

# Agenda Briefing

## 18 September 2024

## Notes

### Unconfirmed Notes

These notes were approved for distribution on 20 September 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 25 September 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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**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 McKeown	Shire President
Cr C Duri	Councillor
Cr R Madacsi	Councillor
Cr S McCormick	Councillor
Cr J Prater	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
Ms J O'Driscoll	Executive Support Officer
Mr C Sullivan	Executive Manager Infrastructure, Assets & Services
Mrs Z Azam	Environmental Sustainability Officer
Mrs M Rebane	Governance Coordinator

Visitors

Nil.

**2.1 APOLOGIES**

Cr D Wrench	Councillor
Cr M Dival	Deputy Shire President

**2.2 APPROVED LEAVE OF ABSENCE**

Nil

**2.3 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**3 DISCLOSURE OF INTERESTS**

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

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

As per Council Meeting Agenda.

**4.2 PUBLIC QUESTION TIME**

Nil.

**5 CONFIRMATION OF MINUTES**

As per Council Meeting Agenda

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

Nil.

**6.2 DEPUTATIONS**

Nil.

**6.3 PRESENTATIONS**

Nil.

**6.4 SUBMISSIONS**

Nil.

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

Nil.

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

Nil.

**9 OFFICER REPORTS****9.1 DEVELOPMENT AND REGULATION****9.1.1 Local Biodiversity Strategy - Request to advertise****Agenda Item 9.1.1 - Questions and Points raised**

<b>Councillor</b>	<b>Discussion</b>	<b>Response from Environmental Sustainability Officer unless otherwise stated.</b>
<i>Madacsi</i>	The President's message states the Strategy's approach focuses on conservation, climate resilience, and responsible planning to protect Toodyay's unique environment and elevate the quality of life for our residents. Where is this	<p><i>The President's message has not been approved by the President at this time.</i></p> <p><i>The Strategy doesn't list "conservation," "climate resilience," or "responsible planning" as separate headings, but these ideas are included throughout:</i></p> <p><i>Conservation is addressed in Goal 1, Actions 1.1 and 1.2, and also in Goal 2.</i></p> <p><i><b>Climate Resilience</b> and <b>Responsible Planning</b> are covered in the action plans,</i></p>

Agenda Item 9.1.1 - Questions and Points raised		
Councillor	Discussion	Response from Environmental Sustainability Officer unless otherwise stated.
	demonstrated within the Strategy?	<p><i>which include creating GIS maps and making sure biodiversity is considered in decisions. Specifically, Goal 1, Part 1.2 establishes a process for integrating biodiversity into planning.</i></p> <p><i>These elements show how the Strategy supports Toodyay's environment and improves residents' quality of life.</i></p>
Madacsi	<p><i>Specifically, what were the several significant issues identified that could potentially impact regional operations in the original draft, and</i></p> <ul style="list-style-type: none"> <li><i>what aspects of the draft were found to be financially burdensome for the Shire?</i></li> </ul>	<p><i>The draft action plan includes several aspects that may be financially burdensome for the Shire. Firstly, amendments to the Local Planning Scheme and Local Policies require significant administrative and legal work. The creation of Avon Special Control Areas involves additional planning and regulatory processes, adding to the cost. Implementing a Water Management Strategy also entails expenses related to planning and management. Hiring consultants for targeted flora and fauna surveys, as well as testing for <i>Phytophthora</i> spp., represents another financial commitment. Additionally, implementing ISO 14001 for environmental management necessitates consultations, professional assessments, and policy amendments, all of which can be costly. The plan also proposes creating subsidized nurseries to support landowners, which involves funding. Lastly, preparing and implementing a Private Landholder Incentive Strategy adds further financial implications. Together, these elements contribute to the overall financial burden of the draft action plan.</i></p>
Madacsi	<p><i>Specifically, what were the several significant issues identified that could potentially impact regional operations in the original draft, and</i></p> <ul style="list-style-type: none"> <li><i>What were the perceived challenges for</i></li> </ul>	<p><i>Stakeholders identified several challenges for the effective implementation of the draft action plan. Firstly, there was a perception that the implementation period should be extended to allow more time for thorough execution. Another concern was the high cost associated with hiring consultants, which was seen as a significant financial burden. Additionally, stakeholders felt that the action plan was overly focused on creating rules, regulations,</i></p>

