



Ordinary Meeting of Council

Minutes

16 December 2014

MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 16 DECEMBER 2014

Preface

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

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

Attachments that formed part of the Agenda, in addition to those tabled at the Council Meeting are put together as an addendum 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 December 2014.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on *27 January 2015*

Signed: *David R. Dew*

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

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Shire of Toodyay

ORDINARY MEETING – 16 DECEMBER 2014

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr Dow, Shire President, declared the meeting open at 4.23 pm.

2. RECORDS OF ATTENDANCE

Members

Cr D Dow	Shire President
Cr B Lloyd	Deputy Shire President
Cr P Greenway	
Cr A McCann	
Cr T Chitty	
Cr B Rayner	
Cr C Firns	
Cr S Craddock	
Cr R Madacsi	

Staff

Mr S Scott	Chief Executive Officer
Ms A Bell	Manager Community Development
Ms C Delmage	Manager Corporate Services
Mr G Bissett	Manager Planning & Development
Mr L Vidovich	Manager Works and Services
Mrs M Rebane	Executive Assistant

Visitors

P Robinson	T Thornton	H Barrett
B Dale	D Dale	M Baxter

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

3. DISCLOSURE OF INTERESTS

The Chief Executive Officer advised that Councillor Chitty had submitted a disclosure of interest in the form of a written notice prior to the commencement of the meeting.

Cr Chitty declared a closely associated persons interest in Item 9.1.1 – 2015 Premier’s Australia Day Active Citizenship Awards – Receipt of Nominations. Cr Chitty declared the nature of her interest was that one of the nominees is a family member and she is Secretary and a Committee Member of the Toodyay Tennis Club.

4. PUBLIC QUESTIONS

4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Ordinary Meeting of Council held on 25 November 2014, the following questions were taken on notice.

P Ruthven

Summary of Question One

In addition to the question I asked during the October Council Meeting I wish to know specifically what the action was that had been taken.

The CEO has advised on previous occasions that he is not prepared to review the decision of the previous CEO in relation to the situation at the Coondle Brigade. There have been requests to the Minister for Local Government and the Minister for Emergency Services and both declined to take any action. It is not the CEO’s intention to conduct a review question by question during Public Question Time.

Summary of Question Two

What mediation attempts were taken in respect to Coondle Bushfire Brigade?

Again there is no intention to review the previous decision. You indicate in your question that the accusations have been damaging to your reputation. Neither the CEO nor the Shire has made any public accusations against you.

In relation to the instruction that someone else could also decline to answer your questions, this was an option that was put the Coondle Brigade by the CEO following behaviour described to him that he considered to be bullying or harassment. It was accompanied by a requirement that the officer had the confidence of the brigade and the committee, and that the questioning was considered vexatious. The CEO informed you of this advice to the brigade in private email correspondence to you. The CEO will with your permission release the entire email stream which he believes will demonstrate that he has gone to considerable lengths to respond to your questions. Do you give permission for the release of the entire email exchange?

Summary of Question Three

The Bush Fire Operating Procedures were adopted by Council as an Interim Policy on 24 June 2014. Does this document have any legal standing? Are the rules and procedures enforceable without the local law in place?

The Bush Fires Act 1954 gives Council authority to establish and direct brigades. The Operating Procedures adopted by the Shire do have force in the absence of a Local Law. It is worth noting that in the 60 years since the Act was adopted the Shire has never had a Bush Fire Brigades Local Law.

Summary of Question Four

The response to B Ruthven's questions at the October Council meeting included a statement as follows:

"The CEO had quite a wide-ranging discussion with the Toodyay Herald during which a number of terms were used."

Was the CEO misquoted in relation to the number of active firefighters?

The suggestion that the CEO was misquoted is putting it too strongly. The CEO advised the Herald that there were 350 volunteers. When final numbers were received from the brigade the final numbers were somewhat less. The figure quoted by the CEO included all brigade volunteers, but the paper took that to mean fire fighters.

Summary of Question Five

Was the CEO speaking on behalf of the Shire? If he was, how does this comply with the rescission of delegation D9 Dealing with the media?

Yes, the CEO was speaking on behalf of the Shire and was doing so with the permission of the Shire President. Delegation D9 was

withdrawn because it was invalid. Council does not have the power to delegate this function as, under the Local Government Act, it is a function of the President not a function of the Council. The President can authorise the CEO to speak on behalf of Council in accordance with section 5.41 (f) of the Local Government Act 1995 and that is what happened on this occasion.

4.2 PUBLIC QUESTION TIME

There were no public questions.

5. CONFIRMATION OF MINUTES

5.1 Ordinary Meeting of Council held on 25 November 2014

OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO 355/12/14

MOVED Cr Lloyd

That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 25 November 2014 be confirmed.

MOTION CARRIED 9/0

5.2 Council Forum held on 2 December 2014

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION NO 356/12/14

MOVED Cr Rayner

That the notes of the Council Forum held on 2 December 2014 be received.

MOTION CARRIED 9/0

5.3 Confidential Minuted Items

5.3.1 Ordinary Meeting of Council held on 25 November 2014

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION NO 357/12/14

MOVED Cr Chitty

That the Unconfirmed Confidential Minuted Item of the Ordinary Meeting of Council held on 25 November 2014 be confirmed.

MOTION CARRIED 9/0

6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

6.1 PETITIONS

Nil.

6.2 DEPUTATIONS

Nil.

6.3 PRESENTATIONS

Nil.

6.4 SUBMISSIONS

H Barrett, Practice Manager (Veterinarian) on behalf of Heartlands Veterinarian Hospital, addressed Council regarding the lease of Mrs O'Reilley's Cottage.

The Shire President requested a motion be moved to suspend Standing Orders.

Cr Madacsi moved a motion as follows:

That Standing Orders be suspended to the extent that it will allow free and open discussion on this matter and for Members to address the Council more than once.

The motion was lost for want of a seconder.

7. BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED)

Nil.

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER

8.1 PRESIDENT'S REPORT

Standing Order 4.3 requires the Presiding member to inform the Council of official duties performed or functions attended by the President: or other matters of importance to the Council, of which Council has not been previously informed.

In the two weeks since my last update at a Council Forum, the only official duty I have performed is last night's presentation of the Shire of Toodyay's Academic Endeavour Scholarship at the Toodyay District High School.

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On 9 December, the CEO and myself were to attend a Northern Wheatbelt Government Forum in Moora. Unfortunately this event was postponed because the Hon Terry Waldron MLA (Minister for Sport and Recreation) resigned and the new Minister was being appointed that day. The new Minister is the Hon Mia Davies MLA. I have developed a good working relationship with Ms Davies over the past year and look forward to working with her to further Council's aims in developing Toodyay's Sport and Recreation Precinct.

Although not an attendee in an official capacity (apart from the lighting of the Christmas tree) I attended the Toodyay Christmas Street Party. I congratulate all of the organisers for their efforts in putting together a truly magnificent event.

9. REPORTS OF COMMITTEES AND EMPLOYEE REPORTS

9.1 COMMUNITY DEVELOPMENT

The Shire President ruled that Item 9.1.1 2015 Premier's Australia Day Active Citizenship Awards – Receipt of Nominations would be considered with other confidential business.

Refer to page 92.

The Shire President ruled that in accordance with Standing Order 4.6 that Council could consider business for adoption by exception. The Shire President advised that the CEO had collated the Council Meeting Running Sheets and the items to be considered were as follows:

- 9.2.1 Adoption of Draft Disability Access and Inclusion Plan (DAIP);**
- 9.6.1 Bush Fire Advisory Committee Recommendations; and**
- 9.6.3 Local Laws Advisory Committee Recommendations**

Cr Craddock moved a motion as follows:

That Council adopt the Officer's and Committee's Recommendations contained in the following reports:

- 9.2.1 Adoption of Draft Disability Access and Inclusion Plan (DAIP);**
- 9.6.1 Bush Fire Advisory Committee Recommendations; and**
- 9.6.3 Local Laws Advisory Committee Recommendations**

by "exception resolution" in accordance with Standing Order 4.6.

In accordance with Standing Order 4.6 the Shire President sought clarification as to whether any member wished to make a statement or move a motion other than the Officer's recommendation. In accordance with Standing Order 4.6 the Shire President declared the motion carried without debate and without taking a vote.

The Shire President ruled that the motion was carried and in accordance with Standing Order 4.6 the Officer's Recommendation be recorded as the Council's resolution in the minutes as a unanimous decision of the Council.

COUNCIL RESOLUTION NO 358/12/14

MOVED Cr Craddock

That Council adopt the Officer's Recommendation contained in the following reports:

- 9.2.1 Adoption of Draft Disability Access and Inclusion Plan (DAIP);**
- 9.6.1 Bush Fire Advisory Committee Recommendations; and**
- 9.6.3 Local Laws Advisory Committee Recommendations**

by "exception resolution" in accordance with Standing Order 4.6.

MOTION CARRIED 9/0

9.2 PLANNING AND DEVELOPMENT

9.2.1 Adoption of Draft Disability Access and Inclusion Plan (DAIP)

Date of Report:	8 December 2014
Name of Applicant / Proponent/s:	Shire of Toodyay
File Reference:	DSB2
Author:	Graeme Bissett – Manager Planning & Development
Responsible Officer:	Graeme Bissett – Manager Planning & Development
Previously Before Council:	2 December 2014 (Council Forum)
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Legislative
Attachments:	1. DRAFT Disability Access and Inclusion Plan (DAIP).
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

The purpose of this report is to present a draft of the proposed DAIP.

BACKGROUND

The Shire has had a Disability Access and Inclusion Plan since 2006. This is the third review since the first plan was implemented. Since this time a number of key improvements have been made in relation to making Shire facilities/areas more accessible. These include the provision of more appropriate footways, automatic doors, parking, website, access to services and similar.

The *Western Australian Disability Services Act 1993* requires Local Government authorities to continue to develop and implement disability service plans to ensure that people with disabilities, like other members of the community, can access services provided by public authorities within Western Australia.

To show how access for people with disabilities is continuing to be addressed within the Shire of Toodyay, we need to adopt a new Disability Access and Inclusion Plan, (DAIP) to replace our current DAIP which needs updating.

The Shire is required to be committed to achieving the following seven standards of the Disability Access and Inclusion Plan requirement:

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1. Provide a means of ensuring that people with disability have the same opportunities as others to access the services of, and any event organised by the Shire.
2. Provide a means of ensuring that people with disability have the same opportunities as others to access buildings and other facilities of the Shire.
3. Provide a means of ensuring that people with disability receive information from the Shire in a format that will enable them to access information as readily as others are able to.
4. Provide a means of ensuring that people with disability receive the same level and quality of service from staff of the Shire as other people.
5. Provide a means of ensuring that people with disability have the same opportunities as others to make complaints to the Shire.
6. Provide a means of ensuring that people with disability have the same opportunities as others to participate in any public consultation with the Shire.
7. Provide a means of ensuring that people with disability have the same opportunities to obtain and maintain employment with the Shire.

The proposed draft Plan seeks to achieve the above goals.

As the existing Plan has been in place for several years, combined with the fact that legislative requirements have changed and a significant delay in the preparation of the new Plan has occurred, it was considered more appropriate to totally redraft the DAIP. For this reason this draft Plan can be considered a new document. Additional information on the DAIP process can be found at:

<http://www.disability.wa.gov.au/business-and-government1/business-and-government/disability-access-and-inclusion-plans/>

At its Forum held 2 December 2014, the following guidance in relation to the draft DAIP was received:

- Ensure the needs of the visually impaired are considered;
- Need for accessible toilets in the town centre to complement the provision of accessible parking; and
- Provision of a pedestrian railway underpass near the railway station to facilitate the safe movement of people with a disability from one platform to another and to provide a more direct pedestrian/disability access from one side of the rail corridor to the other.

A general comment was also made that the document presented to the residents and other persons referring to it should be revised to remove or clarify any jargon or acronyms that the average person could not identify.

CONSULTATION IMPLICATIONS

Prior to the drafting of this Plan input was sought from interested members of the public over a number of meetings in relation to community needs. This resulted in positive feedback with a number of people on the committee having personal experience in this area.

This Plan has been drafted by a consultant (Samantha Connor) who resides in Toodyay who has a great a depth of knowledge and experience in relation to disability. Ms Connor also comes with a depth of local knowledge, was involved with the above meetings, has worked in this field and has specific training in the preparation of DAIP Plans.

A review of this Plan has been carried out by the administration and feedback sought from the Disability Commission. The Plan as presented is compliant with *Western Australian Disability Services Act 1993*.

If Council adopt the draft Plan to be advertised, it can be placed in the local newspaper and put on the Shire website. This advertising will cover six week period. It is proposed that a public consultation session be held during this period to allow for public comment. Once this has occurred the Plan will be brought back to Council for consideration, amendment if necessary and adoption.

STRATEGIC IMPLICATIONS

The Shire's Strategic Community Plan lists the review of the current Disability Access and Inclusion Plan as one of the Council's strategic priorities.

POLICY IMPLICATIONS

The proposed Plan has as one of its actions, the proposal that existing Shire policies be reviewed for compliance in relation to disability matters. Once completed this may impact and require changes to existing policy or result in the creation of new policy. This Plan will specifically affect policy in relation to the seven action areas listed in the background.

FINANCIAL IMPLICATIONS

Financial implications will result from the implementation of the Plan's priority actions if all are adopted. These will need to be costed into future budgets.

LEGAL AND STATUTORY IMPLICATIONS

The *Western Australian Disability Services Act 1993* requires Local Government authorities to develop and implement disability service plans to ensure that people with disabilities, like other members of the community, can access services provided by public authorities in Western Australia.

RISK IMPLICATIONS

The risk of not having a contemporary up to date DAIP is that the Shire's reputation may be negatively impacted. Further, it could result in legal action in relation to discrimination if barriers remain in relation to access for people with any type of disability.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal seeks to improve physical and also social access in relation to Shire facilities and services.

OFFICER COMMENT / DETAILS

The DAIP is a document which maps out how Council plans to improve access in a range of Shire controlled areas; it is not just about physical improvement but also changing structure and process. It is a statement about our intentions for the future.

The draft DAIP is presented for endorsement to advertise for public comment once it has been reformatted and graphically enhanced (including converting the key outcome tables to landscape format). If endorsed, the Plan will be advertised for a six week period and brought back to Council in 2015.

During the consultation period a community meeting will be held to allow for additional feedback. The document has been reviewed/revised to remove possible jargon words. No other changes are considered necessary.

OFFICERS	RECOMMENDATION/ADOPTION	BY	EXCEPTION
RESOLUTION NO 358/12/14			

MOVED Cr Craddock

That:

1. Council endorse the Shire's reviewed Draft Disability Access and Inclusion Plan (DAIP) for advertising;
2. The DAIP be advertised as appropriate for a period of six weeks;
3. A community meeting in relation to the draft DAIP be held to seek feedback from community members with an interest in the DAIP; and
4. A report on this matter be brought back to Council for consideration after the public consultation period has ended.

MOTION CARRIED 9/0

9.6.1 Bush Fire Advisory Committee Recommendations

Date of Report:	5 December 2014
Name of Applicant / Proponent/s:	Bush Fire Advisory Committee
File Reference:	FIR3
Author:	Maria Rebane – Executive Assistant
Responsible Officer:	Stan Scott – Chief Executive Officer
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive
Attachments:	1. Excerpt from September BFAC Minutes; and 2. Confidential File Note (<i>under confidential cover</i>).
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

The purpose of this report is for Council to receive the recommendations made by the Bushfire Advisory Committee at their meeting held on 17 September 2014.

BACKGROUND

At a Bush Fire Advisory Committee Meeting held on 17 September 2014 recommendations were made to Council as follows:

Recommendation 1 Recognition of Bush Fire Control Officers

That the Bush Fire Advisory Committee make a recommendation to Council as follows:

That Council:

*Recognise M Brigg's work as a Deputy Chief Bush Fire Control Officer;
and*

Recognise M McBride for his ten years of service to the Shire of Toodyay.

Recommendation 2 Recognition of Bush Fire Control Officers

That the Bush Fire Advisory Committee make a recommendation to Council as follows:

That a formal recognition take place at a Council Meeting in regard to recognition of M McBride's years of service.

CONSULTATION IMPLICATIONS

There has been no further consultation in relation to the recommendations made by the Bush Fire Advisory Committee.

STRATEGIC IMPLICATIONS

Toodyay 2023 – the Shire of Toodyay Community Strategic Plan lists "Responsible and Responsive civic leadership" as a Community Outcome that Council has identified to meet the aspirations for Toodyay as a liveable and thriving Shire. Bushfire management is listed under the heading of community services as a Council Activity.

POLICY IMPLICATIONS

This report does not contain any policy implications.

FINANCIAL IMPLICATIONS

This report does not contain any financial implications.

LEGAL AND STATUTORY IMPLICATIONS

The Bush Fire Advisory Committee is formed under the auspices of Section 67 of the *Bush Fires Act 1954* with the role to act as an advisory committee to Council.

The purpose of this committee "To provide advice to the local government on matters pertaining to obligations contained within the Bush Fires Act, organising, managing, resourcing and training volunteer bush fire brigades".

RISK IMPLICATIONS (including DAIP)

This report does not contain any risk implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER COMMENT / DETAILS

A confidential attachment has been provided to Council for consideration. It is recommended that Council accept the recommendations from the Bush Fire Advisory Committee.

**COMMITTEE RECOMMENDATION / OFFICERS RECOMMENDATION
/ADOPTION BY EXCEPTION RESOLUTION NO 358/12/14**

MOVED Cr Craddock

That Council:

1. Recognise M Brigg's work as a Deputy Chief Bush Fire Control Officer;
2. Recognise M McBride for his ten years of service to the Shire of Toodyay; and
3. That a formal recognition take place at a Council Meeting in regard to recognition of M McBride's years of service.

MOTION CARRIED 9/0

9.6.3 Local Laws Advisory Committee Recommendations

Date of Report:	5 December 2014
Name of Applicant / Proponent/s:	Local Laws Advisory Committee
File Reference:	LAW1
Author:	Stan Scott – Chief Executive Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> 1. Community Outcomes excerpt from Toodyay 2023 – Community Strategic Plan; 2. Extract - Local Laws Advisory Committee Meeting Minutes of 30 September 2014; 3. Extract - Local Laws Advisory Committee Meeting Minutes of 7 October 2014; 4. Extract - Local Laws Advisory Committee Meeting Minutes of 4 November 2014; 5. CAT Local Law Guidelines from the Department of Local Government and Communities; and 6. Council Policy A.21 - Establishment and Operation of Bush Fire Brigades.
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

The purpose of this report is for Council to receive the recommendations made by the Local Laws Advisory Committee at their meeting held on 30 September 2014 and 7 October 2014.

BACKGROUND

In accordance with Council Policy A.17 – Council Consideration of Committee Recommendations “Recommendation from Council Committees will be considered by Council at the earliest opportunity.”

At a Local Laws Advisory Committee Meeting held on 30 September 2014 a recommendation was made to Council as follows:

Recommendation 1 BFB Local Law

That the Local Laws Advisory Committee makes a recommendation to Council as follows:

1. *That the Committee put on hold any further deliberations in regard to the Bush Fire Brigade Local Law until the finalisation of the review in regard to Emergency Management Legislation.*
2. *That the draft Bush Fire Brigade Local Law be redrafted into an Operating Procedure and be considered at the next Local Laws Advisory Committee Meeting.*

At a Local Laws Advisory Committee Meeting held on 7 October 2014 recommendations were made to Council as follows:

Recommendation 2 – CAT Act

That the Local Laws Advisory Committee makes a recommendation to Council as follows:

That the CEO prepare a discussion paper based on the Cat Act Handbook and Cat Local Law Guideline to seek the communities views on the need for a Local Law.

Recommendation 3 – Extractive Industry Local Law

That the Local Laws Advisory Committee makes a recommendation to Council as follows:

That the Local Laws Advisory Committee:

1. *Considers the 2009 Draft Local Law and the comments from the 2012 Forum – Note: This was considered on 4/11/14 at a Local Laws Committee Meeting;*
2. *Identifies which of the proposed changes it would like included; and*
3. *Presents the revised draft Local Law to Council to consider its adoption.*

Recommendation 4 – Bushfire Brigade Policy

That the Local Laws Advisory Committee makes a recommendation to Council as follows:

The Local Law Advisory Committee advises Council that the Committee has put on hold any deliberations in regard to the Bush Fire Brigade Local Law until the finalisation of the Emergency Management Legislation by the State Government, unless directed otherwise by the Council.

Council may wish to consider a draft policy prepared by the CEO in consequence of point one.

CONSULTATION IMPLICATIONS

There has been no further consultation in relation to the recommendations made by the Local Laws Advisory Committee except for the CAT Act. Julia Knight, Principal Policy Officer for Legislation at the Department of Local Government and Communities was consulted in relation to whether a model CAT Local Law had been developed.

STRATEGIC IMPLICATIONS

Toodyay 2023 – the Shire of Toodyay Community Strategic Plan lists Community Outcomes that Council has identified to meet the aspirations for Toodyay as a liveable and thriving Shire (refer to **Attachment 1**).

Local Laws and Policies is a Council activity that contributes to the achievement of Community Outcomes.

POLICY IMPLICATIONS

If Council resolve to seek community views on the need for a CAT Local Law the level of consultation needs to be considered in accordance with Council Policy M.2 Public Consultation – Formal matters.

FINANCIAL IMPLICATIONS

If Council resolve to seek the communities views on the need for a CAT Local Law there will be costs associated with the advertisement of the public notice of approximately \$2,000.

LEGAL AND STATUTORY IMPLICATIONS

The purpose of the Local Laws Advisory Committee is to advise on the following:

- i. Review of Local Laws; and
- ii. Adoption of new Local Laws.

Section 2.7 of the *Local Government Act 1995* states as follows:

2.7. Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —

- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's policies.

Section 42 of the CAT Act 2011 (Part 4, Division 1) states as follows:

42. Administration by local governments

A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.

For information about making a local law under section 3.12 of the Local Government Act 1995, please see the Department's Operational Guidelines Number 16 "Local Laws" (PDF 410KB).

RISK IMPLICATIONS (including DAIP)

This proposal does not contain any notable risk implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER COMMENT / DETAILS

It is recommended as follows:

Recommendation 1 BFB Local Law

**COMMITTEE RECOMMENDATION / OFFICERS RECOMMENDATION /
ADOPTION BY EXCEPTION RESOLUTION NO 358/12/14**

MOVED Cr Craddock

That Council notes that the Local Laws Advisory Committee will put on hold any deliberations in regard to the Bush Fire Brigade Local Law until the finalisation of the Emergency Management Legislation by the State Government, unless directed otherwise by the Council.

MOTION CARRIED 9/0

Recommendation 2 – CAT Act

The Department of Local Government and Communities advised that there is no model cat local law, but the Department has put out guidelines/notes and they are here <http://dlg.wa.gov.au/Content/Legislation/CatLocalLaw.aspx>. (Refer to **Attachment 5**).

Further advice was also provided as follows:

"I understand that some local governments have made cat local laws recently and it is not uncommon for local government to copy local laws that have already been made. However, we would suggest that you be wary when copying another local government's local law, particularly from Busselton and Dardanup as the Joint Standing Committee on Delegated Legislation has expressed concern about a couple of the clauses in the local laws. These are clauses 2.1 Cats in Public Places and 2.2 Cats in Other Places (Busselton's local law). The Committee has asked for the clauses to be deleted as it is considered not contemplated by the Cat Act. I hope the guideline notes are of use."

COMMITTEE RECOMMENDATION / OFFICERS RECOMMENDATION / ADOPTION BY EXCEPTION RESOLUTION NO 358/12/14

MOVED Cr Craddock

That Council authorises the CEO prepare a discussion paper based on the Cat Act Handbook and Cat Local Law Guideline to seek the communities views on the need for a Local Law.

MOTION CARRIED 9/0

Recommendation 3 – Extractive Industry Local Law

COMMITTEE RECOMMENDATION / OFFICERS RECOMMENDATION / ADOPTION BY EXCEPTION RESOLUTION NO 358/12/14

MOVED Cr Craddock

That Council notes that the Local Laws Advisory Committee:

1. Will consider the 2009 Draft Local Law and the comments from the 2012 Forum;
2. Will identify which of the proposed changes it would like included; and
3. Will present the draft Local Law to Council to consider its adoption once the revision process is completed.

MOTION CARRIED 9/0

Recommendation 4 – Bushfire Brigade Policy

**COMMITTEE RECOMMENDATION / OFFICERS RECOMMENDATION /
ADOPTION BY EXCEPTION RESOLUTION NO 358/12/14**

MOVED Cr Craddock

That Council adopt Council Policy A.21 Establishment and Operation of
Bush Fire Brigades.

MOTION CARRIED 9/0

9.3 WORKS AND TECHNICAL SERVICES

There are no reports.

The Shire President ruled that Corporate Service reports would be considered as the next item of business at 4.41 pm.

9.4 CORPORATE SERVICES

9.4.1 List of Payments – November 2014

Date of Report:	1 December 2014
Name of Applicant/Proponent/s:	Shire of Toodyay
File Reference:	FIN6
Author:	Kerry Wandless – Accounts Officer
Responsible Officer:	Cherie Delmage – Manager Corporate Services
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Review
Attachments:	1. List of Payments.
Voting Requirements:	Simple majority

PURPOSE OF THE REPORT

The purpose of this report is to present all cheques and electronic payments raised during the month of November 2014.

BACKGROUND

Creditor invoices are processed as they are received and on the 15th and final day of every month, cheques and electronic fund transfers are raised for payments.

CONSULTATION IMPLICATIONS

This report did not require consultation.

STRATEGIC IMPLICATIONS

This report does not contain any notable strategic implications.

POLICY IMPLICATIONS

Council has delegated authority to the Chief Executive Officer to make payments from the Municipal and Trust Accounts.

FINANCIAL IMPLICATIONS

This report does not contain any notable financial implications.

LEGAL AND STATUTORY IMPLICATIONS

Section 5.42 of the *Local Government Act 1995* allows the local government to delegate its powers to the Chief Executive Officer.

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states that where the Chief Executive Officer has delegated authority to make payments from the municipal and trust accounts, a list of such payments is to be presented to Council at the next meeting.

RISK IMPLICATIONS (including DAIP)

This report does not contain any notable risk implications.

ENVIRONMENTAL IMPLICATIONS

This report does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This report does not contain any notable social implications.

OFFICER COMMENT / DETAILS

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

Bank Payment Vouchers (BPV) are for direct debits against the bank account such as bank fees and charges etc.

Internal Payment Vouchers (IPV) are vouchers raised internally for payroll related expenditures which are paid through Council's on-line (internet) banking system.

The balance of creditors after the final cheque run for the month of November 2014 was Nil.

OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO 359/12/14

MOVED Cr Lloyd

That Council note payments listed and presented for the month of November 2014 as follows:

- a) Trust Fund Cheques numbered 1391 to 1396 amounting to \$4,422.89;
- b) Electronic Fund Transfers (EFT) payments numbered EFT16967 to EFT17145 and Municipal Fund Cheques numbered 12019 to 12027 amounting to \$672,884.50; and
- c) Direct Debits numbered IPV502 to IPV504 and BPV1990 to BPV2023 amounting to \$190,250.63; and
- d) Super Direct Debits totalling \$36,355.28

as being paid.

MOTION CARRIED 9/0

9.4.2 Financial Statements – November 2014

Date of Report:	8 December 2014
Name of Applicant/Proponent/s:	Shire of Toodyay
File Reference:	FIN3
Author:	Narelle Rodger - Accountant
Responsible Officer:	Cherie Delmage – Manager Corporate Services
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Review
Attachments:	<ol style="list-style-type: none"> 1. Monthly Financial Statements including Outstanding Rates Debtors and Outstanding Sundry Debtors for month ending 30 November 2014; and 2. Bank Reconciliations for month ending 30 November 2014.
Voting Requirements:	Simple majority

PURPOSE OF THE REPORT

The purpose of this report is for Council to accept the Monthly Financial Statements, Outstanding Rates and Outstanding Sundry Debtors Information and the Bank Reconciliations for the period ending 30 November 2014.

BACKGROUND

Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996* states:

A statement of financial activity and the accompanying documents referred to in sub regulation (2) is to be –

- a) Presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
- b) Recorded in the minutes of the meeting at which it is presented.

These reports are prepared after all the end of month payments and receipts have been processed.

CONSULTATION IMPLICATIONS

This report did not require consultation.

STRATEGIC IMPLICATIONS

This report does not contain any notable strategic implications.

POLICY IMPLICATIONS

This report does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

This report does not contain any notable financial implications.

LEGAL AND STATUTORY IMPLICATIONS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* require a statement of Financial Activity to be prepared each month which is to contain the following details:

- a) Annual budget estimates
- b) Budget estimates to the end of the month;
- c) Actual amount of expenditure and revenue;
- d) Material variances between comparable amounts in b) and c) and above; and
- e) The net current assets at the end of the month to which the statements relates i.e.: surplus/deficit position.

The Statement is to be accompanied by:

- a) Explanation of the composition of net current assets, less committed assets and restricted assets;
- b) Explanation of the material variances; and
- c) Such other information considered relevant by the local government.

Section 6.4 of the *Local Government Act 1995* requires a local government to prepare financial reports.

Regulation 34 and 35 of the *Local Government (Financial Management) Regulations 1996* sets out the form and content of the financial reports.

RISK IMPLICATIONS (including DAIP)

This report does not contain any notable risk implications.

ENVIRONMENTAL IMPLICATIONS

This report does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This report does not contain any notable social implications.

OFFICER COMMENT / DETAILS

Attached are the Monthly Financial Statements, Outstanding Rates and Outstanding Sundry Debtors Information and Bank Reconciliations for the period ending 30 November 2014.

OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO 360/12/14

MOVED Cr Chitty

That Council accept the Monthly Financial Statements, Outstanding Rates and Outstanding Sundry Debtors Information and Bank Reconciliations for the period ending 30 November 2014.

MOTION CARRIED 9/0

9.4.3 Annual Report For Year End 30 June 2014

Date of Report:	8 December 2014
Proponent:	Shire of Toodyay
File Ref:	COC2
Author:	Cherie Delmage – Manager Corporate Services
Responsible Officer:	Stan Scott – Chief Executive Officer
Previously Before Council	Nil
Author's Disclosure of Interest	Nil
Nature of Council's Role in the matter:	Review
Attachments:	Correspondence dated 1 December 2014 containing: <ol style="list-style-type: none"> 1. Management Report; 2. Shire of Toodyay Financial Report including Independent Auditor's Report to the Electors and Supplementary Ratio Information for Year End 30 June 2014; and 3. Annual Report for the 2013/2014 Financial Year <i>provided as a separate attachment.</i>
Voting Requirements:	Absolute majority

INTRODUCTION

The purpose of this report is to receive the Audited Annual Reports for the year ending 30 June 2014 and to set a date for the Annual General Meeting of Electors.

BACKGROUND

The Local Government Act 1995 provides that a local government is to prepare an Annual Report each financial year.

The Annual Report is to be accepted by the Council no later than 31 December after the financial year or, if the Audit Report is not available in time, the Annual Report is to be accepted by the local government no later than two months after the Audit Report becomes available.

Auditors from UHY Haines Norton attended the Shire Administration office on Monday 27 October 2014 and Tuesday 28 October 2014 to conduct the annual audit for the year end 30 June 2014.

The audit was received on Monday 1 December 2014.

The Local Government Act 1995 also provides that an Annual General Meeting of Electors be held once each financial year. The Annual General Meeting of

Electors is to be held on a day determined by Council not more than 56 days after the Local Government accepts the Annual Report for the previous financial year.

CONSULTATION

Consultation occurred with the CEO, Accountant and Auditors.

STATUTORY ENVIRONMENT

Section 5.54 of the *Local Government Act 1995* (Acceptance of Annual Reports) states as follows:

- (1) *Subject to Section 5.54 subsection (2), the annual report for a financial year is to be accepted (Absolute Majority) by the local government no later than 31 December after that financial year.*
- (2) *If the Auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

Section 5.29 of the *Local Government Act 1995* (Division 2 – Council Meetings, committees and their meetings and elector's meetings; Subdivision 4 – Electors' Meetings) states as follows:

5.29 Convening electors' meetings

- (1) *the CEO is to convene an electors' meeting by giving –*
 - (a) *at least 14 days' local public notice; and*
 - (b) *each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.*
- (2) *the local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under Section 1.7(a) and is to continue by way of exhibition under Section 1.7(1)(b) and (c) until the meeting has been held.*

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

The preparation of an Annual Report is consistent with Council's Corporate Business Plan (Toodyay 2023 – Making It Happen) (Ref: S31 – Financial Management – Effectively and legislatively compliant financial management so enabling the Shire to sustainably provide services to the community. The service level outcomes states: *'prepare an Annual Report on the financial activities and the financial position and make it accessible to the community.'*

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

Following is management's response to comments raised in the UHY Haines Norton Management Report on the Shire of Toodyay for the year end 30 June 2014:

Debt Service Cover Ratio

The Auditor's Management Report references a standard different from the standards set by the Department of Local Government and Communities (DLGC). The Guideline published by DLGC indicates a Basic Standard of greater than 2 and an advanced standard of greater than 5. Given that, depending on how it is calculated, our ratio is 3.72 or 4.54. With FAGs payments being normalised in 2014/2015 and a 10% rate increase being applied, this ratio should improve in the current financial year.

