**

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

**11.5 Recommendation of Nominations (to Council)**

11.5.1 <intentionally omitted>

11.5.2 At each August BFAC, the committee will consider the report (11.5.1) and each member present will participate in a survey in the following manner to assist the committee in drafting a recommendation to Council:

- a) By indicating which candidate(s) (zero or more) they endorse on the provided candidate survey form.
- b) Candidates receiving endorsement on an absolute majority of survey responses returned shall be disclosed to the committee in descending order based on the number of survey endorsements received up to a maximum of 11 candidates.
- c) In the case of a tie where the 12<sup>th</sup> or subsequent candidates share the same number of survey endorsements as the 11<sup>th</sup> placed candidate, process 11.5.3(d) and if required (e) shall be followed to determine the 11<sup>th</sup> candidate.

11.5.3 At each August BFAC, the committee will consider the report (11.5.1), and the results of the survey (11.5.2) and each member will participate in the following manner to assist the committee in drafting a CBFCO recommendation to Council:

- a) Nominations for CBFCO will be called from the BFAC membership. Nominations may come from either:
  - i. candidates recommended in 11.5.2, or;
  - ii. a member of staff who has been appointed an FCO as part of their employment duties under council delegated authority to the CEO.
- b) Nominees must have expressed their acceptance of the nomination by:
  - i. In writing along with their FCO nomination; or;
  - ii. In person as a member or guest at the August BFAC.
- c) Where there are more than two accepted nominations, each member present will participate in a survey of the nominees. The membership will be advised of the survey results in descending order based on the number of survey endorsements to assist the committee in drafting a recommendation to Council.
- d) In the case of a tie, the tied candidates shall become the subject of a subsequent survey, and so on until a result.
- e) In the case process (d) results in a tie of two candidates the BFAC chair shall have the casting survey response.

11.5.4 At each August BFAC, the committee will consider the report (11.5.1), and the results of the survey (11.5.2) and each member

**BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES****7 AUGUST 2024**

*will participate in the following manner to assist the committee in drafting DCBFCO recommendation(s) to Council:*

- a) *The process followed shall be the same as 11.5.3, substituting the term CBFCO for DCBFCO.*
- b) *The process may be repeated to appoint desired number of DCBFCOs by ascending number designation.*
- c) *Candidates previously recommended to the CBFCO or a DCBFCO role shall be ineligible to be nominated.*

11.5.5 *The drafted recommendation(s) resulting from 11.5.2, 11.5.3 and 11.5.4 shall be moved/voted on by the committee membership present as per normal committee procedures.*

**Financial:**

Nil

**Legal and Statutory:**

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

**Risk related:**

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

- *Reputational Risk – There is a potential reputational risk to the Shire should review of a major incident expose unacceptable levels of training/skill or oversight in the appointment of FCOs.*

*Likelihood: Rare*

*Consequence: Major*

*Analysis Risk: Medium*

- *Social/Economic/Environmental Risk – There is the potential for social, economic and environmental impact of incidents, where life, or property or other significant assets are lost due to unacceptable levels of training/skill or oversight in the appointment of FCOs.*

*Likelihood: Rare*

*Consequence: Extreme*

*Analysis Risk: High*

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

**Workforce related:**

Shire Staff FCOs – The Shire also requires several staff members to be appointed FCOs to perform the function of their employment. As these appointments relate to the management

**BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES****7 AUGUST 2024**

of Shire Staff, Delegation to the CEO exists under the Shire's delegation register (Item ES8) in relation to Section 38 "Local government may appoint bush fire control officers" of the *Bush Fires Act 1954*.

Historically this includes the individuals holding the following positions:

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

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

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

**VOTING REQUIREMENTS**

Simple Majority

The Presiding Chair called for nominations for Points 1 to 9 in the recommendation.

Surveys circulated at 7.24pm for preferences.

N Griggs nominated Craig Stewart for CBFCO position.

E Francis seconded the nomination.

C Stewart accepted the nomination.

There being no further nominations, Craig Stewart was declared the Chief Bush Fire Control Officer.

E Francis nominated Nick Griggs to the Deputy Chief Bush Fire Control Officer 1 position.

W Hort seconded the nomination.

N Griggs accepted the nomination.

There being no further nominations, Nick Griggs was declared the Deputy Chief Bush Fire Control Officer 1.

N Griggs nominated R Koch to the Deputy Chief Bush Fire Control Officer 2 position.

C Stewart seconded the nomination.

There being no further nominations, Rob Koch was declared the Deputy Chief Bush Fire Control Officer 2.

## BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

7 AUGUST 2024

## OFFICER'S RECOMMENDATION/BFAC RESOLUTION NO.BFAC005/08/24

**MOVED** Mr N Griggs**SECONDED** Mr S Tunnicliffe

That the Bushfire Advisory Committee recommends to Council the following:

Appointment of (to Position)

1. Craig Stewart (Chief Bush Fire Control Officer)
2. Nick Griggs (Deputy Chief Bush Fire Control Officer 1)
3. Rob Koch (Deputy Chief Bush Fire Control Officer 2)
4. Garry Forsyth (Bush Fire Control Officer)
5. Ian Macgregor (Bush Fire Control Officer)
6. Grant Scobie (Bush Fire Control Officer)
7. Peter Brennan (Bush Fire Control Officer)
8. Jeff Venn (Bush Fire Control Officer)
9. Charles Wroth (Bush Fire Control Officer)
10. The following Shire Officers as Bush Fire Control Officers:
  - (a) Ebony Francis - Emergency Management Officer
  - (b) Reserves Management Officer
  - (c) Shayne Willcocks - Ranger
  - (d) Joseph Tenardi - Ranger

Voted For: Mr C Sullivan, Mr C Stewart, Mrs E Francis, Mr N Griggs, Mr G Warburton, Mr I MacGregor, Mr S Tunnicliffe, Mr W Hort and Mr W Sutton

Voted Against: Nil

**MOTION CARRIED 9/0**

**BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES****7 AUGUST 2024****5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE****5.1 RISK MANAGEMENT**

- Avon Earthworks completed mitigation works near the Toodyay Recreation Centre, partly grant funded.
- Verge spraying has commenced.

**5.2 PRESENTATIONS OR EVENTS**

Nil.

**5.3 INCIDENT/EXERCISE REPORTS**

- I MacGregor mentioned that training is planned for mid Sept 2024.

**5.4 PROJECTS AND GRANT FUNDING**

- Unsuccessful funding application for the Bejoording Fire Station.
- Water tank upgrades funding application: waiting for results.
- Multidirectional egress and access routes near North Street and Fitzgerald Terrace: received grant funding.
- Grant application (AWARE) submitted after attending a session in Dowerin regarding telecommunications in disasters. Intention for the funding is to create a digital plan to identify gaps and that information can be used for future infrastructure grant applications.

**5.5 STRATEGIC REVIEW / PLANNING**

- CESM Quarterly report received from DFES District Officer prompting some review and planning activities. Meetings to be held to address concerns raised.
- Generators: a review undertaken of all generators, not just those in the bush fire stations. A budget item is yet to be approved for the inclusion of monthly testing on all generators in the municipality to prevent any issues during emergencies.

**5.6 ROUNDTABLE DISCUSSION AND AGENCY UPDATES****5.6.1 COONDLER NUNILE VBFB**

- Training has been focused on the appliances and equipment to keep things fresh in the minds of our firefighters.
- Weekly vehicle checks are being well attended, even when the weather conditions are not great.
- Regarding the roll-out of the updated Australian Warning System Levels with its action statements; the online awareness training is being encouraged to our members and for members to extend this knowledge share to their families, friends and associates.
- No new membership intake to report, I believe there is a regional campaign for recruiting volunteers, so we will see if there will be any applications between now and the next BFAC meeting.

## BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

7 AUGUST 2024

- If there is a promotional banner available, we would like to place one in front of our station.

**5.6.2 RESERVES MANAGEMENT OFFICER UPDATE**

- Fire Mitigation Services very busy in the reserves using chemical work including road verge chemical program. Another activity high pruning. Working out well and saving a lot of work.
- Markup Fire Ground – mechanical clearing took place and plan to do revegetation project there and TFOR 30th anniversary project earmarked for environmental benefit.
- Handover to the new RMO.
- Thanked all members for support and input. Last BFAC meeting. Inspiring to know we have many dedicated people in Toodyay. Look forward to continued involvement in a different capacity.

**5.6.3 JULIMAR BRIGADE UPDATE**

- After our recently held AGM, we welcomed aboard 2 new lieutenants in the form of Wes Sutton and Maka Kemp. Congratulations to both of these steadfast Brigade members. They will be most welcome as part of our leadership team. That said they will have all the support and mentoring moving forward.
- Also, a big thanks to Wade Robson for filling the Captain's position for a second time. After much reluctance (not) Wade has passed over the baton to Dale Canning. The above positions have shown a positive step towards succession in the Brigade and are something we have been working on.
- Training will be ramped up again in the coming couple of months, with refreshers to help get us back in the groove.

**5.6.4 TOODYAY CENTRAL BFB UPDATE**

- I would like to thank Ian MacGregor and the Toodyay Football Club for organising the emergency services dinner on 23 July. Seven of our members attended. Great to catch up with the local emergency services in a casual atmosphere
- Toodyay Central had its annual truck detail and shed clean-up on Sunday morning 23 June. This was followed by a BBQ at the shed.
- Four new members have signed up and are now attending training in preparation for the upcoming fire season.

**BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES****7 AUGUST 2024**

- I would like to thank Peter Brennan for the three years as captain of Toodyay Central with a great contribution and leadership. Much appreciated.
- AGM held 14 May and all positions filled successfully

**5.6.5 VOLUNTEER FIRE AND RESCUE**

The Emergency Services dinner was a success. If the dinner was brought forward to May during Volunteer Week we may be able to get funding through volunteer channels for that dinner to take place.

**5.6.6. UPDATE FROM CBFCO**

- AWS: it is good brigades are aware of new fire warning system; including the messages that go with it and those who initiate it.
- Heritage has raised its head in the fire response world, from State level.
- When the Red Hill fire occurred in December/January the crews had started to structure up to track fire around the quarry. All activity came to a halt for several hours until the correct permissions went through DPLH to continue to fight the fire. Incident Control managed this.
- Heritage will have an influence in fire response.
- The shutdown of midband and the 3G network has happened in some areas. Whilst operable still use it.
- Thanks for the Emergency Services Dinner and for I MacGregor being the driving force. It was an excellent night and great recognition.
- Thanks to Greg Warburton for his term of service and quiet influence. It is appreciated how the landscape presents in fire risk for the reserve management space and we look forward to seeing you in your volunteer capacity.

**5.6.7 EMERGENCY MANAGEMENT OFFICER**

- Vehicle servicing underway.
- Recent training undertaken.
- VSA courses on the quiet end.
- Thanks to Craig and Nick for stepping up and all the other FCO's.

**BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES****7 AUGUST 2024**

- AWS educational material will be pushed out to the brigades.
- Thanks to Greg Warburton for service provided as RMO.
- Funding options available for promotional banners.

**6 CONFIRMATION OF NEXT MEETING**

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

**7 CLOSURE OF MEETING**

The Chairperson closed the meeting at 8.14pm.



## Audit & Risk Committee Meeting

31 July 2024

# Minutes

To: Audit & Risk Committee Meeting Members and Councillors.

Here within are the Meeting Minutes of the Audit & Risk 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

AUDIT & RISK COMMITTEE MEETING MINUTES

31 JULY 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 2 August 2024.



Tabitha Bateman

ACTING CEO

**Confirmed Minutes**

These minutes were confirmed at a meeting held on 4 September 2024.

Signed: .....

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

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AUDIT & RISK COMMITTEE MEETING MINUTES

31 JULY 2024

**1 DECLARATION OF OPENING**

Cr N Mills, Chairperson, declared the meeting open at 8.40am.

**1.1 ANNOUNCEMENT OF VISITORS**

Nil.

**1.2 RECORD OF ATTENDANCE AND APOLOGIES**Members

Ms K Barrack	Community Member
Cr S Dival	Deputy Shire President
Cr J Prater	Councillor
Cr N Mills	Community Member (Chair)

Staff

Ms T Bateman	Acting Chief Executive Officer
Ms G French	Acting Executive Manager Corporate and Community Services
Mrs M Rebane	Executive Assistant

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Mr S Rutter	Community Member
Cr S McCormick	Councillor
Cr M McKeown	Shire President

**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 5 June 2024****OFFICER'S RECOMMENDATION/ARC RESOLUTION NO.ARC038/07/24****MOVED** Cr S Dival**SECONDED** Cr J Prater

That the Unconfirmed Minutes of the Audit & Risk Committee Meeting held on 5 June 2024 be confirmed.

Voted For: Crs K Barrack, S Dival, J Prater and Mrs N Mills

Voted Against: Nil

**MOTION CARRIED 4/0**

AUDIT & RISK COMMITTEE MEETING MINUTES

31 JULY 2024

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

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

**2.3 INWARD/OUTWARD CORRESPONDENCE**

Nil.

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

Nil.

## AUDIT &amp; RISK COMMITTEE MEETING MINUTES

31 JULY 2024

## 4 OFFICER REPORTS

## 4.1 Assurance Cycles Review

Date of Report:	19 June 2024
Applicant or Proponent:	Shire of Toodyay
File Reference:	COC2
Author:	M Rebane – Executive Assistant
Responsible Officer:	T Bateman – Acting CEO
Previously Before Council:	April 2021 OCM – first adoption of plan
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> <li>1. CURRENT 10-year Assurance Cycles Plan; and</li> <li>2. Page 18 from Risk Management Framework; and</li> <li>3. REVISED 10 Year Assurance Cycles.</li> </ol>

## PURPOSE OF THE REPORT

To receive the Assurance Cycles Plan (the Plan).