Agenda Item 9.1.1 - Questions and Points raised		
Councillor	Discussion	Response from Environmental Sustainability Officer unless otherwise stated.
	<p>effective implementation by stakeholders?</p>	<p>and amendments rather than on practical measures to conserve biodiversity effectively within the Shire. They also noted that the background information provided was overly detailed and complex, making it difficult for Shire residents to understand. Furthermore, the information was not always accurate or clear. For example, Page 11 of the draft incorrectly states that Toodyay is located in the Southwest Bioregion, whereas Toodyay is actually situated between the Avon Valley and Jarrah Forest Bioregions. This misinformation contributed to the perceived challenges in implementing the plan effectively.</p>
Madacsi	<p>How is the intention of the Shire of Toodyay's Council Plan 2023-2033, Outcome 3: Our natural assets and ecosystems are being maintained and protected for future generations, demonstrated to be met? .</p> <ul style="list-style-type: none"> <li>Specifically, 3.1. Preserve our land, water, and biological systems.</li> </ul>	<p>Biodiversity, the variety of life on Earth, is essential for maintaining healthy ecosystems. It plays crucial roles in preserving lands, protecting waters, and supporting biological systems. Diverse ecosystems promote soil health, regulate nutrient cycles, and sequester carbon, while also filtering water, controlling floods, and recharging groundwater. Biodiversity also ensures pollination, pest control, and genetic diversity, which are vital for the survival of species and the resilience of ecosystems. By preserving biodiversity, we protect our planet and ensure a sustainable future. The intention of the Shire of Toodyay's Council Plan 2023-2033, Outcome 3: Our natural assets and ecosystems are being maintained and protected for future generations, is demonstrated by the action plan 5.0.</p>
Madacsi	<p>Why has the Strategy not included a clear description of water sources within the shire, given the significant impact of reducing rainfall and human activity in reducing groundwater levels below availability for native vegetation? Examples</p>	<p>The primary aim of the Local Biodiversity Strategy is to address biodiversity conservation and management. While water sources are critical to this goal, the strategy prioritizes direct biodiversity actions, such as habitat protection and restoration, over detailed hydrological assessments. This focus could lead to a lack of comprehensive information on water sources.</p> <p><b>Mining</b></p>



Agenda Item 9.1.1 - Questions and Points raised		
Councillor	Discussion	Response from Environmental Sustainability Officer unless otherwise stated.
	<ul style="list-style-type: none"> <li>3.3 Mining – the impact of dewatering in fractured rock aquifers</li> <li>3.4 Climate Change – propensity for the number of private bores and level of drawdown in the same geological profile of fractured rock or, shallow sand/clay aquifers etc</li> </ul>	<p><i>The specific mention of clay mines and their impact on dewatering in fractured rock aquifers is a relevant point. Considering most of the mines in shire of Toodyay are Clay mines. Clay formations are generally less permeable than fractured rock, meaning they are less likely to allow water to flow through them freely. This can limit the impact of mining activities on groundwater levels in these areas.</i></p> <p><b>Climate change</b></p> <p><i>The Shire of Toodyay's Strategy likely omitted detailed information about the number and impact of private bores due to the lack of specific surveys within the Shire. This decision may have been made to simplify the document for a wider audience. However, it is crucial to include the information after a comprehensive water resources assessment in future updates of the Strategy.</i></p>
Madacsi	5.2 Execution, Monitoring and Assessment states its crucial to ensure it (the Strategy) remains aligned with evolving environmental conditions and priorities, and mentions Performance evaluation, Regular reporting on the implementation and outcomes of the strategy and accountability – what are the intended mechanisms to achieve this?	<i>The intended mechanisms are regular monitoring of biodiversity indicators i.e. specie richness, performance evaluation of projects, and periodic assessment of strategy effectiveness. There will be regular reporting for transparency and accountability, along with incorporating community feedback to adjust the strategy as needed.</i>
Madacsi	The Action Plan Framework appears based upon bureaucratic considerations not as the President stated, conservation, climate resilience, and responsible	<i>The timelines provided in the Strategy represent target completion dates for the actions, rather than initiation dates. While early completion can demonstrate the Council's efficiency and commitment, missing a deadline may have negative consequences,</i>