Operating Surplus Ratio

With the abovementioned rate increase of 10%, this ratio should also improve in the current financial year.

Accumulation of Annual Leave and Long Service Leave

Several key staff are due to take Long Service Leave e.g.:

- CEO – due in August 2012 – no indication as yet
- Manager Corporate Services – due in May 2014 – no indication as yet
- Executive Secretary – due in December 2014 – likely September 2015
- Manager Community Development – due in April 2013 one month booked for September 2015

The uncertainty in the industry and coming to the end of a contract makes an employee reluctant to book the time when it may be needed to find another job.

The main reason for the increase though is: the hourly rate for many staff was increased whilst retaining the annual rate of pay. This was done to bring the standard hours into a more acceptable industry practice. Further, it was the final year where several employees received significant hourly increases to bring their rate of pay up to the current rate of pay of other staff doing same/similar roles.

The fact that the number of employees accumulating excess leave has dropped significantly is good and shows that administration is doing its best to get the amount of leave down in accordance with Council Policy. Whilst administration is working hard to reduce accrued leave, it must be noted that *Local Government Industry Award 2010 Part 6 Section 25.5 - Requirement to take annual leave – excessive accrual and annual close-down* states:

'An employer may require an employee to take annual leave by giving at least four weeks' notice in the following circumstances:

- (a) As part of a close-down of its operations; or*
- (b) Where more than eight weeks' leave is accrued, provided that the employee retains a balance of at least eight weeks.'*

As such, whilst we endeavour to reduce leave as much as possible, we cannot legally force employees to take it unless they meet the above criteria.

Reporting On Integrated Planning

The Long Term Financial Plan is almost complete and will be reviewed by Senior Management in December 2014. The final draft document will then be presented to Council for consideration and adoption in January 2015. Once adopted by Council, this report will be forwarded to the Department of Local Government and Communities.

This document is being done in house and has been delayed several times due to the requirement to work on/in other areas e.g.: Fair Value, Risk Management, Workforce Management etc. The loss of the accountant has also required the Manager Corporate Services to take up more of the financial work again.

That being said, the LTFP is well underway, the Workforce Management Plan is being implemented by consultants in conjunction with management and the Shire of Toodyay is rapidly compiling a comprehensive and relevant suite of Plans.

**COMMITTEE/OFFICER RECOMMENDATION / COUNCIL RESOLUTION NO
361/12/14**

MOVED Cr Firms

That Council:

1. Receive the attached Audit Report containing the Independent Auditor's Report to the Electors of the Shire of Toodyay for the year ended 30 June 2014;
2. Receive the attached Management Report for the year end 30 June 2014;
3. Accept the Annual Report for the 2013/2014 Financial Year; and
4. Set the date for the Annual General Electors Meeting to be held at the Toodyay Memorial Hall at 7pm on Monday 9 February 2015.

MOTION CARRIED 9/0

At 4.53 pm the Shire President ruled that Item 9.5.2 would be considered as the next item of business.

9.5 EXECUTIVE SERVICES

9.5.2 Economic Development Plan

Date of Report:	5 December 2014
Name of Applicant / Proponent/s:	Shire of Toodyay
File Reference:	ECO2
Author:	Maria Rebane – Executive Assistant
Responsible Officer:	Stan Scott – Chief Executive Officer
Previously Before Council:	Agenda Item 9.5.2 from OCM held on 24 June 2014
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive.
Attachments:	1. Economic Development Plan.
Voting Requirements:	Simple majority

PURPOSE OF THE REPORT

The purpose of this report is for Council to consider the adoption of the Economic Development Plan.

BACKGROUND

At an Ordinary Meeting of Council held on 26 August 2014 Council resolved (Council Resolution No 260/08/14) as follows:

That Council:

1. defer the adoption of the DRAFT Economic Development Plan pending action under the recommendation on page 468 of the agenda in relation to submission No. 32 and any other concerns arising from the draft EDP; and
2. Request the CEO to contact RPS in relation to the above.

CONSULTATION IMPLICATIONS

At a Council Forum held on 11 November 2014 Guidance from the Elected Members was that this matter be put on as the first item for consideration at the December Council Forum.

At a Council Forum held on 2 December 2014 Guidance from the Elected Members was obtained, resulting in this report being presented to Council.

STRATEGIC IMPLICATIONS

The Shire of Toodyay's Strategic Community Plan "Toodyay 2023" has several references to the Economic Development Plan, summarised below:

Page No.	Heading	Statement
2	Key Points of the Plan	"This plan by and large sees existing services and facilities continue. It also sees a number of investments and enhancements, with a particular focus on the following: <ul style="list-style-type: none"> • Preparation of four key plans: <ul style="list-style-type: none"> – economic development – environment – community engagement – - recreation....."
13	Civic Leadership	Council has a role as civic leader in the community. With strong leadership and community support, the Council can achieve much more than just through its own direct service delivery. For example, forming an economic development strategy with business leaders and other stakeholders is an act of civic leadership, facilitating better outcomes through "joined up" strategy and action.
14	Council Strategic Priority	Economic Services: Preparation of an economic development plan in time for the first strategic review (to cover aspects such as our place in the regional economy, home based business, mixed use tourism/ events, FIFO families, aged care industry, digital economy opportunities, agricultural innovation, marketing etc.)
16	Economic Services	Economic Development: Prepare an Economic Development Plan that prioritises actions for implementation with relevant stakeholders.
16	Governance Services	Clear Strategy and Prioritisation: Develop two key plans as above (Economic Development and Environment)

POLICY IMPLICATIONS

The Shire of Toodyay's Strategic Community Plan "Toodyay 2023" forms part of the Shire of Toodyay's Integrated Strategic Planning in accordance with Section 5.56 of the *Local Government Act 1995*.

The Mission Statement adopted as part of the Toodyay Community Strategic Plan says the Shire is a "Local Government and community working together to obtain the best possible social, economic and environmental outcomes for the Toodyay Shire."

FINANCIAL IMPLICATIONS

In the first year, a survey of local businesses to identify and capture capabilities to service major projects in the Shire of Toodyay may have costs attached to the preparation of the survey.

In the first three years, expanding the use of QR Codes can be done by the Shire of Toodyay as part of its budgetary allocation for the project in 2014/2015, and will be assessed at each budget deliberation period in future years.

The plan envisages ongoing investment in collaborative regional tourism arrangements.

Actions listed in the implementation and action plan can be progressed through normal Council processes and should a budgetary allocation be required for their action the same process can be followed in order to follow through on any action listed in the Economic Development Plan.

LEGAL AND STATUTORY IMPLICATIONS

Section 5.56 of the *Local Government Act 1995* states as follows:

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

RISK IMPLICATIONS

Council made an obligation in its Community Strategic Plan to adopt an Economic Development Plan. If Council chooses to not adopt or delay the adoption of the Economic Development Plan Council should consider whether the time put in by the community in the development of its own Community Strategic Plan, together with the time spent through the Council Process prior to adoption of the Community Strategic Plan was worth it if it is not Council's intention to do (achieve) what Council says it is going to do as part of the Community Strategic Plan.

ENVIRONMENTAL IMPLICATIONS

The content of submissions received have been discussed by Council in relation to this matter.

SOCIAL IMPLICATIONS

From a community perspective, the Economic Development Plan can be used as a platform for the Shire to engage community organisations such as the Toodyay Chamber of Commerce to become proactive within the community and collaboratively work with the Shire to achieve outcomes listed within the Implementation and Action Plan. There may also be avenues within the collaborative partnerships to share the responsibility for the future economic prosperity of Toodyay.

OFFICER COMMENT / DETAILS

It is recommended that the draft Economic Development Plan be adopted.

OFFICERS RECOMMENDATION

That Council adopt the DRAFT Economic Development Plan.

Cr Lloyd moved the Officer's Recommendation as follows:

That Council adopt the DRAFT Economic Development Plan.

Clarification was sought.

Cr Madacsi objected to the motion.

Cr Chitty seconded the motion.

Debate commenced.

The Shire President requested Cr Madacsi forward an email she had received to Shire of Toodyay Officers to enable an attachment to that email to be tabled at the meeting.

At 5.02 pm the Shire President adjourned further debate on this item until after the next break.

The Shire President requested the record be taken of the debate as follows:

Cr Lloyd and Cr Madacsi have spoken in the debate.

Refer to Page 55 for further information

The Shire President ruled that Item 9.5.3 be considered as the next item of business at 5.03 pm.

**9.5.3 Sport and Recreation (Precinct Master Plan Implementation)
Steering Committee**

Date of Report:	9 December 2014
Name of Applicant / Proponent/s:	Shire of Toodyay
File Reference:	PRO10/REC2/TEC5
Author:	Stan Scott - CEO
Responsible Officer:	Stan Scott - CEO
Previously Before Council:	Council Resolution No 255/08/14 – August 2014
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive
Attachments:	Nil
Voting Requirements:	Absolute Majority

PURPOSE OF THE REPORT

The purpose of this report is to establish a Sport and Recreation Precinct Master Plan Implementation Steering Committee in accordance with Council Resolution 255/08/14.

BACKGROUND

At an Ordinary Meeting of Council held on 28 August 2014 Council resolved (Resolution No 255/08/14) as follows:

That Council adopt the DRAFT Sport and Recreation Precinct Master Plan subject to the following:

- 1. Playing surfaces be number one priority and be completed within the first stage;*
- 2. Council to take on notice, but not include in the Master Plan, the comments made by the Toodyay Ballet School in future discussions relating to the Sport and Recreation Precinct site;*
- 3. Council to include traffic calming devices and access matters into the facility at a future planning stage;*

4. *In relation to the combined submission of Sporting Clubs from T McBride that Council authorise the Chief Executive to note and investigate these items in the further future planning of the project and continue to liaise with groups on an ongoing basis;*
5. *Council to note the submission made by the Toodyay Kindergym;*
6. *Council authorise the Chief Executive to note and investigate further storage areas available within the pavilion for users of the buildings as the plans progress;*
7. *Prior to the implementation of each stage of the Master Plan, the CEO is to liaise with a Steering Committee (including consideration of community members) established for the purpose of assisting with implementation of the Master Plan to ensure that any identified possible modifications or concerns relative to the master plan be brought to Council for consideration in accordance with Council Policy A.17 Council Consideration of Committee Recommendations; and*
8. *That the CEO (as a matter of urgency) prepares a report on the establishment of a steering committee and brings the matter back to Council for consideration.*

Parts 7 and 8 of the resolution require the establishment of a Steering Committee, including community members.

CONSULTATION IMPLICATIONS

The committee will provide a vehicle for some consultation, particularly if the committee includes representatives of stakeholder organisations such as sporting clubs. The Sport and Recreation Coordinator already liaises regularly with sporting groups, and there was high level of engagement in the development of the Master Plan. There is already a good degree of community ownership of the Master Plan.

STRATEGIC IMPLICATIONS

The development of contemporary Sport and Recreation Facilities was identified as the highest priority in the Strategic Community Plan

POLICY IMPLICATIONS

There are no notable policy implications with this report.

FINANCIAL IMPLICATIONS

Formation and support of a committee of Council has inherent costs. The CEO estimates that each committee meeting costs around \$1,800, so if a committee meets 4 times annually it will cost in the order of \$7,200. Much of the is sunk

cost, staff time and resources that would be expended anyway, but it is an opportunity cost. For meetings outside ordinary hours there will be real additional cost for staff attendance.

LEGAL AND STATUTORY IMPLICATIONS

Sections 5.8 to 5.18 of the *Local Government Act 1995* set out the requirements for the establishment of a Committee of Council. Committees can consist of and combination of Council members, staff or other persons.

RISK IMPLICATIONS (including DAIP)

This project involves a substantial financial commitment from Council and will involve a combination of own source funds, grants and loans. The committee will help to manage the financial risks associated with such a large project. In light of Council's public commitment to the project there is a reputation risk in failing to deliver.

ENVIRONMENTAL IMPLICATIONS

As a 'greenfield' project there is opportunity to integrate water and energy efficiency into the design of the project and associated buildings.

SOCIAL IMPLICATIONS

Attracting and retaining families and younger people is one expected outcome of better recreation facilities.

OFFICER COMMENT / DETAILS

Council adopt the Draft Sport and Recreation Precinct Master Plan in August there have been a number of significant developments.

- The Commonwealth announced its National Stronger Regions Fund (NSRF) program which provides grants of up to \$10 million and up to half of the value of a project. With a well-crafted application seeking close to the maximum grant it opens the possibility of completing the entire project in a single stage. The next round of applications is scheduled for May 2015.
- The NSRF describes a range of plans and documents required for a project to be considered. The Department of Sport and Recreation also publishes guides and templates for project development. To ensure we are well placed for grant funding the CEO has contracted SGL Consulting Group to produce the additional reports required. SGL developed the Shire of Toodyay Recreation Strategy.
- The Sport and Recreation Master plan is being finalised by Peter Hunt Architects and will be available shortly. Unfortunately Peter

Hunt, the principal of that firm passed away recently and he will be a sad loss to the industry.

With all the planning documents in place the committee will be able to oversee the implementation of the master plan and provide advice to Council at key points in the decision making process. It is important to note that Council has committed to the project and the focus of the committee should be steering the implementation of the master plan, not reviewing Council's commitment to it.

The list of sporting groups listed as potential members of the committee is not exhaustive and Council may wish to consider whether it is sufficiently representative. For example:

- Women's Hockey is not incorporated and operates under the auspices of the Toodyay Football Club;
- Toodyay Football Club is seniors only; there is a separate Toodyay Junior Football Club;
- Toodyay Hockey Club is juniors only;
- Toodyay Clackline Karate Club has not been listed for representation;
- Other facility users such as the autumn club and Silver Chain have not been included.

OFFICERS RECOMMENDATION 1

That Council Establish a Sport and Recreation Precinct Master Plan Implementation Steering Committee.

OFFICERS RECOMMENDATION 2

Sport and Recreation Precinct Master Plan Implementation Steering Committee consist of the following members:

4 Councillors

2 Staff members nominated by the CEO

One representative of each of

- Toodyay Football Club
- Toodyay Cricket Club
- Toodyay Hockey Club
- Toodyay Netball Club
- Toodyay Junior Basketball Club
- Toodyay Tennis Club
- Toodyay Soccer Club

That sporting club representatives not be named representatives and clubs

can send an alternative if their usual representative is not available.

OFFICERS RECOMMENDATION 3

That Council write to each of the identified sporting clubs inviting them to nominate a representative on the Sport and Recreation Precinct Master Plan Implementation Steering Committee.

OFFICERS RECOMMENDATION 4

That the terms of reference for the Sport and Recreation Precinct Master Plan Implementation Steering Committee are as follows:

Provide advice to Council on the development of the recreation precinct including:

1. Recommendations on the staging of works;
2. Review detailed plans to ensure they meet the needs of sporting groups;
3. Assist Council to obtain funding for the project; and
4. Assist Council to consult and engage with stakeholders.

OFFICERS RECOMMENDATION 5

The Sport and Recreation Precinct Master Plan Implementation Steering Committee **not** be given any delegated authority.

OFFICERS RECOMMENDATION 6

That the following Councillors are appointed as members of the Sport and Recreation Precinct Master Plan Implementation Steering Committee:

- Cr _____
- Cr _____
- Cr _____
- Cr _____

That the following Councillors are appointed as deputy members of the Sport

and Recreation Precinct Master Plan Implementation Steering Committee:

Cr _____

Cr _____

OFFICERS RECOMMENDATION 7

That the first meeting of the Sport and Recreation Precinct Master Plan Implementation Steering Committee be scheduled for Thursday 5 February 2014 at 6.00pm.

Cr Madacsi proposed that she would move an alternate motion.

The Shire President ruled that he would not allow an alternate motion in regard to this report in accordance with advice he had received from the department.

Cr Craddock moved a motion as follows:

That Council Establish a Sport and Recreation Precinct Advisory Committee.

The Shire President ruled that the motion was not in accordance with Council's prior direction to the CEO in relation to the establishment of a Committee.

Cr Craddock moved a motion as follows:

That Council Establish a Sport and Recreation Precinct Master Plan Steering Committee.

The Shire President ruled that the motion was not in accordance with Council's prior direction to the CEO in relation to the establishment of a Committee.

Cr Craddock moved Officer's Recommendation 1 as follows:

That Council Establish a Sport and Recreation Precinct Master Plan Implementation Steering Committee.

Clarification was sought.

Cr Madacsi objected to the motion.

Cr Lloyd seconded the motion.

Debate commenced.

The motion was put.

OFFICERS RECOMMENDATION 1

MOVED Cr Craddock

SECONDED Cr Lloyd

That Council Establish a Sport and Recreation Precinct Master Plan Implementation Steering Committee.

MOTION LOST 4/5

Cr Firms moved a procedural motion as follows:

That in accordance with Shire of Toodyay Standing Order 10.1(a) the meeting proceed to the next item of business.

Clarification was sought.

The CEO advised that the motion was not required as the motion to establish a committee had been lost and subsequent motions, relating to Officers Recommendation 1, were now not to be considered; thereby moving to the next item of business.

The Shire President ruled that the motion was valid.

Further clarification was sought.

Cr Lloyd objected to the motion.

Cr Madacsi seconded the motion.

The mover of the motion spoke for it in accordance with Standing Orders.

The procedural motion was put.

PROCEDURAL MOTION/COUNCIL RESOLUTION NO 362/12/14

MOVED Cr Firms

SECONDED Cr Madacsi

That in accordance with Shire of Toodyay Standing Order 10.1(a) the meeting proceed to the next item of business.

MOTION CARRIED 6/3

In accordance with Section 5.21(4)(b) of the Local Government Act 1995, Cr Lloyd requested that the vote of all members present be recorded. Councillors Firms, Greenway, Madacsi, Craddock, Rayner and McCann voted for the motion. Councillors Lloyd, Chitty, and Dow voted against the motion.

The Shire President ruled that Item 9.5.1 would be considered as the next item of business at 5.34 pm.

9.5.1 Council and Committee Meetings

Date of Report:	5 December 2014
Name of Applicant / Proponent/s:	Shire of Toodyay
File Reference:	MTG6
Author:	Maria Rebane – Executive Assistant
Responsible Officer:	Stan Scott – Chief Executive Officer
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive
Attachments:	1. Council Meeting Schedule.
Voting Requirements:	Simple majority

PURPOSE OF THE REPORT

The purpose of this report is for Council to consider the Council Meeting Schedule for 2015.

BACKGROUND

In accordance with the provisions of the *Local Government (Administration) Regulations, 1996*, at least once each year a Local Government is to give local public notice of the dates on which and the time and place at which Ordinary Council Meetings and Committee Meetings are to be held within the next 12 months.

CONSULTATION IMPLICATIONS

The schedule for Council and Committee Meetings in 2015 was provided to Council at its Ordinary Meeting of Council held on 26 August 2014. This meeting was in respect to an Audit Committee Recommendation where Council resolved (Council Resolution 262/08/14) as follows:

The Audit Committee meet at 2.00 pm on the second Thursday of each of the months of February, May, August and November unless otherwise determined by the Committee

STRATEGIC IMPLICATIONS

This report does not contain any notable strategic implications.

POLICY IMPLICATIONS

This report does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

Appropriate allocations have been allowed in the Shire of Toodyay's 2014/2015 Municipal Budget to conduct the meetings as proposed.

LEGAL AND STATUTORY IMPLICATIONS

Regulation 12 of the *Local Government (Administration) Regulations 1996* states as follows:

12. Meetings, public notice of (Act s. 5.25(1)(g))
 - (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
 - (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,are to be held in the next 12 months.
 - (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).
 - (3) Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
 - (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.

RISK IMPLICATIONS (including DAIP)

This report does not contain any notable risk implications.

ENVIRONMENTAL IMPLICATIONS

This report does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This report does not contain any notable social implications.

OFFICER COMMENT / DETAILS

Ordinary Council Meetings

At least once each year a local government is to give local public notice of the dates on which and the time and place at which the Ordinary Council Meetings are to be held in the next 12 months.

At <http://www.toodyay.wa.gov.au/council.aspx> on the Shire of Toodyay website Council Meeting information is provided publicly.

The Council Meeting Schedule (refer to **Attachment 1**) details the dates of the Ordinary Meetings of Council for the 2015 calendar year.

OFFICERS RECOMMENDATION – Ordinary Council Meetings

That Council conduct its Ordinary Meetings of Council at the Shire of Toodyay Council Chambers on the fourth Tuesday of each month commencing at 4.00 pm, excepting December which shall be held on the third Tuesday.

Council Forums

Council Forums are open to the public. Therefore, local public notice of the dates on which and the time and place at which the Council Forums are to be held in the next 12 months is to be given.

At <http://www.toodyay.wa.gov.au/council-forums.aspx> on the Shire of Toodyay website Council Forum information is provided publicly.

The Council Meeting Schedule (refer to **Attachment 1**) details the dates of the Council Forums for the 2015 calendar year.

OFFICERS RECOMMENDATION – Council Forums

That Council conduct its Council Forums at the Shire of Toodyay Council Chambers on the second Tuesday of each month commencing at 4.00 pm, excepting December which shall be held on the first Tuesday.

Committee Meetings – Open to the Public

Each year a local government is to give local public notice of the dates on which and the time and place at which the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

At <http://www.toodyay.wa.gov.au/council-committees.aspx> on the Shire of Toodyay website Committee Meeting information is provided publicly irrespective of whether a Committee is open to the public or not.

The Council Meeting Schedule (refer to **Attachment 1**) details the dates of the Committee Meetings open to the public during the 2015 Calendar year.

OFFICERS RECOMMENDATION – Committees Open to the Public

That Council conduct its Committee Meetings open to the public at the Shire of Toodyay Council Chambers as follows:

1. Bush Fire Advisory Committee (BFAC) Meetings to be held on the first Tuesday of the months of February, May, August and November commencing at 6.00 pm unless otherwise determined by the Committee;
2. Local Emergency Management Committee (LEMC) Meetings to be held on the second Wednesday of the months of February, May, August and November commencing at 5.00 pm unless otherwise determined by the Committee;
3. Museum Advisory Committee (MAC) Meetings to be held on the third Thursday of the months of February, May, August and November commencing at 4.00 pm unless otherwise determined by the Committee;
4. Works Advisory Committee (WAC) Meetings to be held on the fifth Thursday of the months of January, April, July and October commencing at 4.00 pm unless otherwise determined by the Committee;
5. Community Depot Management Advisory Committee (CDMAC) Meetings to be held on the fourth Thursday of the months of January, April, July and October commencing at 5.30 pm unless otherwise determined by the Committee;
6. Environmental Committee Meetings to be held on the fourth Thursday of the months of February, May, August and November commencing at 5.30 pm unless otherwise determined by the Committee;
7. The Recreation Steering Committee to be held on the first Thursday of the months of February, May, August and November commencing at 5.30 pm unless otherwise determined by the Committee.

Committee Meetings – Closed to the Public

At <http://www.toodyay.wa.gov.au/council-committees.aspx> on the Shire of Toodyay website Committee Meeting information is provided publicly irrespective of whether a Committee is open to the public or not.

The Council Meeting Schedule (refer to **Attachment 1**) details the dates of the Committee Meetings closed to the public.

The dates and time of the Audit Committee have already been set by Council at their August 2014 Council Meeting.

At a Local Laws Advisory Committee Meeting held on 4 November 2014 the recommendation was as follows:

That all future Local Laws Advisory Committee Meetings be held on the third Tuesday of relevant months at 5.00 pm.

**COMMITTEE RECOMMENDATION/OFFICERS RECOMMENDATION –
Committee Closed to the Public**

That the Local Laws Advisory Committee Meetings be held on the third Tuesday of the months of February, March, May, September, October and November, at the Shire of Toodyay Council Chambers commencing at 5.00 pm unless otherwise determined by the Committee.

Cr Lloyd moved the Officer's Recommendation – Ordinary Council Meetings as follows:

That Council conduct its Ordinary Meetings of Council at the Shire of Toodyay Council Chambers on the fourth Tuesday of each month commencing at 4.00 pm, excepting December which shall be held on the third Tuesday.

Clarification was sought.

Cr Firms objected to the motion.

Cr Rayner seconded the motion.

Debate commenced.

Cr Firms foreshadowed an alternate motion.

The motion was put.

**OFFICERS RECOMMENDATION – Ordinary Council Meetings
COUNCIL RESOLUTION NO 363/12/14**

MOVED Cr Lloyd

SECONDED Cr Rayner

That Council conduct its Ordinary Meetings of Council at the Shire of Toodyay Council Chambers on the fourth Tuesday of each month commencing at 4.00 pm, excepting December which shall be held on the third Tuesday.

MOTION CARRIED 7/2

In accordance with Section 5.21(4)(b) of the Local Government Act 1995, Cr Firns requested that the vote of all members present be recorded. Councillors Dow, Lloyd, Greenway, Craddock, Chitty and McCann voted for the motion. Councillors Madacsi and Firns voted against the motion.

**OFFICERS RECOMMENDATION – Council Forums /
COUNCIL RESOLUTION NO 364/12/14**

MOVED Cr Lloyd

That Council conduct its Council Forums at the Shire of Toodyay Council Chambers on the second Tuesday of each month commencing at 4.00 pm, excepting December which shall be held on the first Tuesday.

MOTION CARRIED 9/0

**OFFICERS RECOMMENDATION – Committees Open to the Public
COUNCIL RESOLUTION NO 365/12/14**

MOVED Cr Dow

That Council conduct its Committee Meetings open to the public at the Shire of Toodyay Council Chambers as follows:

1. Bush Fire Advisory Committee (BFAC) Meetings to be held on the first Tuesday of the months of February, May, August and November commencing at 6.00 pm unless otherwise determined by the Committee;
2. Local Emergency Management Committee (LEMC) Meetings to be held on the second Wednesday of the months of February, May, August and November commencing at 5.00 pm unless otherwise determined by the Committee;
3. Museum Advisory Committee (MAC) Meetings to be held on the third Thursday of the months of February, May, August and November commencing at 4.00 pm unless otherwise determined by the Committee;

MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 16 DECEMBER 2014

4. Works Advisory Committee (WAC) Meetings to be held on the fifth Thursday of the months of January, April, July and October commencing at 4.00 pm unless otherwise determined by the Committee;
5. Community Depot Management Advisory Committee (CDMAC) Meetings to be held on the fourth Thursday of the months of January, April, July and October commencing at 5.30 pm unless otherwise determined by the Committee;
6. Environmental Committee Meetings to be held on the fourth Thursday of the months of February, May, August and November commencing at 5.30 pm unless otherwise determined by the Committee;

MOTION CARRIED 9/0

**COMMITTEE RECOMMENDATION/OFFICERS RECOMMENDATION -
Committee Closed to the Public / COUNCIL RESOLUTION NO 366/12/14**

MOVED Cr Rayner

That the Local Laws Advisory Committee Meetings be held on the third Tuesday of the months of February, March, May, September, October and November, at the Shire of Toodyay Council Chambers commencing at 5.00 pm unless otherwise determined by the Committee.

MOTION CARRIED 9/0

The Shire President ruled that Item 9.6.2 would be considered as the next item of business.

9.6.2 Works Advisory Committee Recommendations

Date of Report:	5 December 2014
Name of Applicant / Proponent/s:	Works Advisory Committee
File Reference:	COC6
Author:	Maria Rebane – Executive Assistant
Responsible Officer:	Stan Scott – Chief Executive Officer
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none">1. Excerpt from Works Advisory Committee Meeting held in October 2014;2. Excerpt from May 2012 Council Meeting; and3. Correspondence to and from the Roadside Conservation Committee.
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

The purpose of this report is for Council to receive recommendations made by the Works Advisory Committee at their meeting held on 23 October 2014.

BACKGROUND

At a Works Advisory Committee Meeting held on 23 October 2014 (refer to **Attachment 1**) a recommendation was made to Council as follows:

Recommendation 1 Flora Signs

That the Works Advisory Committee make a recommendation to Council as follows:

That Council develops:

1. *an information pamphlet relative to the Flora Road drive;*
2. *the provision of stopping points be investigated on the Flora Roads*

CONSULTATION IMPLICATIONS

There has been no further consultation in relation to the recommendations made by the Works Advisory Committee.

STRATEGIC IMPLICATIONS

There are no strategic implications to this proposal.

POLICY IMPLICATIONS

There are no policy implications to this proposal.

FINANCIAL IMPLICATIONS

The adoption of this recommendation will have financial implications. These can only be approximate until all work is fully costed but as a guide:

- The creation of seven stopping points along the Flora Road at approximately \$3,000 per stopping point = \$21,000; and
- The creation and production of a Flora Road Information Pamphlet (3,000 A3 double sided full colour gloss, folded into DL size – this cost is for the pamphlet being created in house and printed and folded externally) = \$1,000

Total approximate cost \$22,000.

LEGAL AND STATUTORY IMPLICATIONS

The purpose of this committee is "to provide guidance and assistance to the Local Government on matters relating to maintaining and developing transport and other infrastructure assets of the Shire in ways that are socially, financially and environmentally responsible."

RISK IMPLICATIONS (including DAIP)

There are no risk implications to this proposal.

ENVIRONMENTAL IMPLICATIONS

This proposal may require the clearing of some vegetation for the creation of stopping points.

SOCIAL IMPLICATIONS

This proposal will enable and encourage visitors and residents to better access native flora within the district.

OFFICER COMMENT / DETAILS

Council last considered designation of a Flora Road at a Council Meeting held in May 2012 (refer to **Attachment 2**).

Since that time there has been correspondence between the Shire of Toodyay and the Roadside Conservation Committee (refer to **Attachment 3**).

The Shire is awaiting delivery of Flora signs from the Roadside Conservation Committee.

**COMMITTEE RECOMMENDATION/OFFICERS RECOMMENDATION /
COUNCIL RESOLUTION 367/12/14**

MOVED Cr Lloyd

That Council authorises the CEO to undertake the development of an information pamphlet relative to the Flora Road drive that will incorporate the provision of stopping points on the Flora Roads.

MOTION CARRIED 9/0

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

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

The Shire President advised that Cr Madacsi had submitted a Notice of Motion in accordance with Standing Orders to the CEO.

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

Nil.



The Shire President adjourned the meeting at 5.58 pm.

The Shire President resumed the meeting at 6.47 pm.

The Manager of Works and Services was absent at the resumption of the meeting.

The Manager of Community Development was absent at the resumption of the meeting.

9.5.2 Economic Development Plan

Resumed

The Shire President ruled that the debate on Item 9.4.2 Economic Development Plan would resume at 6.48 pm.

Cr Madacsi tabled a submission from a member of the community in relation to the Economic Development Plan that she had received via email at 6.49 pm.

Cr Firms foreshadowed an amendment to the motion.

Cr Firms moved an amendment to the motion as follows:

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

- 2. That the implementation and Action Plan will require Council approval for any expenditure outside what is currently within the budget.**

Cr Lloyd accepted the amendment.

Clarification was sought.

Cr McCann foreshadowed an amendment to the substantive motion.

That a new Point 3 be added to read as follows:

- 3. That at the next desktop study of this document be brought back to Council within two years' time that the tabled document Council has received at this meeting be considered for incorporation into the Economic Development Plan at that time.**

Cr Lloyd accepted the amendment.

The substantive motion was put.

OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO 368/12/14

MOVED Cr Lloyd

SECONDED Cr Chitty

1. That Council adopt the DRAFT Economic Development Plan;
2. That the implementation and Action Plan will require Council approval for any expenditure outside what is currently within the budget; and
3. That at the next desktop study of this document be brought back to Council within two years' time that the tabled document Council has received at this meeting be considered for incorporation into the Economic Development Plan at that time.

MOTION CARRIED 8/1

Cr Firms requested that his vote against the motion be recorded.

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

13.1 MEMBERS

Nil.

13.2 EMPLOYEES

13.2.1 The Chief Executive Officer requested for Council to consider Item 13.2 Audit Committee Recommendations - Assessment Report – Organisational Review of Risk Management, Internal Control & Legislative Compliance as a matter of urgent business.

Cr Chitty moved a motion as follows:

That Council consider Item 13.2.1 Audit Committee Recommendations - Assessment Report – Organisational Review of Risk Management, Internal Control & Legislative Compliance as new business of an urgent nature.