## BACKGROUND

The Plan (**Attachment 1**) was developed to provide a framework and timeline for internal audits which focussed on addressing key risks. The results were intended to assist with identification of weaknesses in preparation for the Financial Management and Audit Regulation reviews as required on a three-yearly basis.

At the July 2024 Council Meeting, Council received the annual review of the Council Plan 2023-2033 actions.

When the Risk Management Framework was adopted by Council in March 2024 it contained a section called Annual Controls Assurance Plan (page 18 – **Attachment 2**).

## COMMENTS AND DETAILS

Officers reviewed the proposed activities and prepared a revised version of the Assurance Cycles Plan (**Attachment 3**).

What was noted during the review was that that several items listed previously have been completed such as:

- The Cyber-Security Review of our Information Management and Technology systems;
- The Financial Management Systems and Procedures review;

**AUDIT & RISK COMMITTEE MEETING MINUTES****31 JULY 2024**

- The Audit Regulation 17 Review;
- The implementation of the new Central Records Management system as part of the Records Management Project; and
- The review of the Business Continuity Plan which will be carried forward in the Financial year 2024/2025.

Officers noted during the review that activities on the plan are chiefly about compliance, review, procurement or matters that could be managed more effectively if they existed within the Shire's Compliance Calendar; or placed into the Administrative Service Plan (currently being developed) which is a road map for meeting the goals within the Council Plan and outlining the focus areas, objectives, Key Performance Indicators (KPI's) and related projects and activities that need to be undertaken to reach those objectives.

Assurance must be a planned and deliberate activity. Ideally, it should be integrated into routine business activities which is why it is recommended that the "activities" on the revised Assurance Cycles Plan be incorporated into the Administrative Service Plan to ensure that they remain a distinct activity and are not standing alone as a separate process that has a risk of being missed if it is not considered part of routine business activities.

The intent is to ensure proper forward planning is done within the organisational service roles. This is in keeping with what it states in the Risk Management Framework, that the document and subsequent actions are "*owned by the CEO and input and consultation would be sought from individual work areas.*"

The reason for incorporating the information from the Assurance Cycles Plan into the Service Plan and / or the Compliance Calendar is because the content on the assurance cycles plan is actually all about the forward planning of activities and services needed to achieve the outcomes contained in the Council Plan. It is envisaged that as risk management processes are strengthened through the formation of the Risk Management Group and through training planned for the latter portion of 2024, it may be that there is more value in including the content from the Assurance Cycles Plan into the Service Plan or Compliance Calendar so that the roles responsible for providing input and consideration to those services have that clearly defined within their own individual KPI's contained within the Administrative Service Plan.

There is no benefit in having a plan if it is not managed within the business activities and service planning of the Shire. The Risk Management Framework does not refer to Service Planning specifically but it does indicate the risks involved with service provision and the need for key activities to be identified as well as their intended aim or outcome expected as a result of those activities.

What this will mean moving forward is that the Assurance Cycles Plan will no longer be required to be reviewed by the Audit and Risk Committee as a plan, nor adopted by Council once it is amalgamated into the Administrative Service Plan.

Although the Charter for the Audit and Risk Committee states that the Committee annually review the Shire of Toodyay's assurance map to ensure that risk and control activities are coordinated, communicated, and managed effectively; the Charter also states that the Committee assists the Council in fulfilling its oversight responsibilities and that it reviews 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

**AUDIT & RISK COMMITTEE MEETING MINUTES****31 JULY 2024**

compliance. This gives the ARC the opportunity to be updated in terms of risk management, but also the opportunity to identify further controls and improvements processes.

**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:**

Purchasing;

Financial Governance;

Risk Management;

Long-term financial planning

Legislative Compliance; and

Internal Control.

**Financial:**

Nil.

**Legal and Statutory:**

Section 2.7 of the *Local Government Act 1995*.

Regulation 14 of the *Local Government (Audit) Regulations 1996*.

Regulation 16 (a)(ii) of the *Local Government (Audit) Regulations 1996* states that the Audit Committee has functions to guide and assist the local government in carrying out its functions relating to other audits and other matters related to financial management.

**Risk related:**

The Audit and Risk Committee plays a key role in overseeing the local government's responsibilities in relation to financial reporting, risk management and legislative compliance. The internal audit function is a risk mitigation strategy as it provides comfort and assurance around the risk and control environment in an organisation.

**Workforce related:**

Significant resources are required to achieve the objectives within the Council Plan and what is currently in the Assurance Cycles Plan. This will include a mix of internal and external resources which will be considered prior to adoption of the budget each year.

**VOTING REQUIREMENTS**

Absolute Majority

## AUDIT &amp; RISK COMMITTEE MEETING MINUTES

31 JULY 2024

**OFFICER'S RECOMMENDATION/ARC RESOLUTION NO.ARC039/07/24****MOVED** Ms K Barrack**SECONDED** Cr S Dival

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

That Council:

1. receives the revised Assurance Cycles Plan (**Attachment 3**); and
2. notes that the activities listed in the plan will be incorporated into the Administrative Service Plan currently under review by the Executive Management Group.

Voted For: Crs K Barrack, S Dival, J Prater and Mrs N MillsVoted Against: Nil**MOTION CARRIED 4/0 BY ABSOLUTE MAJORITY**

## AUDIT &amp; RISK COMMITTEE MEETING MINUTES

31 JULY 2024

## 4.2 Risk Management

Date of Report:	19 June 2024
Applicant or Proponent:	Audit and Risk Committee/Shire of Toodyay
File Reference:	LEG269
Author:	M Rebane – Executive Assistant
Responsible Officer:	T Bateman – Acting CEO
Previously Before Council:	No.
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Review
Attachments:	<ol style="list-style-type: none"> <li>1. FMR Actions Report - Outstanding Actions; and</li> <li>2. Risk Management Directive.</li> </ol>

## PURPOSE OF THE REPORT

To receive a progress update about the Risk Register and the Risk Assessment (Audit Regulation 17) Report from Moore Australia containing actions.

## BACKGROUND

The Audit and Risk Committee charter was adopted in May 2024. It contained information about how the Committee assists Council in fulfilling its responsibilities in relation to Risk Management, Fraud, and Internal Control.

At the March 2024 Committee meeting a recommendation was made that was further ratified by Council as follows:

*That the ACEO report regularly to the Audit and Risk Committee on the actions undertaken toward the completion of the risks identified in the Report.*

## COMMENTS AND DETAILS

One of the functions of the Audit and Risk Committee is to review the results of the Financial Management Review (FMR) and the Audit Regulation 17 Review (AR17), in addition to monitoring and assessing risk and improvements.

The FMR Actions Report (**Attachment 1**) has been updated to reflect completion of some of the tasks listed.

Officers presented a project brief for Council's consideration as part of the adoption of the 2024/2025 Annual Budget in terms of addressing the requirements for a risk register and dashboard.

It is intended that once training is undertaken, the risk register can be developed and finalised by the end of the year, or earlier, dependent upon resources.

**AUDIT & RISK COMMITTEE MEETING MINUTES****31 JULY 2024**

LGIS provided the Shire with a Risk Profile Tool and the risk working group framework has been put together as well as a directive to support the risk management process (**Attachment 2**).

Further work will be done once the risk management project brief is adopted by Council, as part of the Annual Budget. Once training has occurred the dashboard will be finalised, and regular bi-monthly meetings will occur with relevant risk owners and project managers.

There are risks that Shire Officers should be aware of as follows:

**Information Management and Technology**

Officers consider this area to be an extreme risk, considering the recent increased global cyber-attacks and data leaks. Consequently, with the assistance of LGIS and the preparation of a Cyber Security Review tailored specifically for the Shire of Toodyay, work is underway to improve the Shire's cyber-security.

The costs of implementing actions within the cyber-security action plan are currently unknown. Once projects have been prioritised and costed, Officers will report back to Council with budget amendments, if and as required.

**Business Continuity**

Business Continuity activities are carried out for two reasons:

- Firstly, to put mitigations in place so that either the likelihood or the impact (or both) of the identified risk are reduced. This is what we will be focusing on in this document;
- Secondly, the Shire needs to understand its overall risk position - i.e. the total number of risks that have been identified and the total risk levels. What will be key in the development of our business continuity plan is creating the process of how it will be tested.

A draft plan has been developed and is expected to be finalised in the 2024/2025 financial year after training has been undertaken with staff in risk management.

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

LGIS

Moore Australia

**Strategic:**

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

Outcome 9. Responsible and effective leadership and governance

*9.1.4. Undertake regular reviews of organisation and Council culture and implement initiatives to improve.*

*9.1.5. Establish a Risk Working Group.*

*9.2. Govern Shire finances, assets, and operations responsibly.*

**Policy related:**

Risk Management Policy (ADM18)

Internal Control Policy (ADM19).

**AUDIT & RISK COMMITTEE MEETING MINUTES****31 JULY 2024**

Legislative Compliance Policy (ADM20).

**Financial:**

Nil.

**Legal and Statutory:**

*Local Government Act 1995*

**Risk related:**

Elevating risk management, internal controls, financial management, and legislative compliance practices is imperative to uphold the Shire's commitment to continuous improvement.

The actions identified in the RAR will continue to be addressed by Officers, conscious of the timelines imposed as part of the action plan.

**Workforce related:**

Collaboration across the organisation is required to focus on the actions contained in the Audit Reg 17 report as well as developing the Shire's risk register, in line with the principles and procedures contained in the RMF. Additional Officer time will be required in order that risks are clearly communicated throughout the organisation.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION/ARC RESOLUTION NO.ARC040/07/24**

MOVED Cr S Dival

SECONDED Ms K Barrack

That the Audit & Risk Committee receives the *FMR Actions Report - Outstanding Actions* as attached to this report at **Attachment 1** as amended and notes the actions finalised to date.

Voted For: Crs K Barrack, S Dival, J Prater and Mrs N Mills

Voted Against: Nil

**MOTION CARRIED 4/0**

**Attachments**

1 Amended Copy of FMR Actions Report.

## AUDIT &amp; RISK COMMITTEE MEETING MINUTES

31 JULY 2024

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

**MOTION/ARC RESOLUTION NO.ARC041/07/24****MOVED** Cr N Mills**SECONDED** Cr J Prater

That an item of non-compliance regarding Electronic attendance at meetings be discussed as new business.

Voted For: Crs K Barrack, S Dival, J Prater and N Mills

Voted Against: Nil

**MOTION CARRIED 4/0****MOTION/ARC RESOLUTION NO. ARC042/07/24****MOVED** Cr N Mills**SECONDED** Cr J Prater

That the Audit and Risk Committee recommends to Council:

That Council:

1. Be made aware of non-compliance with Regulation 14C of the *Local Government (Administration) Regulations 1996* with respect to the lack of approval for members to attend meetings by electronic means.
2. Requests the CEO make the appropriate non-compliance report to the Department.
3. Requests the CEO to create an Application for *Attendance at Council and Committee Meetings by Electronic Means*, outlining the process and timing for members who wish to participate in meetings electronically.
4. Requests the CEO to provide a record of members attendance by electronic means for the preceding 12 months, to the President or Council upon each instance of receiving an Application in order to enable monitoring of the 50% attendance cap stipulated in the Regulations 14C(3).

**MOTION CARRIED 4/0**

## 6 CONFIRMATION OF NEXT MEETING

The next meeting of the Audit & Risk Committee is scheduled to be held on 4 September 2024 commencing at 10:00am.

## 7 CLOSURE OF MEETING

The Chairperson closed the meeting at 9.36am.

REVISED PLAN 31 May 2024

## 10 year Assurance Cycles Plan

(Assessed Annually)

Business Activities to be actioned	Legislation Reference	Due Dates	Approximate Costs
Records Management (currently under way)	State Records Act 2000	Year 1 - FY23/24	\$96,000
Information Management and Technology.		Year 2 - FY24/25	
Human Resources; significant changes to the organisation including a change to the Recreation Centre to factor in those changes.		Year 2 - FY24/25	
Business Continuity;		Year 2 - FY24/25	
PRIS: Privacy and Responsible Information Sharing;		Year 2 - FY24/25	
Compliance Management		Year 2 - FY24/25	
Risk Management; setting up risk management dashboard, training of staff etc		Year 2 - FY24/25	
operational management plan to include risk management, maintenance schedules, and defined roles and responsibilities that may form part of future user agreements.		Year 2 - FY24/25	
Asset Management Planning		Year 3 - FY25/26	will have to be quoted
Workforce Development Plan		Year 3 - FY25/26	will have to be quoted
Contract Management or Other		Year 4 - FY26/27	
Council Plan		Year 4 - FY26/27	will have to be quoted
Financial Management Systems and Procedures Review - At least once every 3 years, review the appropriateness and effectiveness of the systems and procedures established under FM Reg.5. CEO to report Review results to Council via the Audit Committee.	FM.Reg.5 (2) (c)	Year 4 - FY26/27	\$40,000 and higher

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REVISED PLAN 31 May 2024

## 10 year Assurance Cycles Plan

(Assessed Annually)

Business Activities to be actioned	Legislation Reference	Due Dates	Approximate Costs
Regulation 17 Review - Review the appropriateness and effectiveness of the Risk Management system, Legislative Compliance and Internal Controls and procedures at least once every 3 calendar years. CEO to report Review results to Council via the Audit Committee.	Audit.Reg.17	Year 4 - FY26/27	\$40,000 and higher
Fraud, Corruption, Misconduct;		Year 4 - FY26/27	
Conflict of Interest, Gifts, Benefits and Hospitality;		Year 5 - FY27/28	
Governance Review		Year 5 - FY27/28	
Procurement or Other		Year 6 - FY28/29	
Business Continuity;		Year 6 - FY28/29	
Financial Management Systems and Procedures Review - At least once every 3 years, review the appropriateness and effectiveness of the systems and procedures established under FM Reg.5. CEO to report Review results to Council via the Audit Committee.	FM.Reg.5 (2) (c)	Year 7 - FY29/30	\$40,000 and higher when combined with the regulation 17 review
Regulation 17 Review - Review the appropriateness and effectiveness of the Risk Management system, Legislative Compliance and Internal Controls and procedures at least once every 3 calendar years. CEO to report Review results to Council via the Audit Committee.	Audit.Reg.17	Year 7 - FY29/30	see above
Risk Management; setting up risk management dashboard, refresher training of staff etc		Year 7 - FY29/30	