Agenda Item 9.1.1 - Questions and Points raised		
Councillor	Discussion	Response from Environmental Sustainability Officer unless otherwise stated.
	<p>planning to protect Toodyay's unique environment. For example:</p> <ul style="list-style-type: none"> <li>why are the timelines for key actionables to achieve this, not responsive to the rate of emerging threats and diversity loss, given the threshold to buffer TEC is almost lost?</li> </ul> <p>Examples</p> <p>Protect p.29</p> <p>1.3 Protect the environment and community health by imposing severe penalties and actively enforcing anti-dumping regulations (2028)</p> <p>Enhance p.31</p> <p>3.1 Encourage private landowners with significant habitat to protect, manage and enhance indigenous flora and fauna habitat (2028)</p> <p>3.2 Implement financial and non-financial incentives for private landholders to protect native vegetation (2030)</p> <p>3.3 Review or develop key guiding documents to fill data or knowledge gaps (2035)</p>	<p><i>such as reputational damage and potential legal implications.</i></p> <p><i>Key Considerations:</i></p> <ol style="list-style-type: none"> <li><i>1. Funding Requirements: The successful implementation of actions often requires adequate funding. Securing necessary funds may involve applying for grants, allocating resources from the Council's budget, or exploring other funding avenues. This process can be time-consuming, and it's essential to factor in the time needed for application, review, and approval.</i></li> <li><i>2. Land Ownership: The presence of private land within the Shire can present challenges for implementing certain actions. Coordination with landowners, obtaining necessary permissions, and potentially negotiating land acquisitions may be required.</i></li> <li><i>3. Data Gaps and Knowledge Acquisition: Addressing knowledge gaps can be a time-consuming process. Conducting surveys, assessments, and research can require significant resources, including funding, expertise, and time. The example of the 1988 flora assessment highlights the potential scope and duration of such projects.</i></li> </ol>
<i>Duri</i>	Does LPS5 have an impact on the Biodiversity Strategy now that LPS5 has been approved and operational?	<i>There are no significant changes to the environmental provisions in the planning scheme, as the current measures remain largely unchanged. The only update needed is</i>

### Agenda Item 9.1.1 - Questions and Points raised

Councillor	Discussion	Response from Environmental Sustainability Officer unless otherwise stated.
		<p><i>to the provisions relating to extractive industries, which will now state:</i></p> <p><i>"Applications must include a comprehensive management plan addressing environmental features, impacts on sensitive land uses, buffer distances, and rehabilitation plans. Additionally, the extraction of minerals or basic raw materials must not adversely impact the environment."</i></p>
<i>Duri</i>	Should the Biodiversity Strategy reference LPS5 and not LPS4 which is now surpassed by LPS5?	<p><i>At the time of drafting the Biodiversity Strategy, Local Planning Scheme No. 4 (LPS4) was active and was therefore used as the reference. However, since Local Planning Scheme No. 5 (LPS5) is now in effect, the strategy will be updated to replace all references to LPS4 with LPS5.</i></p>

### 9.1.2 Request to permanently close portion of unmade road reserve

#### Agenda Item 9.1.2 - Questions and Points raised

Councillor	Discussion	Response
<i>Duri</i>	What was the purpose for the unmade road to be allocated originally?	<p><i>The original purpose of allocating unmade road reserves, including the one under consideration, would generally be to ensure access to land, whether for future development, public utility services, or as part of a broader planning layout for potential growth. Historically, road reserves were allocated with flexibility in mind for future land development or subdivision, to ensure connectivity between properties, districts, and infrastructure. In rural and regional areas, these reserves might have been intended for agricultural access, firebreaks, or emergency routes, even if they were never formally constructed. As part of our checking process, we have consulted internally with Infrastructure, Assets and Services and the CESM – both have responded with no issues or objections to the proposed closure.</i></p>

### Agenda Item 9.1.2 - Questions and Points raised

Councillor	Discussion	Response

## 9.2 CORPORATE AND COMMUNITY SERVICES

### 9.2.1 List of Payments - August 2024

#### Agenda Item 9.2.1 - Questions and Points raised

Councillor	Discussion	Response from the Executive Manager Corporate and Community Services unless otherwise stated.
<i>Madacsi</i>	<p>Is this the total sum of Shire expenditure at the Racecourse or are further costs embedded in the Works program?</p> <p>17 (01-08-24) [10748] Reliable Asset Maintenance: Purlin replacement - Toodyay Racecourse \$71,593.50</p> <p>18 (01-08-24) [10413] Reliable Asset Maintenance: Roof re-sheeting - Main Building - Toodyay Racecourse \$133,936.00</p>	<i>No - further corrosion protection work will be done during summer months within budget allocations.</i>
<i>Madacsi</i>	<p>Which shire verges were sprayed this year?</p> <p>74 (15-08-24) [00000909] Fire Mitigation Services Pty Ltd: Supply - contract Weed Spraying for Shire Verges for 2024/25 Financial Year \$ 50,987.20</p>	<i>Please refer to table below</i>