Clarification was sought.

The motion was put.

COUNCIL RESOLUTION NO 369/12/14

MOVED Cr Chitty

That Council consider Item 13.2.1 Audit Committee Recommendations - Assessment Report – Organisational Review of Risk Management, Internal Control & Legislative Compliance as new business of an urgent nature.

MOTION CARRIED 9/0

**13.2.1 Audit Committee Recommendations - Assessment Report –
Organisational Review of Risk Management, Internal Control &
Legislative Compliance**

Date of Report:	12 December 2014
Name of Applicant / Proponent/s:	Audit Committee
File Reference:	COC2
Author:	Cherie Delmage – Manager Corporate Services
Responsible Officer:	Stan Scott – Chief Executive Officer
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive
Attachments:	1. Shire of Toodyay – Risk Report; and 2. Internal Audit – November 2014
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

The purpose of this report is for Council to receive the recommendations made by the Audit Committee at their meeting held on 11 December 2014 in relation to the CEO's Assessment of Shire Risk Management, Internal Control and Legislative Compliance.

BACKGROUND

At an Audit Committee Meeting held on 11 December 2014 recommendations were made to Council as follows:

Recommendation 1 - CEO's Assessment Report – Organisational Review of Risk Management, Internal Control & Legislative Compliance

That the Audit Committee make a recommendation to Council as follows:

- 1. That Council receives the CEO's Assessment Report – Organisational Review of Risk Management, Internal Control & Legislative Compliance in accordance with Regulation 17.*
 - 2. That Council commend the staff for the work involved in preparation of the Review of Risk Management, Internal Control & Legislative Compliance.'*
-

Recommendation 2 – Issues raised by Audit Committee

That the Audit Committee make a recommendation to Council as follows:

That Council needs to examine at a Council Forum at some point in the future issues raised by the Audit Committee as follows:

1. *Projects greater than \$500,000 (i.e. is this too high);*
2. *The inclusion of definitions:*
 - *Risk Management Policy – expenditure of large amounts of money – what is the definition of “large”; and*
 - *Significant or Extreme Risks – the definition of “significant” and “Extreme”;*
3. *The inclusion of an acronym list:*
 - *Position titles (e.g. MWS/CEO/MCS)*
4. *Ratios – Key indicators – tolerance levels should be relative to Department Guidelines (i.e. basic / intermediate / advanced).’*

CONSULTATION IMPLICATIONS

This report involved consultation between the CEO, Senior Management, LGIS, Auditors and the Audit Committee.

STRATEGIC IMPLICATIONS

This report does not contain any notable strategic implications.

POLICY IMPLICATIONS

The implementation of Risk Management, Internal Control and Legislative Compliance Policies is likely to result in additional policies in the future as these processes become embedded within the Shire.

FINANCIAL IMPLICATIONS

This report does not contain any notable financial implications although the implementation of Risk Management Practices may require additional expenditure in the future.

LEGAL AND STATUTORY IMPLICATIONS

In February 2013, a new regulation (Section 17) of the Local Government (Audit) Regulations was promulgated. This regulation requires a review of the appropriateness and effectiveness of systems and procedures in relation to risk management, internal control and legislative compliance at least once every two calendar years and to report to the Audit Committee the results of that review.

Regulation 17 of the Local Government (Audit) Regulations 1996 states that:

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
- (a) *Risk management; and*
 - (b) *Internal control; and*
 - (c) *Legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
- (3) *The CEO is to report to the audit committee the results of that review.'*

RISK IMPLICATIONS (including DAIP)

This report does not contain any notable risk implications.

ENVIRONMENTAL IMPLICATIONS

This report does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This report does not contain any notable social implications.

OFFICER COMMENT / DETAILS

To meet with the requirements of Regulation 17, the CEO has conducted an Assessment of Risk Management, Internal Controls and Legislative Compliance and presented it to the Audit Committee as follows:

PART ONE - RISK MANAGEMENT – ASSESSMENT

Background

Australian Standard AS/NZS ISO 31000:2009 defines risk as *'the effect of uncertainty on objectives.'* A primary objective of risk management is to identify and to manage (take preventive steps) to handle these uncertainties and thereby reduce potential harm to the Shire.

Local governments are being required to formalise their risk management processes, including the identification and treatment of risks and the establishment of a risk register. The recently adopted policy is part of a framework which will enable more effective management of risks. A risk tolerance table has also been developed which will reflect the Shire's tolerance for various risks.

Managing risk is not the responsibility of just one person within the organisation. Managers responsible for particular areas have the most influence over

implementing controls to manage risk, but responsibility also lies with employees who operate within the area.

At its November 2014 Ordinary Meeting Council adopted the following Policy:

POLICY A.18 – RISK MANAGEMENT

Policy Statement

OBJECTIVE

To commit to organisation-wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes.

POLICY:

1. *Definition of Risk:*
 - 1.1 *AS/NZS ISO 31000:2009 defines risk as ‘the effect of uncertainty on objectives.’*
 - 1.2 *A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative, or a deviation from the expected. An objective may be financial, related to health and safety, or defined in other terms.*
2. *Definition of Risk Management:*
 - 2.1 *The application of coordinated activities to direct and control an organisation with regard to risk.*
3. *Principles – Framework - Process*
 - 3.1 *The Shire considers risk management to be an essential management function in its operations. The responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk.*
 - 3.2 *The Council is committed to the principles, framework and process of managing risk as outlined in AS/NZS ISO 31000:2009.*
 - 3.3 *The Shire will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. It will be applied to decision making through all levels of the organisation in relation to planning or executing any function, service or activity.*
 - 3.4 *In particular it will be applied to:*
 - a) *Strategic planning;*

- b) *Expenditure of large amounts of money;*
- c) *New strategies and procedures;*
- d) *Management of projects, tenders and proposals;*
- e) *Introducing significant change; and*
- f) *The management of sensitive issues.*

3.5 *The objectives of risk management are:*

- a) *The achievement of organisational goals and objectives;*
- b) *The ongoing health and safety of all employees at the workplace;*
- c) *Ensuring public safety within the Council's jurisdiction is not compromised;*
- d) *Limited loss or damage to property and other assets;*
- e) *Limited interruption to business continuity;*
- f) *Positive public perception of Council and the Shire; and*
- g) *Application of equal opportunity principles in the workforce and the community.*

4. *Responsibilities*

- 4.1 *The CEO, managers and supervisors have the responsibility and accountability for ensuring that all staff manage the risks within their own work areas. Risks should be anticipated and reasonable protective measures taken.*
- 4.2 *All managers will encourage openness and honesty in the reporting and escalation of risks;*
- 4.3 *All staff will be encouraged to alert management to the risks that exist within their area, without fear of recrimination.*
- 4.4 *All staff will, after appropriate training, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management.*
- 4.5 *All staff and employees will, as required, conduct risk assessments during the performance of their daily duties.*
- 4.6 *The level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.*
- 4.7 *Failure by staff to observe reasonable directions from supervisors regarding the management of risks and/or failure of staff to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.*

4.8 *The Council is committed to the concept and resourcing of risk management.*

5. *Monitor and Review*

5.1 *The Shire will implement a robust reporting and recording system that will be regularly monitored to ensure closeout of risks and identification of ongoing issues and trends.*

5.2 *Significant or extreme risks will be reported to the Audit and Risk Management Committee and reviewed to determine appropriate treatments or whether to continue with the activity or service from which the risk arises.*

Summary of Procedures

Scope

The Policy adopted also included the Risk Management Guidelines which cover, but are not limited to, the following areas of Council activity.

Asset Risks

- Theft, vandalism, fire, water or vehicle damage.
- Computer virus, power or water outage.
- Footpath and road hazards.
- Failure to adequately insure buildings, property and contents.
- Failure to plan and manage the financial lifecycle of the asset.

Community Health, Safety and Wellbeing Risks

- Natural disaster or terrorist attack
- Fire, criminal activity, civil unrest
- Fuel crisis
- Injuries to public on / in public buildings / equipment
- Transmission of airborne contaminants hazardous to health

Financial Management Risks

- Inappropriate use of resources
- Budget blow-out or overpayments
- Fraud or theft

Corporate Governance Risks

- Not providing lawful services or functions
- Not fulfilling strategic/ operational goals
- Electoral campaign breaches
- Failure to uphold local laws
- Corruption and bribery
- Misuse of confidential information
- Non-compliance with lawful orders
- Failure to declare interests

Human Resources Risks

- Inappropriate / difficult human behaviour
- Inadequate staffing levels/retention of staff
- Alcohol, drug, tobacco use
- Skills and knowledge management
- Industrial Action
- Poor performance or productivity
- OSH act breaches / Worker injury
- Sexual harassment / discrimination/ bullying
- Professional indemnity

Knowledge Management Risks

- Misuse of public data / privacy issues
- Internet / e-mail / social media misuse
- Loss of corporate knowledge i.e. staff turnover
- Misuse of council information
- Poor archiving practices
- Non-compliance with record act

Legal Compliance Risks

- Statutory law breaches
- Copyright or trade practice breaches
- Trade practice breaches
- Wages, benefits, working hours not regulated
- Potential public liability claims e.g. Public access, egress and safety.
- General litigation

Business Continuity Risks

- Disruption to operations
- Inability to conduct 'business as normal'
- Staff absenteeism
- Changes to staff roles and responsibilities
- Continuity of essential operations, functions, internal support services or vital community services
- Failure of information systems
- Failure of communication systems
- Failure to successfully deliver major projects

Damage to Reputation Risks

- Adverse publicity or Shire media attention
- Loss of community support
- Managing public complaints
- Very high level of public embarrassment
- Breakdown in communication/ consultation with community.

Shire Approach to Risk Management

In conjunction with the Risk Management Policy Council adopted Risk Management Guidelines. This report should be considered in the context of those guidelines.

Assessment of the appropriateness and effectiveness of risk management measures

For systems and procedures to be effective, they must exist. When the policy was adopted, it was noted that a number of systems and processes need to be developed in order to be able to review and assess risk management. The first step is to create a policy, from which other elements will flow.

The objectives of the policy were to:

- Adopt and implement a risk management framework that integrates risk management into the organisation and provides the mandate, resources and management systems.
- Foster and develop a risk management culture that influences all activities and decision making.
- Improve the way assets, functions and services are managed and delivered to achieve objectives and reduce potential harm to the Shire.

The policy notes that the Shire will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. It will be applied to decision making through all levels of the organisation in relation to planning or executing any function, service or activity. In particular, it will be applied to:

- Strategic planning;
- Expenditure of large amounts of money;
- New strategies and procedures;
- Management of projects, tenders and proposals;
- Introducing significant change; and
- The management of sensitive issues.

The Shire recognises that to be effective, risk management must become part of the Shire's culture, integrated into the Shire's corporate and business plans and everyday activities. Further, risk management must become the responsibility of every employee, contractor, volunteer and elected member of the Council.

Prior to the adoption of the policy, this framework has, to some extent, been implemented at the Shire of Toodyay in an informal manner. The Shire has developed significant processes and procedures in regard to occupational health and safety, including an active OSH Committee over the last 10 or so years.

Guidelines and procedures have also been developed in regard to Internal Controls and Legislative Compliance. Those existing systems can be considered to form part of the overall risk management framework. However, the implementation of a formal and documented framework for other risk areas will take some time to embed within the organisation.

The policy requires that the Shire will implement a robust reporting and recording system that will be regularly monitored to ensure closeout of risks and identification of ongoing issues and trends.

In this regard, a risk register has now been developed and will be maintained for strategic risks (See attached). Some project and operational risks will also be considered and evaluated, however the Shire will adopt a relatively simple approach and only do a formal assessment of new projects and operational risks where deemed appropriate by appropriate by the Chief Executive Officer or a Manager.

Ideally, all capital works projects greater than \$500,000 in value will, on assessment, have a specific risk assessment undertaken. This may be limited by Shire resources and the skills and capacity of existing staff to fully and properly assess the full suite of risks that might potentially impact.

It is the opinion of the CEO that the policy and procedures in place for risk management are generally appropriate for an organisation of this size of the Shire of Toodyay. However, as indicated above, the implementation of a formal and documented framework will take some time to embed within the organisation.

Effectiveness is assessed through monitoring events and testing controls. As the risk management framework has only recently been adopted and still being developed, it is too early to make any firm conclusions about its effectiveness. Nevertheless, at this stage, the following indicators can be a guide:

The Shire has developed a Strategic Community Plan and uses associated software which is assisting the Council to progress its strategic objectives. The first report coming out of the software will form part of the 2013/2014 annual report. It shows that the Shire is making good progress towards meeting strategic objectives.

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An analysis of events by risk category for the last three years is as follows:

Risk Types	Events in the last three years
Asset Risks	
Theft, vandalism, fire, water or vehicle damage.	<p><u>Theft:</u> Two Chainsaws from the old depot went missing – claimed on insurance; 620 Litres of Fuel was stolen from Council’s Fuel Tanker at Jingalling Brook Road, additional locks have now been installed on the unit; Theft of part of waste press from transfer station – claimed on insurance; Cameras have since been installed at the depot to minimise any theft or damage.</p> <p><u>Vandalism:</u> In the period of 2011-2014 there have been:</p> <ul style="list-style-type: none"> • five break-ins resulting in theft/vandalism and • two cases of graffiti at the Showgrounds site. • three cases of vandalism to the pedestrian bridge to the school in this period. • two cases of minor vandalism at the library. <p>A new graffiti trailer has been purchased to remove the graffiti. Police have caught the perpetrators on three separate occasions resulting in the submission of victim impact statements being submitted and community work orders issued.</p> <p><u>Vehicle Damage:</u> Major structural damage occurred on a Ranger vehicle (T0002) requiring the replacement of the suspension and straightening of the chassis. Vehicle T020 reversed and hit a stump, requiring the replacing of the back bumper. And a depot ute (T6480) reversed and hit the maintenance truck (T0009) causing extensive damage to the front end of this vehicle. (T00) - Windscreen and sunroof No other major damage has occurred. This is no indication of systemic issues.</p>

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Risk Types	Events in the last three years
Failure to plan and manage the financial lifecycle of AN asset.	<p>The School footbridge required major renovation works as the structure were deemed unsafe. Considerable cost was borne by the Shire of Toodyay as a result of lack of maintenance. This has now been rectified by the implementation of a five year Bridge Maintenance Plan and appropriate insurance cover.</p> <p>The 2013 Christmas decorations were removed from all buildings by just cutting the wires rather than unplugging.</p>
Failure to plan and manage the financial lifecycle of an asset.	The delay in completing the Asset Rationalisation Plan has resulted in a delay in direction/decisions being best implemented. This Plan should be in place in early 2015.
Community Health, Safety and Wellbeing Risks	
Natural disaster or terrorist attack	<p>An abnormal rainfall event occurred on the 13th December 2012 at Red Gully Road with localised rainfall washing away the road. Total cost \$66,000, of which 2/3 was funded under WANDRRA.</p> <p>There were two significant abnormal rainfall events in 2011 which required NDRAA claims.</p>
Fire, criminal activity , civil unrest	No significant events
Fuel shortage	No significant events
Injuries to public on / in public buildings / equipment	<p>Several minor events including:</p> <ul style="list-style-type: none"> • Trip on uneven footpath – no \$ • Damage to Telstra property – no \$ • Trip on uneven ramp - \$2,292 • Damage to vineyard during earthworks - \$2,867
Transmission of airborne contaminants hazardous to health	No significant events
Environmental Health Issues	<p>In 2011/2012 a number of Ross River virus cases were reported linked to an increase in mosquito activity but no link was established. Two cases of deaths to horses caused by a mosquito agent were also reported.</p> <p>Mosquito monitoring was carried out with no definitive outcomes. The seasons since have had reduced activities further monitoring is planned.</p>

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Risk Types	Events in the last three years
Financial Management Risks	
Inappropriate use of resources	There have been no significant events
Budget blow-out or overpayments	The 2012/2013 Annual Budget was affected by an accounting error which required a significant budget review to enable projects to be completed and a reduction in reserve transfers enabled the budget to not go into deficit. There have been no significant overpayments or blow-outs.
Fraud or theft	In 2011 a case of staff theft from the transfer station was uncovered and a verbal and written warning was issued. Staff member has since resigned.
Corporate Governance Risks	
Not providing lawful services or functions	No events
Not fulfilling strategic / operational goals	No significant events
Electoral campaign breaches	No events
Failure to uphold local laws	No events
Corruption and bribery	No events
Misuse of confidential information	No known events
Non-compliance with lawful orders	No known events
Failure to declare interests	No upheld complaints
Human Resources Risks	
Inappropriate / difficult human behaviour	There have been instances of clashes between staff where intervention or mediation was required. Has taken some time to replace embedded cultural issues.

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Risk Types	Events in the last three years
Inadequate staffing levels/retention of staff	<p>Some 'pinch points' have been identified. Approval has been granted for an additional gardener and cleaning resources. No significant issues exist which would compromise levels of service delivery.</p> <p>Inability to attract & retain accountant has created significant pressure in this area. We are now up-skilling an existing staff member but this requires a lot of time & resources that could be better utilised.</p> <p>Significant increase in regulatory and reporting requirements has created a significant work load that leaves little time to train other staff.</p>
Alcohol, drug, tobacco use	<p>The Shire implemented random drug and alcohol testing in 2013. Only incidents have been:</p> <ul style="list-style-type: none"> • two staff members failed testing and were counselled (one since left for unrelated reason) • One staff member failed twice – left to take up another job • One staff member resigned when license suspended for drink driving offense (not during working hours)
Skills and knowledge management	<p>Training register now completed & being updated – lack of appropriate record keeping in regards to documentation of processes and procedures has created issues – this is slowly being addressed</p> <p>Training records for individual staff at the depot have now been completed.</p> <p>Some loss of corporate knowledge with staff leaving.</p>
Industrial Action	No events
Poor performance or productivity	Ongoing performance management of some staff. Training and multi-skilling of staff to ensure all roles have relief coverage.
OSH act breaches / Worker injury	No significant events.
Sexual harassment / discrimination / bullying	No significant events.
Professional indemnity	No events

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Risk Types	Events In The Last Three Years
Knowledge Management Risks	
Misuse of public data / privacy issues	No significant events
Internet / e-mail / social media misuse	Some minor issues with misuse of social media. Individual staff counselled.
Loss of corporate knowledge i.e. staff turnover	<p>In 2012 four out of the five positions on the Senior Management Group were replaced. This left a significant gap in corporate knowledge and memory.</p> <p>The included the retirement of the previous MWS after being with employed at the Shire of Toodyay for 36 years.</p>
Misuse of council information	No significant events
Poor archiving practices	We are still working hard to establish a dedicated repository and work is currently underway transferring all hard copy records to electronic to enable appropriate archiving
Non-compliance with State Records Act	No known events
Legal Compliance Risks	
Statutory law breaches	In 2012 the Shire was in breach of its obligations in relation to reporting obligations for roadside clearing. Negotiation with external agencies and improved internal controls resolved issues.
Copyright or trade practice breaches	No known events
Trade practice breaches	No known events
Wages, benefits, working hours not regulated	<p>This has been an area requiring significant work over the past three years but many practices/procedures have been put in place that have standardised wages, benefits and hours. This is an ongoing process and the engagement of a consultant to implement the Shire of Toodyay Workforce Management Plan is underway.</p>
Potential public liability claims e.g.: Public access, egress and safety.	No significant events

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Risk Types	Events In The Last Three Years
General litigation	<p>Two outstanding legal issues:</p> <ul style="list-style-type: none"> • Legal action against former CEO and Shire President ongoing; • Impact of landfill proposal on extractive industry rehabilitation and bonding obligations.
Business Continuity Risks	
Inability to conduct 'business as normal'	<p>A series of power failures raised concerns about our capacity to maintain operations consistently. As a result back up power supplies were installed at the administration building and works depot. The existing backup generator at the co-location centre was hard wired into that building.</p>
Disruption to operations	<p>There have been several significant events including:</p> <ul style="list-style-type: none"> - Loss of internet on several occasions (between four hours to four days) - Inability to get phone connection to the new depot for over twelve months - Inability to get consistent connection to the Visitor Centre and the administration office for twelve months <p>The connection of all remote sites (Visitor Centre, Library & Depot) to the main server at the Administration Centre took significantly longer than planned or anticipated and resulted in considerable frustration. This now appears to be resolved and all data is being centrally stored.</p>
Staff absenteeism	<p>Some minor issues resolved through implementing a common system of hours and RDOs across all positions.</p> <p>One long term absence on workers compensation.</p>
Changes to staff roles and responsibilities	<p>Significant changes including loss of accountant, removal of licencing, up-skilling of staff, training of staff to enable coverage of other roles (multi-skilling).</p> <p>Currently working through all PDs to update and ensure accuracy and consistency. Implementation of the Workforce Management Plan will help bring these matters to conclusion.</p>

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Risk Types	Events In The Last Three Years
Continuity of essential operations, functions, internal support services or vital community services	A series of power failures raised concerns about our capacity to maintain operations consistently. As a result back up power supplies were installed at the administration building and works depot. The existing backup generator at the co-location centre was hard wired into that building.
Failure of information systems	No significant failure events but considerable difficulty in keeping the information systems up and running at times due to loss of power or internet connections being poor. Back-up power supplies will help the former and implementation of the NBN should improve the latter.
Failure of communication systems	As above
Failure to successfully deliver major projects	Poor drainage design for the construction of EGRESS tracks has occurred at Morangup and Coondle subdivisions causing these tracks to have erosion issues. Funding delays have impacted on projects to be funded through CLGF.
Damage to Reputation Risks	
Adverse publicity or Shire media attention	Concerns about a proposed mining project and misunderstanding of the Shire's role has created some reputation issues.
Loss of community support	As above.
Managing public complaints	No significant issues, except in relation to a long standing dispute at the Coondle Fire Shed.
Very high level of public embarrassment	No significant issues.
Breakdown in communication/consultation with community.	Mining issue above has highlighted the need for proactive community engagement even for issues of community interest outside our control.

This list of events is considered to represent a relatively small number of incidents. In dollar terms, the overall cost is considered to represent a minor impact on the Shire's resources. The effectiveness of the current measures, which have recently been formalised by way of policy and procedures are considered to be quite robust.

PART TWO - INTERNAL CONTROL

Background

The custodial role played by a local government in managing public assets brings with it a high expectation of public accountability and transparency.

Ensuring this high level of accountability and transparency requires the maintenance of a compliance culture and promotion of a sound internal control environment developed within a risk management framework. A key element of risk management and internal control is the communication of risks to both internal and external stakeholders.

Accountability and transparency within an organisation is heavily influenced by the 'tone at the top'. The actions of the CEO in requiring compliance with the legislative framework and internal policies and procedures are crucial to maintaining accountability and transparency.

There are three main types of accountability in the local government environment namely:

1. Public accountability - the mechanisms for assuring stakeholders of the local government behave responsibly.
2. Legal and corporate accountability - covering the obligations of the local government to comply with various legal frameworks.
3. Community accountability - ensuring the Council and executive perform functions in line with the wishes and expectations of the local community.

At its Ordinary Meeting held 25 November 2014, Council adopted the following Policy:

A.19 - INTERNAL CONTROL POLICY

Policy Statement

OBJECTIVE

To ensure that appropriate internal controls are implemented in order to:

1. *Fulfil the statutory obligations under the Local Government (Financial Management) Regulations 1996 and Local Government (Audit) Regulations 1996; and*
2. *Ensure that the Shire's assets are safe from loss due to fraud and mismanagement.*

POLICY STATEMENT

The Council will, through the CEO, ensure that appropriate and efficient internal controls are in place covering:

1. *Staffing and segregation of duties;*
2. *Information technology;*
3. *Documented procedures and processes covering the recording, reporting and authorisation of transactions; and*
4. *Monitoring performance and adherence.*

Summary of Procedures and Guidelines

Application of Controls

There is no one standard set of internal controls for local governments. For a medium sized local government such as the Shire of Toodyay, the following control environment should be expected:

- Risk management approach to all high and medium level plans.
- IT general controls administered by internal or external service providers routinely monitoring controls.
- IT application controls administered by internal or external service providers routinely monitored.
- Well documented procedures for all high and medium risk operational activities and processes underway.
- Segregation of high risk duties with timely documented reviews by officers independent of operations.
- Experienced staff in key roles undertaking reviews with lower qualified staff in operational roles.

Key Monitoring Activities – What we are doing.

1. Annual Budget
 - Monthly actuals are compared to budget and significant variances fully investigated and explained.
2. Financial Reporting
 - Through the presentation of the Monthly Financial Statements (Financials) to the Council actual results are compared to budget each month. Management to review, investigate and explain significant variances.
3. Grants
 - Management regularly reviews all grant income and monitors compliance with the terms of grants (including claiming funds on a timely basis).

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- Through the Financials, grant revenue is compared to budget. Management to review, investigate and explain significant variances.
4. Receipting
 - Income is compared to budget regularly in the Financials. Management reviews significant variances.
 5. Rates
 - Rates Officer reviews the rates ageing profile on a monthly basis and investigates any outstanding items.
 - Actual rate revenue is compared to budget. Management reviews significant variances.
 - Annual valuation update is balanced prior to the generation of rates. This is reconciled to the rate record and reviewed.
 - Interim valuation updates are balanced prior to the generation of the interim rates. This is reconciled to the rate record and reviewed.
 6. Receivables
 - Receivables and revenue are compared to budget monthly. Management reviews significant variances.
 - Management reviews provision for doubtful debts on a regular basis.
 - Management reviews the debtors ageing profile on a monthly basis and investigates any outstanding items.
 - Trade receivables age reconciliation to the general ledger is reviewed at least monthly.
 7. Bank accounts and banking
 - Management reviews journal transactions to the bank account.
 - Management reviews bank reconciliations monthly to confirm large outstanding items are adequately explained and subsequently resolved.
 8. Investments
 - Review Council's investment performance regularly.
 - Actual investment income compared to budget on a regular basis. Management reviews significant variances.
 - Investments maintained in accordance with regulations and investment policy.
 - Reconciliation of investment register to general ledger routinely prepared and reviewed.
 9. Payroll
 - Management reviews employee costs against budget on a monthly basis and investigates any outstanding items.

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- Salary and hourly payroll reports (including compensation and withholding information) are reviewed and approved by management before payments are approved.
- The payroll deduction table data is periodically reviewed by management for accuracy and ongoing pertinence.
- Each pay run is reviewed prior to authorisation for payment for consistency with prior pay runs and for abnormal items such as overtime.

Possible additional controls not implemented:

- Management reviews a selection of salary sacrifice calculations for accuracy and compliance with statutory requirements. Identified errors are promptly corrected. Very few transactions so annual audit is deemed sufficient.
- Each departmental manager to perform a regular review of reports detailing all employees listed on payroll master file; all unusual items are investigated. Work is underway to create suitable reports so that this function can be carried out. This becomes more important if the number of employees is large.

10. Purchasing, procurement and payments

- Actual expenditure is compared to budget monthly. Management reviews significant variances.
- A list of all payments is prepared and presented monthly to the council. Management reviews significant variances.
- Management reviews supporting documentation before approving payments.

11. Trade payables

- Management reviews trade payables ageing profile on a monthly basis and investigates any outstanding items.
- Trade payables age reconciliation to the general ledger is reviewed at least monthly.

12. Fixed Assets

- Management to compare actual fixed asset balance to budget. Management reviews significant variances.
- Activity recorded in fixed asset register is reviewed by management, including comparison to the capital budget.
- Management to regularly review valuation of fixed assets (i.e. methodology and useful lives of assets) to ensure that asset valuations are appropriate and in accordance with Australian Accounting Standards.
- Management reviews depreciation rates (at least annually) to ensure that rates and remaining useful lives are reasonable.

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- Fixed asset register to the general ledger reconciliation is prepared and reviewed routinely.

13. Borrowings

- Borrowings actual and interest charges are compared to budget monthly. Management reviews significant variances.

14. Journals

- All journals are independently reviewed (including check to ensure correct account allocation) and contain sufficient support information.

15. General IT Risks

- Regular IT audits performed focusing on data accuracy, retention, recovery and security. Results of these IT Audits reviewed by management and action plan promptly implemented.

Possible additional controls not implemented:

- Working with IT provider to develop reports that will indicate server downtime for the main server and remote locations so that we can measure and assess 'down time'.

Key Control Activities – Things we do to control the risks

The limited resources and number of staff in small and medium rural local governments result in a reduced capacity to segregate tasks. However, regardless of the size of the local government it is important for certain key control activities to be undertaken due to the inherent high risks associated with various transactions.