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REVISED PLAN 31 May 2024

## 10 year Assurance Cycles Plan

(Assessed Annually)

Business Activities to be actioned	Legislation Reference	Due Dates	Approximate Costs
Governance Review		Year 7 - FY29/30	
Governance Review		Year 8 - FY30/31	
Procurement or Other		Year 8 - FY30/31	
Work Health and Safety and Workforce Development Planning		Year 9 - FY31/32	
Financial Management Systems and Procedures Review - At least once every 3 years, review the appropriateness and effectiveness of the systems and procedures established under FM Reg.5. CEO to report Review results to Council via the Audit Committee.	FM.Reg.5 (2) (c)	Year 10 - FY32/33	\$40,000 and higher when combined with the regulation 17 review
Regulation 17 Review - Review the appropriateness and effectiveness of the Risk Management system, Legislative Compliance and Internal Controls and procedures at least once every 3 calendar years. CEO to report Review results to Council via the Audit Committee.	Audit.Reg.17	Year 10 - FY32/33	see above

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## Shire of Toodyay Risk Assessment Improvement Plan

Component	Risk Number	Risk Assessment Category Risk Issue and Failure Modes	Mitigation and Management Strategy (Possible Future Controls)	Completed - Yes/No	Comment / Issues	FMR Due Date
GOV15 Appointment of Acting CEO	6.2.1	We noted references within the policy objective may not align with current legislation.	Update policies to remove specific and / or detailed references to legislation and other external references to assist with appropriate alignment and consistency in Council policies is maintained.	Yes	The policy was revised and provided to Council at workshop on 7 February 2024 . Was adopted by Council on 28 Feb 2024	Mar-24
GOV15 Appointment of Acting CEO	6.2.1	The policy was originally adopted by Council on 9 June 2021 and was reviewed and adopted unanimously on 27 April 2022. Section 5.39C(1) and (2) of the Local Government Act 1995 requires the policy to be adopted or amended by absolute majority. Although the decision was effectively carried by an absolute majority, incorrect statutory compliance references have the potential to contribute to noncompliant decisions where reliance is based upon information stated in the policy reports.	Upon review and consideration of future policy updates, ensure voting requirements for the policy reflects an absolute majority to comply with section 5.39C of the Local Government Act 1995.	Yes	Agenda settlement process conducted by Executive Management Group prior to distribution of meeting agenda. WALGA list of 'absolute majority' decisions provided to all report writers. A project brief will be brought to Council for their budget deliberations that will be about Infocouncil and improvement of the system so that each recommendation has an absolute and/or simple majority box within the recommendation; thus giving Officers the opportunity to use the WALGA list and appropriately record a recommendation as either simple or absolute majority.	Ongoing
Payments to Employees above Contract or Award	6.2.2	This policy states the next required review date to be November 2020, which is now overdue.	Ensure processes and systems are in place for the review of policies in line with legislation and policy requirements and update the history section within each policy to provide an accurate record of the policy review occurring. Alternatively amend the review timeframe to align with organisational requirements.	Yes	Policy reviewed by Audit and Risk Committee then adopted on 27/09/2023 with a next review date of 07/05/2025.	Sep-23
GOV14 Attendance at Events	6.2.3	We noted the references within the policy may be outdated or superseded by changes to legislation, or other external references.	Update policies to remove specific and / or detailed references to legislation and other external references to assist with appropriate alignment and consistency in Council policies is maintained.	No	Plan was implemented for review of policies. All policies mentioned in the FMR Review were revised in April 2024. Officers removed version control and specific and / or detailed references to legislation and other external references to assist with appropriate alignment and consistency in Council policies is maintained. However the revised policies have not all been brought to Council as policy stipulates that no more than 8 each meeting are considered. Although the policies have been reviewed, the EMG has not reviewed them and this part of the process needs to be completed before bringing to Council. Although the LPP's were not specifically mentioned in the FMR there are several LPP's that are yet to be done. <b>Officers will consider the risks of any further delays in reviewing these policies.</b>	Mar-24
GOV14 Attendance at Events	6.2.3	The policy was originally adopted by Council on 25 February 2020 and was reviewed and adopted unanimously on 25 May 2022. Section 5.90A(2) and (3) of the Local Government Act 1995 require the policy to be adopted or amended by absolute majority.	Upon review and consideration of future policy updates, ensure voting requirements for the policy reflect an absolute majority to comply with section 5.90A of the Local Government Act 1995.	Yes	Agenda settlement process conducted by Executive Management Group prior to distribution of meeting agenda. WALGA list of 'absolute majority' decisions provided to all report writers.	On-going

## Shire of Toodyay Risk Assessment Improvement Plan

Component	Risk Number	Risk Assessment Category Risk Issue and Failure Modes	Mitigation and Management Strategy (Possible Future Controls)	Completed - Yes/No	Comment / Issues	FMR Due Date
GOV8 Local Government Payments and Gifts to Members	6.2.4	The policy sets out the circumstances and some amounts for ICT allowances. The most recent determination published by the Salaries and Allowances Tribunal (SAT) sets limits for these allowances. The current policy provisions may provide for allowances to be made outside allowed limits.	Review and update the policy to include reference to the Salaries and Allowances Tribunal, Local Government Chief Executive Officers and Elected Members Determination.	Yes	The policy did refer to determinations made by the Salaries and Allowances Tribunal determinations, and it also had a definition of what "the Determination" was however, as the FMR Review did not identify this, the policy was updated and <b>adopted by Council on 27 March 2024</b> .	Mar-24
GOV8 Local Government Payments and Gifts to Members	6.2.4	The policy includes reference to allowances subject to Salaries and Allowances Tribunal review and determination.	Review and amend the policy to correctly and clearly reflect allowances and reimbursements for elected members permitted under the current SAT determination.	Yes	Governance advice was sought to inform policy updates. Policy was workshopped and amended and <b>Adopted: 27 March 2024</b>	Apr-24
GOV9 Continuing Professional Development	6.2.5	The policy was originally adopted by Council on 17 September 2013 and was last reviewed and adopted by simple majority on 25 May 2022. Section 5.128 of the Local Government Act 1995 requires the policy to be adopted or amended by absolute majority and must be reviewed after each ordinary election.	Undertake a review of the policy as required after the next ordinary election. Ensure the policy is adopted by an absolute majority to comply with section 5.128 of the Local Government Act 1995.	No	Has been added to the Compliance Calendar to prescribe review following elections. This policy was revised on 6 April 2024 and was provided to the Corporate Documents team environment. It is intended to bring it to Council in 2024 to ratify, given the changes that WALGA propose through their model template.	Nov-25
FIN02 Authorised Signatories	6.2.6	This appears to duplicate a function delegated to the CEO and subdelegated to other officers through Delegation CS1 – Payments from Municipal Fund or Trust Fund.	Consider reviewing and updating the policy to clearly convey policy intent. Alternatively, consider rescinding the policy and address the requirements through the delegation.	Yes	<b>22 June 2024:</b> It was revoked in the June 2024 Council Meeting, as part of the Delegation Register and Policy Review Report because the delegation has been updated as per the requirement through this action plan.	Nov-24
FIN3 Purchasing Policy	6.2.7	The policy sets out procedures for advertising tenders which conflicts with legislation. The Local Government (Functions and General) Regulations 1996 requires Statewide public notice of the invitation to tender to be given in accordance with statutory requirements.	Amend the policy to provide for the following considerations: •Reference to legislated requirements for Statewide public notice for invitation to tender;	Yes	<b>22/06/2024:</b> Policy was adopted by Council.	Apr-24
FIN3 Purchasing Policy	6.2.7	The policy sets out procedures for the opening of tenders and in its current form may cause confusion with regulatory requirements. The Local Government (Functions and General) Regulations 1996 requires at least two employees of a local government to be present when opening tenders, or one employee and at least one person authorised by the CEO to open tenders.	Amend the policy to provide for the following considerations: •Update the Policy to ensure references relating to opening of tenders complies with Regulation 16(3)(a) of the Local Government (Functions and General) Regulations 1996; and	Yes	<b>22/06/2024:</b> Policy was adopted by Council.	Apr-24

## Shire of Toodyay Risk Assessment Improvement Plan

Component	Risk Number	Risk Assessment Category Risk Issue and Failure Modes	Mitigation and Management Strategy (Possible Future Controls)	Completed - Yes/No	Comment / Issues	FMR Due Date
FIN3 Purchasing Policy	6.2.7	The policy provides limited direction regarding contract variations and extensions awarded or against a written specification not awarded by tender. Extension of contracts and associated price changes are also not covered by the policy. For contracts awarded by tender, legislation provides minimum requirements for variations.	Amend the policy to provide for the following considerations: • Define purchasing requirements for the issuing of contract variations and extensions for contracts not awarded by public tender. Consideration should be given to circumstances where the contract value increase is over a policy threshold level, due to the variation or extension.	Yes	<b>22/06/2024:</b> Policy was adopted by Council.	Apr-24
Procurement	7.2.14	The policy does not provide a limit on the purchasing amount for the CEO but refers to a delegation by Council. However the delegation does not provide a limit.	Mitigation of risks is managed by the CEO's obligations to adhere to legislation, Council policy, Code of Conduct, and contract of employment. BUDGET ALLOCATION Delegation review.	Yes	Governance guidance was sought. Council has delegated authority to the CEO to make payments from the Shire's Municipal or Trust Funds in accordance with Regulation 12(1)(a) of the <i>Local Government (Financial Management) Regulations 1996</i> . Placing a limit on the amount the CEO can authorise for payment would impact operational and Council operations, creating strategic, operational and reputational risks which are rated High. <b>The purchasing policy was adopted in June 2024 and the Delegation CS1 was also adopted in June 2024.</b>	May-24
FIN11 Corporate Credit Card	6.2.8	The policy does not provide for controls for purchases made with transaction cards other than credit cards, e.g. fuel cards, store cards etc. and does not require user agreements to be established setting out cardholder responsibilities and obligations.	Consider review of policy FIN11 to encompass a broader title and scope for corporate transaction cards (including credit cards, fuel cards, debit cards etc.). Procedures should be in place to support the policy, procurement systems and robust controls prior to payment being deducted for corporate transaction cards.	Yes	<b>22/06/2024:</b> Policy renamed to Transaction Cards Policy and was adopted by Council.	Jun-24
ADM20 Legislative Compliance	6.2.9	This policy includes for a number of systems, responsibilities, review and reporting requirements. We did not observe evidence of these policy requirements occurring.	Ensure processes and systems are in place for the actioning of policy requirements outlined in Policy ADM20 – Legislative Compliance. Alternatively, review the policy to consider the practicalities of current requirements, ensuring alignment with current strategic objectives, compliance and reporting requirements within the organisational capabilities.	Yes	<b>22/06/2024:</b> Policy was adopted by Council.	Aug-24
ADM19 Internal Control	6.2.10	An internal audit program and risk register are included as monitoring and review activities within the policy to support the internal control framework. We did not observe evidence of these policy requirements occurring.	Implement and maintain systems and processes to action policy controls which are intended to support a continual assessment of appropriate controls (based on risk) throughout the organisation.	Yes	<b>22/06/2024:</b> Policy was adopted by Council.	Dec-23

## Shire of Toodyay Risk Assessment Improvement Plan

Component	Risk Number	Risk Assessment Category Risk Issue and Failure Modes	Mitigation and Management Strategy (Possible Future Controls)	Completed - Yes/No	Comment / Issues	FMR Due Date
General Policy Actions	6.2.11	<p>We noted the content of several council policies which may be operational in nature. Council policies are not necessarily intended to provide direction on how different operational functions are to be executed as these are the responsibility of the CEO. Some policies where this may occur include:</p> <ul style="list-style-type: none"> <li>•ADM10 Christmas Closure</li> <li>•ADM25 Personal Information</li> <li>•COM06 Applications for Public Events</li> <li>•FIN05 Debt Collection</li> <li>•FIN12 Disposal of Property</li> <li>•FIN18 Long Term Financial Planning</li> <li>•FIN23 Asset Management</li> <li>•GOV06 Related Party Disclosures</li> <li>•GOV15 Appointment of Acting CEO</li> <li>•REG08 Use of Surveillance Devices</li> <li>•INF01 Road Upgrade Criteria</li> <li>•HR7 Vehicle Usage</li> <li>•HR11 Corporate Uniforms and Personal Protective Equipment</li> <li>•A11 Applications for Public Events</li> </ul>	<p>Review and update policies to consider the appropriate separation of the role of the Council and the CEO. Consider review and update of policies to articulate the strategic direction of Council and set out a high level position to follow at an operational level, particularly where legislation does not provide such guidance.</p>	No	<p>Policies were revised by Officers utilising WALGA Templates (where available). In-house collaboration with regard to review of policies and determinations were made by Shire Officers to make policies policies and convert some policies to Directives for internal application and commence review through the team environment in parts - eventually to result in Council adoption. <b>30/05/2024:</b> Some of these policies were addressed via the Council agenda for June 2024. <b>25/07/2024:</b> <b>Executive Managers and the Acting CEO are yet to review directives and policies but this is ongoing until it is done.</b></p>	Oct-24
Policy Reference to Legislation and External Information	6.2.12	<p>We noted some policies contain detail relating to legislation and other external references including:</p> <ul style="list-style-type: none"> <li>•Purchasing</li> <li>•Appointment of Acting CEO</li> <li>•Personal Information</li> </ul> <p>This practice may result in conflict between the policy and legislation or guidance in the instance of a change in legislation, guidance or other external references.</p>	<p>Update policies to remove specific and / or detailed references to legislation and other external references to assist with maintaining appropriate alignment and consistency in Council policies.</p>	No	<p>The Action was: Develop and implement a plan for the review of policies where risk is rated High. <b>30/05/2024:</b> The Temporary Employment or Appointment of CEO was <b>adopted by Council on 28 February 2024.</b> The Personal information policy has been revised and has been sitting within the Corporate documents team environment since March 2024. <b>25/07/2024: The personal information (Privacy) Policy is intended to be brought to Council in the future. Refer to the Policy List that will be provided separately.</b></p>	On-going
Policy Reference to Legislation and External Information	6.2.12	<p>Other documents are included within the 'Shire Policies' page of the official website, including though not limited to:</p> <ul style="list-style-type: none"> <li>•Committee Book</li> <li>•Vehicle Crossover Specifications</li> <li>•Bush Fire Operating Procedures</li> <li>•Bush Fire Preparedness and Resilience Strategies</li> <li>•Complaint of Alleged Breach Form</li> <li>•Standards for CEO recruitment, selection, performance, and termination</li> <li>•Work Health and Safety Statement</li> </ul>	<p>Categorising policies separately to other documents may provide better navigation to documents and policies on the official local government website and for staff to monitor and review respectively.</p>	Yes	<p>The action was: Website structure to be reviewed to provide separation between Council policies and Other Shire Documents. <b>30/05/2024:</b> The Shire website undertook major revision in the months of March and April 2024. There is now a link to where <a href="https://www.toodyay.wa.gov.au/council/information-published-on-official-website.aspx">https://www.toodyay.wa.gov.au/council/information-published-on-official-website.aspx</a> and Council Registers have a separate link also in one area: <a href="https://www.toodyay.wa.gov.au/council/council-registers.aspx">https://www.toodyay.wa.gov.au/council/council-registers.aspx</a></p>	Ongoing