#### *Entire*

Adam St	Fowler Rd	Nockdominie Road
Alan Twine Rd	Francis St	North St
Avon Tce	Giles Rd	Nottingham Rd
Balgaling Rd	Glendearg Rd	Nunile Rd
Baring St	Goddard St	Oaklands Pl
Beard Rd	Golflinks Rd	One Man Rd
Beaufort St	Goonaring Rd	Panorama View
Bejoording Rd	Grandis Rd	Pensioner Rd
Black Wattle Rd	Green Pl	Phillips Rd
Blue Gum Wy	Grey St	Picnic Hill Rd

### Agenda Item 9.2.1 - Questions and Points raised

Councillor	Discussion	Response from the Executive Manager Corporate and Community Services unless otherwise stated.	
Bowers Rd	Hall Rd	Pritchard Rd	
Boyagerring Rd	Harders Chitty Rd	Racecourse Rd	
Britt Cl	Harvester Dr	Railway Crossing Rd	
Brumby Ch	Hassell Cl	Railway Rd	
Bull Rd	Hasson Pl	Range Rd	
Caladenia Dr	Hemiandra Pl	Red Gully Rd	
Campbell Ch	Hoddy Well Rd	Red Gum Cir	
Carroll Rd	Horseshoe Rd	Retford Rd	
Challeon L	Hovea Wy	River Rd	
Charlton Bvd	Howard Rd	Roberts Vale	
Chatcup Rd	Hutchings Rd	Rockdale Rd	
Chitty Rd	Isotoma Road	Sand Spring - Malkup Brook (EAW)	
Church Gully Rd	Jarrah Ct	Sand Spring Rd	
Clarke St	Jarratt Pass	Scaevola Rd	
Clarke Street	Jingaling Brook Rd	Seventh Rd	
Clarkson (Nth) Rd	Julimar Rd	Sherwood Rd	
Clarkson St	Kane Rd	Sixth Rd	
Cobbler Pool Rd	Katta Rise	Small St	
Collett Way	Katta Rise (FSAR)	Smokebush Wy	
Connor Rd	Laterite Wy	Solomons Rd	
Conostylis Wy	Leake Rd	St Stephens St	
Cottage St	Lee Rd	Syred Rd	
Darwinia Cr	Leeder St	Tannin Pl	
Davies Rd	Leeming Rd	Telegraph Rd	
Dawson Rd	Liddelow Pl	Throssell Rd	
Deepdale Rd	Link Rd	Timber Creek Cr	
Dreyer Rd	Lloyd Pl	Timberden Dr	
Drummond St (West)	Long Forrest Rd	Toodyay West Rd	
Drummond St East	Lovers L	Twilight Brae	
Drummond Street	Lukin St	Waters Rd	
Drumree Dr	MacDonald Rtt	Wattening Rd	
Dryandra Rd	Malkup Brook Rd	Wattening Spring Rd	
Duke St (Pelham Res Access)	Marginata Rd	Weir Rd	
Dumbarton Rd	Markey Rd	Wellington St	
Everett St	Marri Rd	Westview Pl	
Extracts Pl	McDermott Rd	White Gum Rdge	
Fargo Wy	McIntosh Rd	Whitechapel St	
Fawell - Church Gully (EAW)	McPherson Av	Whitelakes Drive	
Fawell Rd	Meadow Pl	Whitfield Rd	
Ferguson Rd	Moran St	Wicklow Rd	

### Agenda Item 9.2.1 - Questions and Points raised

Councillor	Discussion	Response from the Executive Manager Corporate and Community Services unless otherwise stated.
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Fernie Rd	Munnapin Rise	Wilkerson - Dreyer (EAW)
Fifth Rd	Murray Walkway	Wilkinson Rd
Fitzgerald - North (FSAR)	Nairn Dr	Woodendale Rd
Fitzgerald Tce	Nardie Dr	Woodlands Rd
Folewood Rd	Ninth Rd	Wroth Rd

#### *Partial*

Bulligan Rd	Forest Rd	Morangup Rd	Reserve St
Burt Pathway	Frank Venn Rd	Mount Rd	Salt Valley Rd
Clackline - Toodyay Rd	Grevillea Pl	Nerramine Dr	Sandplain Rd
Coondle Dr	Hakea Rd	Old Plains Rd	Telegraph Rd
Coondle West Rd	Henry St West	Parkland Dr	Toodyay - Bindi Bindi Rd
Dewars Pool - Bindoon Rd	Louisa Cir	Pelham St	