Ideally, the following key activities should be undertaken in addition to the key monitoring activities, any legislative requirements and any additional activities identified by the risk management process. Those being undertaken at the Shire of Toodyay are noted at the right of each control:

1. Financial Report Preparation	
Risks: Inaccurate representation of the Shire's financial position and allocation of resources.	
Response	In place?
Employees responsible for financial report preparation are competent and adequately trained – change in staff requiring up skilling – all training ongoing.	√
All journal entries require supporting documentation. Any non-routine entries require documented approval prior to being posted.	√
Accounting software contains application controls that prevent or detect an error from occurring.	√

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2. Payroll	
<u>Risks:</u> Fictitious employees, overpayment, and excess leave uses.	
Response	In place?
Payroll staff are competent for their assigned tasks, adequately trained and supervised.	√
Persons processing payroll are independent of other payroll functions, such as hiring/firing of staff, timekeeping and Electronic Funds Transfer (EFT) payment..	√
Approval in writing is obtained before adding new employees to payroll.	√
Signed and dated approval of each employee's pay rate is documented on employee file.	√
Timesheets and totals of hours worked are approved before being processed for payment.	√
Procedures exist to ensure terminated employees are immediately removed from payroll.	√
Payroll register is reconciled to the general ledger and reviewed by a senior officer independent of payroll.	√

3. Revenue	
<u>Risk:</u> Invoice errors (incorrect charges) result in excess/loss of revenue and inaccurate accounting. These controls will help ensure that invoices are prepared accurately which will result in revenue being collected and reported properly.	
Response	In place?
Rates/debtors officers are competent for their assigned tasks, adequately trained and supervised.	√
Rates are raised in line with the approved budgeted rate in the dollar.	√
The rate record is updated and reconciled monthly to the Valuer General's Office (VGO) records.	√
Documented procedures are in place to ensure the VGO is informed of any building works approved.	√
The rates ledger is reconciled to the General Ledger.	√
The approved schedule of Fees and Charges is used for invoice preparation. Exceptions require documentation and approval.	√
Automatic or manual checks are performed on serial continuity of invoice documents.	√

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3. Revenue	
Credit note approvals are independent of accounts receivable	√

4. Receivables/Receipting	
<u>Risks:</u>	
Cash Receipts lost or stolen. There is always a risk of theft when handling cash and strong controls are essential to safeguard cash receipts. These controls help ensure that cash is brought under control immediately upon receipt and that procedures are in place at each step in the process to ensure the cash is properly secured and accounted for.	
Cash receipts recorded incorrectly in the accounting system. It is important to maintain the integrity of the accounting system involved in recording cash receipts. Poor accounting controls provide the opportunity for someone to misappropriate cash receipts without the risk of detection.	
Response	In place?
Staff handling cash receipts and managing receivables are competent for their assigned tasks, adequately trained and supervised.	√
Bank reconciliation is prepared monthly (with statements from bank) and management approval documented.	√
Customers are informed (signs, etc.) that they should obtain receipts.	√
Pre-numbered cash receipts are issued for every cash sale. Serial continuity is reviewed periodically and checked against cash deposits data.	√
Staff required to take their leave entitlements annually. Limited by the provisions of the Fair Work Act – in progress.	x
Cheques received are listed, totalled and reviewed before deposit.	√
All receipts cash/cheques are deposited on a regular and timely basis.	√
Reconciliation of daily deposit total to receivable posting and cash sales is prepared and reviewed.	√
A reconciliation of aged receivables to control accounts is prepared monthly and management approval documented.	√
Procedures exist to ensure receipts are recorded in the correct period.	√
Significant overdue customer accounts are investigated by management and actions taken documented.	√
Two people open the incoming mail and record any cash received. Constrained by staff numbers.	x
Front counter staff count the cash of an evening and this sum is	√

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4. Receivables/Receipting	
noted by senior staff member. This amount is reconciled to system receipts total.	
The till is recounted every morning and starting cash balance is confirmed to float amount.	√

5. Purchases, Payables, Payments	
<u>Risks:</u> Shire resources lost or stolen through unauthorised / improper expenditures. Adequate controls over the expenditure process are essential in preventing and detecting fraud and other improprieties involving Shire resources.	
Response	In place?
Personnel responsible for the purchasing, shipping, receiving and payable functions are competent, adequately trained and supervised.	√
Management reviews outstanding cheques on period-end bank reconciliation.	√
Pre-numbered cheques are used. EFTs are allocated a sequential number for each creditor payment and details for every number is documented. Spoiled cheques are clearly marked 'VOID' and cancelled.	√
The purchasing policy clearly defines who can issue purchase requisitions/orders and to what dollar limit.	√
Access to purchasing, receiving, accounts payable, and inventory records is restricted to authorised personnel.	√
Spending limits are set by budget or individual levels of authority. These limits are monitored by the system or manually.	√
Controls exist to ensure corporate credit cards are only issued to authorised staff and personal purchases are not allowed.	√
Pre-numbered purchase orders and receiving reports are used and exceptions are approved and documented.	√
Period-end procedures exist to detect and account for unprocessed goods/service receipts.	√
Personnel receiving goods do not perform any accounting functions.	√
An aged accounts payable listing is reconciled to the general ledger each month and exceptions investigated by management.	√
Aged report of open orders is reviewed each month and old/unusual items are investigated.	√
Unit prices on invoices received are checked against price lists, quotes or approved purchase orders. Invoices are checked for	√

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5. Purchases, Payables, Payments	
correct calculations, discounts, taxes and freight before payment.	
System has checks to prevent duplicate payments on same order.	√
A list of accounts for payment is prepared in line with the legislation and authorised by the Council or a person with delegated authority before cheques are signed or EFT is authorised.	√
Signing officers examine supporting documentation to payments and document approval.	√
All cheques must be made out to authorised vendors and cannot be made out to 'cash'.	√
A reconciliation of the accounts payable sub ledger to the general ledger is prepared monthly and approved by management.	√
Suppliers' statements are reconciled to accounts payable monthly and reviewed by management.	√
Procedures exist to ensure payments are recorded in the correct period.	√
Procedures exist to ensure all bank accounts and signatories are authorised.	√
The accounting policy for when goods should be capitalised is documented and clearly understood by accounting personnel.	√
Management regularly compares actual purchases (costs and expenses) to budgeted purchases and investigates and documents variances.	√
Management follows up creditor queries on a timely basis.	√
Management addresses the reasons for debit balance creditor accounts on a timely basis.	√
Purchase orders are to be signed off by two separate people, one being the contact person and one being an authorising officer. One of those signatories should be the officer who has responsibility for the budget item being expended. – <i>This is constrained by staff numbers but all POs are signed by a person with the appropriate delegation limit.</i>	x
Invoices are matched to the respective purchase order and signed off by an accounts person and the authorising officer to ensure that goods or services have been received and payment may be properly made.	√
Separate Credit Card usage controls are in place	√

6. Inventory

<u>Risks:</u>

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6. Inventory	
Inventory items lost, damaged or stolen as a result of poor physical security. Strong physical security will help reduce exposure to lost, stolen or damaged inventory.	
Response	In place?
Perpetual records should be kept by an employee who does not have responsibilities for custody of stock, authority to requisition withdrawals or other movement of inventory.	√
A year-end physical count of inventory should be taken by an employee who does not have physical custody of inventory nor maintains detailed inventory records.	√
Inventories should be stored where loss from fire, theft, temperature, humidity or other elements is minimised. Access to inventory should be restricted to only authorised personnel.	√
Records should be adjusted to periodic physical inventories taken annually.	√
Unusual differences between physical counts and detailed inventory records should be investigated.	√
Limited use of Credit cards. As much as possible, fuel (diesel and unleaded) is to be allocated to vehicles via Shire Depot bowsers, where Datafuel system is in place.	√

7. Fixed Assets	
<u>Risks:</u>	
Identifying the proper expenditure type and depreciation components will ensure the Shire's financial statement will be accurate with respect to fixed asset accounting.	
Inadequate physical security of assets. Physically securing the Shire's assets will prevent them from being lost, stolen or damaged.	
Response	In place?
Responsibilities for initiating, evaluating, and approving capital expenditures, leases and maintenance or repair projects should be segregated from those for project accounting (e.g. Tracking construction in progress) and property records functions.	√
An annual physical inventory of fixed assets should be taken by an individual who has no custodial or record keeping responsibilities.	√
Authorisations of deletions should be segregated from detailed record keeping, custody of assets, and access of records.	√
All acquisition and disposal of fixed assets should be properly authorised.	√
All assets, except for infrastructure assets and intangible assets, should identified as Shire property. The assigned property	×

7. Fixed Assets	
identification number must be recorded on the fixed asset listing. Numbering all of the physical assets to match the asset number not yet completed.	
An Asset Register should be kept as a record of Assets. The register to include the property identification number, description and location of the asset, as well as the method of acquisition, funding source, date of acquisition, date of disposal and cost.	√
Differences between records and physical counts should be investigated. Records should be adjusted with the proper approval to reflect any shortages.	√
Assets should be protected from unauthorised access or use and properly safeguarded from loss through theft.	√
Assets should have adequate insurance.	√

Assessment of the appropriateness and effectiveness of internal control measures

For the purposes of this review, the CEO is to decide what processes, systems and controls are appropriate in the context of risk appetite, the internal and external environment and what is suitable for the Shire's size and operations. Effectiveness is assessed through monitoring events and testing controls. For systems and procedures to be effective they must exist.

Local governments are entrusted with a substantial portfolio of public assets. Ensuring these assets are safe from loss due to fraud and mismanagement is fundamental to good governance.

A number of systems and processes have been developed in order to fulfil the statutory obligations under the *Local Government (Financial Management) Regulations 1996*. In order to be able to review and assess internal control, adoption of a Policy occurred on Tuesday 25 November 2014.

The following are considered to be fundamental characteristics of a good internal control system:

Staffing and segregation of duties

Ideally, the following three basic functions should be undertaken by different individuals:

- authorisation of transactions;
- recording of transactions; and
- custody of assets (money and other property).

If these duties are not separated then errors are more likely to go undiscovered, fraud is also much easier to conceal and mistakes are more likely to occur. In small local governments it is not always practical to maintain a strict separation of duties due to resource constraints. These circumstances require a greater degree of compensatory controls to be put in place. At the Shire of Toodyay, some segregation of duties has been achieved, although not to the degree

available in an ideal world due to the size of the organisation. Other controls have been put in place to mitigate relevant risks as a result.

The level of experience and qualification held by staff has a substantial impact on the effectiveness of internal controls. Experienced staff who know the processes and systems are more likely to identify errors and mistakes before they have a detrimental impact. Generally, at the Shire of Toodyay, staff in key positions are well qualified and / or highly experienced, although not necessarily in their present roles.

High levels of staff turnover leading to inexperienced staff will place additional pressure on internal controls and reduce their reliability. At these times increased staff training is vital to reduce the risk of failure in documented internal controls. High staff turnover can also lead to a fall in staff recruitment standards resulting in false qualifications and experience levels going undetected. At the Shire of Toodyay, there was substantial staff in senior positions over a relatively short space of time. As a result considerable corporate knowledge was lost. As the replacement staff have gained experience in their new roles the risk through error or omission has diminished.

Information Technology (IT) Controls

As with other controls there are two types of controls which exist within the IT environment:

- General IT Controls - These are controls over the wider IT environment of the local government. They include such items as virus protection, backups, system password and access controls.
- Application IT Controls - These are controls within the specific IT applications and include such items as application password and access controls, data field validations, processing restrictions and reporting restrictions.

The extensive use of IT to record, validate, collate and report financial transactions makes it important to implement a number of financial process or application controls. However application controls may be significantly undermined by a lack of appropriate general controls.

Granting IT administrators administration rights to all applications, a lack of appropriate backups or the ability of someone to 'hack' into the IT system are all examples of general IT control risks which will undermine the effectiveness of the best application controls.

At the Shire of Toodyay, the general IT controls are maintained through the appointment of an external consultant. All new or changed access must be accompanied by appropriate written authorisation and the consultant reports on all tasks undertaken.

The Application IT controls are within the Synergy system are robust. The Synergy System by IT Vision is the pre-eminent suite of Local Government

specific software in Western Australia, and supports appropriate application controls and all transactions are logged for reporting and review.

Documented procedures and processes covering the recording, reporting and authorisation of transactions.

Documented procedures also support the rotation of duties which in turn reduces the potential for fraud. It is important the judgments made about appropriate internal controls are documented and evidenced in procedures. For example, if circumstances prevent the full segregation of duties then the alternate actions taken to lessen risk should be evidenced. If staff clearly understand what is expected of them and what they are required to do to maintain control, less errors are likely to occur.

At the Shire of Toodyay, a culture of formal documentation exists and procedures are in place for a significant number of processes.

It is the opinion of the CEO that the Policy and Procedures in place for internal control are considered adequate for an organisation of the size of the Shire of Toodyay. This area is under constant review and being continually improved. There has been a great deal of legislative and compliance pressure put on local government over the past few years which requires constant monitoring and amending of Policies and Procedures to remain compliant.

Effectiveness is assessed through monitoring events and testing controls. In recent times the reports of our auditor in respect to annual financial statements and interim audit results have been consistently improving.

A Financial Management Review was undertaken by our external Auditor in May 2014. Overall the results of that review were very good.

The recommendations were below were made within the **Financial Management Review**, and management comment on subsequent action is also provided.

Area of Financial Management	Summary Review Findings	Management Comment
Trust Funds	Existing trust liabilities should be reviewed.	This has been done and information provided to the Auditors. At the end of this financial year, any unidentified trust funds will be appropriately recorded with funds transferred to the Public Trustee.

MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 16 DECEMBER 2014

Area of Financial Management	Summary Review Findings	Management Comment
Receipts & Receivables	Controls should be established to ensure all waste disposal fees & library fees are correctly charged as well as funds correctly received from these cash collection points.	Carbon receipt books have now been provided to the Waste Transfer Station and the Library to correct this.
Purchases, Payments & Payables	Access to creditor ABA files should be restricted. Purchase orders should be completed in full and issued at the time the goods/services are ordered.	This has been done. We have a 98% compliance rate in this area and continue to better establish the process.
Fixed Assets	Reconciliations should be performed on a regular basis and independent reviews evidenced.	This is now done.
Cost Allocations	Plant Operating Costs allocation rates should be reviewed and adjusted where necessary. Documented procedures should be implemented to guide the Plant Operating Costs and Public Works Overhead allocation procedures.	This has been done for 2014/2015 but will occur again in time for the 2015/2016 Annual Budget. As above.
Minutes & Meetings	Presiding person of the meeting at which the Minutes were confirmed should sign the Minutes as evidence of confirmation.	This has been noted and procedures put in place to ensure compliance.

MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 16 DECEMBER 2014

Area of Financial Management	Summary Review Findings	Management Comment
<p>Corporate Business Plan, Workforce Plan and Long Term Financial Plan</p>	<p>These documents should have been submitted to the Department of Local Government and Communities by 6 September 2013.</p>	<p>The Corporate Business Plan was adopted by Council on Wednesday 17 September 2013.</p> <p>The Workforce Management Plan (WMP) was presented to the Council and Department of Local Government and Communities in June 2014 and we were successful in obtaining a \$25,000 grant to assist us in implementing the WMP.</p> <p>Long Term Financial Plan is almost complete and will be reviewed by Senior Management in December 2014.</p> <p>This will then be taken to Council for consideration and adoption in January 2015. Once adopted by Council, this report will be forwarded to the Department of Local Government and Communities.</p>
<p>Storage of Documents/Record Keeping</p>	<p>A register should be maintained for the documents in the strong room.</p>	<p>This occurs for Legal Documents but is yet to be implemented for Minutes. Better storage facilities need to be determined to enable essential records to be kept separate from ephemeral or other record types.</p> <p>Current options are being reviewed.</p>

PART THREE - LEGISLATIVE COMPLIANCE – ASSESSMENT

Background

At its November 2014 Ordinary Meeting Council adopted the following policy: *A.20 – LEGISLATIVE COMPLIANCE POLICY*. This policy framework will form the basis for the assessment of the Shire of Toodyay control environment. The policy has not been replicated here, but this report should be read in the context of that policy.

Assessment of the appropriateness and effectiveness of legislative compliance measures

For systems and procedures to be effective, they must exist. When the policy was adopted, it was noted that a number of systems and processes need to be developed in order to be able to review and assess legislative compliance. The first step is to create a policy, from which other elements will flow. For example:

- A legislative compliance risk register with a risk rating.
- A formal process to implement new legislation.
- Formal responsibility for monitoring legislative compliance.
- Communication and training of elected members, staff, contractors and volunteers in terms of their responsibility to comply with legislation in the workplace and report breaches.
- A formal process for reporting and recording breaches of legislation.
- Legislative compliance demonstrably supported by senior management.

All of these measures have been adopted. It is the opinion of the CEO that the policy and procedures in place for legislative compliance are entirely appropriate for an organisation of this size of the Shire of Toodyay.

The Shire of Toodyay Record Keeping Plan identifies a range of legislative instruments that may give rise to the need to create a public record. This list while not exhaustive gives a good starting point for understanding the legislative environment. It should be noted that Local Governments must comply with all legislation, not just that for which Local Government has a specific identified role. This includes for example legislation covering residential commercial of retail property leases.

Effectiveness is assessed through monitoring events and testing controls. At this stage, no incidents of non-compliance have been recorded in the register (which has only recently been established). However, the Compliance Audit required pursuant to Section 7.13 of the *Local Government Act 1995* has not recorded any areas of non-compliance since the 2008 return. The effectiveness of the current measures, which have recently been formalised by way of policy and procedures can therefore be assumed to be robust.

COMMITTEE RECOMMENDATION/OFFICER RECOMMENDATION

That Council:

1. Receive the CEO's Assessment Report – Organisational Review of Risk Management, Internal Control & Legislative Compliance in accordance with Regulation 17; and
2. Commend the staff for the work involved in preparation of the Review of Risk Management, Internal Control & Legislative Compliance.

COMMITTEE RECOMMENDATION/OFFICER RECOMMENDATION

That Council:

1. Needs to examine at a Council Forum at some point in the future, the following issues raised by the Audit Committee:
 - Projects greater than \$500,000 (i.e. is this too high);
 - The inclusion of definitions:
 - Risk Management Policy – expenditure of large amounts of money – what is the definition of “large”; and
 - Significant or Extreme Risks – the definition of “significant” and “Extreme”;
 - The inclusion of an acronym list:
 - Position titles (e.g.: MWS/CEO/MCS)
 - Ratios – Key indicators – tolerance levels should be relative to Department Guidelines (i.e.: basic/intermediate/advanced).

Cr Lloyd moved the Committee's/Officer's Recommendation as follows:

That Council:

1. **Receive the CEO's Assessment Report – Organisational Review of Risk Management, Internal Control & Legislative Compliance in accordance with Regulation 17; and**
2. **Commend the staff for the work involved in preparation of the Review of Risk Management, Internal Control & Legislative Compliance.**

Clarification was sought.

The motion was put.

**COMMITTEE RECOMMENDATION / OFFICER RECOMMENDATION /
COUNCIL RESOLUTION NO 370/12/14**

MOVED Cr Lloyd

That Council:

1. Receive the CEO's Assessment Report – Organisational Review of Risk Management, Internal Control & Legislative Compliance in accordance with Regulation 17; and
2. Commend the staff for the work involved in preparation of the Review of Risk Management, Internal Control & Legislative Compliance.

MOTION CARRIED 9/0

Cr McCann moved the Committee Recommendation / Officers Recommendation as follows:

That Council:

1. **Needs to examine at a Council Forum at some point in the future, the following issues raised by the Audit Committee:**
 - **Projects greater than \$500,000 (i.e. is this too high);**
 - **The inclusion of definitions:**
 - **Risk Management Policy – expenditure of large amounts of money – what is the definition of “large”;**
and
 - **Significant or Extreme Risks – the definition of “significant” and “Extreme”;**
 - **The inclusion of an acronym list:**
 - **Position titles (e.g.: MWS/CEO/MCS)**
 - **Ratios – Key indicators – tolerance levels should be relative to Department Guidelines (i.e.: basic/intermediate/advanced).**

Clarification was sought.

Cr Firms moved an amendment to the motion as follows:

That a new dot point be added to read as follows:

- **That Council's appetite for risk be included in the discussion.**

Cr McCann accepted the amendment.

Cr Madacsi moved an amendment to the motion as follows:

That at Point 1 the words “before June 2015” replace the words “at some point in the future”

Cr McCann accepted the amendment.

The substantive motion was put.

**COMMITTEE RECOMMENDATION / OFFICER RECOMMENDATION /
COUNCIL RESOLUTION NO 371/12/14**

MOVED Cr McCann

That Council:

1. Needs to examine at a Council Forum before June 2015, the following issues raised by the Audit Committee:
 - Projects greater than \$500,000 (i.e. is this too high);
 - The inclusion of definitions:
 - Risk Management Policy – expenditure of large amounts of money – what is the definition of “large”; and
 - Significant or Extreme Risks – the definition of “significant” and “Extreme”;
 - The inclusion of an acronym list:
 - Position titles (e.g.: MWS/CEO/MCS)
 - Ratios – Key indicators – tolerance levels should be relative to Department Guidelines (i.e.: basic/intermediate/advanced).
 - That Council’s appetite for risk be included in the discussion.

MOTION CARRIED 9/0

14. CONFIDENTIAL BUSINESS

The Shire President ruled that Item 9.1.1 would be considered as the next item of business.

9.1.1 2015 Premier’s Australia Day Active Citizenship Awards – Receipt of nominations.

Date of Report:	3 December 2014
Name of Applicant / Proponent/s:	Shire of Toodyay
File Reference:	AWA2, EVT6/NAM2031
Author:	Audrey Bell – Manager Community Development
Responsible Officer:	Stan Scott – Chief Executive Officer
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Advocacy
Attachments:	1. Refer to separate confidential attachment.
Voting Requirements:	Ballot and Simple majority

PURPOSE OF THE REPORT

The Premier’s Australia Day Active Citizenship Awards are held annually across the State, promoted and coordinated by the Australia Day Council of Western Australia. Local Governments are encouraged to engage residents in nominating fellow citizens. There is no additional cost for the Shire to support the Awards, or for those wishing to submit a nomination.

Each year two local citizens and one local community group in the Shire of Toodyay area will be eligible for the Premier’s Australia Day Active Citizenship Awards.

The recipients will be selected from people and groups who have made a noteworthy contribution during the current year, or given outstanding service to the local community over a number of years through active involvement.

The Australia Day Council of Western Australia (ADCWA) provides three Premier’s Australia Day Active Citizenship Awards each year for presentation as follows:

1. Active Citizenship Award.
2. Active Citizenship Award for a person under 25 years.

3. Active Citizenship Award for a Community Group or event.

The Shire of Toodyay has participated in the Active Citizenship Awards for many years. Nominations for the Awards must be submitted by the fourth Friday in November. Nominations were called for via various mediums including the Toodyay Herald, distribution of posters and nominations to various community groups, posting on the Council noticeboard, and the Shire of Toodyay website.

Historically, completed nomination forms were received at the Shire Administration Office where, upon closure date, they were collated and presented to a de-facto Active Citizenship Awards Selection Committee to consider nominations and decide upon recipients.

The Australia Council of Western Australia includes in their Judging Process guidelines that these awards are predominately run by local government across the states of Australia. Broadly, it is a program rewarding community service at a local level and is administered through a nomination program, which is assessed by a local selection committee and/or Councillors, and Awards in the form of certificates and prizes are awarded at official Australia Day functions states of Australia.

The winners of these awards will have been judged to have shown active citizenship and:

- Significant contribution to the local community;
- Demonstrated leadership on a community issue resulting in the enhancement of community life;
- A significant initiative which has brought about positive change and added value to community life; and
- Inspiring qualities as a role model for the community.

The eligibility criterion for these Awards is as follows:

- Nominees should reside or work principally within the Shire of Toodyay;
- Awards may be granted posthumously in recognition of recent achievements;
- Groups of people or couples will not normally be eligible except when meeting the criteria for a community group;
- A person may receive an award on more than one occasion in recognition of their particularly outstanding community contribution or involvement in an alternative initiative;
- Unsuccessful nominees may be nominated in future years; and
- Sitting members of State, Federal and Local Government are not eligible.

Active Citizenship Awards are a means of recognising those who show outstanding commitment and contribution to their local community.

Nominees are notified in writing by the Shire of Toodyay and will receive a Certificate of Nomination, produced by the Shire of Toodyay. The nominees are invited to attend and participate in the annual Australia Day celebrations. In

2015 the nominees will be announced and called up to receive their Certificate of Nomination. Following the announcement of nominations, the winner will be announced. The Award certificates are produced by the Australia Day Council free of charge.

BACKGROUND

Nominations for the 2015 Premier's Australia Day Active Citizenship Awards opened on 1 September 2014. The nomination form was posted on the Shire of Toodyay website for downloading and copies were also available from the front counter of the Administration Office. Posters were displayed at the Library and on Council notice boards and an article included in the November edition of "Our Shire News" page in *The Toodyay Herald*. Nomination closure was set for 28 November 2014.

This year, we have received six nominations for the "Active Citizenship Award". No applications for a "Person under 25 years of age", or "Community group or event" were received.

In respect to the six nominations for the "Active Citizenship Award" it may be appropriate for Councillors to vote via secret ballot, with simple majority.

The Australia Day Council requests that it receive Award winner names by Wednesday 7 January 2015 to allow time for printing and forwarding the A4 Award certificates to the Shire of Toodyay.

CONSULTATION

This proposal was presented to the Senior Management Group meeting.

STATUTORY ENVIRONMENT

This proposal does not contain any notable statutory implications.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

The Premier's Australia Day Active Citizenship Awards have a positive effect for the Shire of Toodyay. They allow local residents to reflect on what has been achieved over the past year and consider those who have been an integral part of those achievements. An opportunity is created for those who selflessly toil, usually quietly behind the scenes, to be recognised where generally their commitment would remain anonymous.

Recipients are viewed as an inspiration to other community members and possess the leadership skills that guide the many other active citizens working for the enhancement of their community. The stories associated with the Awards allow those who are hesitant in becoming involved in the community, to understand that the time and effort put in is something that helps create the sense of community, unique to country areas such as the Shire of Toodyay.

OFFICER'S COMMENT

The Premier's Australia Day Active Citizenship Awards is an opportunity for the Shire of Toodyay to recognise and honour the efforts of many local residents, who dedicate their own time to actively work for the betterment of our community.

Traditionally, the Shire of Toodyay produces certificates for all nominees and they are formally invited to attend and participate in the Australia Day celebrations.

Although it customary for only one winner from each category to be awarded, the Shire of Toodyay has been proactive in awarding joint recipients in previous Active Citizenship Awards.

OFFICER'S RECOMMENDATION

That:

1. Council elect by secret ballot, recipients for the 2015 Premier's Australia Day Active Citizenship Awards, acknowledging that the ballot results will remain confidential until the announcement of the winners at the Australia Day breakfast which is held at Duidgee Park on 26 January 2015; and
2. In the event of a tied ballot, joint winners be recognised.

The Manager Corporate Services departed Council Chambers at 7.40 pm.

Cr Chitty declared a closely associated persons interest in Item 9.1.1 – 2015 Premier's Australia Day Active Citizenship Awards – Receipt of Nominations. Cr Chitty declared the nature of her interest was that one of

the nominees is a family member and she is Secretary and a Committee Member of the Toodyay Tennis Club.

Cr Chitty declared that "as a consequence there may be a perception that my impartiality on the matter may be affected. I will therefore depart the Council Chambers whilst this matter is being heard."

Cr Chitty departed Council Chambers at 7.41 pm.

At 7.44 pm Cr Dow declared an Impartiality Interest in Item 9.1.1 – 2015 Premier's Australia Day Active Citizenship Awards – Receipt of Nominations. Cr Dow declared the nature of his interest was that he was treasurer of the Tennis Club and the Tennis Club had nominated one candidate.

Cr Dow declared that "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 this matter on its merits and vote accordingly."

Cr Lloyd moved the Officer's Recommendation.

That:

- 1. Council elect by secret ballot, recipients for the 2015 Premier's Australia Day Active Citizenship Awards, acknowledging that the ballot results will remain confidential until the announcement of the winners at the Australia Day breakfast which is held at Duidgee Park on 26 January 2015; and**
- 2. In the event of a tied ballot, joint winners be recognised.**

Clarification was sought.

Cr Firms moved an amendment to the motion as follows:

That at Point 1 the word "preferential" be inserted prior to the word "secret"

Cr Dow departed Council Chambers at 7.48 pm.

Cr Lloyd did not accept the amendment.

Cr Madacsi seconded the amendment.

Debate commenced.

Cr Dow returned to Council Chambers at 7.52 pm.

The amendment was put.

AMENDMENT

MOVED Cr Firms

SECONDED Cr Madacsi

That at Point 1 the word “preferential” be inserted prior to the word “secret”

VOTES EQUALLY DIVIDED 4/4

In accordance with 5.21(3) of the Local Government Act 1995, the Presiding Member cast a second vote “against” the motion.

AMENDMENT LOST 4/5

In accordance with Section 5.21(4)(b) of the Local Government Act 1995, Cr McCann requested that the vote of all members present be recorded. Councillors McCann, Firms, Madacsi and Greenway voted for the motion. Councillors Lloyd, Dow, Craddock and Rayner voted against the motion.

In accordance with 5.21(3) of the Local Government Act 1995, the Presiding Member cast a second vote “against” the motion.

OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO 372/12/14

MOVED Cr Lloyd

That:

1. Council elect by secret ballot, recipients for the 2015 Premier’s Australia Day Active Citizenship Awards, acknowledging that the ballot results will remain confidential until the announcement of the winners at the Australia Day breakfast which is held at Duidgee Park on 26 January 2015; and
2. In the event of a tied ballot, joint winners be recognised.

MOTION CARRIED 8/0

The vote was then carried out. Ballot papers were provided to members and put into the ballot box. The CEO advised that the result is kept confidential until the announcement of winners at the Australia Day Breakfast on 26 January 2015.

Cr Chitty returned to Council Chambers at 7.59 pm.

MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 16 DECEMBER 2014

The Shire President adjourned the meeting at 8.00 pm.

The Shire President resumed the meeting at 8.12 pm.

Cr Madacsi was absent at the resumption of the meeting.

The Shire President requested a motion be moved in accordance with Standing Order 5.2 (2) that the meeting be closed to the public.

Cr Madacsi returned to Council Chambers at 8.13 pm.

COUNCIL RESOLUTION NO 373/12/14

MOVED Cr Chitty

That Council move behind closed doors in accordance with Standing Order 5.2(2) order for confidential business to be discussed.

MOTION CARRIED 9/0

The meeting was closed to the public in accordance with Section 5.23 (2) (b), (c), (e) and (f) of the *Local Government Act 1995*.

All members of the public departed the Council Chambers at 8.13 pm.

14.1 Bendigo Bank Lease

OFFICER RECOMMENDATION/COUNCIL RESOLUTION NO 374/12/14

MOVED Cr Craddock

That in relation to the re-lease of Lot 267 Stirling Terrace, Council:

1. Accept the attached counter offer from Toodyay Financial Services being:
 - A 15% rental increase at lease commencement; and
 - three 5% increases plus CPI over the next three years (GST inclusive)being based on the rental rate at the end of this current lease period.
2. Agree to offer a lease period of five years with three additional five year options, each renewal option to include a rent review.
3. Authorise the CEO to prepare the lease documentation as per points one and two; and
4. Ensure the documentation and option renewal process includes a review of the lease value prior to the commencement of each new lease option.

MOTION CARRIED 9/0

14.2 Preferred Supplier Tender – Supply Cleaning Services Shire Buildings

OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO 375/12/14

MOVED Cr Lloyd

That Council:

1. Accept the Tender submitted by Advanced Clean for cleaning services including cleaning products and materials for a three year period at the cost of \$425,090 exclusive of GST, a rate of \$33ph Monday to Friday, \$38ph Saturday and \$42.50ph Sunday for additional services;
2. Authorise administration to prepare the documentation excluding the requirement to clean the Toodyay Railway Station with the tender price negotiated down to reflect this; and
3. Approve the contract commencement date of 15 January 2015.

MOTION CARRIED 9/0

14.3 Mrs O'Reilley's Cottage Lease

COUNCIL RESOLUTION NO 376/12/14

MOVED Cr Lloyd

That the Council Meeting continue for up to one (1) more hour from 9.00 pm in accordance with Standing Order 4.7.

MOTION CARRIED 9/0

MOTION/COUNCIL RESOLUTION NO 377/12/14

MOVED Cr McCann

That Council resolves in relation to Lots 1 and 2 Stirling Terrace to:

1. Authorise the CEO to negotiate with Mr Tony Maddox in relation to an appropriate access arrangement to the land adjoining these lots for parking purposes and that this the preferred outcome is brought back to Council for endorsement;
2. Advise Heartlands Veterinary Hospital that Council wishes to continue negotiations with them; and
3. Advise Hidden Gem it has considered their application but has decided to decline their offer on the leasing of Lot I Stirling Terrace.

MOTION CARRIED 9/0

The Officer's Recommendation was amended as Council would rather have a tenant and was concerned that it could risk losing an important service to the Shire.

14.4 Additional Storage at the Showgrounds Pavilion

OFFICERS RECOMMENDATION / COUNCIL RESOLUTION NO 378/12/14

MOVED Cr Lloyd

That Council approve the construction of additional storage at the Toodyay Showgrounds adjacent to the pavilion in the location shown on the attached site plan adjusted to ensure a clear path is available between the pavilion and the constructed shed using internal resources at a cost of \$10,965.

MOTION CARRIED 9/0

15. NEXT MEETINGS

Council Forum	13 January 2015
Community Depot Management Committee	22 January 2015
Works Advisory Committee	29 January 2015
Ordinary Meeting of Council	27 January 2015

16. CLOSURE OF MEETING

The Shire President declared the meeting closed at 9.35 pm.



ADDENDUM

Attachments to Minutes of the

ORDINARY MEETING OF COUNCIL

16 December 2014

ADDENDUM
ATTACHMENTS TO MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 16 DECEMBER 2014

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SHIRE OF TOODYAY
DISABILITY ACCESS AND INCLUSION PLAN
2014 – 2017

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1. Background

1.1 The Shire of Toodyay

The Shire of Toodyay borders the north-eastern edge of the Perth metropolitan area. It adjoins the City of Swan and Shire of Mundaring to the south, the Shires of Northam and Goomalling to the east, Shire of Victoria Plains to the North and the Shire of Chittering to the west.

Located approximately 85 kilometres from Perth, the Shire covers an area of 1,683 square kilometres and has an estimated population of 4,500. Forming part of the Western Australia Wheatbelt region, a significant proportion of the land is used for agricultural activities, particularly sheep, cattle and grain.

Tourism is a growing industry that has significant potential to expand, with visitors being attracted to the dramatic landscape, significant heritage values and country lifestyle. There are many artisans in the region, as well as a wide selection of venues that offer quality accommodation and dining choices.

The townsite of Toodyay is located in the picturesque Avon Valley. Founded in 1836 and declared an historic town by the National Trust in 1980, Toodyay displays fine examples of 19th century history with architecture reflecting the early convict era.

Toodyay provides retail outlets and services, such as a bank and automatic teller machines, post office, community resource centre, library, visitor centre, chemist, hardware, supermarket, garage, gift stores, bakery, hotels and restaurants. There are numerous sporting facilities including bowling greens, tennis courts, equestrian and skate parks, as well as cricket, football and hockey fields.

With a current growth rate of approximately 3.8%, the Shire of Toodyay continues to experience a migration of people from the Perth metropolitan area who are seeking an alternative semi-rural lifestyle, resulting in unprecedented demand for property and development.

1.2 Functions, Facilities and Services Provided by the Shire of Toodyay

The Shire of Toodyay is responsible for a range of functions, facilities and services including:

- **SERVICES TO PROPERTY**

Construction and maintenance of Council owned buildings; construction and maintenance of roads and footpaths. Land drainage and development; waste collection and disposal; litter control and street cleaning; planting and caring for street trees; numbering of residences and bush fire control.

- **SERVICES TO THE COMMUNITY**

Provision and maintenance of playing areas, parks, gardens, reserves and facilities for sporting and community groups; management of community centre and hall, public library and information services; environmental health services; citizenship ceremonies; and community events.

- **REGULATORY SERVICES**

Planning of road systems, sub-divisions and town planning schemes; building approvals for construction, additions or alterations to buildings; and ranger services, including dog control and the development, maintenance and control of parking.

- **GENERAL ADMINISTRATION**

The provision of general information to the public and the lodging of complaints, a payment of fees including rates and

dog licenses, and Department of Planning & Infrastructure licensing services.

- **PROCESSES OF GOVERNMENT**

Ordinary and special council and committee meetings; electors meetings and election of council members; and community consultations.