## Shire of Toodyay Risk Assessment Improvement Plan

Component	Risk Number	Risk Assessment Category Risk Issue and Failure Modes	Mitigation and Management Strategy (Possible Future Controls)	Completed - Yes/No	Comment / Issues	FMR Due Date
Policy Review	6.2.13	We noted the document control information on all policies includes reference to various dates relating to general operational information. This may cause confusion with review requirements between policies and operational documents.	Review and update policy Version Control and Document Control Information to provide evidence and an accurate record of when the policy was reviewed, amended and adopted. Simplify and include reference information required for publication. Operational information may be maintained on a policy index spreadsheet and used for operational purposes.	Yes	Officers maintain a detailed policy list as part of the Shire's Compliance Register. This is updated following review by Council before publishing the adopted policy on the Shire's website. Version and document control information is contained within the excel workbook spreadsheet. <b>(Updated June 2024)</b> . The list is provided to Councillors through a team environment and to staff through an internal folder environment.	On-going
Policy Review	6.2.13	We noted some policies are being routinely reviewed by Council to ensure they remain current. The policy history for some of the policies reviewed indicate the policies have not been reviewed for a number of years or since adoption.	Ensure policies are periodically reviewed for currency. Following review of policies by Council, update the latest document control history summary, or update the latest 'history' date on each individual policy, to provide an accurate record of when each policy was reviewed, amended and adopted.	Yes	See above	On-going
Policy Review	6.2.13	Policies are published on the official local government website as required by legislation, however they are maintained individually rather than in a consolidated or indexed document.	Improve the indexing of Council policies for better identification and access. Updates to indexing of policies may also assist with documenting review processes and associated administrative tasks.	Yes	<u>The action was:</u> Indexing to be reviewed for accessibility. <b>30/05/2024:</b> As all policies are available on the website and are listed in alphabetical order under each appropriate heading therefore access is available and it is anticipated to put into a combined volume that has to be amended each and every time a policy is updated. However, it is the Shire's intention that once all policies are reviewed as part of this action report they will be put into one document with hyperlinks. We will meet the August 2024 deadline. <b>25/07/24:</b> Policy formatting has undergone further changes in that a glossary has been published to the website that contains definitions so they do not need to necessarily be in a policy document. HR Directives and CEO directives are being modified also in this manner.	Ongoing
Policy Publication	6.2.14	The formatting and presentation of some policies is inconsistent and presented in alternative formats within different policies. Maintaining a consistent format across all policies allows for better controls for their review and maintenance.	Review and amend policies to maintain a consistent format and structure across all policies.	Yes	As each policy is reviewed, it is updated to the new format. <b>On-going process.</b>	On-going
Policy Publication	6.2.14	We noted some policies were not published on the Shire of Toodyay website as required by Regulation 29C of the Local Government (Administration) Regulations 1996.	Ensure processes and systems are in place for the publication of all Council policies on the official website as required by legislation.	Yes	HR policies are not published on the Shire website as they are internal policies. Following the FMR Review the HR policies have been renamed HR Directives and will be signed off by the CEO. This will avoid confusion. An Audit of the website was undertaken and will continue to be undertaken at regular intervals to ensure all policies adopted by Council are published. <b>25/07/2024:</b> When the CEO is appointed they will sign off on the HR and CEO Directives which will then be circulated to all workers and members.	May-24

## Shire of Toodyay Risk Assessment Improvement Plan

Component	Risk Number	Risk Assessment Category Risk Issue and Failure Modes	Mitigation and Management Strategy (Possible Future Controls)	Completed - Yes/No	Comment / Issues	FMR Due Date
Business Continuity / Disaster Recovery Plan	7.1.1	A Business Continuity / Disaster Recovery Plan has been prepared, dated July 2023 in draft format. The Business Continuity / Disaster Recovery Plan has not yet been finalised or tested.	Finalise the Business Continuity / Disaster Recovery Plan to ensure its validity, including validity of any documented key business continuity and disaster recovery risks along with the treatments. Ensure risk treatments are consolidated with overarching risk management activities and ensure regular testing of the plan.	No	Plan was drafted in October 2023, however following training that was undertaken by EA in May 2024, it will be reviewed again and finalised; after which training will be undertaken with relevant officers as part of the Risk Management Training (pending a budget project brief) in <b>September 2024. (May need to be pushed out to November 2024)</b>	Sep-24
ICT Strategic Plan	7.1.2	An ICT Strategic Plan was not available for our review.	Develop an ICT Strategic Plan identifying and documenting key ICT risks along with the treatments to reduce the risk to an acceptable level. Consider independent review of identified ICT risks.	No	Prepare a project brief to engage independent review of ICT arrangements and development of an ICT Strategic Plan. <b>Acting CEO advised that this plan would need to align with the Business Continuity Plan. May need to be pushed out to November 2024.</b>	Mar-24
ICT Strategic Plan	7.1.2	Presently a single consultant is engaged to provide IT support services and advice regarding security etc. A high level of risk could be assumed by engaging a single entity to provide all IT services.	Consider implementation of routine review and verification of skills, competencies, qualifications and experience for IT service providers.	No	Prepare a project brief to engage independent review of ICT arrangements and development of an ICT Strategic Plan.	Feb-25
ICT Strategic Plan	7.1.2	Presently a single consultant is engaged to provide IT support services and advice regarding security etc. A high level of risk could be assumed by engaging a single entity to provide all IT services.	Review the service agreement and terms for engagement in accordance with purchasing and system requirements.	No	Prepare a project brief to engage independent review of ICT arrangements and development of an ICT Strategic Plan.	Feb-25
ICT Strategic Plan	7.1.2	Presently a single consultant is engaged to provide IT support services and advice regarding security etc. A high level of risk could be assumed by engaging a single entity to provide all IT services.	Careful development of a strategy may assist in considering the risks of utilising a single IT provider and may assist in developing a scope to articulate service level agreements for a range of IT services to be potentially issued to different providers.	No	Prepare a project brief to engage independent review of ICT arrangements and development of an ICT Strategic Plan.	Feb-25
Managing Emergencies in Shire Facilities	7.1.3	A Managing Emergencies in Shire Facilities document is available. The Version History indicates the original document was issued by a consultant in January 2015 and updates have been applied in March 2021 and July 2023. We noted the documented evacuation diagram is dated January 2020 has not been reviewed and is out of date.	Review systems and processes to ensure the Managing Emergencies in Shire Facilities document contains current and correct information, and reviews are aligned with adopted risk management policy, tested, and validated.	Yes	The document "Managing Emergencies in Shire Facilities" is up to date and already in place. The evacuation diagrams in the document have not changed so do not need to be updated.	Jun-24
Asset Management Plan	7.1.4	Policy FIN23 'Asset Management' includes for asset management plans to be reviewed every four years. This is intended to represent the current and forecast detail and values incorporated into the Long Term Financial Plan. Current Asset Management Plans were last reviewed in September 2018 and are now out of date.	Review and update asset management plans as required to maintain effective alignment with Integrated Planning and Reporting documents, Council policy and changes in asset information.	No	Prepare a project brief for independent consultant to update RAMM database and develop asset management plans for all asset classes. <b>31/07/2024: Engaging an Asset Management Officer for the Depot to do the draft project brief. Estimated time frame for completion is towards December 2024.</b>	Mar-24

## Shire of Toodyay Risk Assessment Improvement Plan

Component	Risk Number	Risk Assessment Category Risk Issue and Failure Modes	Mitigation and Management Strategy (Possible Future Controls)	Completed - Yes/No	Comment / Issues	FMR Due Date
Evidencing Routine Reviews, Authorisations and Approvals	7.2.1	We noted procedures and controls for recording and evidencing the routine review, approval and authorisation processes for a number of key operational functions are not formalised. Whilst these processes may occur in some instances, we observed the implementation is not uniform or consistent. This may result in weaknesses in their application and the control environment.	Review systems and processes to establish approved and consistent application of controls within operational activities and functions. Controls should be maintained to evidence and demonstrate the appropriate segregation of duties and independent review being undertaken.	Yes	Workflow controls exist within Datascape. However, controls and procedures to be documented and familiarisation sessions for relevant officers to be conducted. <b>25/07/24</b> : A service request system has been implemented across the Shire and Officers were provided with training.	May-24
Operational Procedures	7.2.2	Procedures are not formalised for some key operational functions throughout the Shire. Workflow process diagrams and checklists may assist to create a visual representation of a process, clearly identifying key points of control and responsibility to be evidenced and independently reviewed. Where appropriate, these may be complemented by clearly articulated descriptive documented procedures.	Undertake a review of existing operational procedures, and where appropriate, develop and implement additional procedures, to provide operational guidance aligned with adopted Council policies and legislation. Procedures should provide for activities not necessarily covered by legislation to communicate expected standards to staff from management. Development of documented procedures and checklists, and / or workflow process diagrams may assist in clearly identifying controls and processes to be followed.	No	<b>Original Due Date was November 2024 however this is an On-going process.</b>  All departments responsible for developing and documenting operational procedures. <b>25/07/2024</b> : There are CEO Directives that have been written up that contain information and procedures to be adhered to by staff but the directives will be signed off by the new CEO. Staff are reminded at their monthly staff meetings of the importance of writing procedures and keeping them in a centralised system.	Ongoing
Procedure Changes	7.2.3	Processes for implementing, amending or changing procedures are not formalised. We noted this has resulted in instances where there is a breakdown in key controls within internal and financial controls.	Establish a process for the development, review, amendment and authorisation of procedures, checklists and other internal control documentation throughout the Shire to assist with managing changes to procedures.	Yes	There is currently a workbook on the W Drive for procedures and staff information sessions will be set to ensure that where procedures are amended, the reasons for the change and the changes themselves are included in the workbook. The Executive Services area will assist in the development of forms and checklists that will assist workers to manage changes in the organisation. These changes will be delineated through the EMG and middle management groups.	Ongoing
Risk Management Procedures	7.2.4	Some risk management activities currently undertaken are not formally documented and are sometimes performed independently within individual departments. Where applied, existing procedures are largely based on a superseded risk management framework. These activities may not align with the Shire's Risk Management Policy, including periodic reporting to the Audit and Risk Committee.	Risk management procedures be updated and a process developed in accordance with any update to the risk management policy is to ensure procedures and actions set out in the framework align to the policy.	No	External assistance required. Engage LGIS to review risk management procedures, undertake risk management training with the Audit & Risk Committee and officers, and update the Risk Management Framework and Register. <b>30/05/2024</b> : This is pending the project brief being accepted by Council.	Oct-24