Agenda Item 9.2.1 - Questions and Points raised		
Councillor	Discussion	Response from the Executive Manager Corporate and Community Services unless otherwise stated.
Madacsi	<p>Why are we using catering for normal council business, how is this justified against councillors bringing their own?</p> <p>Why are staff amenities this high for a month?</p> <p>19 (01-08-24) [INV-6303] Toodyay Bakery &amp; Café: Supply refreshments Councillor Workshops 3 July 2024 \$195.00</p> <p>142 (15-08-24) [INV-6334] Toodyay Bakery &amp; Café: Supply refreshments Council CEO Selection and Recruitment \$124.80</p> <p>143 (15-08-24) [INV-6335] TOODYAY BAKERY &amp; CAFÉ: Supply - Refreshments Council Workshops \$171.60</p> <p>144 (15-08-24) [INV-6224] TOODYAY BAKERY &amp; CAFÉ: Supply - Refreshments for TRC workshop with Council \$171.00</p> <p>145 (15-08-24) [INV-6268] TOODYAY BAKERY &amp; CAFÉ: Supply - Refreshments for Budget Meeting \$140.40</p> <p>Total = \$803.40</p> <p>219 (21-08-24) TOODYAY IGA: Staff Amenities July 2024 \$866.20</p>	<p><i>The months of July and August were extremely busy with committee meetings, special council meetings, workshops and forums – often back-to-back. Providing a light lunch on site between meetings was seen to be an efficient use of time.</i></p> <p><i>In relation to the IGA account, in addition to milk, tea and coffee items, included on the IGA account are cleaning products, tissues etc., newspapers for the library (~\$60-\$70 per month). July's account also included \$186.00 for CRC activities and \$177.00 for Bushfire Training costs – both of these activities are supported by grant funding.</i></p>
Madacsi	<p>Is the Facilities and Building review the same as the Buildings Assessment Framework review?</p> <p>If not, what is the predicted final amount to undertake the review?</p>	<p><i>They are the same process.</i></p>
Madacsi	<p>Please explain the percents in the details, does this amount equate to an incremental payment and if</p>	<p><i>The agreed terms for payment are 30% on commencement, 30% at end of first and second months with a final 10% on completion.</i></p>

Agenda Item 9.2.1 - Questions and Points raised		
Councillor	Discussion	Response from the Executive Manager Corporate and Community Services unless otherwise stated.
	<p>so, what is the predicted final amount for</p> <ul style="list-style-type: none"> <li>the Buildings Assessment Framework and review?</li> <li>the TRC Management Review?</li> </ul>	<ul style="list-style-type: none"> <li><b>Buildings Assessment Framework and review?</b> Total quote \$16,844 excl (there's 40% remaining for this project \$6,738 (40%). A workshop is planned for Councillors and staff in October).</li> <li><b>TRC Management Review?</b> Total \$15,740 excl</li> </ul>
Madacsi	<p>As Council is responsible for authorising and delegating expenditure</p> <p>Who authorised and when, the expenditure for the Buildings Assessment Framework review?</p> <p>If the Facilities and Building review is not the Buildings Assessment Framework, who authorised, and when, the expenditure for the Facilities and Building?</p> <p>224 (29-08-24) [INV-0213] Ascentive Pty Ltd: Buildings Assessment Framework and review 30% - \$ 5,558.52</p> <p>225 (29-08-24) [INV-0212] Ascentive Pty Ltd: TRC Management Review - 30% second working month + 10% completion \$6,925.60</p>	<p><i>The expenditure was authorised by the Acting CEO. The funds were allocated within budgetary allocations - GL 043.339.10 – Professional Consultants.</i></p>
Duri	<p>Total expenditure for the roofing and purlins is: \$205,529.50. As the budget for this project was \$200,000.00 from asset reserves, where did the overspend of \$5,529.50 come from and is this the final costings? (pge 45).</p> <p>17 (Reliable Asset Maintenance) Purlins Toodyay Race Course (pge 45) \$ 71,593.50</p>	<p><i>These amounts include GST so the total is less than the \$200,000 budget allocation. Budget figures are reported exclusive of GST. Figures in the list of payments are GST inclusive. The municipal spend on the Race Course project to date is ~186,000. Further works (e.g. corrosion protection) are scheduled for the summer months.</i></p>