1.3 People with Disability in the Shire of Toodyay

The residential population of the Shire of Toodyay is currently estimated to be around 5,000 and is expected to have a total population of between 6,720 and 7,410 by 2021. According to the Australian Bureau of Statistics Survey of Disability, Ageing and Carers (2003), 20.6% of Australians, or more than 1 in 5 people, identify themselves as having some form of disability.

Based on the population estimate and these findings, it is estimated that there are around 1,000 people with disabilities living within the Shire. In addition, the population is growing, including an influx of mature aged people and retirees.

According to the Australian Bureau of Statistics survey, around half of people aged over 60 identified themselves as having a disability. The seasonal influx of tourists, including tourists with a disability, must also be considered.

1.4 Planning for Better Access

It is a requirement of the Western Australian Disability Services Act that all local government authorities develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in

which the authority will ensure that people with disability have equal access to its facilities and services.

Other legislation underpinning access and inclusion includes the Western Australian Equal Opportunity Act and the Commonwealth Disability Discrimination Act, both of which make discrimination on the basis of a person's disability unlawful.

1.5 Progress Since 1995

The Shire of Toodyay is committed to facilitating the inclusion of people with disability through the improvement of access to its facilities and services.

Towards this goal the Shire adopted its first Disability Services Plan in 1995 to address the barriers within the community for people with disabilities. The Disability Services Plan addressed both its statutory requirements under the WA Disability Services Act (1993) and its obligations under the Commonwealth Disability Discrimination Act (1992).

The Disability Services Plan has undergone three internal reviews since 1995.

Since the adoption of the initial Disability Services Plan, the Shire has implemented many initiatives and made significant progress towards better access.

2. Access and Inclusion Policy Statement

The Shire of Toodyay is committed to ensuring that the community is an accessible and inclusive community for people with disabilities, their families and carers.

The Shire of Toodyay interprets an accessible and inclusive community as one in which all council functions, facilities and services (both in-house and contracted) are open, available and accessible to people with disabilities, providing them with the same opportunities, rights and responsibilities enjoyed by all other people in the community.

The Shire of Toodyay:

- recognises that people with disabilities are valued members of the community who make a variety of contributions to local social, economic and cultural life;
- believes that a community that recognises its diversity and supports the participation and inclusion of all of its members makes for a richer community life;
- believes that people with disabilities, their families and carers who live in country areas should be supported to remain in the community of their choice;
- is committed to consulting with people with disabilities, their families and carers and disability organisations to ensure that barriers to access and inclusion are addressed appropriately;
- is committed to ensuring that its agents and contractors work towards the desired outcomes of the DAIP;
- is committed to supporting local community groups and businesses to facilitate the inclusion of people with disabilities through improved access to facilities and services in the community;
- is committed to achieving the seven desired outcomes of its Disability Access and Inclusion Plan, these being:
 - a) People with disabilities have the same opportunities as other people to access the services of, and any events organised by, the relevant public authority.
 - b) People with disabilities have the same opportunities as other people to access the buildings and other facilities of the relevant public authority.

- c) People with disabilities receive information from the relevant public authority in a format that will enable them to access the information as readily as other people are able to access it.
- d) People with disabilities receive the same level and quality of service from the staff of the relevant public authority.
- e) People with disabilities have the same opportunities as other people to participate in any public consultation by the relevant public authority.
- f) People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Toodyay.

3. Development of the Disability Access and Inclusion Plan

3.1 Responsibility for the Planning Process

The Chief Executive Officer has responsibility to oversee the development, implementation, review and evaluation of the plan. The final plan is endorsed by Council and it is the responsibility of all officers to implement the relevant actions.

3.2 Community Consultation Process

In 2013-2014, the Shire of Toodyay has undertaken to review its Disability Access and Inclusion Plan (DAIP), and draft a new DAIP to guide further improvements to access and inclusion.

The process to date has included:

- examination of the immediate past Disability Access and Inclusion Plan and subsequent review reports to see what has been achieved and what still needs work;

- engagement with a group of people with disability and their stakeholders to identify key issues around access and inclusion;
- examination of a consultant to examine access and inclusion issues in Toodyay;
- examination of other Council documents and strategies;
- investigation of contemporary trends and good practice in access and inclusion;
- consultation with Councillors and key staff.

The Disability Services Regulations 2004 set out the minimum consultation requirements for public authorities in relation to DAIPs. Local government authorities must call for submissions (either general or specific) by notice in a newspaper circulating in the local district of the local government under the Local Government Act 1995 or on any website maintained by or on behalf of the local government authority. Other mechanisms may also be used.

The Shire of Toodyay has advertised its Draft DAIP in the xx edition of the Toodyay Herald and the xx edition of the Avon Valley Advocate and called for submissions, with a closing date of xx. Copies of the Draft DAIP were also sent to various disability, disability employment, community and health and aging service organisations for comment.

3.3 Findings of the Review and Consultation to Date

The review has found that xxxxxxxxxxxx? and that a new DAIP was required to ensure currency and relevance. The new plan should not only address current access barriers but also reflect contemporary values and practices, such as striving for inclusion and meeting more than the minimum compliance with access standards. It must also keep abreast of legislative and regulatory changes.

3.4 Access Barriers

While the review noted a great deal of achievement in improving access it also identified a range of barriers that require redress.

These access barriers include:

- Council policy to guide and inform access and inclusion activities may not reflect contemporary values and practice;
- Council buildings and facilities are not all accessible;
- Processes of Council may not be as accessible as possible;
- Events may not always be held in a manner and location that best facilitates the participation of people with disabilities;
- Suitable parking for people with disabilities may not be meeting the needs of this growing demographic;
- Staff may be uninformed or lacking in confidence to adequately provide the same level of service to people with disabilities; and
- People with disabilities may not be aware of consultation opportunities with the Shire.

The identification of these barriers informed the development of strategies in the DAIP.

3.5 Responsibility for Implementing the Disability Access and Inclusion Plan

It is a requirement of the Disability Services Act that public authorities must take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

Implementation of the DAIP is therefore the responsibility of all areas of Council. Some actions in the Action Plan will apply to all areas of Council while others will apply to a specific area. The DAIP Implementation Plan sets out who is responsible for each action.

The Disability Access and Inclusion Plan Steering Committee will meet quarterly and will involve staff members who hold carriage for each responsibility.

3.6 Communicating the Plan to Staff and People with Disabilities

- Council will send copies of the final DAIP to all those who contribute to the planning process including Council officers, people with disabilities, their families, carers, disability organisations and relevant community groups.
- Council will advise through the local newspaper that copies of the plan are available to the community upon request and in alternative formats if required, including hard copy in standard and large print, electronic format or CD, or by email.
- And on the Council's website
- As plans are amended both staff and the community will be advised of the availability of updated plans, using the same methods.

3.7 Review and Evaluation Mechanisms

The Disability Services Act sets out the minimum review requirements for public authorities in relation to DAIPs. The Shire's DAIP will be reviewed at least every five years, in accordance with the Act.

The DAIP Implementation Plan may be amended on a more regular basis to reflect progress and any access and inclusion issues which may arise.

Whenever the DAIP is amended, a copy of the amended plan will be lodged with the Disability Services Commission.

3.8 Monitoring and Reviewing

The Disability Access and Inclusion Plan Steering Committee will ensure that the Shire of Toodyay is committed to whole-of-organisation responsibility for the progress, monitoring and reviewing of the DAIP. In addition, DAIP KPIs will be embedded within operational plans for each area and actively reported against.

The employee who chairs or is nominated by the Committee will analyse progress in implementing the DAIP and provide a report to management and Council on progress and recommend changes to the implementation plan annually.

3.9 Evaluation

An evaluation will occur as part of the five-yearly review of the DAIP.

The community, elected members and staff will be consulted as per the endorsed consultation strategies, as part of any evaluation.

3.10 Reporting on the DAIP

The Disability Services Act sets out the minimum reporting requirements for public authorities in relation to Disability Access and Inclusion Plans.

Council will report on the implementation of its Disability Access and Inclusion Plan through its annual report and the prescribed pro-forma to the Disability Services Commission by 31 July each year, outlining:

- its progress towards the desired outcomes of its DAIP;
- the progress of its agents and contractors towards meeting the six desired outcomes; and
- the strategies it used to inform its agents and contractors of its DAIP.

4. Progress under the DAIP

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5. Strategies to improve access and inclusion

The following overarching strategies have been developed to address the six desired outcome areas of the Disability Services Act. These strategies will form the basis of the Implementation Plan that the Shire of Toodyay will undertake from 2014-2017 to improve access to its services, buildings and information.

Outcome 1:

People with disability have the same opportunities as other people to access the services of, and any event organised by, the Shire of Toodyay

Strategy	Task	Timeline	Responsibility
Ensure all policies, procedures and practices written and implemented by the Shire of Toodyay support equitable access and inclusion by people with disability	Ensure that the proforma for written proposals to Council includes 'Access and Equity Implications'- does the proposal contain any implications for people with disability and their families, people from Culturally & Linguistically Diverse (CALD) backgrounds and indigenous people? Will the proposal support equitable access for people with disability?		
	Review the Access and Inclusion policy statement to ensure that it reflects legislative requirements (including relevant disability access standards and codes), communicate to staff and ensure that there is a mechanism to ensure the policy is		

	actively enforced		
	Ensure that the Disability Access and Inclusion plan is linked to all relevant planning documents, including the Shire of Toodyay's Strategic Plan, to ensure that inclusive practices are carried out holistically across all Shire of Toodyay operations		
Ensure all events held by the Shire of Toodyay support equitable access and are inclusive of people with disability	Develop an accessible event checklists and ensure that they are utilised when developing (at funding stage) and carrying out events		
	Identify accessible locations for events and ensure that key recurrent events (for example, local government elections, Food Festival) is held at an accessible location in accordance with the checklist		Deborah Andrich
	Promote accessible events checklist to staff organising events and ensure they have access to training		
	Update the Application for Public Events policy and ensure that access requirements are outlined and information to assist event organisers is included with the policy		
	Make the accessible events checklist available on the Shire public website and intranet		Maria/Kristee

	Carry out a 'gap access and inclusion audit' of all Shire services, identify where people with disability may have difficulty accessing services and address identified gaps through remedial action into works schedules and planning processes		
	Investigate current library technology to ensure accessibility and consult with library users to identify hardware and software needs		
Ensure that all staff, agents and contractors are aware of the relevant requirements of the Disability Access and Inclusion Plan and relevant legislation and implement processes to ensure they are fulfilled	Develop information clause and insert into contract and tender documents		
	Ensure that the Disability Access and Inclusion Plan is readily available on the Shire of Toodyay website		
	Develop brochure for contractors which informs them of their responsibilities under the DAIP		
	Identify key members of staff who are directly responsible for		

	iterations of the DAIP, ensure that they attend quarterly DAIP Steering Group meetings and embed DAIP KPIs within their operational reporting		
Provide recreation and school holiday programs that are inclusive of people with disability	Form partnerships with community organisations (including disability specific organisations such as Regional Home Care Services, Ability Focus, Inclusion WA and Essential Personnel/Essential Choices) and investigate ways to include and support people with disability		
	Liaise with seniors and disability organisations, community groups and other interested parties about supporting an annual 'Have a Go Day' event		
	Review current programs and activities to ensure inclusiveness and seek feedback from people with disability about access and inclusion		
	Ensure that funding applications for programs are written to reflect a need for access and inclusion (including an accessible venue)		
Advocate on behalf of people with disability to relevant	Actively lobby for accessible transport services and seek feedback from people with disability and seniors about the		

organisations and government	need for accessible transport		
	Facilitate training about access and inclusion for sporting groups via Inclusion WA (to assist groups develop their knowledge and understanding about inclusion, assess how inclusive clubs and organisations currently are and put in place plans to further develop these practices)		

Outcome 2:

People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Toodyay

Strategy	Task	Responsibility	Timeframe
Identify gaps in access and improve access to buildings and facilities	Conduct an access audit of all Shire buildings and facilities (including emergency egress and signage)		
	Consult with people with disability and tourists to identified 'required services' (there is currently no accessible toilet in Toodyay townsite)		
	Set aside funds in annual budget for improvement to access and remedial works		
	Include as a component of the Long Term Financial Plan a		

	component which includes asset management planning for improvements to access to buildings and facilities		
	Ensure parks, reserves, playgrounds and footpaths/cyclepaths comply with relevant standards and best practice in universal access		
Ensure new developments are accessible and comply with best practice and access standards	Ensure that people with disability are consulted when planning and designing any major public facilities		
	Ensure that a qualified access consultant is consulted about the development or refurbishment of public facilities		
	Ensure that expert advice, including advice from people with disability living in Toodyay, is obtained		
Provide accessible play opportunities, parks and recreation areas	Conduct an access audit of the Shire of Toodyay's existing parks and play spaces, including parking and toilets		
	Identify gaps and schedule and implement improvements		
Ensure continuous accessible paths of travel	Conduct an access audit of the Town's footpaths and develop a remedial works schedule, linked with budget planning		
	Consult with people with disability and the community about footpath usage and respond to identified issues as a matter of		

	priority		
Educate the business community about accessibility	Create an information program to inform business owners and owners of premises about access to buildings and services		

Outcome 3

People with disability receive information from the Shire of Toodyay in a format that will enable them to access the information as readily as other people are able to access it

Strategy	Task	Responsibility	Timeline
Ensure printed and written information is accessible to people with disability and provided in a variety of formats	Investigate how information is disseminated from Council and whether it is accessible (including Council Minutes and other documents for councillors)		
	Ensure print media is replicated on the Shire of Toodyay's website and that people are aware that it is there		
	Develop or update the Shire of Toodyay's Style Guide and ensure that it meets best practice for accessible information		
Ensure people who are Deaf or hearing impaired are able to access information	Ensure that an audio loop is available at key events, including events in the Memorial Hall		
	Promote the use of 'better hearing cards' in the community and install in Shire buildings		

Ensure web based information is accessible	Review the website/intranet and ensure it complies with the W3C Accessibility Guidelines, including offering alternatives to PDFs.		
Ensure library services have enough resources to provide members of the public with alternative format resources	Make provision for alternative format resources (large print and talking books) to meet community demand and promote availability to the public		

Outcome 4

People with disability receive the same level and quality of service from the staff of the Shire of Toodyay

Strategy	Task	Responsibility	Timeline
Ensure all staff and elected members receive training on disability access and inclusion	Ensure induction includes access and inclusion training for all staff and elected members		
	Investigate ways to embed professional learning into regular staff meetings and council meetings – for example, training on way finding, barriers, customer service and signage		
Ensure that staff are easily able to access resources to fulfil their DAIP obligations	Ensure that resources are available on the intranet, including access guidelines, engagement tools and lists of access consultants		
Ensure that people with	Update the Shire's Customer Service Charter to reflect a		

disability are able to access good customer service in the same way as other members of the public	willingness to address the needs of people with disability and create a culture that is focused on access and inclusion		
	Include a key target around access and inclusion		

Outcome 5

People with disability have the same opportunities as other people to make complaints to the Shire of Toodyay

Strategy	Task	Responsibility	Timeline
Ensure staff are trained to address complaints by people with disability	Train staff to ensure that complaints by people with disability are received, understood, addressed and an outcome communicated within a timely manner and in an accessible format		
	Review the current complaints mechanism and seek feedback about how it is working, including how accessible the complaints process is		
	Clearly outline the complaints process on the Customer Service feedback form		

Outcome 6

People with disability have the same opportunities as other people to participate in any public consultation held by the Shire of Toodyay

Strategy	Task	Responsibility	Timeline
Offer a range of different ways that people with disability and other community members can advise the Shire of Toodyay on access and inclusion	Develop and support an access and inclusion advisory group who can advise Council about upcoming developments, applications, and ongoing access and inclusion issues		
	Ensure that public consultations (ie town meetings) are not the only way a public consultation is held		
	Develop a Community Engagement Strategy which is inclusive of people with disability and use it to inform consultations		
Ensure that people with disability can take part in Council meetings and consultations	Identify ways to ensure that people with disability are not excluded from the public gallery at Council meetings		
	Ensure that agendas, papers and minutes are accessible and available to people with disability		
	Ensure that the Accessible Events checklist is followed when planning and running all consultations, including venue access		

Outcome 7

People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Toodyay

Strategy	Task	Responsibility	Timeline
Develop a strategy to ensure that people with disability can equitably access employment with the Shire of Toodyay	Ensure that all information, including Position Descriptions and duty statements, is accessible		
	Review HR policies and procedures to ensure that they do not discriminate against people with disability		
Ensure workplaces are accessible	Carry out an access audit of workplaces to ensure that they do not discriminate against people with disability		
	Ensure meetings are held in accessible rooms		
	Undertake remedial works to ensure employees with disability can access workplaces easily		
Improve recruitment practices to ensure people with disability are able to access employment	Develop service agreements and advertise positions with local Disability Service providers Services		
	When advertising for jobs, ensure that the Shire of Toodyay advertises that they are an equal opportunity employer who		

	supports diversity and that applicants with disability, women, indigenous people and people from Culturally & Linguistically Diverse backgrounds are able to apply		
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Shire of Toodyay

List of Payments Presented to Council for Period 1 November 2014 to 30 November 2014

Pay/Type	Date	Name	Description	Amount
IPV502	4/11/2014	Bendigo Bank	Payroll PPE 04/11/2014	89,787.95
IPV503	5/11/2014	Bendigo Bank	PPE 04/11/2014 - Barwick	258.00
IPV504	19/11/2014	Bendigo Bank	Payroll PPE 18/11/2014	93,285.09
1391	17/11/2014	Mark Austin	Refund of Crossover Bond	1,400.00
1392	17/11/2014	Construction Training Fund	Construction Training Fund Levies - October 2014	706.00
1393	17/11/2014	Building Commission	Building Services Levies - October 2014	1,216.89
1394	19/11/2014	Jemma Gill	Refund of Oval Bond	100.00
1395	28/11/2014	Toodyay Ballet School	Refund of Memorial Hall Bond	500.00
1396	28/11/2014	Cathryn Rose	Refund of Community Centre Bond	500.00
BPV1990	1/11/2014	Bendigo Bank	Bank Fees	10.00
BPV1991	1/11/2014	Bendigo Bank	Bank Fees	10.00
BPV1992	1/11/2014	Bendigo Bank	Bank Fees	61.70
BPV1993	1/11/2014	Bendigo Bank	Bpay Fees	126.72
BPV1994	2/11/2014	Bendigo Bank	Eftpos Fees	79.35
BPV1995	3/11/2014	Commonwealth Bank	Eftpos Fees	3.57
BPV1996	3/11/2014	Commonwealth Bank	Eftpos Fees	3.91
BPV1997	3/11/2014	Commonwealth Bank	Eftpos Fees	285.38
BPV1998	3/11/2014	Commonwealth Bank	Eftpos Fees	11.20
BPV1999	3/11/2014	Commonwealth Bank	Eftpos Fees	110.35
BPV2000	3/11/2014	Commonwealth Bank	Eftpos Fees	300.31
BPV2001	4/11/2014	Bendigo Bank	Bank Fees	0.11
BPV2002	4/11/2014	Westnet	Depot Internet Charges	154.84
BPV2003	5/11/2014	Bendigo Bank	Bank Fees	0.11
BPV2004	5/11/2014	Bendigo Bank	Bank Fees	6.49
BPV2005	6/11/2014	Bendigo Bank	Bank Fees	0.11
BPV2006	14/11/2014	Bendigo Bank	Credit Card - C Munson - October 2014	370.69
			1DVH391 - Fuel	99.62
			Refreshments - Prescribed Burn	110.30
			Toodyay Junction - Fuel for Fire Truck Jennacubine 2.4 to be reimbursed from Goomalling Shire	156.77

Shire of Toodyay

List of Payments Presented to Council for Period 1 November 2014 to 30 November 2014

Pay/Type	Date	Name	Description	Amount	
BPV2007	14/11/2014	Bendigo Bank	Card Fee	4.00	306.15
			Credit Card - C Delmage - October 2014		
			Instapage - Museum	10.55	
			Mobile Tech - Ipad Screen Replacement For CESM & EO	230.00	
			Australian War Memorial Display - Museum Image	61.60	
BPV2008	14/11/2014	Bendigo Bank	Card Fee	4.00	1,187.74
			Credit Card - G Bissett - October 2014		
			Reece Plumbing - Fittings for Pavilion	253.65	
			Bunnings - Fittings - Bendigo Bank	649.80	
			City of Vincent - Building Conference Parking	6.00	
			Toodyay Junction - Fuel for Loan Car - G Bissett	20.04	
			T6177 - Fuel	254.25	
BPV2009	14/11/2014	Bendigo Bank	Card Fee	4.00	976.25
			Credit Card - S Scott - October 2014		
			Flight Centre - Flights for Professional Development Conference	704.95	
			West Australian - Death Notices R Head & R Carter	277.20	
			West Australian - Death Notices Pre Payment Refund	-9.90	
BPV2010	14/11/2014	Bendigo Bank	Card Fee	4.00	359.00
			Credit Card - L Vidovich - October 2014		
			Institute of Public Works - Membership L Vidovich	275.00	
			Blue Dog Training - Construction White Card - D Papps	80.00	
BPV2011	14/11/2014	Bendigo Bank	Card Fee	4.00	961.06
			Credit Card - A Bell - October 2014		
			T00 - Fuel	437.36	
			Freemasons Hotel - Toodyay Pedia Thank You Lunch	42.70	
			Ocean Hotel Accommodation - Museum Conference - M Eberle	477.00	
BPV2012	12/11/2014	Cannon Finance	Lease Admin Photocopier		572.00
BPV2013	14/11/2014	Bendigo Bank	Annual Review Fee - Bendigo Bank		400.00
BPV2014	14/11/2014	Bendigo Bank	Dishonour Cheque Fee - Reimbursable		10.00

Shire of Toodyay

List of Payments Presented to Council for Period 1 November 2014 to 30 November 2014

Pay/Type	Date	Name	Description	Amount
BPV2015	17/11/2014	Bendigo Bank	Bpnt Fees	48.07
BPV2016	18/11/2014	Bendigo Bank	Bank Fees	9.68
BPV2017	19/11/2014	Bendigo Bank	Bank Fees	0.11
BPV2018	19/11/2014	Bendigo Bank	Bank Fees	0.11
BPV2019	19/11/2014	Bendigo Bank	Bank Fees	6.71
BPV2020	25/11/2014	Canon Finance	Photocopier Lease - Visitor Centre, Depot & Library	525.00
BPV2021	28/11/2014	Bendigo Bank	Bank Fees	9.57
BPV2022	28/11/2014	Bendigo Bank	Bank Fees	3.30
BPV2023	25/11/2014	Bendigo Bank	Dishonour Cheque Fee	10.00
12019	17/11/2014	Gary & Fiona Fulker	Rates Refund - 714 McKnoe Drive	882.83
12020	17/11/2014	Vodafone Hutchinson Australia P/L	Pager Charges - November 2014	1,606.15
12021	17/11/2014	Old Gaol Museum	Old Gaol Volunteer Reimbursements - December 2014	300.00
12022	17/11/2014	Telstra Corporation Limited	Telephone Charges	7,598.98
12023	17/11/2014	Water Corporation	Water Rates/Usage	12,968.31
12024	17/11/2014	Synergy	Electricity Charges	4,373.80
12025	28/11/2014	Department of Transport	Plant & Vehicle Registrations	2,203.35
12026	28/11/2014	Shire of Toodyay	Rates Payment - C Firns & Council Contribution of Balloons for Avonlink Celebrations	200.00 100.00
12027	28/11/2014	Telstra Corporation Limited	Telephone Charges	160.05
EFT16967	4/11/2014	Valley Ford	Purchase - CESM Vehicle	43,821.50
EFT16968	4/11/2014	Shire of Toodyay Salaries & Wages	Payroll Deductions	1,765.00
EFT16969	17/11/2014	Australia Post	Postage - October 2014	1,213.93
EFT16970	17/11/2014	Avon Skip Bins	Transfer Waste to Northam - October 2014	10,418.54
EFT16971	17/11/2014	Avon Valley Nissan Pty Ltd	Boot Protector - T6177	50.00
EFT16972	17/11/2014	Ag Implements Merredin P/L	Mower Repairs	994.65
EFT16973	17/11/2014	Aquarius Water Carting	Water Cartage - Balgalling Tank & Sandplain Road Fire	880.00
EFT16974	17/11/2014	Avon Waste	Waste Collection	23,874.94
EFT16975	17/11/2014	Mark Austin	Council Crossover Contribution - Lot 107 Folewood Road	935.00
EFT16976	17/11/2014	Avon Midland Country Zone of WALGA	2014/2015 Membership	2,750.00
EFT16977	17/11/2014	Altus Planning & Appeals	Legal Costs	6,624.75

Shire of Toodyay

List of Payments Presented to Council for Period 1 November 2014 to 30 November 2014

Pay/Type	Date	Name	Description	Amount
EFT16978	17/11/2014	Amber Springs Gardens	Accommodation to 12/11/2014	391.60
EFT16979	17/11/2014	Alans Auto Electrics	Truck Repairs	306.50
EFT16980	17/11/2014	Triset Boss Business Forms	Rates Notices	1,606.00
EFT16981	17/11/2014	BPA Engineering	Civil & Hydraulic Schematic Design of Effluent Water - Sport & Rec Precint	16,500.00
EFT16982	17/11/2014	Biomax Pty Ltd	Maintenance Service of Biomax C10 System	157.20
EFT16983	17/11/2014	Bev Royal	Visitor Centre Consignment Stock	20.30
EFT16984	17/11/2014	Tutt Bryant	Mustang 1900R Skid Steer Loader	50,050.00
EFT16985	17/11/2014	Bitumen Surfacing	Sealing Works - Mountain Park	6,640.37
EFT16986	17/11/2014	B Vec Electrical Services	Replace Black Box in Fuel Pump - Depot	198.00
EFT16987	17/11/2014	Covs Parts	Filters	266.57
EFT16988	17/11/2014	Courier Australia	Freight	27.99
EFT16989	17/11/2014	Country Copiers Northam	Meter Reading & Service Photocopier - Admin & Visitor Centre	5,227.51
EFT16990	17/11/2014	The Cola Cafe	Refreshments - Brigade Training Courses, Avonlink Meeting, Council Forum & Council Meeting	1,184.80
EFT16991	17/11/2014	Community Adult Literacy Foundation Inc	Grant - Six Ipads with Four Covers & Six Kobo with Six Covers	3,450.00
EFT16992	17/11/2014	Clean Industry Environmental Solutions	Street Sweeping - Townsite	3,856.16
EFT16993	17/11/2014	Toodyay Central Volunteer Bush Fire Brigade	Water Cartage - Bejoording, Coondle & Timberden Tanks	450.00
EFT16994	17/11/2014	Staples Aust	Stationery	75.14
EFT16995	17/11/2014	Country Bins	Skip Bins - Toodyay Agricultural Show	286.00
EFT16996	17/11/2014	Landgate	Rural UV Valuations	360.35
EFT16997	17/11/2014	Shire of Dowerin	Aroc Lighting Equipment Hire - Toodyay Agricultural Show	50.00
EFT16998	17/11/2014	Michael Devlin	Supply & Install Fire Fighting Tray Back - FMO Vehicle	3,500.00
EFT16999	17/11/2014	Caltex Toodyay Junction	Water Bottles	243.00
EFT17000	17/11/2014	Freemasons Hotel	Accommodation to 12/11/2014	871.59
EFT17001	17/11/2014	Foxburrow B & B	Accommodation to 12/11/2014	534.00
EFT17002	17/11/2014	SF Fitzgerald Plumbing & Gas	Septic System Investigation & Blockage Repairs - Duidgee Park & Blockage - Visitor Centre	3,641.15
EFT17003	17/11/2014	Future Logic	It Support - Monthly Billing - October 2014 & Library AMLIB SIP2	6,374.50
EFT17004	17/11/2014	Galaxy Embroidery & Printing	Visitor Centre Stock	953.76
EFT17005	17/11/2014	Galaxy Enterprises	Visitor Centre Stock	445.50

Shire of Toodyay

List of Payments Presented to Council for Period 1 November 2014 to 30 November 2014

Pay/Type	Date	Name	Description	Amount
EFT17006	17/11/2014	Harcourt Street B & B	Accommodation to 12/11/2014	124.60
EFT17007	17/11/2014	JR & A Hersey	Outside Staff Uniforms	3,588.59
EFT17008	17/11/2014	Toodyay Hardware & Farm	Hardware Supplies	1,589.93
EFT17009	17/11/2014	Ipswich View Homestead B & B	Accommodation to 12/11/2014	356.00
EFT17010	17/11/2014	Jason Signmakers	DFES Signage- New CESM Vehicle	787.05
EFT17011	17/11/2014	John D Imports P/L	Postage - Visitor Centre Stock	20.75
EFT17012	17/11/2014	Julimar Cottage Bed & Breakfast	Accommodation to 12/11/2014	160.20
EFT17013	17/11/2014	Jacaranda Homestead	Accommodation to 12/11/2014	534.00
EFT17014	17/11/2014	Kleenheat Gas	Annual Gas Cylinder Rental - Connors Cottage	66.00
EFT17015	17/11/2014	Kierans Refrigeration & Air Conditioning	Airconditioner Repairs - Community Centre	298.50
EFT17016	17/11/2014	Martin Kallane	Refund of 50% Planning Fees - Lot 104 Brumby Chase	581.50
EFT17017	17/11/2014	Air Liquide WA Pty Ltd	Monthly Gas Cylinder Rental	27.60
EFT17018	17/11/2014	Luptons Liquid Waste	Septic Waste Removal - Duidgee Park Toilets	990.00
EFT17019	17/11/2014	Museums Australia (Wa)	Xmas Party Attendance - M Eberle	10.00
EFT17020	17/11/2014	Micks Fx Electrix	Community Centre, Dog Pound Repairs & Final Payment of Library Lights	4,806.50
EFT17021	17/11/2014	Magpie Ridge Eco Farm	Accommodation to 12/11/2014	195.80
EFT17022	17/11/2014	Midalia Steel P/L	Roofing Steel - Memorial Hall & Library	2,879.67
EFT17023	17/11/2014	JH Martin & Co	Gravel - Churchgully & 7th Roads	10,560.00
EFT17024	17/11/2014	Applied Industrial Technologies Pty Ltd	V Belts	25.38
EFT17025	17/11/2014	Northam Chaff & Fodder	Cat Pound Consumables	804.85
EFT17026	17/11/2014	Oliomio Olive & Lavender Farm	Visitor Centre Consignment Stock	31.40
EFT17027	17/11/2014	Officeworks	Aqua to Go Water Cooler - Visitor Centre	99.00
EFT17028	17/11/2014	OCLC (Uk) Ltd	Amlib Net Opacs - Public Access Via Internet/Intranet	3,368.75
EFT17029	17/11/2014	Pecan Hill B & B	Accommodation to 12/11/2014	115.70
EFT17030	17/11/2014	P & J Contractors	Contract Cleaning - 14/10/2014 -10/11/2014	8,473.00
EFT17031	17/11/2014	Bigair Cloud Managed Services P/L	Internet & Data Charges - November 2014	866.80
EFT17032	17/11/2014	Book Easy Australia	Online Booking Commission - October 2014	282.09
EFT17033	17/11/2014	Regional Pest Control	Termite & Spider Treatment	475.84
EFT17034	17/11/2014	Radio West Broadcasters	Around the Town Interview	77.00
EFT17035	17/11/2014	Rockwell Olivier	Legal Fees - Austral Bricks	5,698.00

Shire of Toodyay

List of Payments Presented to Council for Period 1 November 2014 to 30 November 2014