## Shire of Toodyay Risk Assessment Improvement Plan

Component	Risk Number	Risk Assessment Category Risk Issue and Failure Modes	Mitigation and Management Strategy (Possible Future Controls)	Completed - Yes/No	Comment / Issues	FMR Due Date
Risk Management Procedures	7.2.4	Some risk management activities currently undertaken are not formally documented and are sometimes performed independently within individual departments. Where applied, existing procedures are largely based on a superseded risk management framework. These activities may not align with the Shire's Risk Management Policy, including periodic reporting to the Audit and Risk Committee.	Communicate throughout the organisation, current risk management procedures and processes to assist with routine and consistent applications in accordance with Council policy. A key function of the Audit and Risk Committee should be to review updates to risk reports, as well as to monitor and evaluate risks, particularly where changes occur. Risks are to be routinely reported and reviewed by the Audit and Risk Committee as required by the Risk Management Policy.	No	Refer to the above.	Oct-24
Information Required to be Published on Official Local Government Website	7.2.5	<p>At the time of our review, we noted the following information (in addition to other matters noted elsewhere in this report) has not been published on the Shire's official website as required by legislation:</p> <ul style="list-style-type: none"> <li>• Name of each council member who lodged a primary return or annual return for the financial year beginning on or after 1 July 2020;</li> <li>• Position of each employee who lodged a primary or annual return for the financial year beginning on or after 1 July 2020;</li> <li>• Gifts and contributions under previous legislation to be in former Form 4;</li> <li>• Fees and charges were included within the Council minutes, though not separately on the website;</li> <li>• A copy of the 2021-2022 Annual Report; and</li> <li>• The type, amount or value of any fees, expenses or allowances paid to each elected member during the financial year beginning on or after 1 July 2020.</li> </ul>	<p>Ensure information is published on the Shire's official website as required by Section 5.96A of the Local Government Act 1995 and any other relevant sections of the Act.</p>	Yes	<p><b>Names and positions</b> - An error was made when the workbook was updated - the PDF created only contained one of the spreadsheets, instead of the two. The remedy will be for Shire Officers to ensure that both worksheets are contained in the PDF generated.</p> <p><b>Gifts</b> - PDF to be uploaded whenever register is amended - rather than uploading individual forms.</p> <p><b>Fees and Charges</b> - updated.</p> <p>2021-22 Annual Report - adopted by Council.</p> <p>Fees and allowances - included in the Annual Report to be on website (reconfigured in April 24).</p>	Dec-23
ICT Risk Evaluation	7.2.6	No formal evaluation process of the risks associated with the overall security procedures, general ICT and application controls is in place. We also noted formal risk treatment plans do not appear to be in place in relation to risks associated with changes to the IT systems.	Develop evaluation systems and registers to evaluate, monitor and resolve risks related to the Shire's ICT environment. Controls should appropriately manage changes to the ICT system to ensure continuous and uninterrupted functionality of the ICT environment.	No	<b>ICT risk management is part of the service provided by XL2.</b> To be considered as part of ICT Strategy above.	Oct-24
Annual Report	7.2.7	The 2019-20 annual report has omitted some information required by legislation. Section 5.53 (2) (h) of the Local Government Act 1995 requires inclusion of a copy of the auditors report within the annual report.	Ensure future annual reports include all information required by legislation.	Yes	<p>Template developed to capture all information required by legislation for inclusion in Annual Report.</p> <p>Officers charged with the responsibility of doing the Annual Report will follow details in the procedure. The Officers are required to check the procedure every time they follow it.</p>	On-going

## Shire of Toodyay Risk Assessment Improvement Plan

Component	Risk Number	Risk Assessment Category Risk Issue and Failure Modes	Mitigation and Management Strategy (Possible Future Controls)	Completed - Yes/No	Comment / Issues	FMR Due Date
ERP Balances and Chart of Accounts Setup	7.2.8	Upon examination of trial balances between the Shire's former ERP and the current ERP, we noted several balances between the two systems were not reconciled.	Undertake mapping of the new ERP to identify required changes to reconcile balances. Ensure required changes are appropriately reviewed, authorised and processed to facilitate the timely preparation of financial reports which align with the adopted budget.	No	In progress. Capital account mapping completed in TEST environment. To be implemented in LIVE environment (Feb). <b>31/07/2024: Acting CEO and/or EMCCS to follow this up.</b>	Apr-24
Recording Transactions in the ERP	7.2.9	During our review, we noted several transactions which had not been reconciled or routinely processed within the chart of accounts established in the ERP. Untimely processing of transactions in this manner may result in inaccurate financial reporting, as well as reducing the ability to appropriately monitor financial transactions.	Review internal controls to ensure financial transactions are processed in a timely manner and to the correct accounts within the ERP.	Yes	<b>25/07/24:</b> A service request system has been implemented across the Shire and Officers were provided with training. <b>30/07/24</b> - New appointed staff will develop a framework to ensure controls are in place.	Ongoing
General Journals	7.2.10	There are limited documented internal control procedures for general journals and supporting documentation for some journals selected for testing did not include adequate information to explain the reasons required for the entry. No general journal audit trail is currently produced to ensure any unauthorised journals have not been posted.	Document internal controls to ensure journal requests initiated are reviewed and approved/authorised prior to posting by an appropriate officer, the practice of independent review is consistently maintained, and evidence of review is routinely applied. A monthly journal audit trail report should be produced and independently reviewed and confirmed to previously approved journals, prior to preparation of the monthly statement of financial activity.	No	<b>30/07/24</b> - New appointed staff will develop a framework to ensure controls are in place.	Apr-24
Overhead and Administration Allocations	7.2.11	No formal process is currently in place to determine the allocation of indirect costs. From staff representations, current allocation rates are based on historical estimates and reviewed during budget preparations each year. Our review noted limited monitoring throughout the year and administration costs which had remained uncleared since February 2023. Limited periodic monitoring and review of indirect costs and subsequent corrective adjustments may financially impact budgeted works programs.	Undertake a review of activity based costings to support calculation of overhead and administration allocations. Routine review and monitoring of indirect costs should be maintained for accuracy in financial reporting of works programs.	Yes	<b>30/07/24</b> - New appointed staff will develop a framework to ensure controls are in place.	On-going
Bank Reconciliation	7.2.12	No bank reconciliations were available for review. Bank reconciliations are a key control and any untimely, non-reconciled bank accounts are considered a high risk to an organisation.	Review systems and processes to ensure staff capacity for the regular and timely completion and review of bank reconciliations.	Yes	<b>30/07/24</b> - New appointed staff will develop a framework to ensure controls are in place.	Apr-24

## Shire of Toodyay Risk Assessment Improvement Plan

Component	Risk Number	Risk Assessment Category Risk Issue and Failure Modes	Mitigation and Management Strategy (Possible Future Controls)	Completed - Yes/No	Comment / Issues	FMR Due Date
Trust Fund	7.2.13	Items currently reported to be held in the trust fund includes bonds and other transactions, and the items reported do not agree to the account balances.	Undertake a review of trust transactions to reconcile the trust fund bank and ledger balance. The review should also identify transactions to remove all funds which are not required by law to be held in the Trust Fund, and transfer to the Municipal Fund, in line with the Office of the Auditor General (OAG) position paper on Accounting for Work Bonds, Building Bonds and Hire Bonds released in July 2019.	No	<b>30/07/24</b> - New appointed staff will develop a framework to ensure controls are in place. Datacom providing immediate support to assist with this matter.	Aug-24
Procurement	7.2.14	Delegation CS1 – Payments from Municipal Fund and Trust Fund includes sub delegations to officers who may also carry out the processing of payments within the financial system.	Appropriate segregation of duties relating to the requisitioning, receipting of goods and services, approval and authorisation of procurement related activities should exist. If circumstances prevent the full segregation of duties, then procedures and conditions within the delegation should exist to demonstrate alternate controls in place to reduce associated risks.	Yes	<b>30/07/24</b> - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	May-24
Procurement	7.2.14	Delegation CS1 – Payments from Municipal Fund and Trust Fund includes sub delegations to officers who may also carry out the processing of payments within the financial system.	Review and update the delegations register and/or access classifications within finance software to ensure delegations are appropriate for operational needs and are consistent with relevant legislation.	Yes	<b>30/07/24</b> - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	May-24
Procurement	7.2.14	Delegation CS1 – Payments from Municipal Fund and Trust Fund includes sub delegations to officers who may also carry out the processing of payments within the financial system.	Examine systems, processes and training to ensure those with delegated purchasing authority comply with the provisions of the purchasing policy and with legislation.	Yes	<b>30/07/24</b> - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	Ongoing
Procurement	7.2.14	The Shire's current process of changing supplier banking details is inadequate, with no formal documented procedures in place. We are aware of many incidents of payment scams/frauds within the local government industry in recent years. As a consequence of this activity, controls around the changes to supplier details within the EFT payment system are essential.	The process to verify changes of supplier details should be documented and provided to officers responsible for preparation and entry of creditors invoices for approval for payment. This should be supported with training/direction to remind staff of the need to be ever vigilant, to exercise a level of scepticism for all requests presented and, most importantly, to raise a concern if there is any doubt about the authenticity of a request for change of EFT payment details.	No	<b>30/07/24</b> - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development. <b>Estimated time frame is by 31 August 2024.</b>	Jul-24

## Shire of Toodyay Risk Assessment Improvement Plan

Component	Risk Number	Risk Assessment Category Risk Issue and Failure Modes	Mitigation and Management Strategy (Possible Future Controls)	Completed - Yes/No	Comment / Issues	FMR Due Date
Procurement	7.2.14	Through limited testing of payments, instances were noted where: •The purchase orders did not pre-date the invoice; •Evidence to support goods having been received prior to invoices being presented for authorisation for payment was not always routinely or consistently applied.	All procurement of goods or services should be undertaken in accordance with legislative requirements and the purchasing policy. A review of the purchasing policy may be required to ensure the policy reflects the purchasing objectives and risks of the Shire.	Yes	Purchasing policy reviewed and adopted by Council <b>28/06/2023</b> . Refresher training provided to all staff.	Feb-24
Procurement Assessment	7.2.15	We did not observe documented procedures in place to require declarations of interest and confidentiality to be signed prior to assessments being undertaken for high value purchases.	Persons assessing any significant procurement should be required to declare any matters which may impact or be perceived to impact on their independence. Procedures for the declaration of interests prior to procurement assessments being undertaken should also be documented for high value purchases and tenders.	Yes	Tender and RFQ documentation is downloaded each and every time needed. Templates have been created (April 2024) and a declaration form has been created for assessment panel members regarding conflict. Procedures to be formally documented. (30/05/2024: this is still ongoing. Starting to create templates using the WALGA Model documents however there is still risk in doing this without checking to see whether templates are amended by WALGA.	Jul-24
Corporate Transaction Cards	7.2.16	We did not observe an agreement for all credit and transaction card holders.	Ensure all officers issued with credit cards sign a credit card agreement prior to the issuing of the credit card.	Yes	30/07/24 - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	Ongoing
Corporate Transaction Cards	7.2.16	During our examination it was noted there is a corporate transaction card (store card) in use not covered by policy, for which a user agreement also has not been established.	All procurement of goods or services using credit, debit or other purchasing cards should be undertaken in accordance with legislative requirements and Council policy. A review of the policy may be required to ensure the policy reflects the legislative requirements and purchasing objectives and risks of the Shire.	Yes	Purchasing policy reviewed and adopted by Council 28/06/2023. Refresher training provided to all staff.	Feb-24
Corporate Transaction Cards	7.2.16	No formal process is currently in place for review and certification of the reconciliation of expenses made on the credit cards each month.	Update procedures to require cardholders to review and certify expenses incurred on their credit cards each month, which are subsequently reviewed by an independent more senior member of staff.	No	<b>30/07/24</b> - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development. <b>31/07/24:</b> Datacom engaged to provide immediate assistance to manage this.	Dec-24

## Shire of Toodyay Risk Assessment Improvement Plan

Component	Risk Number	Risk Assessment Category Risk Issue and Failure Modes	Mitigation and Management Strategy (Possible Future Controls)	Completed - Yes/No	Comment / Issues	FMR Due Date
Contract Management	7.2.17	Our testing identified a contractor providing services to the Shire on an ongoing basis. While an executed contract detailing agreed service levels was previously in place, the service agreement has since expired. This may severely limit controls relating to cost or performance management for works performed.	Review and update systems and processes to provide for higher level controls and oversight of contracts entered into with third parties by the Shire. Agreements should be dually executed to ensure contract obligations are met by both parties.	Yes	Contracts contain 'holding over clauses' to ensure continuance of contract conditions until renewal or termination. A review of contracts has been undertaken and renewal details have now been incorporated in the Contracts and Agreements Register. Council is provided with updates in May and November of each year.	Dec-23
Stock Control	7.2.18	Fuel stock is recorded as it is allocated and is reviewed for reasonableness by management each month. While some controls are in place to monitor potential erroneous allocations or misuse of stock allocated through fuel cards, evidence of independent review is not routinely maintained, and processes are not formalised.	Update procedures for the monitoring of fuel stock on hand in an effort to improve opportunities to detect any issues or potential misuse with fuel allocations. Ensure appropriate controls exist to evidence independent review of data as required.	No	30/07/24 - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	Jan-25
Changes to Banking Details	7.2.19	We identified weaknesses in the formal procedure to change employee and supplier banking details. There is also limited independent review of changes made.	Formal procedures relating to changes to banking details for employees and creditors should be developed to ensure sufficient controls exist in both substantiating the change request and the changes performed within the Shire's ERP system. Review and update procedures to ensure the following matters are appropriately considered, documented and controls are adequate to <ul style="list-style-type: none"> <li>• Validate the change request and its origin;</li> <li>• Authority exists for the change request; and</li> <li>• Validate and control the changes once completed.</li> </ul>	No	30/07/24 - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development. New Supplier Details form been done.	Jun-24
Receiving and Banking	7.2.20	Evidence of an independent review of end of day receiving reports selected for testing was not always recorded.	Update procedures and controls to ensure an appropriate and regular review process has been undertaken for all end of day receiving activities processed for banking for all Shire facilities. Procedures should include outpost locations to ensure cash collection is monitored, reconciled to receipts and independently reviewed.	No	30/07/24 - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	Oct-24
Security Controls for Cash Handling	7.2.21	Security controls for cash held at some facilities are considered inadequate. Controls are not consistently documented to ensure appropriate review and authorisation processes occur in relation to the management and handling of cash by staff and contractors.	Ensure access to any cash held is restricted only to authorised personnel through secure storage. Implement appropriate documented procedures and controls for cash maintained by staff and / or third parties (such as contractors). Processes should also include reference to insured amounts relating to cash, to ensure adequate insurance levels are maintained relating to cash.	No	30/07/24 - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	Oct-24