Agenda Item 9.2.1 - Questions and Points raised		
Councillor	Discussion	Response from the Executive Manager Corporate and Community Services unless otherwise stated.
	18 (Reliable Asset Maintenance) Roof Re-sheeting – Main Building Toodyay Race Course \$133,936.00	
Duri	<p>Previously Councillors provided their own lunches, when was it agreed that catering would be provided for meetings and will this be ongoing in the future? Total cost \$803.40 for the month:</p> <p>19 (Toodyay Bakery) Refreshments /council workshop 3.07.24 (pge 45) \$195.00</p> <p>142 (Toodyay Bakery) Council Refreshments CEO recruitment w/shop 3rd July (pge 45) \$124.80</p> <p>143 (Toodyay Bakery) Council Refreshments Council w/shop (pge 45) \$171.60</p> <p>144 (Toodyay Bakery) Council Refreshments TRC w/shop (pge 45) \$171.00</p> <p>145 (Toodyay Bakery) Council Refreshments Budget meeting (pge 45) \$140.40</p>	<i>The month of August was extremely busy with committee meetings, special council meetings, workshops and forums – often back-to-back. Providing a light lunch on site between meetings was seen to be an efficient use of time.</i>
Duri	<p>May I please have clarification as to the difference in monthly fees between June and July of \$580.41</p> <p>53 (Datapay) direct access monthly fee June 24 (pge 47) \$340.53</p> <p>56 (Datapay) direct access monthly fee July 24 (pge 47) \$920.94</p>	<i>The Shire pays DataPay based on staff numbers and also the number of pay runs per month. The costs usually sit between \$300-\$400. For the month of July however, there are a number of end-of-year and start-of-year processes that are required to be managed by DataPay, which incur an additional charge.</i>
Duri	May I please have clarification as to how the coordination fee was utilised?	<i>Support services are provided by the LGIS Risk Coordinator. These services include (among other things); providing training workshops, identification of hazards and risks, review and implementation of contractor safety management systems, asbestos identification, assistance relating to all areas</i>

Agenda Item 9.2.1 - Questions and Points raised		
Councillor	Discussion	Response from the Executive Manager Corporate and Community Services unless otherwise stated.
	87 (JLT Risk Solutions Pty Ltd) Coordination fees June 2024 (pge 48) \$8,498.22	<i>of the Shire's Work Health and Safety requirements, including implementation, documentation and audits.</i>
Duri	Have quotes been obtained for the supply of the following product through another source for training purposes?  137 (The Cola Café) 1 x pallet drinking water + Powerade (pge 50) \$1,426.59	<i>Multiple quotes were not obtained for Item 137 The Cola Café supply of water and Powerade as the sum is less than the threshold value for multiple quotes in the Procurement Policy but in any case, the local supplier the Shire had utilised proved unreliable in supply of large quantities of water in the past (e.g. Setting aside an order and then taking parts of the order for other customers which left the Shire short on the required day of training) so the Cola Café is the preferred supplier of water for BFS training activities.</i>
Duri	May I please have clarification for which department the following expenditure was for and why are they so high for one month?  219 (IGA) Staff Amenities July 2024 (pge 53) \$866.20	<i>The IGA account is used by all departments of the Shire for staff amenities such as milk, tea and coffee. Additionally, included on the IGA account are cleaning products, tissues etc., newspapers for the library (~\$60-\$70 per month). July's account also included \$186.00 for CRC activities and \$177.00 for Bushfire Training costs – both of these activities are supported by grant funding.</i>
Prater	Management of the Waste Transfer Station: (pge 46). A number of entries for management fortnight ending 30 April (5 in total) close to \$30,000 – Why are we getting payments back as far as April 2024?	<u>CEO response:</u> <i>The April account had been missed. We are paying July and August accounts now.</i>
Prater	Datascape payment in April 2024 – 3 payments through to July 2024 (pge 54).	<i>The April account was missed. A number of invoices were followed up for payment.</i>
McKeown	For the payments that refer to last financial year are they accrued in the last financial years books?	<i>If not entered prior to 30 June date they will be accrued.</i>
McKeown	Pge 53 item 233 Broderick Waste solutions cartage to	<u>Response after meeting:</u>