Pay/Type	Date	Name	Description	Amount
EFT17036	17/11/2014	Roads 2000	Sealing - Morangup Road & Drummond Street	59,369.27
EFT17037	17/11/2014	WA Rangers Association	WA Rangers Association - Ranger Uniforms	174.75
EFT17038	17/11/2014	Star Training & Assessing P/L	Traffic Control Course - Ranger & Outside Staff	1,958.00
EFT17039	17/11/2014	Safety Equipment Preventative Maintenance	Half Yearly Safety Audit/Inspection - Emergency Showers & Eye Wash Stations	874.06
EFT17040	17/11/2014	Toodyay Express	Freight	88.00
EFT17041	17/11/2014	Toodyay Traders	Hardware Supplies	378.85
EFT17042	17/11/2014	Toodyay Herald	Monthly Advertising - November 2014	2,006.00
EFT17043	17/11/2014	Toodyay IGA	Staff Amenities - October 2014	938.17
EFT17044	17/11/2014	Toodyay Trenching Pty Ltd	Locate Cables & Underground Tanks - Old Depot	164.00
EFT17045	17/11/2014	Toodyay Bakery	Refreshments - Aroc & Museum Volunteers Meetings & Brigade Training	139.60
EFT17046	17/11/2014	Timberworks Carpentry Solutions	Deposit Two Suction Standpipes - Nunile/Parkland, Balgalling/Timberden	4,930.00
EFT17047	17/11/2014	Toodyay Historical Society	Visitor Centre Consignment Stock	30.00
EFT17048	17/11/2014	Toodyay Pumps	Vehicle & Machinery Maintenance	445.80
EFT17049	17/11/2014	Think Tank Media P/L	Corporate PA Summit - M Rebane	2,579.50
EFT17050	17/11/2014	Road Signs Australia	Street Name Badge	563.20
EFT17051	17/11/2014	Toodyay Tyre & Exhaust	Repair/Replace Tyres	7,659.50
EFT17052	17/11/2014	Toodyay Garden & Outdoor Centre	Garden Supplies	211.90
EFT17053	17/11/2014	Western Australian Local Government Association	Advertising - November 2014	3,138.75
EFT17054	17/11/2014	Whitfield House	Accommodation to 12/11/2014	391.60
EFT17055	17/11/2014	Woodlands Distributors & Agencies	Bollards - Depot	1,299.76
EFT17056	17/11/2014	Wheatbelt Safetywear	Outside Staff Uniforms	236.40
EFT17057	19/11/2014	Reflections Glass & Glazing	Supply & Install Five Safety Grills - Donegans Cottage	4,301.45
EFT17058	19/11/2014	Shire of Toodyay Salaries & Wages	Payroll Deductions	1,765.00
EFT17059	28/11/2014	Avon Skip Bins	WTS Management & Transfer Waste	3,502.73
EFT17060	28/11/2014	Appliance Testing Supplies Pty Ltd	Economy Print System - Appliance Testing Machine	2,243.00
EFT17061	28/11/2014	Avon Waste	Waste Collection	12,443.35
EFT17062	28/11/2014	Advanced Autologic	Grease	491.00
EFT17063	28/11/2014	Abco Products	Cleaning Products - Admin	111.84
EFT17064	28/11/2014	Av Sec Security Services	Alarm Monitoring - Community Centre Callout - 06/11/2014	60.50
EFT17065	28/11/2014	Avon Valley Smash Repairs	Repair & Paint Toolbox - CESM Vehicle	1,650.00

Shire of Toodyay

List of Payments Presented to Council for Period 1 November 2014 to 30 November 2014

Pay/Type	Date	Name	Description	Amount
EFT17066	28/11/2014	Triset Boss Business Forms	5,000 Letterhead	936.00
EFT17067	28/11/2014	Canning Bridge Auto Lodge	Accommodation & Meals - C Skinner - Payroll Training	576.00
EFT17068	28/11/2014	Courier Australia	Freight	77.43
EFT17069	28/11/2014	Sally Craddock	Monthly Members Attendance Allowance - November 2014	1,064.33
EFT17070	28/11/2014	Therese Chitty	Monthly Members Attendance Allowance - November 2014	1,064.33
EFT17071	28/11/2014	Colour Me Art	Visitor Centre Stock	155.10
EFT17072	28/11/2014	Commarine	Installation of Mobile Phone Antenna & External Speakers - CESM Vehicle	990.95
EFT17073	28/11/2014	Cottage Creations DIY P/L	Refund of Planning Fees - Lot 23 Timbercreek Crescent	310.47
EFT17074	28/11/2014	Wheatbelt General Practice Toodyay	Pre-Employment Medical - M Lamb	151.25
EFT17075	28/11/2014	Staples Aust	Stationery	1,782.86
EFT17076	28/11/2014	Country Bins	Two Skip Bins - Bendigo Bank Building	484.00
EFT17077	28/11/2014	Landgate	Slip Subscription 2014/2015	2,455.20
EFT17078	28/11/2014	David Dow	Monthly Members Attendance Allowance - November 2014	3,292.67
EFT17079	28/11/2014	Event Furniture Sales	Twenty-One White Pipee Cane Side Chairs - Events	374.00
EFT17080	28/11/2014	Envisionware P/L	RFID Annual Maintenance	1,098.57
EFT17081	28/11/2014	Freemasons Hotel	Accommodation to 12/11/2014	436.10
EFT17082	28/11/2014	Foxburrow B & B	Accommodation to 12/11/2014	89.00
EFT17083	28/11/2014	Department of Fire & Emergency Services	ESL Levies - 2nd Quarter	62,196.60
EFT17084	28/11/2014	Chris Firns	Monthly Members Attendance Allowance - November 2014	864.33
EFT17085	28/11/2014	Fire & Safety WA	Brigade Helmets & Badges	178.20
EFT17086	28/11/2014	Paula Greenway	Monthly Members Attendance Allowance - November 2014	1,064.33
EFT17087	28/11/2014	Health Insurance Fund	Payroll Deductions	267.40
EFT17088	28/11/2014	Harcourt Street B & B	Accommodation to 12/11/2014	249.20
EFT17089	28/11/2014	Toodyay Hardware & Farm	Gas Bottle	33.00
EFT17090	28/11/2014	Gary Henderson	Angle Grinder Replacement - Personal Drill Used In Museum Restoration Work	136.25
EFT17091	28/11/2014	Hitachi Construction Machinery	Plant & Machinery Repairs	672.83
EFT17092	28/11/2014	Hanson Construction Materials Pty Ltd	Crusher Dust - Hamersley Street	630.83
EFT17093	28/11/2014	Ipswich View Homestead B & B	Accommodation to 12/11/2014	249.20
EFT17094	28/11/2014	Invarion Rapidplan Pty Ltd	Rapid Plan Full Licence - Implementation of Traffic Plans	1,974.50
EFT17095	28/11/2014	Fran Irwin	Visitor Centre Stock	426.00

Shire of Toodyay

List of Payments Presented to Council for Period 1 November 2014 to 30 November 2014

Pay/Type	Date	Name	Description	Amount
EFT17096	28/11/2014	John D Imports P/L	Visitor Centre Stock	151.55
EFT17097	28/11/2014	Julimar Volunteer Bush Fire Brigade	Morning Tea & Sausage Sizzle - Bushfire Info Session 22/11/2014	420.00
EFT17098	28/11/2014	Keep Australia Beautiful Council WA	2014 Tidy Towns Awards - S Scott	70.00
EFT17099	28/11/2014	Air Liquide WA Pty Ltd	Medical Oxygen Cylinder - Brigades	71.82
EFT17100	28/11/2014	Bethan Lloyd	Monthly Members Attendance Allowance - November 2014	1,475.50
EFT17101	28/11/2014	Leyland Engineering Services	Vehicle & Machinery Service & Repairs	2,062.49
EFT17102	28/11/2014	State Library of WA	Damaged Audio Book - The Love Book	161.60
EFT17103	28/11/2014	Rosemary Madacsi	Monthly Members Attendance Allowance - November 2014	1,064.33
EFT17104	28/11/2014	Mega-Fix	Hardware	44.00
EFT17105	28/11/2014	Andrew McCann	Monthly Members Attendance Allowance - November 2014	1,064.33
EFT17106	28/11/2014	Micks Fx Electrix	Electrical Works - GPO Installation - Admin	1,135.20
EFT17107	28/11/2014	Mil-Tek Waste Solutions	Ten Boxes Recycling Bags	1,045.00
EFT17108	28/11/2014	Media Imagineers Pty Ltd	Production of Toodyay Day Trip Segment for WA Weekender - Transwa to Contribute \$1,100	2,200.00
EFT17109	28/11/2014	Midalia Steel P/L	Steel	303.60
EFT17110	28/11/2014	Mitre 10 Northam	Paint & Hardware	140.53
EFT17111	28/11/2014	Mercury Fire Safety Pty Ltd	Workboots - Brigade	214.50
EFT17112	28/11/2014	Nash Bros (WA) Pty Ltd	Slashing Works - Various Locations in Shire \$4,356 to be Reimbursed from FESA	9,702.00
EFT17113	28/11/2014	Pacific Brands Workwear	Admin Staff Uniforms - R Byrne	179.30
EFT17114	28/11/2014	P & J Contractors	Contract Cleaning - 11/11/2014 - 24/11/2014	4,236.50
EFT17115	28/11/2014	B A Phelps	Slashing - Bejoording Shire Reserves	300.00
EFT17116	28/11/2014	Peter Hunt Architect	Master Plan Consulting Fees - Sport & Rec Precinct	69,300.00
EFT17117	28/11/2014	Toodyay RSL	Sponsorship - 2015 Sandakan	3,000.00
EFT17118	28/11/2014	Public Transport Authority	Transwa Ticket Sales - October 2014	441.76
EFT17119	28/11/2014	Pila Group	New Flag Pole - Duidgee Park	1,391.50
EFT17120	28/11/2014	Reflections Glass & Glazing	Supply & Install Commercial Winged Exit Door, Locks And Gate For Loading Ramp - Library	2,888.49
EFT17121	28/11/2014	Rockwell Olivier	Legal Fees - Mining Activity	11,000.00
EFT17122	28/11/2014	Rylan Pty Ltd	Kerbing - Hamersley Street & Goomalling Road	15,711.30
EFT17123	28/11/2014	Brian Rayner	Monthly Members Attendance Allowance - November 2014	1,064.33

Shire of Toodyay

List of Payments Presented to Council for Period 1 November 2014 to 30 November 2014

Pay/Type	Date	Name	Description	Amount
EFT17124	28/11/2014	Rowlands TV & Video Services	Radio Antenna - Council Radio Network	163.20
EFT17125	28/11/2014	Stott & Hoare	Three x Renewal of Fortigate Co-Term UTM Bundle	1,089.00
EFT17126	28/11/2014	St John Ambulance - Toodyay & Districts	Two First Aid Kits - Fire Vehicles	159.98
EFT17127	28/11/2014	Subaru	Purchase of MCD Vehicle - T00	10,232.25
EFT17128	28/11/2014	Stewart & Heaton Clothing Co P/L	Gold Firefighting Jacket - to be Reimbursed from Goomalling Shire	317.46
EFT17129	28/11/2014	Shire of Merredin	Contract Building Surveyor	3,069.00
EFT17130	28/11/2014	Seek Limited	Advertising - Building Surveyor & Environmental Health Officer	561.00
EFT17131	28/11/2014	Simon Nevill Publications	Visitor Centre Stock	159.48
EFT17132	28/11/2014	Toodyay Traders	Six Bi-Fold Tables - Australia Day & Admin	300.00
EFT17133	28/11/2014	Shire of Northam	Disposal of Waste - October 2014	8,938.60
EFT17134	28/11/2014	Toodyay Auto Centre	Two Batteries - Coondle 2.4	300.00
EFT17135	28/11/2014	Toodyay Pharmacy	One Box Hydralite - Brigades	299.06
EFT17136	28/11/2014	Toodyay Historical Society	Walk & Talk for Internment to Enlightenment - Memory House Grant	100.00
EFT17137	28/11/2014	The Watershed Water Systems	Repairs to Suction Lines	201.12
EFT17138	28/11/2014	Toodyay Pumps	Central 3.4 Pump Repairs & CESM Vehicle Lights Installation	1,738.15
EFT17139	28/11/2014	Total Eden - Midland	Retic Parts	1,668.04
EFT17140	28/11/2014	Road Signs Australia	Fifty Traffic Management Signs	1,017.50
EFT17141	28/11/2014	Tenant Australia	Green Machine Repairs	378.55
EFT17142	28/11/2014	It Vision Aust Ltd	Finance & Payroll Training - C Skinner	1,617.00
EFT17143	28/11/2014	Western Stabilisers	Stabilisation Patches - Morangup Road	20,883.50
EFT17144	28/11/2014	Woodlands Distributors & Agencies	Five Sunrise Picnic Settings - Duidgee Park	10,975.80
EFT17145	28/11/2014	Wheatbelt Safetywear	Safety Boots - Outside Staff	165.00
DD20973.1	4/11/2014	WA Super	Payroll Deductions	15,717.80
DD20973.2	4/11/2014	MTAA Super	Superannuation Contributions	212.96
DD20973.3	4/11/2014	Australian Super	Superannuation Contributions	1,256.47
DD20973.4	4/11/2014	West Scheme Superannuation	Superannuation Contributions	232.71
DD20973.5	4/11/2014	BT Lifetime Super	Superannuation Contributions	116.99
DD20973.6	4/11/2014	Bendigo Superannuation Plan	Superannuation Contributions	92.49
DD20973.7	4/11/2014	Hostplus Super	Superannuation Contributions	190.68
DD20973.8	4/11/2014	MLC Navigator Access Super Plan	Superannuation Contributions	147.66

Shire of Toodyay

List of Payments Presented to Council for Period 1 November 2014 to 30 November 2014

Pay/Type	Date	Name	Description	Amount
DD20973.9	4/11/2014	Telstra Super	Superannuation Contributions	64.01
DD20987.1	18/11/2014	WA Super	Payroll Deductions	15,277.61
DD20987.2	18/11/2014	MTAA Super	Superannuation Contributions	212.96
DD20987.3	18/11/2014	Colonial First Choice Employer Super	Superannuation Contributions	149.29
DD20987.4	18/11/2014	Australian Super	Superannuation Contributions	1,198.91
DD20987.5	18/11/2014	Hostplus Super	Superannuation Contributions	434.28
DD20987.6	18/11/2014	West Scheme Superannuation	Superannuation Contributions	232.71
DD20987.7	18/11/2014	BT Lifetime Super	Superannuation Contributions	91.26
DD20987.8	18/11/2014	Bendigo Superannuation Plan	Superannuation Contributions	108.41
DD20987.9	18/11/2014	MLC Navigator Access Super Plan	Superannuation Contributions	147.28
DD20973.10	4/11/2014	BT Super for Life	Superannuation Contributions	203.40
DD20987.10	18/11/2014	Telstra Super	Superannuation Contributions	64.01
DD20987.11	18/11/2014	BT Super for Life	Superannuation Contributions	203.39
			Total Payments	903,913.30

IPV/BPV	190,250.63
Trust	4,422.89
EFT	642,491.03
DD Super	36,355.28
Muni Chqs	30,393.47
TOTAL	903,913.30

SHIRE OF TOODYAY
MONTHLY FINANCIAL REPORT
For the Period Ended 30 November 2014

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF TOODYAY
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 November 2014

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		19,000	8,070	32,720	24,650	305.45%	▲
General Purpose Funding - Rates	9	5,525,845	5,495,340	5,488,659	(6,681)	(0.12%)	
General Purpose Funding - Other		1,647,920	828,071	901,289	73,218	8.84%	
Law, Order and Public Safety		327,600	150,655	138,330	(12,325)	(8.18%)	
Health		61,000	48,830	46,083	(2,747)	(5.63%)	
Housing		4,011,000	4,575	8,206	3,631	79.37%	
Community Amenities		697,880	649,700	650,021	321	0.05%	
Recreation and Culture		219,150	79,820	43,125	(36,695)	(45.97%)	▼
Transport		770,628	321,085	252,504	(68,581)	(21.36%)	▼
Economic Services		433,282	180,495	82,862	(97,633)	(54.09%)	▼
Other Property and Services		121,734	50,715	89,696	38,981	76.86%	▲
Total Operating Revenue		13,835,039	7,817,356	7,733,495	(83,860)		
Operating Expense							
Governance		(635,039)	(308,540)	(287,113)	21,427	6.94%	
General Purpose Funding		(333,049)	(101,440)	(103,937)	(2,497)	(2.46%)	
Law, Order and Public Safety		(1,225,544)	(488,716)	(508,399)	(19,683)	(4.03%)	
Health		(205,053)	(103,445)	(102,507)	938	0.91%	
Housing		(47,003)	(19,565)	(34,309)	(14,744)	(75.36%)	▼
Community Amenities		(1,249,288)	(506,716)	(484,859)	21,857	4.31%	
Recreation and Culture		(1,452,702)	(619,219)	(669,929)	(50,710)	(8.19%)	
Transport		(2,579,942)	(1,123,210)	(1,187,902)	(64,692)	(5.76%)	
Economic Services		(1,228,830)	(511,880)	(416,962)	94,918	18.54%	▲
Other Property and Services		(82,670)	(82,670)	(114,397)	(31,727)	(38.38%)	▼
Total Operating Expenditure		(9,039,120)	(3,865,401)	(3,910,313)	(44,912)		
Funding Balance Adjustments							
Add back Depreciation		2,111,000	879,555	928,279	48,724	5.54%	
Adjust (Profit)/Loss on Asset Disposal	8	53,015	(6,135)	(14,738)	(8,603)	140.23%	
Adjust Provisions and Accruals		72,844	0	3,564	3,564		
Net Cash from Operations		7,032,778	4,825,375	4,740,287	(85,087)		
Capital Revenues							
Grants, Subsidies and Contributions	11				0		
Proceeds from Disposal of Assets	8	323,000	134,580	61,364	(73,216)	(54.40%)	▼
Total Capital Revenues		323,000	134,580	61,364	(73,216)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(5,215,832)	(247,820)	(250,653)	(2,833)	(1.14%)	
Infrastructure - Roads	13	(1,767,127)	(736,180)	(434,073)	302,107	41.04%	▲
Infrastructure - Parks & Recreation	13	(325,000)	(135,410)	(11,313)	124,097	91.65%	▲
Infrastructure - Footpaths	13	(83,176)	(34,650)	(1,536)	33,115	95.57%	▲
Infrastructure - Bridges	13	(76,000)	(31,665)	(1,467)	30,198	95.37%	▲
Infrastructure - Other	13	(215,000)	(57,500)	(3,676)	53,824	93.61%	▲
Plant and Equipment	13	(496,000)	(206,665)	(165,844)	40,821	19.75%	▲
Furniture and Equipment	13	(80,500)	(24,790)	(4,400)	20,390	82.25%	▲
Total Capital Expenditure		(8,258,635)	(1,474,680)	(872,961)	601,719		
Net Cash from Capital Activities		(7,935,635)	(1,340,100)	(811,597)	528,503		

Financing						
Proceeds from New Debentures		191,200	135,080	191,200	56,120	(41.55%)
Transfer from Reserves	7	425,125	117,495	30,000	(87,495)	74.47%
Advances to Community Groups		0	0	0	0	
Repayment of Debentures	10	(224,421)	(95,296)	(67,294)	28,002	29.38% ▲
Transfer to Reserves	7	(583,000)	(355,695)	(403,129)	(47,434)	(13.34%) ▼
Net Cash from Financing Activities		(191,096)	(198,416)	(249,223)	(50,807)	
Net Operations, Capital and Financing		(1,093,954)	3,286,859	3,679,467	392,609	
Opening Funding Surplus(Deficit)	3	1,117,070	1,117,070	1,133,954	16,884	1.51%
Closing Funding Surplus(Deficit)	3	23,117	4,403,929	4,813,422	409,493	

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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

Note 2: EXPLANATION OF MATERIAL VARIANCES

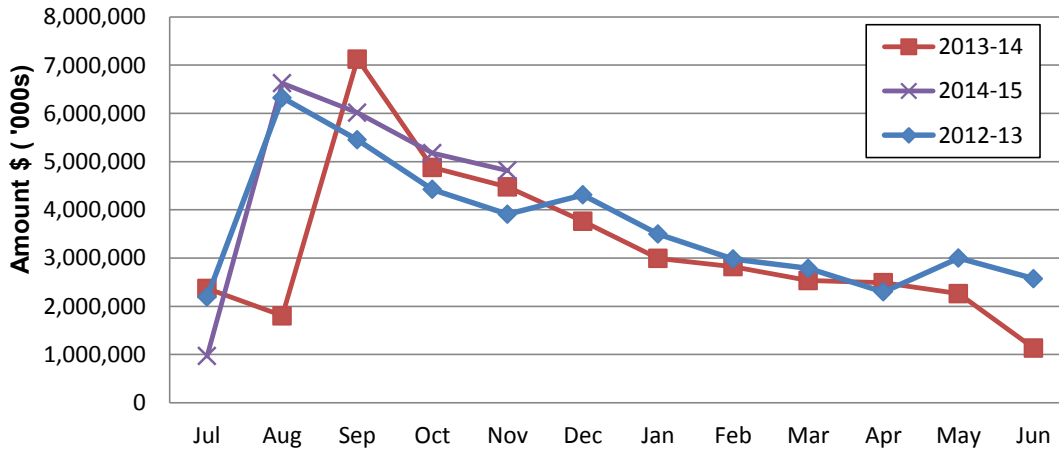
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	24,650	305.45%	▲	Permanent	Insurance Rebate
General Purpose Funding - Rates	(6,681)	(0.12%)			
General Purpose Funding - Other	73,218	8.84%			
Law, Order and Public Safety	(12,325)	(8.18%)			
Health	(2,747)	(5.63%)			
Housing	3,631	79.37%			
Community Amenities	321	0.05%			
Recreation and Culture	(36,695)	(45.97%)	▼	Timing	Heritage Grant not yet received
Transport	(68,581)	(21.36%)	▼	Timing	RTR - New program commenced 1 October 2014 no claims yet made
Economic Services	(97,633)	(54.09%)	▼	Timing	Grant Income - Community Depot not yet received
Other Property and Services	38,981	76.86%	▲	Permanent	Workers Compensation reimbursements
Operating Expense					
Governance	21,427	6.94%			
General Purpose Funding	(2,497)	(2.46%)			
Law, Order and Public Safety	(19,683)	(4.03%)			
Health	938	0.91%			
Housing	(14,744)	(75.36%)	▼	Timing	Maintenance work Gardening
Community Amenities	21,857	4.31%			
Recreation and Culture	(50,710)	(8.19%)			
Transport	(64,692)	(5.76%)			
Economic Services	94,918	18.54%	▲	Timing	Timing Variance
Other Property and Services	(31,727)	(38.38%)	▼	Permanent	GL: 008571 offset by GL: 143331; & GL: 008570 offset by GL: 143333
Capital Revenues					
Grants, Subsidies and Contributions	0				
Proceeds from Disposal of Assets	(73,216)	(54.40%)	▼	Timing	Major trades yet to occur
Capital Expenses					
Land and Buildings	(2,833)	(1.14%)		Timing	Aged Care Project yet to commence
Infrastructure - Roads	302,107	41.04%	▲	Timing	Capital Projects yet to commence
Infrastructure - Parks & Recreation	124,097	91.65%	▲	Timing	Capital Projects yet to commence
Infrastructure - Footpaths	33,115	95.57%	▲	Timing	Capital Projects yet to commence
Infrastructure - Bridges	30,198	95.37%	▲	Timing	Capital Projects yet to commence
Infrastructure - Other	53,824	93.61%			
Plant and Equipment	40,821	19.75%	▲	Timing	Major purchases yet to occur
Furniture and Equipment	20,390	82.25%	▲	Timing	Major purchases yet to occur
Financing					
Loan Principal	28,002	29.38%	▲	Timing	Timing Variance

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2014

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 30 Nov 2014	30th June 2014	YTD 30 Nov 2013
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	3,061,971	1,485,814	2,547,862
Cash Restricted	4	2,883,657	2,510,528	2,984,081
Receivables - Rates	6	1,992,255	691,863	1,985,044
Receivables -Other	6	67,290	10,389	31,338
Interest / ATO Receivable/Trust				
Inventories		38,102	62,125	127,864
		8,043,274	4,760,719	7,676,189
Less: Current Liabilities				
Payables		(243,460)	(1,068,978)	(153,651)
Provisions		(511,634)	(519,887)	(425,962)
		(755,093)	(1,588,864)	(579,613)
Less: Cash Reserves	7	(2,883,657)	(2,510,528)	(2,984,081)
Adjustment for Current Borrowings		139,373	206,666	102,924
Adjustment for Cash Backed Liabilities		269,525	265,961	260,390
Net Current Funding Position		4,813,422	1,133,954	4,475,809

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2014

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Reserve		800,229				800,229	Bendigo Bank	At Call
Trust			361	218,693		361	Bendigo Bank	At Call
						218,693	Bendigo Bank	At Call
(b) Term Deposits								
Municipal NCD: 1366925	3.35%	564,739				564,739	Bendigo Bank	02.12.14
Municipal NCD: 1366932	3.45%	500,000				500,000	Bendigo Bank	03.03.15
Municipal NCD: 1387366	3.35%	600,000				600,000	Bendigo Bank	24.12.14
Municipal NCD: 1387421	3.45%	600,000				600,000	Bendigo Bank	24.03.15
Reserve NCD: 1424301	3.30%		2,883,248			2,883,248	Bendigo Bank	02.02.15
Trust - T83	3.35%			121,596		121,596	Bendigo Bank	19.02.15
Trust - T84	3.35%			189,690		189,690	Bendigo Bank	19.02.15
Trust - T794	3.10%			95,578		95,578	Bendigo Bank	27.05.15
Trust - T12	3.30%			42,035		42,035	Bendigo Bank	29.12.14
Trust - T11	3.30%			144,578		144,578	Bendigo Bank	29.12.14
Trust - T100	3.35%			121,625		121,625	Bendigo Bank	27.12.14
Trust - T4	3.35%			107,464		107,464	Bendigo Bank	26.12.14
Trust - T114	3.35%			179,047		179,047	Bendigo Bank	26.12.14
Trust - T214	3.35%			42,503		42,503	Bendigo Bank	26.12.14
Trust - T458	3.35%			388,190		388,190	Bendigo Bank	26.12.14
Trust - T793	3.35%			20,603		20,603	Bendigo Bank	26.12.14
Trust - T797	3.35%			28,252		28,252	Bendigo Bank	26.12.14
Trust - T3	3.35%			20,075		20,075	Bendigo Bank	26.12.14
Total		3,064,967	2,883,609	1,719,930		7,668,506		

Comments/Notes - Investments

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

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2014

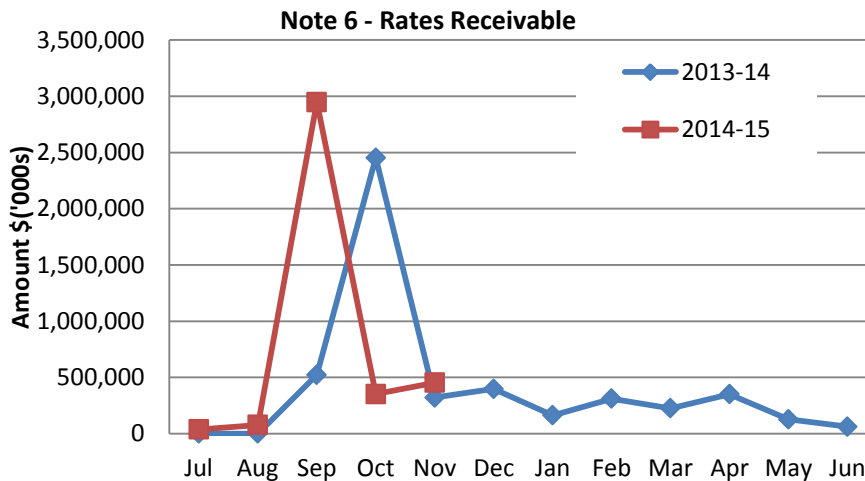
Note 6: RECEIVABLES

Receivables - Rates Receivable

Opening Arrears Previous Years
Levied this year
Less Collections to date
Equals Current Outstanding

Net Rates Collectable
% Collected

	YTD 30 Nov 2014	30 June 2014
	\$	\$
Opening Arrears Previous Years	504,766	302,480
Levied this year	5,541,926	5,136,186
Less Collections to date	(3,869,251)	(4,933,900)
Equals Current Outstanding	2,177,441	504,766
Net Rates Collectable	2,177,441	504,766
% Collected	63.99%	90.72%



Comments/Notes - Receivables Rates

Comments/Notes - Receivables Rates and Rubbish

Current

Credit Balances	(19,464)
Employee Direct Debit	8,732
Interim Rates	12,428
Legal Action	251,476
No Action Required	840
Locate Ownership	25,863
Payment Arrangement	154,014
Pensioner	180,880
Properties in Receivership	27,142
Sale of Land LG Act S6.64	39,595
Intent To Summons	238,344
Instalment Option	1,104,177

Total Current **2,024,027**

Non- Current

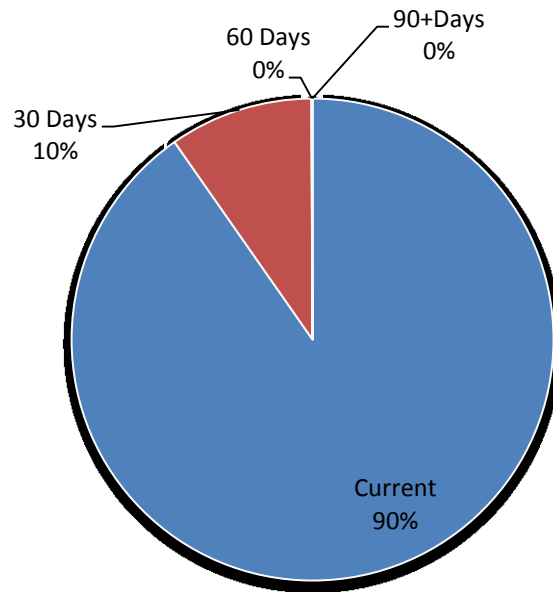
Deferred Pensioners (not collectable till Pensioner property is s	153,413
	2,177,441

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2014

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	43,528	4,640	40	0
Total Receivables General Outstanding				<u>48,208</u>

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

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

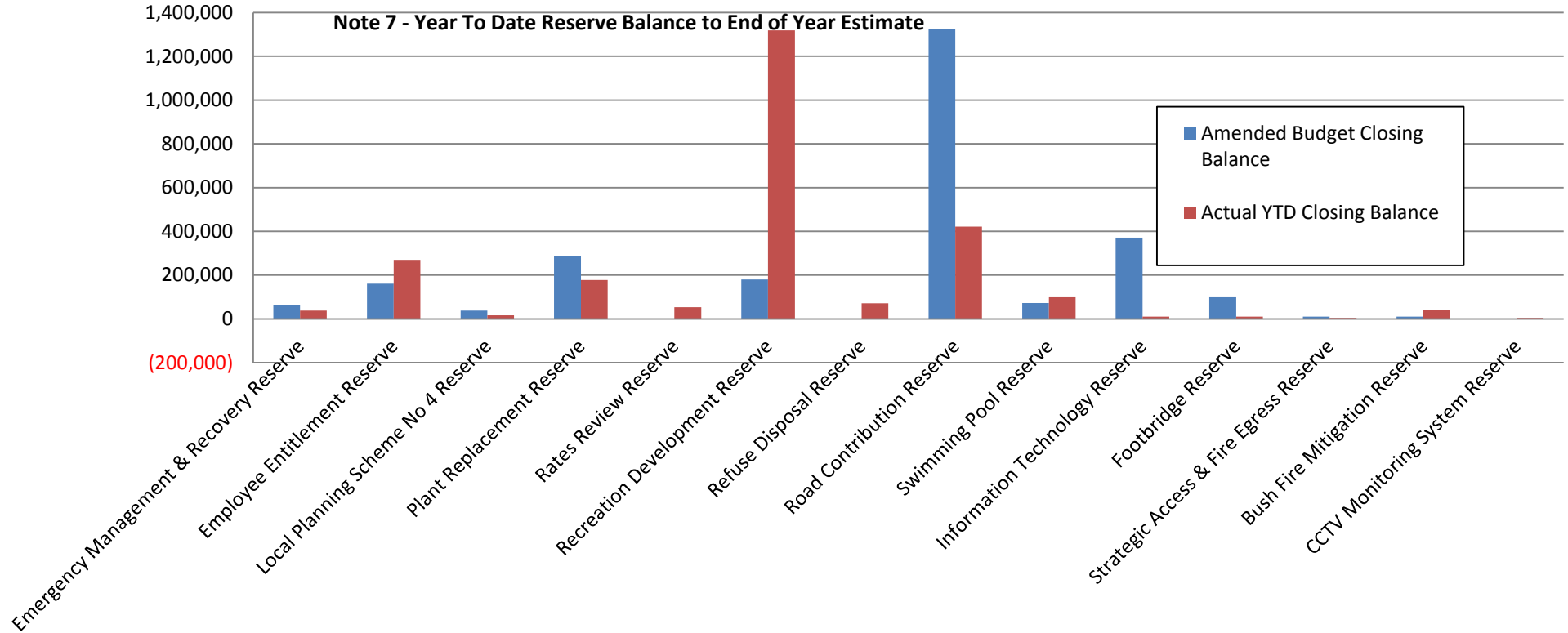
Final Letters	0
Seven Day Letters	0
Debt Collection	0
No Action Required	48,208
Payment Arrangement	0
Payroll Deductions	0
To be Written Off	0
Total Outstanding	48,208