## Shire of Toodyay Risk Assessment Improvement Plan

Component	Risk Number	Risk Assessment Category Risk Issue and Failure Modes	Mitigation and Management Strategy (Possible Future Controls)	Completed - Yes/No	Comment / Issues	FMR Due Date
Debtors	7.2.22	Procedures to evidence the routine review of receivables and a process for follow up of outstanding debtors are not formalised.	Develop and implement formalised procedures and controls to ensure appropriate reconciliation, review and follow up for management of debtors, issue of statements and collection of outstanding debts.	No	30/07/24 - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	Oct-24
Rates	7.2.23	Procedures to evidence the approval and authorisation of routine reviews of rate exempt properties as defined by Section 6.26(2)(g) of the Local Government Act 1995 were not evident.	Develop and maintain systems and processes whereby routine reviews are undertaken of rate exempt properties within the Shire, confirming these properties are used exclusively for rate exempt purpose.	No	30/07/24 - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	Nov-24
Rates	7.2.23	A variance existed between the number of decimal places presented between the rate levy shown on the 2023-24 rate tested and the rate in the dollar levy as disclosed in the Council resolution and statutory annual budget.	Ensure the number of decimals in the rate in the dollar adopted by Council and in the statutory budget is consistent with the rates levied.	No	30/07/24 - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	Aug-24
Rates	7.2.23	Limited reviews are undertaken of routine rating functions performed, including amendments to rating records, rolling reconciliation of revaluations processed and set up of associated property charges.	Document procedures to demonstrate appropriate review controls and authorisations are applied for routine rating functions including annual rates billing.	No	30/07/24 - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	Dec-24
Rates	7.2.23	We noted an instance of non compliance with the 2023-24 annual rates billing whereby Ministerial approval had not been obtained prior to raising the rates resulted in the State Administrative Tribunal (SAT) quashing the rates struck, requiring significant administrative action for remedial measures to be applied.	Ensure appropriately qualified or experienced persons oversee highly technical compliance tasks such as rating compliance.	Yes	30/07/24 - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	On-going
Repossession of Property to Recover Rates	7.2.25	Information to support compliance with statutory provisions for the repossession of property to recover rates arrears was not available for our review and testing.	For high risk legal processes, appropriate controls should be in place. Evidence of compliance with legal process should be maintained.	No	see above comment	May-24
Honorariums / Token Payments	7.2.25	For some activities where members of the community are engaged to assist with service delivery, token payments, or honorariums are paid in recognition of the service. The current controls described during our review are not considered adequate, and do not consider impacts of superannuation obligations etc.	Update systems and procedures in relation to token payments and honorariums to document controls in relation to management, authorisation and reporting of payments to individuals. Controls should also provide for the monitoring and inclusion of superannuation payments, where required, to comply with the Superannuation Guarantee (Administration) Act 1992.	Yes	30/07/24 - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	Dec-23

## Shire of Toodyay Risk Assessment Improvement Plan

Component	Risk Number	Risk Assessment Category Risk Issue and Failure Modes	Mitigation and Management Strategy (Possible Future Controls)	Completed - Yes/No	Comment / Issues	FMR Due Date
Fixed Asset Register	7.2.26	At the time of our review visit, it was noted a reconciled fixed asset register was not available. Staff representations indicated this has not been setup in the new ERP. Due to this no asset depreciation has been calculated.	Undertake a review of and update the asset register to ensure asset details and descriptions correlate with the physical asset and contain sufficient detail to identify the asset, reconciled to the general ledger. Improve procedures and controls for updating the asset register, including review and authorisation by an independent officer.	No	30/07/24 - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	Oct-24
Grants Management	7.2.27	We noted some documented procedures exist to support processes and controls in respect to: •application of grants; •acquittal of grants; •compliance with grant conditions; and •governance and administration arrangements. Where grants are not effectively managed, there is a risk funds may be returned due to poor performance or missed opportunities in the future. Staff representations indicate existing systems are being developed further and formalised. Progression of this initiative is encouraged.	Document and implement procedures to consider the need for grant programs, if objectives are clearly defined, whether relevant factors and risks are thoroughly analysed and assessed (needs analysis, cost/benefit, risk analysis etc) and appropriate options for delivery are considered prior to applying for grants. Systems should include controls for the monitoring of grants with funding conditions and acquittal processes. Incomplete consideration of these factors may contribute to the Shire's ability to effectively deliver grant programs.	No	30/07/24 - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	Jan-25
Record Keeping Practices	7.2.28	Based on our enquiries with staff, electronic records are stored in the software used prior to the procurement and intended transition to an Enterprise Management System and there is no planned date to transition electronic document management to the new software. Officer all complete and sign a form, certifying they will adhere to the record keeping requirements.	Review systems and processes through a risk based approach when undertaking review of the Record Keeping Plan. This should include planned implementation of any improvements noted within the plan, self-evaluated improvements and any actions noted by the State Records Office.	No	30/07/24 - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	May-24
Record Keeping Practices	7.2.28	During the course of our examination, representations made by staff indicated disposal of hard copy records is not carried out regularly or with a systematic approach. There was no process for disposal of electronic records available for our review.	Review systems and processes through a risk based approach when undertaking review of the Record Keeping Plan. This should include planned implementation of any improvements noted within the plan, self-evaluated improvements and any actions noted by the State Records Office.	No	30/07/24 - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	Jun-25
Record Keeping Practices	7.2.28	Regular refresher training for the use of the records system does not appear to be consistently applied to support and direct staff to the appropriate procedures to save records in accordance with the Shire's record keeping plans and policies.	Review systems and processes through a risk based approach when undertaking review of the Record Keeping Plan. This should include planned implementation of any improvements noted within the plan, self-evaluated improvements and any actions noted by the State Records Office.	No	30/07/24 - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	On-going

## Shire of Toodyay Risk Assessment Improvement Plan

Component	Risk Number	Risk Assessment Category Risk Issue and Failure Modes	Mitigation and Management Strategy (Possible Future Controls)	Completed - Yes/No	Comment / Issues	FMR Due Date
Employee Appointment Procedures	7.3.1	Documented procedures to support onboarding processes for new staff appear appropriate. Staff representations in the course of our review noted conflicts of interest are considered, though a declaration is not required to be undertaken by interviewers on an interview panel.	Include the requirement to complete conflict of interest declarations by all members of an interview panel to promote fair and unbiased processes being undertaken in recruitment processes. These declarations may assist with appropriate risk management considerations being applied where an actual or perceived conflict of interest may exist through human resource management practices.	No	30/07/24 - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	Oct-24
Employee Appointment Procedures	7.3.1	During testing we found an instance where an employee's remuneration amount varied to that stated in the employment contract.	Establish policies, procedures or checklists to manage and document the appointment of employees and ensure remuneration rates and details are accurate.	No	Current process includes Authority to Recruit authorised by the CEO which stipulates the remuneration and budget allocation for the role, contract of employment, and employee details entry into Datascape. Officers believe this instance to be human error which was identified and subsequently rectified.	Feb-24
Employee Termination Procedures	7.3.2	A formal process / procedure is currently in place to manage tasks associated with the termination of employees. This process prompts for ensuring Shire assets are recovered, with a checklist to ensure the recovery of assets, restriction of security and IT access has been completed and signed off by a reviewer prior to the employee finishing with the Shire.	Review and update systems, procedures and/or checklists to manage and document actions on the termination of employees, ensuring access to IT systems, etc. is appropriately restricted and all allocated Shire assets are recovered in a timely manner.	No	30/07/24 - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	Dec-24
Employee Termination Procedures	7.3.2	During testing we noted two samples where the termination date in the payroll software did not agree with the date noted on the termination letter.	Establish procedures or checklists to manage and document the termination of employees, ensuring appropriate detail is recorded and any changes to dates are noted and reasons are documented.	No	30/07/24 - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	Dec-24
Employee Identity and Credentials	7.3.3	While some procedures for verifying employee identity, right to work in Australia, verification of employment history and qualifications appear to be undertaken, weaknesses may exist in validating these checks prior to employee commencement.	Develop, implement and maintain appropriate policies and procedures to reduce the risk of unqualified or unsuitable staff being employed by the Shire, in line with the Western Australian Auditor General's Report in June 2019 relating to Verifying Employee Identity and Credentials.	No	30/07/24 - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	Dec-24
Staff Training	7.3.4	Planned and required staff training needs for employees are currently identified and recorded in a central training matrix for some operational areas/departments. Further value from this initiative can be added through refining the current matrix toward a <u>more formal required staff training structure applied</u>	Refine the current staff training matrix to identify staff training needs relevant to their role, ensuring it is coordinated across the organisation and monitors currency of required licences and qualifications.	No	Moore Australia has agreed to provide template assistance for this action.	Jul-24

## Shire of Toodyay Risk Assessment Improvement Plan

Component	Risk Number	Risk Assessment Category Risk Issue and Failure Modes	Mitigation and Management Strategy (Possible Future Controls)	Completed - Yes/No	Comment / Issues	FMR Due Date
Insurance Claims	7.4.1	We noted in the course of our review, there is no formal requirement to report on the status/action of insurance claims made against and by the Shire. The staff member tasked with processing claims has developed a Review systems and processes relating to insurance recording system to assist with monitoring and tracking claims to formalise and maintain an insurance claims pending claims, as insurers will generally manage many register to provide for high level monitoring and components of the claims process. Formalisation of this management insurance claims initiative may assist with monitoring and evaluation of pending insurance claims by the executive leadership team.		No	Depot Operations Officer has been managing this function as most claims relate to Infrastructure & Assets. Her departure means that this will need to be managed by the Finance team. <b>25/07/2024:</b> A list of claims has been provided by LGIS. The Governance Coordinator is going to train the Finance Team in regard to where the claims register will be located so it can be managed.  30/07/24 - New appointed staff will develop a framework to ensure controls are in place and it is effective.	Dec-24
Council and Audit Risk Committee	8.1.1	Identified risks are routinely included within agenda items for elected member consideration, however these risk assessments do not appear to be consistent in terms of measurement and reporting.	Identified risks relating to a Council decision should continue to be communicated within agenda items, to enable elected members to be fully informed of the identified risks when making decisions. Risks should be appropriately measured and assessed through alignment with adopted risk management policy and accompanying risk management procedures.	Yes	The Governance framework will be further updated and procedures put in place to address risks. Staff were advised at staff information sessions ( <b>April 2024</b> ). This is intended to be addressed further with Risk Management Training to be provided in Sept 2024. <b>Seen as ongoing.</b>	May-24
Council and Audit Risk Committee	8.1.1	We noted some documented risk management activities are being undertaken in some areas, but not consistently reported to the Audit and Risk Committee as required by Council policy.	A key function of the Audit and Risk Committee should be to review updates to risk reports, as well as to monitor and evaluate high risks, particularly where changes occur. Risk reports and updates should be routinely reported and reviewed by the Audit and Risk Committee.  Implement and maintain documented risk management procedures and processes throughout the Shire, aligned to adopted risk management policy and supporting procedures.	No	This Plan to be reviewed by the Audit and Risk Committee on a quarterly basis to monitor progress. Contractor to be engaged to update Risk Framework, Register and Policy and to provide training to Committee Members and officers.	Sep-24
Council and Committee Minutes Council and Committee Minutes (continued)	8.1.2	Through review of the Council Minutes, instances were noted where: <ul style="list-style-type: none"><li>No reference to which employees departed, remained or returned to the Chamber during the discussion of the confidential items (Special Council Meeting 6 July 2022).</li><li>There was an inconsistency between the number of Councillors in attendance and the vote recorded in the minutes (Special Council Meeting held 13 July 2022) seven Council members were listed in attendance with no members listed as apologies, leave of absence, or absent. The vote on the amendment and resolution for item 6.1.1 was carried by absolute majority 8/0.</li><li>The minutes did not state a reason for the change where the decision varied from the officer's written recommendation.</li></ul>	Update systems and controls for agenda items to ensure correct statutory references are included to allow council members to understand the legislative environment relating to the item being considered.	Yes	Updates are provided to Council through its workshop system to ensure that meeting procedures are being adhered to.	On-going

## Shire of Toodyay Risk Assessment Improvement Plan

Component	Risk Number	Risk Assessment Category Risk Issue and Failure Modes	Mitigation and Management Strategy (Possible Future Controls)	Completed - Yes/No	Comment / Issues	FMR Due Date
Council and Committee Minutes Council and Committee Minutes (continued)	8.1.2	<p>Through review of the Council Minutes, instances were noted where:</p> <ul style="list-style-type: none"> <li>Some items being presented for Council consideration are operational in nature and have no statutory requirement to be presented (Ordinary Council Meeting 27 July 2022 – Item 9.2.3 Shire of Toodyay Information Statement).</li> <li>The confirmation of minutes where elected members move amendments is inconsistent with the required process set out in the Shire of Toodyay Standing Orders Local Law 2008.</li> <li>The List of Payments – August 2022 report and resolution includes an incorrect amount for the total of payments reported for the month. (Ordinary Council Meeting 28 September 2022)</li> <li>Clarity is not provided on whether there was any discussion on the confidential attachment for an item regarding a confidential matter where a relevant person may have had an interest, or the need to go behind closed doors. No disclosure of interest was noted. (Ordinary Council Meeting 28 September 2022)</li> </ul>	<p>Review procedures for recording of official minutes to ensure all detail, decisions and proceedings required to be recorded by legislation and Standing Orders are correctly captured.</p>	Yes	<p>Audit and Risk Committee Members received training in Meeting procedures. Other Committee Members will also receive training Meeting Procedures and Conflicts of Interest in due course. <b>This is marked as ongoing because Council has appointed members to the Heritage Advisory Committee and the Works Advisory Committee also. Training is due to be arranged for them in due course.</b></p>	On-going
Council and Committee Minutes Council and Committee Minutes (continued)	8.1.2	<p>Through review of the Council Minutes, instances were noted where:</p> <ul style="list-style-type: none"> <li>Some officer reports noted a simple majority decision was required where statutorily an absolute majority is required. Although the decisions were effectively carried by an absolute majority in these instances, incorrect statutory compliance references in agenda reports have the potential to contribute to non-compliant decisions where reliance is based upon the information stated.</li> <li>There are inconsistencies where in some instances a seconder is not recorded (e.g. Ordinary Council Meeting 21 December 2022 – Item 9.2.1).</li> <li>No reference to the reason for adjournment or the proposed timeframe in accordance with Standing Orders is included in the minutes where appropriate. (Special Council Meeting 1 February 2023)</li> <li>The minutes and financial interest register did not record a disclosure of interest where a relevant person may have had an interest in an item. (Special Council Meeting 1 February 2023)</li> <li>The meeting proceedings recorded in some minutes may not clearly convey the business considered. (refer Ordinary Council meeting 21 December 2022 – Items 9.1.1 and 9.1.2). Several motions appear to have been considered and debated at the same time.</li> </ul>	<p>Update systems and controls for agenda items to ensure thorough review and checking of council reports prior to inclusion in the agenda. Processes should also consider for relevant persons to understand and comply with disclosure requirements.</p>	Yes	<p>Current OCM agenda process includes:</p> <ul style="list-style-type: none"> <li>Officer reports submitted to Manager for review 19 days prior</li> <li>Agenda review by Executive Management Group 15 days prior</li> <li>Amendments made and reports finalised and authorised 13 days prior</li> <li>Compilation of Agenda and attachments, review by CEO, amendments made before sign-off by CEO, Upload to Council Hub and Shire website 12 days prior</li> <li>Response to elected member queries before Agenda Briefing held 7 days prior</li> <li>Questions on notice responses and Agenda Briefing Noted reviewed, finalised and distributed 5 days prior.</li> </ul> <p>Mitigation recommendations noted.</p>	On-going