Agenda Item 9.2.1 - Questions and Points raised		
Councillor	Discussion	Response from the Executive Manager Corporate and Community Services unless otherwise stated.
	Northam Dec 2024 is that a typo?	<i>Yes this is typo. The payment relates to December 2023, the invoice was received on 09/01/2024 and unfortunately 2024 was typed in the description.</i>
Prater	Reimbursement to Shire of Chittering or a Ranger. What was that?	<i>After Rangers Couper and McMillan resigned there was a period where the Shire had no Ranger coverage so we utilised the Rangers from the Shires of Chittering and Northam.</i>
McCormick	West side auto electrics. (pge 46 ref 22): Have we at any point requested local Auto Electricians to do the work rather than choosing a Northam based business?	<u>Executive Manager Infrastructure, Assets and Services response:</u> <i>We go to Northam for one of two reasons being that (1) the local mechanic cannot do the work in the timeframe required or (2) the other Auto Electrician in Northam has a particular skill. As an example with one of the generators here that he was installing a starter gear. The preference is always for the locals.</i>
McCormick	Farmarama Pty Ltd (pge 47 ref 70) purchase Herbicide: I presume there is nobody local that can supply that type of chemical?	<u>Executive Manager Infrastructure, Assets and Services response:</u> <i>I will have to check what herbicide that is but your assumption are correct.</i> <b><u>Response after meeting:</u></b> <b>The price per drum for this chemical was significantly cheaper from Farmarama Midland than any local supplier in this region.</b>
McCormick	Wayne Giesemann Ceilings (pge 51 ref 169). Have local contractors been consulted for that work rather than Northam based?	<u>Executive Manager Infrastructure, Assets and Services response:</u> <i>That was a particular skill required in terms of the mould however I will check the details on that.</i> <b><u>Response after meeting:</u></b> <b>No local contractors can do this type of specialised work.</b>
Prater	The cost of the Toodyay International Food Festival (TIFF). Rough calculation of	<b><u>Response after meeting:</u></b>

Agenda Item 9.2.1 - Questions and Points raised										
Councillor	Discussion	Response from the Executive Manager Corporate and Community Services unless otherwise stated.								
	<p>payments adding up to \$58,000.</p> <p>Do we rely on grant money and how much is the TIFF grant funded?</p> <p><b>How much staff time, not included in the list of payments, is there?</b></p> <p>What is the true cost of the TIFF each year?</p> <p>What do we pay out to the Avon Descent?</p>	<table><tr><td>Total expenditure (excl GST)</td><td>\$ 86,047.46</td></tr><tr><td>Less LotteryWest component</td><td>\$28,900.00</td></tr><tr><td>Less Sponsorship</td><td>\$2,000</td></tr><tr><td><b>Total Cost to Shire</b></td><td><b>\$55,147.46</b></td></tr></table> <p><i>I estimate the wages to be around \$10,000. Our Economic Development Officer probably begins preparation around April/May while attending to other EDC work, however by July 80/90% of her time is on the festival. We engage around 4 other staff members on the day to assist. Community Development Officer and Environmental Health Officer assisted the week prior.</i></p> <p><i>Cost for 2024 as per table above. 2023 event was a similar cost (\$51,881) due to the 50<sup>th</sup> anniversary. See table above.</i></p> <p><i>2022 Cost to Shire \$40,904.54</i></p> <p><i>2021 Cost to Shire \$25,850</i></p> <p><i>*In 2022 LotteryWest reduced the component from 50% to 30%</i></p> <p><i>\$10,000 per year</i></p>	Total expenditure (excl GST)	\$ 86,047.46	Less LotteryWest component	\$28,900.00	Less Sponsorship	\$2,000	<b>Total Cost to Shire</b>	<b>\$55,147.46</b>
Total expenditure (excl GST)	\$ 86,047.46									
Less LotteryWest component	\$28,900.00									
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<b>Total Cost to Shire</b>	<b>\$55,147.46</b>									
McKeown	<p>Pge 46: two line items 36 and 38: Consignment and 38 refers to purchase of honey. Do these refer to the Visitor Centre?</p> <p>There are two different methods of supply at the Visitor Centre: one by consignment and one by purchase. Are there two different methods?</p> <p>Do these methods comply with our procurement policy?</p>	<p><u>CEO response:</u></p> <p><i>There are two methods. Some products are placed on consignment and others are actually supplied.</i></p> <p><i>I have asked for a review of all those products.</i></p>								

## 9.2.2 Monthly Financial Statements - July 2024

Agenda Item 9.2.2 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Corporate and Community Services unless otherwise stated.
McKeown	(pge 58) In the first statement in the depreciation under expenditure in second batch of numbers: YTD budget estimate \$317,000 which I assume is the annual divided by 12 but we have no actual expenditure for depreciation. Why do we have a monthly budget estimate for depreciation?	<i>Under usual circumstances the depreciation is run and balanced monthly.</i>
McKeown	What is holding it up?	<i>Officers are finalising the assets for the annual financials for 2023/24 before we start processing assets in the new year.</i>