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2014

Note 7: Cash Backed Reserve

2014-15									
Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Anzac 100th Anniversary Reserve	62,585	1,000	839	0				63,585	63,424
Asset Development Reserve	280,683	5,000	3,761	0		(125,000)	0	160,683	284,444
Emergency Management & Recovery Reserve	31,894	500	494	5,000	5,000			37,394	37,388
Employee Entitlement Reserve	265,961	10,000	3,564	40,000		(30,000)	0	285,961	269,525
Local Planning Scheme No 4 Reserve	15,837	500	212	0		(16,336)	0	1	16,049
Plant Replacement Reserve	125,643	5,000	2,354	50,000	50,000			180,643	177,997
Rates Review Reserve	52,789	1,000	707	0		(53,789)	0	(0)	53,496
Recreation Development Reserve	1,051,034	35,000	17,433	340,000	250,000	(100,000)	0	1,326,034	1,318,467
Refuse Disposal Reserve	101,048	2,000	952	0		(30,000)	(30,000)	73,048	72,001
Road Contribution Reserve	415,915	12,000	5,573	13,000		(70,000)	0	370,915	421,488
Swimming Pool Reserve	97,140	2,000	1,302	0				99,140	98,441
Information Technology Reserve	5,000	500	134	5,000	5,000			10,500	10,134
Footbridge Reserve	5,000	500	134	5,000	5,000			10,500	10,134
Strategic Access & Fire Egress Reserve	0		67	5,000	5,000			5,000	5,067
Bush Fire Mitigation Reserve	0		536	40,000	40,000			40,000	40,536
CCTV Monitoring System Reserve	0		67	5,000	5,000			5,000	5,067
	2,510,528	75,000	38,129	508,000	365,000	(425,125)	(30,000)	2,668,403	2,883,657

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2014



SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2014

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
					YTD 30 11 2014			
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				Furniture & Equipment				
6,850	(6,350)	0	(500)	FF691 PA System	0	(500)	(500)	
				Plant and Equipment				
24,189	(14,799)	20,000	10,610	PL031 T6344 Gehl Skid Steer Loader \$10,000	(9,976)	10,610	20,586	
			0	PL035 T6435 Kubota F2880 Mower \$8,000	(3,925)	0	3,925	
			0	PL034 T6361 John Deere 2305 Tractor	(6,140)	0	6,140	
			0	PL039 1CYL243 Kubota Tractor \$11,500	(4,692)	0	4,692	
			0	MV121 T0022 Mitsub. Triton GL Utility (Grader) \$7,000	(8)	0	8	
			0	MV122 T0024 Mitsubishi Triton Utility (Grader)	1,992	0	(1,992)	
			0	MV119 T0023 Mitsubishi Triton (Constr) \$14,000	(778)	0	778	
			0	MV134 T0003 Toyota Hilux 4x4 Dual Cab (WS) \$22,500	2,717	0	(2,717)	
			0	MV133 T020 Nissan Navara Dual Cab (MWS) \$21,500	2,466	0	(2,466)	
41,168	(23,243)	20,909	2,984	MV132 T00 Subaru Forester XT (MCD) \$23,500	(5,391)	2,984	8,375	
			0	MV130 T000 Holden Commodore SV6 Ute (MFA) \$16,000	(8,700)	0	8,700	
			0	MV131 T0000 Holden Commodore SV6 \$18,000	(1,674)	0	1,674	
23,611	(4,801)	20,454	1,644	MV136 T6177 Nissan Navara Dual Cab (MPD) \$20,500	4,031	1,644	(2,387)	
			0	MV125 T0002 Toyota Hilux Cab Chassis (R2) \$16,000	(1,465)	0	1,465	
			0	MV129 1DVH931 Toyota Hilux CESH \$20,000	3,528	0	(3,528)	
				Land and Buildings				
			0	137349 Lot - Telegraph Road	(25,000)	0	25,000	
95,818	(49,193)	61,363	14,738		(53,015)	14,738	67,753	

Comments - Capital Disposal/Replacements

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2014

Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
Differential General Rate											
GRV Residential	11.4591	372	5,101,428	593,099	687	0	593,785	584,578	0	0	584,578
GRV - Commercial	13.6567	28	1,122,642	161,684	689	0	162,373	153,326	0	0	153,326
GRV - Industrial	12.5160	10	193,636	24,235	0	0	24,235	24,235	0	0	24,235
GRV - Rural	11.4591	1	15,080	1,728	0	0	1,728	1,728	0	0	1,728
UV - General	0.8181	1,370	262,909,000	2,150,221	609	0	2,150,830	2,150,859	0	0	2,150,859
UV Morangup	0.8181	360	68,465,000	560,112.45	0	0	560,112	560,112	0	0	560,112
UV Rural	0.8181	227	152,586,000	1,248,306	2,713	0	1,251,019	1,248,306	0	0	1,248,306
Sub-Totals		2,368	490,392,786	4,739,386	4,698	0	4,744,084	4,723,144	0	0	4,723,144
Minimum Payment											
Minimum \$											
GRV Residential	1,150.00	126	667,836	139,150	0	0	139,150	144,900	0	0	144,900
GRV - Commercial	1,150.00	6	31,605	6,900	0	0	6,900	6,900	0	0	6,900
GRV - Industrial	1,150.00	0	0	0	0	0	0	0	0	0	0
GRV - Rural	1,150.00	1	6,864	1,150	0	0	1,150	1,150	0	0	1,150
UV - General	1,150.00	562	58,966,824	646,300	0	0	646,300	646,300	0	0	646,300
UV Morangup	1,150.00	3	195,200	3,450	0	0	3,450	3,450	0	0	3,450
UV Rural	1150.00	0	0	0	0	0	0	0	0	0	0
Sub-Totals		698	59,868,329	796,950	0	0	796,950	802,700	0	0	802,700
UV Pastoral Concession				5,536,336			5,541,034				5,525,844
Concession											0
Amount from General Rates							5,541,034				5,525,844
Ex-Gratia Rates							892				750
Rates in advance											(75,000)
Totals							5,541,926				5,451,594

Comments - Rating Information

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2014

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-14	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
Recreation & Culture								
Loan 65 - Community Centre	74,985		0	8,654	74,985	74,985	0	5,042
Loan 67 - Library Upgrade	383,663		0	28,153	383,663	383,663	0	25,163
Loan 69 - Library Upgrade	181,415		12,689	38,464	168,726	181,415	5,756	11,115
Loan 72 - Land - Rec Precinct	968,122		16,473	49,785	951,649	968,122	21,833	43,300
Loan 73 - Refurbish Courts		95,000	0	8,822	95,000		0	1,580
			0				0	0
Transport								
Loan 68 - Stirling Terrace	147,722		22,700	68,836	125,022	147,722	4,902	9,068
Loan 70 - Footbridge	94,562		2,776	14,117	91,786	94,562	1,356	5,184
Loan 71 - Depot Stage 2	775,882		0	27,574	775,882	775,882	0	35,239
							0	0
Economic Services								
Loan 64 - Visitor Centre	115,748		6,629	20,106	109,119	115,748	3,843	7,466
							0	0
Other Property & Services								
Loan 63 - Bank Building	103,967		6,027	12,244	97,940	103,967	3,265	6,340
Loan 74 - Refurbish Bank Building		96,200	0	8,933	96,200		0	1,600
	2,846,066	191,200	67,294	285,687	2,969,972	2,846,066	40,954	151,097

No new debentures were raised during the reporting period.

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2014

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2014-15 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
GENERAL PURPOSE GRANT	Federal Government	Yes	937,379	0			471,752	465,627
ROAD IMPROVEMENT GRANT	Federal Government	Yes	534,191	0			268,955	265,236
Rates - Legal Expenses Recovered	Local Government	Yes	20,000	0			33,266	(13,266)
GOVERNANCE								
Recoups - Contributions, Donations & Reimburse			1,000	0			828	172
LEGAL EXPENSES RECOVERED			1,000	0			0	1,000
Administration - Miscellaneous Income			5,000	0			4,471	529
Administration - Miscellaneous Income - GST Free			5,000	0			26,776	(21,776)
Governance - Grants			1,000	0			0	1,000
LAW, ORDER, PUBLIC SAFETY								
Fire Prevention - Grants	DFES	No	5,000	0			0	5,000
ESL Levy Recoup	DFES	Yes	144,000	0			76,000	68,000
FESA Firefighting Recoup	DFES	Yes	15,000	0			4,347	10,653
CCTV			25,000	0			0	25,000
CESM Recoups	DFES & Shire of Goomalling	Yes	95,000	0			25,349	69,651
HEALTH								
Health Inspections Recoup			1,000	0			0	1,000
HOUSING								
Staff Housing Recoups	Local Government	Yes	2,500	0			71	2,429
Butterley House	Butterley Cottages	Yes	3,500	0			5,016	(1,516)
Grants & Subsidies - Aged Care	CLGF / RFR	Yes	2,742,412	0				2,742,412
Grants & Subsidies - Aged Care	Butterly Cottages		857,588	0				857,588
Grants & Subsidies - Aged Care	Shire of Goomalling		200,000	0				200,000
Grants & Subsidies - Aged Care	Shire of Victoria Plains		200,000	0				200,000
COMMUNITY AMENITIES								
Liquid Waste Facility Dividend			22,500	0			0	22,500

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2014

RECREATION AND CULTURE						
Community Centre Recoups		No	1,500	0	0	1,500
Rec Insurance		Yes	10,000	0	7,689	2,311
Toodyay Race Club Reimbursements		Yes	5,000	0	0	5,000
Heritage		Yes	10,000	0	0	10,000
Sport & Rec Grants		Yes	60,000	0	5,000	55,000
Youth Advisory Council	YFC - DLGC		5,000	0	0	5,000
Libraries		Yes	5,000	0	437	4,563
Heritage		Yes	15,000	0	0	15,000
EMRC - AVON/IFF Festival	East Metropolitan Reg Council	Yes	0	0	3,636	(3,636)
Grants Income		Yes	46,800	0	1,247	45,553
Events Misc			5,000	0	2,275	2,725
TRANSPORT						
Operating Grants - Roads		Yes	99,000	0	107,300	(8,300)
MRWA Street Light Subsidy	MRWA	Yes	1,500	0	0	1,500
Road Construction (Private) Contributions	Private	Yes	25,000	0	19,012	5,988
Road Maintenance Contributions	Private	Yes	50,000	0	25,691	24,309
Footpaths		Yes	41,588	0		41,588
Road Program Grant	Main Roads	Yes	268,527	0		268,527
Rpads to Recovery Grant	Dept of Infrastructure	Yes	285,013	0		285,013
ECONOMIC SERVICES						
Community Depot - Stormwater Reuse	Wheatbelt NRM	Yes	130,432	0	0	130,432
Community Directory			3,000	0	0	3,000
Community Depot			22,100	0	0	22,100
OTHER PROPERTY & SERVICES						
Public Works Overheads			5,000	0	9,095	(4,095)
Workers Compensation			15,000	0	33,992	(18,992)
Fuel Tax Credits			30,000	0	8,615	21,385
Insurance Reimbursements			0	0	8,337	(8,337)
Bank Building Recoups			1,500	0	566	934
Lot 1 A&B Stirling Terrace			1,500	0	0	1,500
Ranger Services			0	0	0	0
				0		

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2014

TOTALS			0	0	0	1,149,723	5,810,807
		6,960,530	0	0	0	1,149,723	5,810,807
Operating	Operating	2,365,402				1,149,723	
Non-Operating	Non-operating	4,595,128				0	
		<u>6,960,530</u>				<u>1,149,723</u>	

Level of Completion Indicators

- 0% ○
- 20% ○
- 40% ●
- 60% ⊙
- 80% ●
- 100% ●

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 November 2014

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	LAND						
	Recreation & Culture						
○	Land Purchase - Federation Square	111352	125,000	0	0	0	
	Recreation & Culture Total		125,000	0	0	0	
	Total Land		125,000	0	0	0	
	BUILDINGS						
	Governance						
○	Admin Building - Capital Renewal	Q147	8,500	3,540	1,298	(2,242)	
	Governance Total		8,500	3,540	1,298	(2,242)	0
	Law, Order, Public Safety						
○	Cat Pound	Q064	20,000	10,000	4,608	(5,392)	0
	Law, Order, Public Safety Total		20,000	10,000	4,608	(5,392)	0
	Health						
○	Alma Beard Medical Centre - Capital Bldg Works	Q137	5,500	2,290	0	(2,290)	0
	Health Total		5,500	2,290	0	(2,290)	0
	Housing						

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2014

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
○	Clinton Street Duplex - Buildings	Q009 7,500	3,125	284	(2,841)		
○	AROC Aged Care Housing Initiative	092252 4,400,000	0	0	0		
	Housing Total	4,407,500	3,125	284	(2,841)	0	
	Recreation And Culture						
⦿	Toodyay Community Centre - Building Renewal	Q129 9,900	4,125	7,610	3,485		
	Memorial Hall - Building Renewal	Q141 95,000	39,585	27,740	(11,845)		
⦿	Toilet Upgrade - Duidgee Park	Q150 7,500	3,125	4,702	1,577		
⦿	Recreation Centre - Design & Drawings	113265 100,000	0	78,000	78,000		
○	Showgrounds Pavilion - Building Upgrade	Q148 21,500	8,955	3,200	(5,755)		
●	Library Renovations	J038 11,600	4,830	9,576	4,746		
○	Connors Mill - Repair Works	Q132 7,000	2,915	176	(2,739)	0	
○	Old Newcastle Goal - Roof Repairs	Q133 19,600	8,165	0	(8,165)		
⦿	Donegan'S Cottage - Structural Works	Q135 6,600	2,750	4,016	1,266		
○	Police Stables - Building Renewal	Q143 28,500	11,875	1,306	(10,569)		
	Recreation And Culture Total	307,200	86,325	136,326	50,001	0	
	Transport						
○	Construction Of New Depot Facility - Railway Ro	122206 9,500	3,955	3,463	(492)		
	Transport Total	9,500	3,955	3,463	(492)	0	
	Economic Services						
○	Visitor Centre - Building Renewal	Q142 5,000	2,080	0	(2,080)		
○	Community Depot - Toilet and sheds	Q126 215,432	89,760	12,495	(77,265)		
	Economic Services Total	220,432	91,840	12,495	(79,345)	0	
	Other Property & Services						
○	Syred'S Cottage - Building Renewal	Q144 10,000	4,165	0	(4,165)		
●	Bendigo Bank - Building Renewal	Q145 96,200	40,080	84,359	44,279		
●	Connor'S Cottage - Building Renewal	Q146 6,000	2,500	7,820	5,320		
	Other Property & Services Total	112,200	46,745	92,179	45,434	0	

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2014

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	Buildings Total	5,090,832	247,820	250,653	2,833	0	
	Footpaths						
	Transport						
○	Goomalling Road - Construct Pathway	Y0060 39,656	16,520	1,536	(14,985)		
○	Anzac Avenue - Construct Pathway	Y0061 43,520	18,130	0	(18,130)		
	Transport Total	83,176	34,650	1,536	(33,115)	0	
	Footpaths Total	83,176	34,650	1,536	(33,115)	0	
	Computer Equipment						
	Governance						
○	Computer Hardware Upgrade/New	042400 20,000	10,000	0	(10,000)	0	
	Governance Total	20,000	10,000	0	(10,000)	0	
	Law, Order & Public Safety						
○	CCTV - Closed Circuit Television Camera - Security	053401 25,000	0	0	0		
	Law, Order & Public Safety Total	25,000					
	Recreation And Culture						
○	Library - Computer Software & Hardware	004314 12,000	5,000	4,400	(600)		
○	Museum- IT equipment	117253 23,500	9,790	0	(9,790)		
	Recreation And Culture Total	35,500	14,790	4,400	(10,390)	0	
	Computer Equipment - Total	80,500	24,790	4,400	(20,390)	0	
	Bridgeworks						
○	Bridges & Culverts Works	121215 76,000	31,665	1,467	(30,198)		

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2014

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	Bridgework Total	76,000	31,665	1,467	(30,198)	0	
	Plant , Equip. & Vehicles						
	Transport		206,665				
●	T6344 Gehl Skid Steer Loader \$55,000	55,000		65,500			
○	T6435 Kubota F2880 Mower \$32,000	32,000					
○	T6361 John Deere 2305 Tractor \$16,000	16,000					
○	1CYL243 Kubota Tractor \$41,000	41,000					
○	T0022 Mitsub. Triton GL Utility (Grader) \$21,000	21,000					
○	T0024 Mitsubishi Triton Utility (Grader) \$21,000	21,000					
○	T0023 Mitsubishi Triton (Constr) \$31,000	31,000					
○	T0003 Toyota Hilux 4x4 Dual Cab (WS) \$34,000	34,000					
○	T020 Nissan Navara Dual Cab (MWS) \$35,000	35,000					
●	T00 Subaru Forester XT (MCD) \$35,000	35,000		30,211			
○	T000 Holden Commodore SV6 Ute (MCS) \$35,000	35,000					
○	T0000 Holden Commodore SV6 \$30,000	30,000					
●	T6177 Nissan Navara Dual Cab (MPD) \$35,000	35,000		30,490			
○	T0002 Toyota Hilux Cab Chassis (R2) \$34,000	34,000					
●	1DVH931 Toyota Hilux CESM \$41,000	41,000		39,642			
	Transport Total	496,000	206,665	165,844	(40,821)	0	
	Economic Services						
			0	0	0	0	
	Economic Services Total	0	0	0	0	0	
	Plant , Equip. & Vehicles Total	496,000	206,665	165,844	(40,821)	0	
	Roads						
	Transport						

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2014

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
●	Morangup Road	A0021	57,863	24,105	59,017	34,912		
○	Anzac Street - Rrg	A0061	112,152	46,720	0	(46,720)		
○	Hamersley Street - Rrg	A0126	232,776	96,980	23,953	(73,027)		
○	Toodyay West Road - Rtr	B0011	97,930	40,800	0	(40,800)		
●	Drummond Street - Rtr	B0071	39,443	16,420	24,541	8,121		
○	Drummond Street East	B0078	147,640	61,505	3,423	(58,082)		
○	Various - Emergency & Shoulder Work Own Fun	D0000	10,000	4,165	0	(4,165)		Postings to be corrected
○	Bejoording Road	D0001	0	0	0	0		
●	Salt Valley Road (Part) - Construction - Own Fun	D0014	104,465	43,515	72,365	28,850		
●	Hoddywell Road - Construction	D0017	69,326	28,885	47,148	18,263		
●	Church Gully Road	D0046	90,796	37,815	61,783	23,968		
○	Louisa Circle- Widen Clear & Resheet	D0103	75,900	31,610	0	(31,610)		
●	Grandis Road - Upgrade	D0108	134,342	55,970	93,583	37,613		
○	Flexuosa Place - Renewal	D0234	10,080	4,200	0	(4,200)		
●	Seventh Road - Renewal	D0245	40,861	17,015	38,200	21,185		
○	Charcoal Lane Car Park	D0258	372,968	155,400	750	(154,650)		
○	Mountain Park Subdivision	J0001	100,000	41,665	9,309	(32,356)		
○	Dumbarton Road - Private Developer Contributio	J0008	70,585	29,410	0	(29,410)		
○	Transport Total		1,767,127	736,180	434,073	(302,107)		
○	Roads Total		1,767,127	736,180	434,073	(302,107)	0	
	Infrastructure - Other							
	Law, Order & Public Safety							
○	Parkland Water Supply & Sandspring Fire Tank	051254	25,000	10,000	3,182	(6,818)	0	
	Law, Order & Public Safety Total		25,000	10,000	3,182	(6,818)	0	
	Transport							

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2014

Note 13: CAPITAL ACQUISITIONS

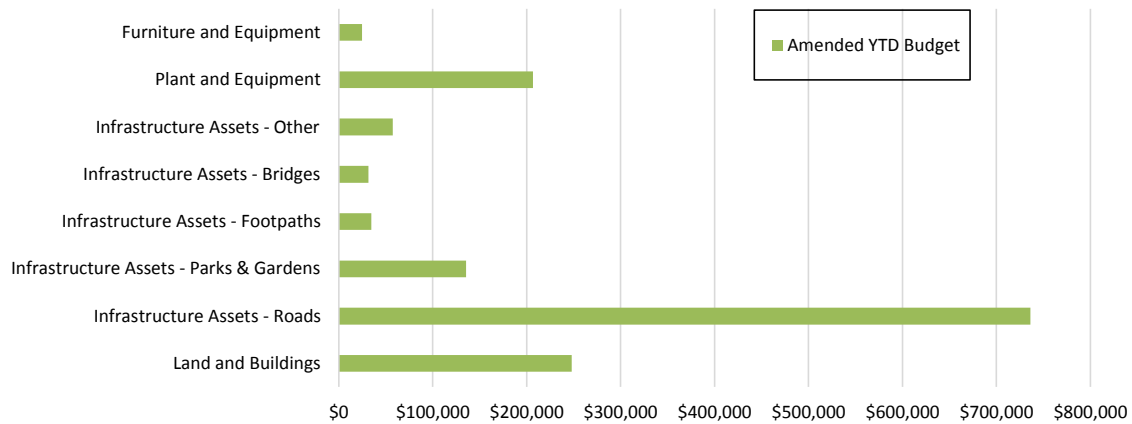
Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
○	Remediation - Old Depot - Harper St	122207	30,000	12,500	149	(12,351)	0
	Transport Total		30,000	12,500	149	(12,351)	0
	Economic Services						
○	Tourist Information Bay	Q136	75,000	0	0	0	
○	Entry Statements	J0024	35,000	35,000	345	(34,655)	
○	Event Signage	Q153	30,000	0	0	0	
○	Additional Water supply - Tank or Standpipe	Q154	20,000	0	0	0	
	Economic Services Total		160,000	35,000	345	(34,655)	0
	Infrastructure Other - Total		215,000	57,500	3,676	(53,824)	0
	Infrastructure - Parks & Recreation						
	Recreation & Culture						
○	Dudgee Park Skate Park Stage 2	Q127	150,000	62,500	0	(62,500)	
○	Dudgee Park Upgrade Seating & Playground	Q139	80,000	33,330	9,740	(23,590)	
○	Repair & Resurface Tennis Courts & Basketball/Ne	Q151	95,000	39,580	1,573	(38,007)	
○	Recreation & Culture Total		325,000	135,410	11,313	(124,097)	0
	Infrastructure Other - Total		325,000	135,410	11,313	(124,097)	0
	Capital Expenditure Total		8,258,635	1,474,680	872,961	(601,719)	0

SHIRE OF TOODYAY
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 November 2014

		YTD 30 11 2014			
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$
Land and Buildings	13	250,653	247,820	5,215,832	2,833
Infrastructure Assets - Roads	13	434,073	736,180	1,767,127	(302,107)
Infrastructure Assets - Parks & Gardens	13	11,313	135,410	325,000	(124,097)
Infrastructure Assets - Footpaths	13	1,536	34,650	83,176	(33,115)
Infrastructure Assets - Bridges	13	1,467	31,665	76,000	(30,198)
Infrastructure Assets - Other	13	3,676	57,500	215,000	(53,824)
Plant and Equipment	13	165,844	206,665	496,000	(40,821)
Furniture and Equipment	13	4,400	24,790	80,500	(20,390)
Capital Expenditure Totals		872,961	1,474,680	8,258,635	(601,719)

Comments and graphs

Capital Expenditure Program YTD



**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>GENERAL PURPOSE FUNDING - RATES</u>										
<u>OPERATING EXPENDITURE</u>										
031208	Rates Written Off		(500)		0		(225)	(225)	0.00%	
031209	Administration Allocation - Rates		(165,933)		(69,135)		(73,766)	(4,631)	6.70%	
031210	Salaries - Rates Officer		(36,701)		(15,290)		(15,324)	(34)	0.22%	
031211	Other Employee Costs - Rates Officer - Uniforms - 600		(600)		(600)		(1,689)	(1,089)	181.53%	
031212	Conferences & Training - Rates		(500)		(500)		0	500	0.00%	
031213	Superannuation		(3,487)		(1,450)		(1,512)	(62)	4.27%	
031215	Postage - Rates Notices - 3,000 - Instalments Notices x 3 - 2,500		(5,500)		(2,290)		(3,917)	(1,627)	71.06%	
031216	Rating Valuations - GRV Valuations - 2,500 - UV Valuations - 30,000 - Interim Valuations - 2,500		(35,000)		(3,000)		(973)	2,027	(67.56%)	
031217	Title Searches		(1,000)		(415)		(384)	31	(7.47%)	
031218	Legal Expenses - Debt Collection Costs - 25,000		(10,000)		(3,000)		0	3,000	(100.00%)	
031219	Rates Review - VGO Valuations - 50,000 - Postage & Community Consult - 5,000		(60,000)		0		0	0	0.00%	
			(319,221)		(95,680)		(97,790)	(2,110)		
<u>OPERATING REVENUE</u>										
031301	Rates Levied - All Areas	5,525,845		5,525,845		5,541,016		15,172	0.27%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
031302	Ex Gratia Rates	750		750		892		142	18.90%	
031303	Interest On Outstanding/Overdue Rates	27,500		8,500		23,673		15,173	0.00%	
031305	Instalment Charges	22,000		22,000		22,602		602	2.74%	
031306	Rates - Administration Fee	22,000		20,000		17,475		(2,525)	(12.63%)	
031307	Rates - Property Account Enquiries	22,000		8,000		10,117		2,117	26.46%	
031308	Rates - Payment Plan Administration Fee	2,000		830		2,018		1,188	143.17%	
031309	Rates Paid In Advance	(75,000)		(50,000)		(53,249)		(3,249)	6.50%	
031330	Sale Of Electoral Rolls & Maps	100		40		70		30	75.00%	
031331	Rates - Legal Expenses Recovered	20,000		0		33,266		33,266	0.00%	
031332	ESL - Administration Fee	5,000		0		0		0	0.00%	
		5,572,195		5,535,965		5,597,881		61,916		
TOTAL RATES - Operating		5,572,195	(319,221)	5,535,965	(95,680)	5,597,881	(97,790)	59,806		
CAPITAL EXPENDITURE										
031220	Transfer To Rates Review Reserve		(1,000)		0	(707)		(707)	0.00%	
			(1,000)		0	(707)		(707)		
CAPITAL REVENUE										
031333	Transfer From Rates Review Reserve	53,789		0		0		0	0.00%	
		53,789		0		0		0		
TOTAL RATES - Capital		53,789	(1,000)	0	0	0	(707)	(707)		
TOTAL RATES		5,625,984	(320,221)	5,535,965	(95,680)	5,597,881	(98,497)	59,099		
GENERAL PURPOSE FUNDING - GENERAL PURPOSE GRANTS										
OPERATING EXPENDITURE										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
032201	Administration Allocation - General Purpose Funding		(13,828)		(5,760)		(6,147)	(387)	6.72%	
			(13,828)		(5,760)		(6,147)	(387)		
OPERATING REVENUE										
032330	General Purpose Grant	937,379		468,690		471,752		3,062	0.65%	
032331	Road Improvement Grant	534,191		267,096		268,955		1,859	0.70%	
		1,471,570		735,786		740,707		4,921		
TOTAL GENERAL PURPOSE GRANTS - Operating		1,471,570	(13,828)	735,786	(5,760)	740,707	(6,147)	4,534		
TOTAL GENERAL PURPOSE GRANTS - Capital		0	0	0	0	0	0	0		
TOTAL GENERAL PURPOSE GRANTS		1,471,570	(13,828)	735,786	(5,760)	740,707	(6,147)	4,534		
GENERAL FINANCE										
OPERATING REVENUE										
032334	Interest On Investment	55,000		22,915		12,938		(9,977)	(43.54%)	
032335	Interest On Reserve Accounts	75,000		10,000		38,421		28,421	0.00%	
TOTAL GENERAL FINANCE - Operating		130,000		32,915		51,360		18,445		0
TOTAL GENERAL FINANCE - Capital										
TOTAL GENERAL FINANCE		130,000	0	32,915	0	51,360	0	18,445		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL GENERAL PURPOSE FUNDING		7,227,554	(334,049)	6,304,666	(101,440)	6,389,947	(104,644)	82,077		

GOVERNANCE & ADMINISTRATION

GOVERNANCE

OPERATING EXPENDITURE

041220	Bad Debts Written Off		(500)		0		0	0	0.00%
041201	Aroc Secretariat		(5,000)		0		0	0	0.00%
041202	Memb. Attendance & Allowance		(145,452)		(60,600)		(55,679)	4,921	(8.12%)
	<u>Attendance Fees</u>								
	Councillors x 8 - 99,200								
	Shire President x 1 - 19,200								
	<u>ICT Allowance</u>								
	Councillors x 9 - 9,000								
	IT Monthly & Annual Fees - 5,500								
	<u>Travel Expenses</u>								
	Councillors x 9 - 9,000								
041203	Members Conf & Travel Exp		(20,000)		(15,000)		(13,774)	1,226	(8.18%)
041204	Election Expenses		(5,000)		0		0	0	0.00%
041205	Shire Presidents Allowance		(24,670)		(10,275)		(10,279)	(4)	0.04%
	- President's Allowance - 15,326								
	- D/Pres Allowance - 3,831								
041207	Refreshments & Functions - Councillors		(10,000)		(4,165)		(4,610)	(445)	10.68%
041208	Refreshments & Functions - Staff		(15,000)		(6,250)		(5,761)	489	(7.82%)
041210	Members Insurance		(10,000)		(10,000)		(9,411)	589	(5.89%)
041211	Subscriptons		(22,000)		(22,000)		(25,012)	(3,012)	13.69%
	- Avon Midland WALGA Zone - 2,000								

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- WALGA Assoc M/Ship - 8,332									
	- WALGA Procurement - 1,990									
	- Linking Councils & Communities - 5,000									
	- WALGA Local Laws Service - 543									
	- LGMA - 2,000									
	- Miscellaneous - 2,000									
041212	Misc Members Expenses		(4,000)		(1,500)		(1,772)	(272)	18.12%	
041213	Printing & Stationery		(3,000)		0		0	0	0.00%	
041214	Advertising		(25,000)		(10,415)		(10,431)	(16)	0.15%	
041218	Administration Allocation - Governance		(207,417)		(86,420)		(92,207)	(5,787)	6.70%	
041219	Audit Fees		(45,000)		(27,000)		(800)	26,200	(97.04%)	▼
041222	Legal Fees		(30,000)		(10,000)		(15,180)	(5,180)	0.00%	
000312	Deprec Of Assets-Members		(6,000)		(2,500)		(4,805)	(2,305)	92.20%	
041223	Local Laws Review		(5,000)		0		0	0	0.00%	
041228	Integrated Strategic Plan/S		(35,000)		0		(4,400)	(4,400)	0.00%	
041230	Economic Development Plan		0		0		(1,100)	(1,100)	0.00%	
			(618,039)		(266,125)		(255,220)	10,905		
OPERATING REVENUE										
041320	Recoups - Contributions, Donations & Reimbursement	1,000		1,000		828		(172)	(17.22%)	
041321	Grants - Governance	1,000		0		0		0	0.00%	
		2,000		1,000		828		(172)		
TOTAL GOVERNANCE (Operating)										
		2,000	(618,039)	1,000	(266,125)	828	(255,220)	10,732		
CAPITAL EXPENDITURE										
041252	Transfer To Anzac 100Th Reserve		(1,000)		0		(839)	(839)	0.00%	
			(1,000)		0		(839)	(839)		
CAPITAL REVENUE										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
041322	Transfer From 175Th Anniversary Reserve	0		0		0		0	0.00%	
		0		0		0		0		
TOTAL GOVERNANCE (Capital)		0	(1,000)	0	0	0	(839)	(839)		
TOTAL GOVERNANCE		2,000	(619,039)	1,000	(266,125)	828	(256,059)	9,894		