## Shire of Toodyay Risk Assessment Improvement Plan

Component	Risk Number	Risk Assessment Category Risk Issue and Failure Modes	Mitigation and Management Strategy (Possible Future Controls)	Completed - Yes/No	Comment / Issues	FMR Due Date
Council and Committee Minutes Council and Committee Minutes (continued)	8.1.2	Through review of the Council Minutes, instances were noted where: • A motion was noted as an Alternative Officer Recommendation, following amendment by a Council member, with no seconder recorded. • A foreshadowed amendment was noted and a vote was then put listing the motion as an 'Officer Recommendation'. This is not in accordance with Standing Orders clause 9.4(b) where it is necessary for one substantive motion to be considered at a time. • A revocation motion was adopted by simple majority. Legislation requires an absolute majority decision to revoke or change a decision. (Special Council Meeting 29 March 2023) • Risk assessment comment with Council Reports is inconsistent and does not consider all categories of risk consequence.	Review meeting procedures to ensure meetings and recordings of official meetings are in accordance with the Shire's Standing Orders Local Law 2008.	Yes	Noted	On-going
Monthly Financial Report	8.1.3	The monthly statements of financial activity prepared since 30 June 2023 and presented for consideration by Council have not been prepared in accordance with regulation 34 and 35 of the Local Government (Financial Management) Regulations 1996.	Ensure the monthly statement of financial activity is completed accurately and contains all items required by legislation. Systems and procedures should provide for the timely and correct entry of accounting transactions to enable accurate preparation of the monthly statement of financial activity for consideration by Council.	Yes	30/07/24 - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	On-going
Risk Register	8.2.1	A strategic risk register was not available for inspection.	Maintaining risk registers for all identified key risks is important to help ensure appropriate identification, recording and communication of high rated risks, along with providing a record to enable the verification of whether treatment plans have appropriately mitigated to within accepted risk appetite. Routine (at least quarterly) review of the risk register is required for sound risk management.	No	Contractor to be engaged to Train Officers responsible for development of the Risk register and to provide training to Officers including the EMG to develop risk profiles which will inform the risk management framework, register, and also the administrative service and business planning.	Sep-24
Contracts Register	8.2.2	A contracts register has been established, however it does not provide consistent information detailing the status of contracts held, or regular review of contracts by the Shire.	Update the register to record details of all contracts (current and expired) and their status in a form to assist with ensuring contracts are monitored and actioned as required and reflecting the value of the contracts.	No	The contracts and agreements register was most recently updated in late October/early November 2023. Further improvements are required so that information is consistent. <b>30/05/2024:</b> Updates are continuing to be made. There are many agreements that need to be recorded consistently on the register. Reports to Council in April and November will assist with compliance. Agreements will be placed onto the compliance calendar also - <b>Project to be completed by Oct 2024.</b>	Oct-24

## Shire of Toodyay Risk Assessment Improvement Plan

Component	Risk Number	Risk Assessment Category Risk Issue and Failure Modes	Mitigation and Management Strategy (Possible Future Controls)	Completed - Yes/No	Comment / Issues	FMR Due Date
Investment Register	8.2.3	An investment register was available for our inspection, however it did not adequately detail the nature and location of all investments and all related transactions. There was also no evidence to support the register being reviewed by a more senior officer independent of preparation of routine updates.	Recording the nature and location of all investments and related transactions is required by Regulation 19 (2) of the Local Government (Financial Management) Regulations 1996. Tracing of funds on maturity of investments is essential and record of where funds are transferred and who authorised the transfer should be maintained within the register. Maintaining printed copies of the investment register, reviewed and authorised by a senior manager, independent of the control of the investments, prevents subsequent amendment to the register.	No	<b>30/07/24</b> - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	May-24
Financial Interest Register	8.2.4	Upon inspection of the register, we noted several returns did not include an acknowledgement of receipt of the return as required by legislation.	Review systems and procedures to ensure the acknowledgement of receipt for all returns is by the CEO or President as required by legislation.	Yes	Copies of the acknowledgement of returns were not always included in the file due to acknowledgements being sent via email and recorded in the record management system. The returns register did and continues to indicate the reference number for the acknowledgement of the returns.	Feb-24
Tender Register	8.2.5	Inspection of the register noted non compliance with some requirements of the Local Government (Functions and General) Regulations 1996. A copy of the advertisement for the invitation to tender was not available on, or via a link to, the register, contrary to requirements of Regulation 17(2)(d) of the Local Government (Functions and General) Regulations 1996.	Ensure the tender register contains all information required to comply with Regulation 16 and 17 of the Local Government (Functions and General) Regulations 1996 for future tenders called.	Yes	The Tender Register has been updated and was posted onto the Shire's website in the Document Centre under Public Registers on 16 April 2024. The Tender Registration Form has been updated and CEO Directives updates to ensure that relevant officers are using templates (based on the WALGA Model) for procurement.	Apr-24
Compliance Audit Return	8.3.1	Some responses in the CARs reviewed were inconsistent with findings and documentation examined during our overall review.	Review procedures and controls for the accurate completion of CARs and reporting to the Audit Committee and Council, including independent review of responses by an appropriate officer and evidencing of responses.	Yes	The Compliance Calendar was updated in late October - and will be the procedure and control that will help officers complete the CAR.	Oct-23
Community Complaints Procedures	8.4.1	Currently, customer complaints are entered and managed through the records management system by the receiving officer and referred to other officers as required. Updates to this process such as establishing community complaints register to provide more routine monitoring to follow up may improve the management of complaints to ensure they are all adequately addressed.	To help ensure all complaints are adequately monitored, reported and resolved, a register of customer complaints received should be maintained and systems and processes should ensure staff are aware of their obligations in accordance with adopted policies.	No	<b>31/07/2024:</b> The complaints policy has been revised and will be brought to Council in 2024. The website was updated with regard to minor breach complaints. The procedure for creating a register through the new CRM (Records Management system) is being investigated at present.	Dec-24

## Shire of Toodyay Risk Assessment Improvement Plan

Component	Risk Number	Risk Assessment Category Risk Issue and Failure Modes	Mitigation and Management Strategy (Possible Future Controls)	Completed - Yes/No	Comment / Issues	FMR Due Date
Public Interest Disclosure Procedures	8.4.2	From our review, there was no evidence of information available for public or staff awareness of the process to enquire about, or make a public interest disclosure.	In accordance with the Public Interest Disclosure Act 2003 (PID Act) the Shire must prepare and publish internal procedures about public interest disclosures.	No	<b>31/07/2024:</b> The PID Policy was adopted by Council at their June 2024 Council Meeting. Forms have been done and the internal guidelines are to be signed off by the Acting CEO.	Dec-24
Significant Audit Matters Report	8.5.1	<p>Significant audit matters, as well as some material matters of non compliance were raised in audit reports. Legislation requires:</p> <ul style="list-style-type: none"> <li>• A report to be prepared stating actions intended to be taken in relation to any significant audit matters noted;</li> <li>• The report is required to be submitted to the Minister; and</li> <li>• The report is required to be published on the official local government website.</li> </ul> <p>Evidence of the report being prepared, submitted to the Minister, and were on the local government website were not available for our review.</p>	Ensure any future reports are prepared and published within required time frames as required by Section 7.12A of the Local Government Act 1995.	No	<b>30/07/24</b> - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	On-going
WHS Audit	8.5.2	Evidence of a recent WHS audit was not available for our review.	Undertake a WHS audit, ensuring subsequent actions and matters identified through the audit are adequately addressed.	Yes	Audit undertaken in June 2021 with an overall score of 91%. A number of recommendations from the report have been implemented. Next audit scheduled for Sept 2024.	Oct-24
Internal Audit	8.5.3	Currently, no internal auditors have been appointed, and limited internal audit functions have been undertaken.	We suggest as the level of documented procedures increase, an expanded internal audit function to confirm adherence to documented policies and procedures may be required as recommended by the OAG in their report to Parliament on the Audit Results Report – Annual 2017-18 Financial Audits of Local Government Entities.	No	Noted.	On-going
Audit Regulation 17 Review	8.6.1	A review was last undertaken in July 2018, outside the time period required by Regulation 17 of Local Government (Audit) Regulations 1996.	Ensure future review are undertaken within timeframes as required by legislation.	Yes	A scope was developed for both the FM5 and AR17 reviews in 2021. However, Officers were advised by Auditors that the Shire was not in a position to undertake these reviews until the Datascape transition had been resolved. In hindsight, the review should have been done to assist in identifying issues with the ERP transition.	On-going

## Shire of Toodyay Risk Assessment Improvement Plan

Component	Risk Number	Risk Assessment Category Risk Issue and Failure Modes	Mitigation and Management Strategy (Possible Future Controls)	Completed - Yes/No	Comment / Issues	FMR Due Date
Financial Management Review	8.6.2	Evidence of a previous review was not available for our inspection.	Ensure the next review is undertaken within the time period as required by Regulation 5(2) of Local Government (Financial Management) Regulations 1996.	Yes	<b>30/07/24</b> - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	On-going
Financial Management Review		Budget Review	Compliance Calendar	Yes	<b>30/07/24</b> - New appointed staff will develop a framework to ensure controls are in place. EMCCS will assist this development.	On-going



## Electronic Attendance at Meetings

### Introduction

This policy is intended to ensure a consistent and transparent approach to the request and approval of individual elected members, and committee members attending meetings electronically as well as setting out parameters when an applicable meeting can be authorised for an e-meeting in line with legislation.

### Objective

1. To establish the Local Government's decision making framework enabling electronic attendance at in-person meetings and for the conduct of meetings by electronic means.
2. This policy is to be read in conjunction with the *Local Government Act 1995* ('the Act') and Regulations 14C, 14CA, 14D and 14E of the *Local Government (Administration) Regulations 1996*.

### Scope

This policy applies to Elected Members and Community members. Ad hoc meetings with Shire Officers and/or external stakeholders may also be available to attend electronically by all attendees. In these instances, authorisation by the Shire President is not required.

### Definitions

Term	Definition
Electronic Means	refers to the approved electronic requirements to access an in-person meeting or attend an electronic meeting, encompassing hardware and software requirements to enable instantaneous communication [Admin.r.14CA(3)]. The electronic means must be determined before the suitability of a location and equipment can be assessed as part of a request to attend electronically to an in-person meeting or to an electronic meeting.
Meeting (as per 14C(1) of the Local Government (Administration) Regulations 1996)	(a) an ordinary meeting of the council; or (b) a special meeting of the council; or (c) a meeting of a committee of the council; or (d) a meeting of an audit committee of a local government.
Members	refers to a council member and any other person appointed as a member of a committee under Section 5.10 of the Act.

*Refer to the Shire of Toodyay (Shire) Glossary (Definitions) located on the Shire website for definitions not listed: [https://www.toodyay.wa.gov.au/documents/470/corporate-documents-glossary-\(definitions\)](https://www.toodyay.wa.gov.au/documents/470/corporate-documents-glossary-(definitions))*

## Policy Statement

Meetings will be held primarily as in person meetings and the CEO will be consulted before the electronic means by which the meeting is to be held is determined by the President or by Council resolution.

For efficiency and the avoidance of unnecessary inconvenience, Members are to submit requests for electronic attendance at the earliest opportunity, but in any case, requests must be received so that there is sufficient time for the request to be considered and the necessary technology and meeting protocols to be implemented.

### 1. Electronic Attendance

#### 1.1 Requests

- (a) Requests to attend meetings electronically are to be in writing on the form provided for this purpose; and
- (b) Requests are to be provided as soon as practicable but no later than 24 hours prior to the meeting the request relates to.

**Note:** for committees, a request for electronic attendance to an in-person committee meeting can only be approved by the President or Council (not the relevant committee). Similarly, a request for a committee to be held as an electronic meeting (outside of a declared emergency) must first be approved by Council.

- (c) Records of requests and decisions about requests must be retained:
  - (i) Where the President makes the decision, the record is retained as a Local Government record (e.g. email communication) in accordance with the Shire's Record Keeping Plan and protocols established by the CEO; and
  - (ii) Where Council makes the decision, the decision must be recorded in the minutes [Admin.r.11(d)].
- (d) The CEO shall ensure that necessary administrative and technological support is readily available to facilitate attendance by electronic means at any meeting, on the basis that approvals may be given at any reasonable time prior to commencement of the meeting by the President or during the meeting itself by Council for a Council meeting.