### 9.3 EXECUTIVE SERVICES

#### 9.3.1 Council Meeting Schedule 2025

Agenda Item 9.3.1 - Questions and Points raised		
Councillor	Discussion	Response from the CEO unless otherwise stated.
Madacsi	Why are we considering a later time at 5.30pm?	<p><i>This is a decision of Council however my recommendation is that a later time provides benefits in a few different ways:</i></p> <ul style="list-style-type: none"> <li><i>(1) It provides the opportunity for members of the public who work to attend meetings.</i></li> <li><i>(2) It allows anyone who is interested in becoming a councillor who works and is thinking of standing for Council at the October 2025 election the ability to be fully aware that they can still work every day and not have to take time off during the day; and</i></li> <li><i>(3) There is also a consideration as to how we best get our operational requirements in which then allows us to undertake our day</i></li> </ul>



Agenda Item 9.3.1 - Questions and Points raised		
Councillor	Discussion	Response from the CEO unless otherwise stated.
		<i>to day work and then have the meetings at a later time.</i>
<i>Madacsi</i>	My understanding is that you are shifting all council business to the 5.30pm mark (workshops, agenda briefings, forums, council meetings etc) to after working hours?	<i>Yes but I am suggesting it happens from after the October 25 elections. So keep the same cycle now but then streamline this cycle after the October elections.</i>
<i>Madacsi</i>	Given we are a rural Shire and given we have a distance to travel has it been considered the impact on staff working very long days and then having to travel.	<i>Yes it has been considered and it is still my recommendation. For longer hours that is something that I have to manage with staff however if a later finish time is predicted which we know it will be, there are opportunities for a late start.</i>
<i>McKeown</i>	Why are we scheduling briefings and forums when not required to by law?	<i>It allows councillors the ability to plan not only their council commitments but their own personal commitments and work commitments instead of actually having ad hoc meetings come up from time to time so it also allows staff to better plan so we know what dates are available and we can work towards those. to know availability of dates for what workshops and briefings we need to provide.</i>
<i>Prater</i>	Is there any reason why the recommendation coming from the Admin that it will not be actioned till October next year? Can it be sooner than that?	<i>It is up to Council what they would like to do. Having reviewed previous times and what was previously done, my advice would be that a good time to change it (as it is going to be a different change) is to have it so it comes into place for the October elections so it will not impact those Councillors currently on Council but it provides future advice to prospective candidates as to what those dates would be and it also allows a few changes in staffing processes and those things to be worked through.</i>

## 9.4 INFRASTRUCTURE AND ASSETS

### 9.4.1 End of Lease Purchase Prime Mover T0012

Agenda Item 9.4.1 - Questions and Points raised		
Councillor	Discussion	Response from the CEO unless otherwise stated.
McKeown	Does the Officer's Recommendation need more work?	<p><i>No it does not because what we are doing is we are changing the budget. When the item is in the budget that gives the administration the permission to make the purchase.</i></p> <p><i>We cannot do it at the moment because we have got a \$34,992 lease expense and we do not have a capital budget of \$45,000 so we need to change those accounts. It is important when we are doing budget adjustments that the recommendation or the motion passed actually specifically indicates what Council is changing.</i></p>
McKeown	That recommendation does not tell me. It just tells me the general line number	<p><i>If you look at the financial implications, it talks about GL144.457.10 representing the lease cost and currently in the budget there is an allocation of \$34,992 for the lease costs.</i></p> <p><i>It also requests an increase to GL 144.739.50 which is the Plant and equipment capital by \$45,000 to purchase it, and also reduce GL 144.457.10 which is the plant and equipment lease expense by \$26,244.</i></p>
McKeown	The recommendation does not include those words. Might it not be clearer if those words were included?	<p><i>If Council was of the view that they would like to make an amendment so that those words were in that they could do so however it is not required because it specifies the GL numbers that are actually getting changed.</i></p>

## 9.5 COMMITTEE REPORTS

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.

**13.2 EMPLOYEES**

Nil.

**14 CONFIDENTIAL BUSINESS**

Nil.

**15 NEXT MEETINGS**

As per Council Meeting Agenda.

**16 CLOSURE OF MEETING**

The Shire President declared the meeting closed at 3.23pm.