#### 1.2 Authorisation

- (a) The Shire President's authorisation will have regard to whether the location from which the member intends to attend the meeting, and the equipment to be used are suitable to enable the member to effectively engage in deliberations and communications during the meeting.
- (b) Where a request meets the following criteria, approval will not be unreasonably withheld:
  - (i) The electronic means of instantaneous communication, and the location and equipment from which the Member seeks to attend the meeting, are determined as suitable for the Member to effectively



engage in deliberations and communications throughout the meeting;

- (ii) The Member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentially can be maintained. In the absence of such a declaration, the Member is prohibited from participation in the meeting, or that part of the meeting, that is closed; and
- (iii) The approval does not exceed prescribed limitations for the number of meetings attended by that Member by electronic means.

### 1.3 Location

- (a) Elected Members, Committee Members, and Shire Officers attending meetings electronically are to ensure that the location is suitable.
- (b) As a general rule, a suitable location is considered to be a:
  - (i) Secure, password protected internet connection; and a
  - (ii) Room that is quiet and private; and a
  - (iii) Room with suitable controls to ensure confidentiality is not breached.

### 1.4 Electronic means

- (a) The Shire conducts electronic meetings primarily through Microsoft Teams but will also utilise other virtual meeting tools on occasion.
- (b) Access to the meetings link will be sent:
  - (i) to the Members and Shire Officers through their @toodyay.wa.gov.au email address; and
  - (ii) to the Committee Member's designated e-mail address as a meeting invitation only after written approval by the Shire President.
- (c) Members and Officers shall ensure attendance electronically at least 10 minutes prior to the commencement of the actual meeting to ensure a connectivity and resolve any issues with connectivity if they arise prior to the meeting commencing.

### 1.5 Equipment

- (a) Where practicable, members and officers attending meetings electronically are to use the electronic equipment provided by the Shire for Council business (including the headphones).
- (b) Use of Shire provided equipment ensures ease of providing technical assistance if required.
- (c) Committee members are to ensure their electronic equipment is of a suitable standard with the appropriate software/app installed to enable attending meetings electronically.

## 1.6 The 50% cap

- (a) Members may only attend a meeting by electronic means, provided they have not attended more than half of the council or committee meetings in the previous twelve (12) months by this method. This includes the proposed meeting; and
- (b) Members' meeting attendance will be recorded and monitored by Executive Services in the form of a spreadsheet and reported in the Shire's Annual Report each year;
- (c) Members' electronic attendance will also be recorded in the relevant meeting minutes or notes.
- (d) The 50% cap does not apply to a member who is a person with a disability as defined in s.3 of the *Disability Services Act 1993*.
- (e) The 50% cap does not apply to Shire Officers attending as observers.

## 2. Electronic Meetings

### 2.1 Participation in meetings by electronic means

- (a) Presiding at Meeting: Where the President is approved to attend an in-person meeting by electronic means, they may choose to defer to the Deputy President for the purpose of presiding at the meeting.
- (b) Conduct: Members are to be familiar with their Meeting Procedures and Code of Conduct requirements, in particular, protecting confidential information and appropriate communication practices, when participating in a meeting by electronic means.
- (c) Meeting Procedures: where provisions of meeting procedures are not applicable to an electronic meeting environment, the Presiding Member may need to consider modification or suspension of the inconsistent subject provisions.
- (d) External Parties Participating in Closed Meetings: where external parties are invited to participate in a closed part of an electronic meeting (such as Auditor attending an Audit and Risk Committee electronic meeting), before being approved to attend by a resolution of the meeting, they are to first confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

### 2.2 Electronic meetings outside of an emergency

- (a) Electronic meetings outside of an emergency require a Council resolution.
- (b) Clauses 1.3 to 1.6 also apply to electronic meetings outside of an emergency.
- (c) A change from a public meeting to an electronic meeting will require adequate public notice:
  - (i) published on the Shire's website; and
  - (ii) provided in the Notice of Meeting/Agenda; and



- (iii) broadly promoted to ensure community awareness, such as through social media, newsletters, on noticeboards, etc.

### Reference Information

- e-meetings Guide and Policy from WALGA Governance Portal

### Legislation

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

### Associated documents

Approval for Electronic Attendance form

Document control information	
Document Category	Governance
Document Title	Electronic Attendance at Meetings
Document ID	GOV26
Document Owner (position title)	Chief Executive Officer
Author (position title)	Governance Coordinator
Date of approval	t.b.a.
Approving authority	Council
Access restrictions	Nil
Date Published	t.b.a.
Date of last review	New
Date of next review	Annually

21/08/2024

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NEW Electronic Attendance at Meetings

\*\*\* This Document is not controlled once it has been printed \*\*\*



## Approval for Electronic Attendance

This form is to be used by Members wishing to apply for approval to attend meetings electronically. Completed forms are to be emailed directly to the Shire President and copied to [cr.request@toodyay.wa.gov.au](mailto:cr.request@toodyay.wa.gov.au) as soon as practicable but no later than 24 hours prior to the meeting that the request relates to.

### Application Details

Name of Member: \_\_\_\_\_

Type & Name of Meeting: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Reason: \_\_\_\_\_

Location you are attending meeting from: \_\_\_\_\_

How will you control risks of confidentiality breach and limit potential for disruptions?:  
\_\_\_\_\_

What electronic equipment will be used if not provided by the Shire?: \_\_\_\_\_

I disclose under the provisions of regulation 14CA of the *Local Government (Administration) Regulations 1996* that I can maintain confidentiality during the meeting or the closed part of the meeting if required, in accordance with 14CA(5).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### APPROVAL OF LEAVE (to be completed by the Shire President)

Approved     Not Approved due to: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Electronic Meeting Arrangements in all member diaries / sent via email

Officer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Link: \_\_\_\_\_



**Administration Centre**  
15 Fiennes Street (PO Box 96)  
TOODYAY WA 6566

T (08) 9574 9300  
E [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au)  
W [www.toodyay.wa.gov.au](http://www.toodyay.wa.gov.au)



## Heritage Advisory Committee Meeting

14 August 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 CHIEF EXECUTIVE OFFICER**



## HERITAGE ADVISORY COMMITTEE MEETING MINUTES

14 AUGUST 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 21 August 2024.



Tabitha Bateman

**ACTING CHIEF EXECUTIVE OFFICER**

**Confirmed Minutes**

These minutes were confirmed at a meeting held on 13 November 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

14 AUGUST 2024

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HERITAGE ADVISORY COMMITTEE MEETING MINUTES14 AUGUST 2024**1 DECLARATION OF OPENING**

Cr M Dival, Chairperson, declared the meeting open at 4.04pm.

**1.1 ANNOUNCEMENT OF VISITORS**

Nil

**1.2 RECORD OF ATTENDANCE AND APOLOGIES**Members

Cr M Dival	Deputy Shire President (Chair)
Cr S McCormick	Councillor
Mr B Keens	Community Representative
Mrs E Frayne	Community Member
Ms C Elphick	Community Member
Ms H McNamara	Community Member
Mr D Donegan	Community Member

Staff

Mr H de Vos	Executive Manager Development and Regulation
Mrs M Rebane	Governance Coordinator

Visitors

Nil

Apologies

Mr P Roberts	Community Member
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**1.3 DISCLOSURE OF INTEREST**

Nil

## HERITAGE ADVISORY COMMITTEE MEETING MINUTES

14 AUGUST 2024

## 2 MINUTES AND ADDITIONAL INFORMATION

## 2.1 CONFIRMATION OF MINUTES

## 2.1.1 Minutes of Meeting held on 8 May 2024

## OFFICER'S RECOMMENDATION/HAC RESOLUTION NO.HAC010/08/24

**MOVED** Cr S McCormick**SECONDED** Cr M Dival

That the Unconfirmed Minutes of the Heritage Advisory Committee Meeting held on 8 May 2024 be confirmed.

Voted For: Crs M Dival, S McCormick, Mr B Keens, Ms E Frayne, Ms C Elphick, Ms H McNamara, and Mr D Donegan.

Voted Against: Nil

MOTION CARRIED 6/0

## 2.2 REVIEW OF STATUS REPORT

## 2.2.1 Updated Status report

Attachments: 1. 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 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE

Executive Manager Development and Regulation provided an update from the Visitors Centre:

- VC Numbers and Connor's Mill and the Museum: this year so far we have had 676 visitors Connors Mill and 931 Newcastle Gaol and this time last year it was 729 and 1409 for the gaol.
- Lost a number of volunteers for the Gaol and this reflects the numbers who cannot monitor the gaol if nobody is there.

Other Matters:

Since CHO departure M Duke continues to support volunteers. Display areas cleared out. THS and TFOR have been approached to curate a space.

## HERITAGE ADVISORY COMMITTEE MEETING MINUTES

14 AUGUST 2024

General Discussion regarding the CHO Role. Shire advertised three times for the role. Calibre of the applicants is not fitting to what the Shire needs.

Have approached Uni of WA and their Heritage staff to see if we can use their expertise to guide our recruitment process. We may not be able to secure an experienced person however a graduate may be beneficial.

Operational point of view management of volunteers is crucial. Fortunate we have the opportunity with the LHS being realised and MDR advised that policy review is back on track now. Exhibition space needs to be managed more effectively.

Points raised:

- Community exhibitions can be planned and put into operation using volunteer workforce;
- Displays are about perceptions of history;
- Interpretive design can be looked into so long as costs are looked at;
- Lighting and humidification concerns regarding exhibitions;
- To do that volunteers require access to the workshop and to the mosaic database to update; and
- Materials are in the workshop which adds to the reason why volunteers require access;
- Insurance concerns around exhibition material requiring access;
- Security concerns with numbers in the building on their own;
- Volunteers to carry on the status quo until recruitment is improved; and
- Option to include recruitment advertisement in the WA Museums and Gallery Industry networks.

Items for discussion:

- Planning Applications: consultation to be directed to the Committee via teams and email so as to not hold up putting applications through to the Council for a decision;
- Direction of the Committee: concern about momentum and enthusiasm. Strategy and review of policies can be projects to be brought to the Committee. Come to an agreement of what projects to achieve as a priority;
- Terms of reference: overview;
- Oral and visual history: series of questions for a potential candidate, microphone and an orator;
- Geographical history: fabrication, anecdotal evidence, heritage component mapped out with overlay of indigenous heritage;
- Invitation of visitors to the meetings and stakeholder engagement with regard to heritage assets and product promotion through museum's Facebook and upgrading the information on the Shires website; and
- Maps encompassing all the heritage assets and other information in data form.

**HERITAGE ADVISORY COMMITTEE MEETING MINUTES****14 AUGUST 2024**Goals to set:

- Each member put together two items as to what this group can achieve in 12 months; and
- Busy-bee at the gaol and invite the community in; and
- Provision of articles for the Shire's Herald Pages each month.

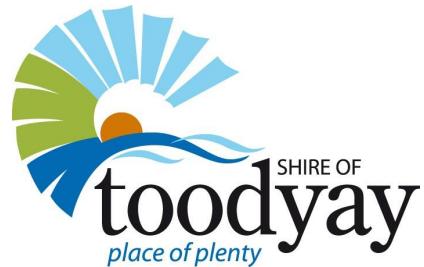
**5 CONFIRMATION OF NEXT MEETING**

The next meeting of the Heritage Advisory Committee is scheduled to be held on 13 November 2024 commencing at 4:00pm.

**6 CLOSURE OF MEETING**

The Chairperson closed the meeting at 5.25pm.





# ATTACHMENTS MINUTES

**Heritage Advisory Committee Meeting**

**Wednesday, 14 August 2024**

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HERITAGE ADVISORY COMMITTEE MEETING ATTACHMENTS - 14 AUGUST 2024  
MINUTES

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## HERITAGE ADVISORY COMMITTEE MEETING ATTACHMENTS - MINUTES

14 AUGUST 2024



**HAC STATUS REPORT**  
**Heritage Advisory Committee**

*This report serves as a resource to record actions to be taken regarding requests from Committee Members*  
**Responsible Officer:** *Executive Manager Development and Regulation and Cultural Heritage Officer.*

Meeting Date	Detail (including any recommendation made by the Committee)	Target date for completion	Completion Date	Other Comments
14/02/2024	<u>Inward Correspondence</u> State Heritage Office correspondence received by Officers and will be presented to the next meeting.	Next HAC meeting		LHS Update: S Carrick commenced work today.
14/02/2024	Municipal Directory review funding – role or input from Committee in this project – update / advice from Administration Grant Funding coming from Department of Planning, Lands and Heritage to be followed up. S Carrick been liaised with and ECD and EMDR will draft the directory. S Carrick is managing the process as the paid Consultant.	ASAP	14/02/2024	Signed off on this already. Resourcing matters taking precedence (critical functions). CHO role will work within this process and we are mindful of the timeframe by which to expend this funding that has been received. Volunteers available to assist with the history. Project timeframe to be done.
14/02/2024	Adding in an item of business to discuss / workshop the details of the new ToR with committee members Formulate our goals and aims for the coming year	ASAP		Heritage Listing Completion Policies to be finalised such as the Central Toodyay Heritage area one. Environmental Heritage. Strategy and Master Plan amalgamation.

HERITAGE ADVISORY COMMITTEE MEETING ATTACHMENTS - MINUTES14 AUGUST 2024**HAC STATUS REPORT - Heritage Advisory Committee (continued)**

Meeting Date	Detail (including any recommendation made by the Committee)	Target date for completion	Completion Date	Other Comments
				Use Microsoft Teams to workshop ideas. Mapping out where all the ruins are located. Use GIS technology. Engagement of youth. Invite school students to sit and be part of the heritage process. Approach UWA. Mind-mapping tool MIRO.

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