GOVERNANCE & ADMINISTRATION

ADMINISTRATION

OPERATING EXPENDITURE

042201	Salaries - Administration		(734,611)		(306,085)		(296,673)	9,412	(3.07%)	
042202	Salaries - L.S.L.		(20,000)		0		(1,481)	(1,481)	0.00%	
042204	Superannuation - Admin		(73,254)		(30,520)		(34,905)	(4,385)	14.37%	
042205	Staff Insurances		(50,000)		(50,000)		(71,692)	(21,692)	43.38%	▲
	- Public Liability Insurance - 47,959									
	- Workes Comp Insurance - 23,037									
042206	Fbt - Administration Staff		(35,000)		(8,750)		(6,024)	2,726	(31.15%)	
042207	Conference & Training		(30,000)		(12,500)		(18,263)	(5,763)	46.10%	▲
042208	Advertising Positions		(10,000)		(10,000)		(6,101)	3,899	(38.99%)	
042209	Staff Uniforms		(5,400)		(2,400)		(261)	2,139	(89.14%)	
042210	Office Maint & Surrounds		(56,012)		(23,325)		(41,243)	(17,918)	76.82%	▲
042211	Admin Printing & Stationery		(25,000)		(10,415)		(11,808)	(1,393)	13.37%	
042212	Telephone & Internet		(40,000)		(16,665)		(15,270)	1,395	(8.37%)	
042213	Office Equip. Mtce.		(30,000)		(12,500)		(14,047)	(1,547)	12.38%	
042214	Bank Charges		(20,000)		(8,330)		(9,188)	(858)	10.29%	
042215	Postage & Freight		(5,500)		(2,500)		(1,427)	1,073	(42.93%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
042216	Computer Expenses		(155,000)		(75,000)		(63,245)	11,755	(15.67%)	▼
042217	Admin Vehicle Expenses		(20,000)		(8,330)		(4,953)	3,377	(40.53%)	
042218	Admin Legal Expenses		(5,000)		(5,000)		0	5,000	0.00%	
042220	Administration - Miscellaneous Expenditure		(15,000)		(6,250)		(8,334)	(2,084)	33.34%	
	- Miscellaneous - 2,000									
	- Workplace Solutions - 3,492									
	- WALGA Tax Service - 1,235									
	- Noise Headphones - 400									
042222	Osh - Investigations & Monitoring		(10,000)		0		(9,265)	(9,265)	0.00%	
000772	Deprec Of Assets - Admin		(60,000)		(25,000)		(32,426)	(7,426)	29.71%	▲
00B402	Less Admin Allocation		1,382,777		576,155		614,713	38,558	6.69%	
			(17,000)		(37,415)		(31,892)	5,523		
OPERATING REVENUE										
042331	Legal Expenses Recovered	1,000		415		0		(415)	(100.00%)	
042333	Photocopying	1,000		415		645		230	55.52%	
042334	Administration - Miscellaneous Income	10,000		4,160		4,471		311	7.48%	
042341	Income Protection Insurance Revenue	0		0		0		0	0.00%	
042342	Administration - Miscellaneous Income - Gst Free	5,000		2,080		26,776		24,696	1187.30%	
		17,000		7,070		31,892		24,822		
TOTAL ADMINISTRATION (Operating)		17,000	(17,000)	7,070	(37,415)	31,892	(31,892)	30,345		
CAPITAL EXPENDITURE										
042254	Transfer To Employee Entitlement Reserve - Administration		(25,000)		0		0	0	0.00%	
042255	Transfer To Information Technology Reserve		(5,500)		(5,500)		(5,134)	366	(6.65%)	
042400	Administration - Computer Hardware & Software		(20,000)		0		0	0	0.00%	
042401	Admin Building - Old Court House, Feinnes St		(8,500)		(3,540)		(1,298)	2,242	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
			(59,000)		(9,040)		(6,432)	2,608		
CAPITAL REVENUE										
042330	Transfer From Employee Entitlement Reserve	15,000		0		0		0	0.00%	
		15,000		0		0		0		
TOTAL ADMINISTRATION (Capital)		15,000	(59,000)	0	(9,040)	0	(6,432)	2,608	0	
TOTAL ADMINISTRATION		32,000	(76,000)	7,070	(46,455)	31,892	(38,324)	32,953	0	
TOTAL GOVERNANCE & ADMINISTRATION		34,000	(695,039)	8,070	(312,580)	32,720		42,847		
LAW, ORDER & PUBLIC SAFETY - FIRE PREVENTION										
OPERATING EXPENDITURE										
051200	Strategic Access & Egress - Stage 3A - Toodyay Highlands - 150,000 - Stage 3B - Julimar - 100,000 - Stage 3C - Moondyne Park - 50,000		(300,000)		(100,000)		(80,866)	19,134	0.00%	
051201	Mitigation Works - Fire - Fuel Reduction Burning - 5,000 - Spraying - 5,000 - Revegetation - 2,000		(10,000)		(2,080)		(15,745)	(13,665)	656.96%	▲
051202	Firefighting - Water - Tank Maintenance - 8,000 - Grounds Maintenance - 2,000		(10,000)		(5,000)		(1,110)	3,890	0.00%	
051203	Administration Allocation - Fire Prevention		(27,656)		(11,520)		(15,812)	(4,292)	37.26%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
051206	Ranger - Lops - Salaries & Super		(39,465)		(16,440)		(11,799)	4,641	(28.23%)	
051207	Shire Fire-Fighting Vehicle Expenses		(1,000)		(1,000)		(1,939)	(939)	93.89%	
051209	Firebreak Inspections		(10,000)		(5,000)		(182)	4,818	0.00%	
051210	Advertising & Signs		(2,500)		0		(1,358)	(1,358)	0.00%	
051211	Fire Tanks - Maintenance & Operating Expenditure		(10,000)		(5,000)		(1,408)	3,592	0.00%	
051212	Firebreaks - Shire Reserves		(16,981)		(12,186)		(14,201)	(2,015)	16.54%	
	Parks & Gardens (16,981)									
051213	Firebreaks Services - Maintenance		(7,000)		(2,500)		0	2,500	0.00%	
051214	Egress & Access Track - Maintenance		(5,000)		(2,075)		(755)	1,320	(63.61%)	
051215	Firefighting - Shire Resources		(30,000)		(11,250)		(9,559)	1,691	(15.03%)	
051218	End Of Year Brigade Function		(3,000)		0		0	0	0.00%	
051220	Brigade Plant & Equip (Less \$1,000)		(5,000)		(3,000)		(243)	2,757	(91.92%)	
051221	Brigade Plant & Equip Maint		(5,000)		(2,080)		(5,436)	(3,356)	161.35%	
051222	Brigade Vehicles, Trailers Mtce		(70,000)		(35,000)		(43,095)	(8,095)	23.13%	▲
051223	Dfes Brigade Buildings - Mntce		(6,000)		(4,090)		(6,952)	(2,862)	69.97%	
051224	Brigade Clothing & Access		(10,000)		(4,165)		(2,827)	1,338	(32.12%)	
051225	Brigade Utilities, Rates & Taxes		(25,000)		(10,415)		(8,240)	2,175	(20.88%)	
051226	Brigade Other Goods & Services		(3,000)		(1,250)		(4,065)	(2,815)	225.20%	
051227	Brigade Insurances		(20,000)		(20,000)		(15,282)	4,718	(23.59%)	
001742	Deprec Of Assets - Fire		(175,000)		(72,915)		(78,276)	(5,361)	7.35%	
			(791,602)		(326,966)		(319,151)	7,815		
<u>OPERATING REVENUE</u>										
051331	Grant/Contributions - Fire	5,000		5,000		0		(5,000)	0.00%	
051335	Fines & Penalties	15,000		1,000		1,650		650	65.00%	
051336	Esl Levy Recoup	144,000		72,000		76,000		4,000	5.56%	
051338	Fesa Recoup For Firefighting	15,000		0		4,347		4,347	0.00%	
051352	Lops - Sale Of Plant & Equipment	0		0		91		91	0.00%	
		179,000		78,000		82,088		3,997		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL FIRE PREVENTION - Operating		179,000	(791,602)	78,000	(326,966)	82,088	(319,151)	11,812		
<u>CAPITAL EXPENDITURE</u>										
051254	Lops - Infrastructure Other Parklands Fire Water Supply \$10,000 Sand Spring Fire Tank \$15,000		(25,000)		(10,000)		(3,182)	6,818	0.00%	
051401	Tfr To Reserve - Access & Egress		(5,000)		(5,000)		(5,067)	(67)	1.34%	
051405	Tfr To Reserve - Bush Fire Mitigation		(40,000)		(40,000)		(40,536)	(536)	1.34%	
			(70,000)		(55,000)		(48,785)	6,215		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL FIRE PREVENTION - Capital		0	(70,000)	0	(55,000)	0	(48,785)	6,215		
TOTAL FIRE PREVENTION		179,000	(861,602)	78,000	(381,966)	82,088	(367,936)	18,027		
<u>LAW, ORDER & PUBLIC SAFETY - ANIMAL CONTROL</u>										
<u>OPERATING EXPENDITURE</u>										
052201	Animal Control - Salaries & Super		(39,465)		(16,440)		(20,614)	(4,174)	25.39%	
052203	Cat Control Expenses		(5,000)		(2,080)		(1,275)	806	(38.73%)	
052205	Other Employment Costs - Animal Control		(2,500)		(1,040)		(3,211)	(2,171)	208.71%	
052207	Dog Control Expenses		(4,000)		(1,665)		(1,349)	316	(18.96%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
052208	Maintenance - Dog & Cat Pounds		(7,579)		(3,135)		(4,837)	(1,702)	54.28%	
052209	Other Animal Control		(4,100)		(1,040)		(619)	422	(40.53%)	
052213	Depreciation - Animal Control		(10,000)		(4,165)		(1,597)	2,568	(61.66%)	
052214	Administration Allocation - Animal Control		(27,656)		(11,520)		(14,853)	(3,333)	28.93%	
052215	Vehicle Expenses - Animal Control		(7,000)		(2,915)		(6,406)	(3,491)	119.77%	
			(107,300)		(44,000)		(54,760)	(10,760)		
<u>OPERATING REVENUE</u>										
052321	Fines & Penalties - Dog Act	1,000		500		200		(300)	(60.00%)	
052322	Impounding Fees - Dogs	3,500		1,455		2,770		1,315	90.41%	
052323	Dog Registration Fees	15,000		15,000		17,581		2,581	17.21%	
052324	Kennel Licences	100		40		0		(40)	(100.00%)	
052325	Fines - Other Animals	500		205		500		295	143.90%	
052326	Impounding Fees - Other	1,000		415		0		(415)	(100.00%)	
052328	Cat Registration Fees	5,000		5,000		7,075		2,075	41.51%	
		26,100		22,615		28,127		5,512		
TOTAL ANIMAL CONTROL - Operating		26,100	(107,300)	22,615	(44,000)	28,127	(54,760)	(5,248)		
<u>CAPITAL EXPENDITURE</u>										
052211	Cat Pound - Building Expenditure		(20,000)		(10,000)		(4,608)	5,392	(53.92%)	▼
			(20,000)		(10,000)		(4,608)	5,392		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL ANIMAL CONTROL - Capital		0	(20,000)	0	(10,000)	0	(4,608)	5,392		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL ANIMAL CONTROL		26,100	(127,300)	22,615	(54,000)	28,127	(59,368)	144		
<u>OTHER</u>										
<u>OPERATING EXPENDITURE</u>										
053201	Ranger - Other Lops - Salaries & Super		(78,930)		(32,885)		(24,953)	7,932	(24.12%)	▼
053203	Telephone Expense		(2,500)		(1,040)		(704)	336	(32.32%)	
053204	Cctv Operational Expenses		(7,000)		(2,915)		(988)	1,927	(66.09%)	
053206	Vehicle Expenses - Rangers		(7,000)		(2,915)		(5,010)	(2,095)	71.86%	
053207	Administration Allocation - Lops Other		(27,656)		(11,520)		(12,294)	(774)	6.72%	
053208	Depreciation - Lops - Other		(10,000)		(4,165)		(2,433)	1,732	(41.58%)	
053209	Semc Aware Grant Expenditure		(20,000)		0		0	0	0.00%	
053210	Roadwise Expenditure		0		0		(2,643)	(2,643)	0.00%	
			(153,086)		(55,440)		(49,026)	6,414		
<u>OPERATING REVENUE</u>										
053320	Fines Enforcement Recoup	0		0		0		0	0.00%	
053321	Fines & Penalties - Misc	2,500		1,040		1,497		457	43.98%	
053322	Income - Misc	0		0		1,178		1,178	0.00%	
053323	Cctv - Grants & Contributions	25,000		25,000		0		(25,000)	0.00%	
		27,500		26,040		2,675		(23,365)		
TOTAL (LOPS) OTHER - Operating		27,500	(153,086)	26,040	(55,440)	2,675	(49,026)	(16,950)		
<u>CAPITAL EXPENDITURE</u>										
053401	Cctv - Closed Circuit Television Camera - Security		(25,000)		0		0	0	0.00%	
053402	Transfer To Cctv Reserve		(5,000)		(2,080)		(5,067)	(2,987)	143.61%	
			(30,000)		(2,080)		(5,067)	(2,987)	1	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
CAPITAL REVENUE										
		0		0		0		0	0.00%	
		0		0		0		0		
	TOTAL (LOPS) OTHER - Capital	0	(30,000)	0	(2,080)	0	(5,067)	(2,987)		
	TOTAL (LOPS) OTHER	27,500	(183,086)	26,040	(57,520)	2,675	(54,093)	(19,937)		
EMERGENCY MANAGEMENT										
OPERATING EXPENDITURE										
054201	Donations & Contributions - Emergency Assistance		(10,000)		0		0	0	0.00%	
054203	Administration Allocation - Emergency Management		(27,656)		(11,520)		(12,294)	(774)	6.72%	
054204	Community Emergency Services Manager		(135,900)		(56,625)		(73,023)	(16,398)	28.96%	▲
	- Public Liability Insurance - 1,500									
	- Workes Compensation Ins - 3,000									
	- CESM Wages & Allowances - 90,000									
	- CESM Superannuation - 11,400									
	- Administration Assistant - 30,000									
054206	Dfes Co-Location Centre - Stirling Terrace						(146)	(146)	0.00%	
			(173,556)		(68,145)		(85,463)	(17,318)		
OPERATING REVENUE										
054335	Cesm - Recoup	95,000		24,000		25,349		1,349	0.00%	
		95,000		24,000		25,349		1,349		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL EMERGENCY MANAGEMENT - Operating	95,000	(173,556)	24,000	(68,145)	25,349	(85,463)	(15,969)		
	<u>CAPITAL EXPENDITURE</u>									
054205	Transfer To Emergency Management & Recovery Reserve		(5,500)		(5,000)		(5,494)	(494)	9.89%	
			(5,500)		(5,000)		(5,494)	(494)		
	<u>CAPITAL REVENUE</u>									
		0		0		0		0	0.00%	
		0		0		0		0		
	TOTAL EMERGENCY MANAGEMENT - Capital	0	(5,500)	0	(5,000)	0	(5,494)	(494)		
	TOTAL EMERGENCY MANAGEMENT	95,000	(179,056)	24,000	(73,145)	25,349	(90,957)	(16,463)		
	TOTAL LAW ORDER & PUBLIC SAFETY	327,600	(1,351,044)	150,655	(566,631)	138,239	(572,353)	(18,229)		
	HEALTH									
	PUBLIC HEALTH									
	<u>OPERATING EXPENDITURE</u>									
074201	Health Salaries		(64,065)		(26,690)		(22,942)	3,748	(14.04%)	
074202	Salaries - L.S.L.		0		0		0	0	0.00%	
074204	Health Superannuation		(5,955)		(2,480)		(3,040)	(560)	22.59%	
074206	Health - Other Employment Costs		(12,620)		(5,255)		(5,829)	(574)	10.92%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- Public Liability Insurance - 720 - Workers Compensation - 2,500 - Travel & Meal Allow EHO - 8,200 - State Conference - 1,200									
074209	Legal Expenses		(5,000)		0		0	0	0.00%	
076201	Analytical Expenses		(1,500)		(625)		(1,240)	(615)	98.33%	
074210	Administration Allocation - Public Health		(13,828)		(5,760)		(6,147)	(387)	6.72%	
074211	Consultant Expenses		(2,000)		(830)		(620)	210	(25.25%)	
002502	Deprec Of Assets - Health		(20,000)		(8,330)		(10,412)	(2,082)	25.00%	
			(124,968)		(49,970)		(50,230)	(260)		
<u>OPERATING REVENUE</u>										
074331	Legal Expenses Recoup	1,000		500		0		(500)	(100.00%)	
074332	Health Act Fees,Licences	20,000		8,330		8,080		(250)	(3.00%)	
		21,000		8,830		8,080		(750)		
TOTAL PUBLIC HEALTH - Operating										
		21,000	(124,968)	8,830	(49,970)	8,080	(50,230)	(1,010)		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0	0.00%	
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL PUBLIC HEALTH - Capital										
		0	0	0	0	0	0	0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL PUBLIC HEALTH	21,000	(124,968)	8,830	(49,970)	8,080	(50,230)	(1,010)		
	<u>OTHER HEALTH</u>									
	<u>OPERATING EXPENDITURE</u>									
077201	Alma Beard Centre - Building Maintenance - 10,881 - Garden Maintenance - 10,876 - Operational Expenditure - 10,000		(31,757)		(13,215)		(11,129)	2,086	(15.78%)	
077202	Alma Beard Medical Centre - Rental		(34,500)		(34,500)		(35,000)	(500)	1.45%	
077203	Administration Allocation - Other Health		(13,828)		(5,760)		(6,147)	(387)	6.72%	
			(80,085)		(53,475)		(52,276)	1,199		
	<u>OPERATING REVENUE</u>									
077330	Alma Beard Medical Centre - Rental	40,000		40,000		38,003		(1,997)	(4.99%)	
		40,000		40,000		38,003		(1,997)		
	TOTAL OTHER HEALTH - Operating	40,000	(80,085)	40,000	(53,475)	38,003	(52,276)	(798)		
	<u>CAPITAL EXPENDITURE</u>									
077251	Alma Beard Medical Centre - Building - New Front Auto Doors		(5,500)		(2,290)		0	2,290	(100.00%)	
			(5,500)		(2,290)		0	2,290		
	<u>CAPITAL REVENUE</u>									

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
		0		0		0		0	0.00%	
		0		0		0		0		
	TOTAL OTHER HEALTH - Capital	0	(5,500)	0	(2,290)	0	0	2,290		
	TOTAL OTHER HEALTH	40,000	(85,585)	40,000	(55,765)	38,003	(52,276)	1,492		
	TOTAL HEALTH	61,000	(210,553)	48,830	(105,735)	46,083	(102,507)	481		
<u>HOUSING</u>										
<u>STAFF HOUSING</u>										
<u>OPERATING EXPENDITURE</u>										
091201	Lot35, 19 A/B Clinton St		(9,949)		(4,140)		(5,074)	(934)	22.57%	
091202	Other Staff Housing		(1,000)		(415)		(162)	253	(60.96%)	
091204	Lot 46/47 Telegraph Road, Toodyay		(3,054)		(1,265)		(6,107)	(4,842)	382.80%	
091205	Lot 3 (5) Piesse Street, Connors Cottage		0		0		(520)	(520)	0.00%	
002602	Deprec Of Assets - Staff		(3,000)		(1,250)		(1,174)	76	(6.11%)	
002662	Deprec Of Assets-Housing		(25,000)		(10,415)		(16,256)	(5,841)	56.08%	▲
			(42,003)		(17,485)		(29,293)	(11,808)		
<u>OPERATING REVENUE</u>										
091330	Shire Owned Housing - Rental Income	5,000		2,080		3,120		1,040	50.00%	
091332	Recoups - Staff Housing	2,500		1,040		71		(969)	(93.21%)	
		7,500		3,120		3,191		71		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL STAFF HOUSING - Operating		7,500	(42,003)	3,120	(17,485)	3,191	(29,293)	(11,738)		
<u>CAPITAL EXPENDITURE</u>										
091250	Staff Housing - Capital Works - Clinton Street - Fence etc - 7,500		(7,500)		(3,125)		(284)	2,841	0.00%	
			(7,500)		(3,125)		(284)	2,841		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL STAFF HOUSING - Capital		0	(7,500)	0	(3,125)	0	(284)	2,841		
TOTAL STAFF HOUSING		7,500	(49,503)	3,120	(20,610)	3,191	(29,577)	(8,897)		
<u>OTHER HOUSING</u>										
<u>OPERATING EXPENDITURE</u>										
092203	Butterly House		(5,000)		(2,080)		(5,016)	(2,936)	141.13%	
092202	Stirling Tce (O'Reilly)		0		0		0	0	0.00%	
			(5,000)		(2,080)		(5,016)	(2,936)		
<u>OPERATING REVENUE</u>										
092255	Grants & Subsidies - Aged Care - CLGR/RFR Grant - 2,742,412 - Butterly Cottages - 857,588	4,000,000		0		0		0	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
092331	- Shire of Goomalling - 200,000									
	- Shire of Victoria Plains - 200,000									
	Recoups - Butterly House	3,500		1,455		5,016		3,561	244.71%	
		4,003,500		1,455		5,016		3,561		
TOTAL OTHER HOUSING - Operating		4,003,500	(5,000)	1,455	(2,080)	5,016	(5,016)	625		
<u>CAPITAL EXPENDITURE</u>										
092252	Aroc Aged Care Housing Initiative		(4,400,000)		0		0	0	0.00%	
			(4,400,000)		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL OTHER HOUSING - Capital		0	(4,400,000)	0	0	0	0	0		
TOTAL OTHER HOUSING		4,003,500	(4,405,000)	1,455	(2,080)	5,016	(5,016)	625		
TOTAL HOUSING		4,011,000	(4,454,503)	4,575	(22,690)	8,206	(34,593)	(8,272)		
<u>COMMUNITY AMMENITIES</u>										
<u>HOUSEHOLD REFUSE</u>										
<u>OPERATING EXPENDITURE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
101201	Waste Transfer Station		(118,478)		(49,350)		(41,993)	7,357	(14.91%)	▼
101202	Disposal Of Refuse		(60,000)		(25,000)		(23,386)	1,614	(6.46%)	
101203	Domestic Refuse Collection - Includes fortnightly recycle collection - 420 waste collection - 77,700 - 1,100 waste collection - 203,500 - 50 commercial collection - 9,250 - Monthly tonnage collection fee - 36,000		(332,000)		(138,330)		(121,822)	16,508	(11.93%)	▼
101204	Administration Allocation - Household Refuse		(41,483)		(17,280)		(18,441)	(1,161)	6.72%	
101205	Waste Initiatives - Review Of Zero Waste Mgmt Plan - 5,000		(5,000)		0		0	0	0.00%	
002752	Deprec Of Assets-Rubbish		(4,500)		(1,875)		(2,741)	(866)	46.21%	
			(561,461)		(231,835)		(208,383)	23,452		
OPERATING REVENUE										
101330	Domestic Rubbish Collection - Mandatory - Includes fortnightly recycle collection - 420 collections @ \$230	103,500		103,500		98,815		(4,685)	(4.53%)	
101331	Commercial Rubbish Collection - Includes fortnightly recycle collection - 50 collections @ \$250	25,000		25,000		28,250		3,250	13.00%	
101332	Transfer Station Entry Fees - Additional Passes - 30 passes x \$35 each (10 passes) - single tip passes/loads	2,000		830		652		(178)	(21.45%)	
101333	Waste Transfer Station Maintenance - Minimum Rate - 2,972 assessments @ \$80	245,280		245,280		243,954		(1,326)	(0.54%)	
101334	Domestic Rubbish Collection - Additional - Includes fortnightly recycle collection - 1,100 collections @ \$230	257,600		257,600		261,421		3,821	1.48%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
		633,380		632,210		633,092		882		
	TOTAL HOUSEHOLD REFUSE - Operating	633,380	(561,461)	632,210	(231,835)	633,092	(208,383)	24,334		
	CAPITAL EXPENDITURE									
101252	Transfer To Refuse Reserve		(2,000)		0		(952)	(952)	0.00%	
			(2,000)		0		(952)	(952)		
	CAPITAL REVENUE									
101350	Transfer From Refuse Reserve	30,000		30,000		30,000		0	0.00%	
		30,000		30,000		30,000		0		
	TOTAL HOUSEHOLD REFUSE - Capital	30,000	(2,000)	30,000	0	30,000	(952)	(952)		
	TOTAL HOUSEHOLD REFUSE	663,380	(563,461)	662,210	(231,835)	663,092	(209,335)	23,382		
	OTHER REFUSE									
	OPERATING EXPENDITURE									
102201	Administration Allocation - Other Refuse		(27,656)		(11,520)		(12,294)	(774)	6.72%	
102206	Street Bins Collection		(10,000)		(4,165)		(3,813)	352	(8.45%)	
102207	Litter Control - Other		(4,852)		(2,015)		(832)	1,183	(58.72%)	
			(42,508)		(17,700)		(16,939)	761		
	OPERATING REVENUE									
102332	Litter Infringements	0		0		0		0	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
		0		0		0		0		
	TOTAL OTHER REFUSE - Operating	0	(42,508)	0	(17,700)	0	(16,939)	761		
	CAPITAL EXPENDITURE									
			0		0		0	0	0.00%	
			0		0		0	0		
	CAPITAL REVENUE									
		0		0		0		0	0.00%	
		0		0		0		0		
	TOTAL OTHER REFUSE - Capital	0	0	0	0	0	0	0		
	TOTAL OTHER REFUSE	0	(42,508)	0	(17,700)	0	(16,939)	761		
	COMMUNITY AMMENITIES									
	SEWERAGE									
	OPERATING EXPENDITURE									
			0		0		0	0	0.00%	
			0		0		0	0		
	OPERATING REVENUE									

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
103332	Dividend - Nth'M Liquid Waste Fac	22,500		0		0		0	0.00%	
		22,500		0		0		0		
	TOTAL SEWERAGE - Operating	22,500	0	0	0	0	0	0		
	<u>CAPITAL EXPENDITURE</u>									
			0		0		0	0	0.00%	
			0		0		0	0		
	<u>CAPITAL REVENUE</u>									
		0		0		0		0	0.00%	
		0		0		0		0		
	TOTAL SEWERAGE - Capital	0	0	0	0	0	0	0		
	TOTAL SEWERAGE	22,500	0	0	0	0	0	0		
	<u>COMMUNITY SPONSORSHIP</u>									
	<u>OPERATING EXPENDITURE</u>									
104201	Community Grants & Sponsorships		(50,706)		(15,706)		(30,038)	(14,332)	91.25%	▲
	- Discretionary Funds - 5,000									
	- Toodyay Art Acquisition Prize - 1,000									
	- Toodyay Cricket Club - 2,500									
	- RSL Sandakanx 2 - 3,000									
	- Youthcare - 7,000									
	- Toodyay Ag Society - 500									

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
104202	- Moodyne Festival - 8,000									
	- Bush Poets Weekend - 2,000									
	- Wheatbelt Basketball - 500									
	- Toodyay Naturalists - 1,000									
	- Toodyay Friends of the River - 750									
	- Toodyay Fibre Festival - 2,500									
	- Toodyay Race Club - 2,000									
	- T'dy Chamber of Commerce - 5,000									
	- Coomunity Adult Literacy - 3,456									
	- Morangupo Progress Assoc - 6,000									
	- Ida's Hideaway - 500									
	Contributions, Donations, Grants & Sponsorships		0		0		0	0	0.00%	
			(50,706)		(15,706)		(30,038)	(14,332)		
<u>OPERATING REVENUE</u>										
104330	Contributions, Donations, Grants & Sponsorships	0		0		0		0	0.00%	
		0		0		0		0		
TOTAL COMMUNITY SPONSORSHIP - Operating		0	(50,706)	0	(15,706)	0	(30,038)	(14,332)		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0	0.00%	
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
		0		0		0		0		
	TOTAL COMMUNITY SPONSORSHIP - Capital	0	0	0	0	0	0	0		
	TOTAL COMMUNITY SPONSORSHIP	0	(50,706)	0	(15,706)	0	(30,038)	(14,332)		
	<u>PROTECTION OF THE ENVIRONMENT</u>									
	<u>OPERATING EXPENDITURE</u>									
105201	Environmental Officer - Salaries		(43,680)		(18,200)		(14,420)	3,780	(20.77%)	
105202	Environmental Officer - Superannuation		(4,150)		(1,725)		(1,208)	517	(30.00%)	
105203	Environmental Officer - Employee Costs		(1,910)		(795)		(2,010)	(1,215)	152.88%	
105204	Environmental Expenditure - Community Mail Out - 2,000 - Enviro Community Education - 2,000 - Training - 3,800 - Catering - 1,500 - Energy Audit - 5,500 - Equipment / Materials - 1,700		(16,500)		(16,500)		(16,360)	140	(0.85%)	
105205	Admin Alloc - Environment Protection		(20,742)		(8,640)		(9,221)	(581)	6.72%	
			(86,982)		(45,860)		(43,219)	2,641		
	<u>OPERATING REVENUE</u>									
		0		0		0		0	0.00%	
		0		0		0		0		
	TOTAL PROTECTION OF ENVIRONMENT - Operating	0	(86,982)	0	(45,860)	0	(43,219)	2,641		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0	0.00%	
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL PROTECTION OF ENVIRONMENT - Capital		0	0	0	0	0	0	0		
TOTAL PROTECTION OF ENVIRONMENT		0	(86,982)	0	(45,860)	0	(43,219)	2,641		
<u>TOWN PLANNING</u>										
<u>OPERATING EXPENDITURE</u>										
106201	Town Planning Salaries		(139,204)		(58,000)		(51,955)	6,045	(10.42%)	▼
106202	Salaries - L.S.L.		0		0		0	0	0.00%	
106204	Superannuation (T.Plng)		(13,687)		(5,700)		(4,696)	1,004	(17.61%)	
106205	Other Employee Costs (Town Planning)		(29,308)		(12,205)		(10,088)	2,117	(17.34%)	
	- Workers Compensation - 4,176									
	- Fringe Benefits Tax - 10,832									
	- Uniforms x 3 - 1,800									
	- State Conference x 2 - 3,000									
	- National Conference x 1 - 1,500									
	- Other Training - 2,000									
	- Memberships - 1,000									
	- Miscellaneous - 2,000									

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
106206	T.Plng Vehicle Expenses		(20,000)		(8,330)		(6,349)	1,981	(23.78%)	
106208	Rezoning/Subdivision Expenses		(5,000)		(2,000)		(419)	1,581	(79.05%)	
106209	T.Plng Misc. Expenses - Finalise Syreds inc rd & fence - 8,200 - Miscellaneous - 1,800		(10,000)		(5,000)		(6,453)	(1,453)	29.07%	
106210	T.Plng Legal Costs		(15,000)		(15,000)		(23,840)	(8,840)	58.93%	▲
106212	Administration Allocation - Town Planning		(82,967)		(34,565)		(36,883)	(2,318)	6.71%	
106213	Deprec Of Assets - T/P		(2,000)		(830)		0	830	(100.00%)	
106216	Contractor Expenses		(55,000)		(10,000)		0	10,000	0.00%	
			(372,166)		(151,630)		(140,683)	10,947		
OPERATING REVENUE										
106332	Subdivision Fees	5,000		2,080		133		(1,947)	(93.62%)	
106334	T.Plng Misc Fees	25,000		10,415		14,479		4,064	39.02%	
		30,000		12,495		14,611		2,116		
TOTAL TOWN PLANNING - Operating		30,000	(372,166)	12,495	(151,630)	14,611	(140,683)	13,063		
CAPITAL EXPENDITURE										
106217	Transfer To Local Planning Scheme No 4 Reserve		(500)		0		(212)	(212)	0.00%	
			(500)		0		(212)	(212)		
CAPITAL REVENUE										
106338	Transfer From Local Planning Scheme No 4 Reserve	16,336		0		0		0	0.00%	
		16,336		0		0		0		
TOTAL TOWN PLANNING - Capital		16,336	(500)	0	0	0	(212)	(212)		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL TOWN PLANNING	46,336	(372,666)	12,495	(151,630)	14,611	(140,896)	12,851		
	<u>COMMUNITY AMMENITIES</u>									
	<u>OTHER COMMUNITY SERVICES</u>									
	<u>OPERATING EXPENDITURE</u>									
107201	Cemetery Maintenance		(39,519)		(16,410)		(10,488)	5,922	(36.09%)	▼
107202	Federation Square Mtce		(13,880)		(5,770)		(7,613)	(1,843)	31.94%	
107204	Tdy Railway Station		(16,429)		(6,825)		(6,799)	26	(0.39%)	
107205	Street Furniture		(4,038)		(1,675)		(854)	821	(49.04%)	
107206	War Memorial		(26,857)		(11,170)		(4,789)	6,381	(57.13%)	▼
107210	Administration Allocation - Other Community Services		(20,742)		(8,640)		(9,221)	(581)	6.72%	
107211	Cemetery Operations - Gravedigging Etc		0		0		(4,717)	(4,717)	0.00%	
003502	Deprec Of Assets-Amenitie		(14,000)		(5,830)		(1,117)	4,713	(80.83%)	
			(135,465)		(56,320)		(45,597)	10,723		
	<u>OPERATING REVENUE</u>									
107331	Cemetery Fees (Inc Gst)	10,000		4,165		2,068		(2,097)	(50.34%)	
107332	Cemetery Fees (Not Inc Gst)	2,000		830		250		(580)	(69.88%)	
		12,000		4,995		2,318		(2,677)		
	TOTAL OTHER COMMUNITY - Operating	12,000	(135,465)	4,995	(56,320)	2,318	(45,597)	8,046		
	<u>CAPITAL EXPENDITURE</u>									

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
107272	Street Furniture		0		0		0	0	0.00%	
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL OTHER COMMUNITY - Capital		0	0	0	0	0	0	0		
TOTAL OTHER COMMUNITY SERVICES		12,000	(135,465)	4,995	(56,320)	2,318	(45,597)	8,046		
TOTAL COMMUNITY AMENITIES		744,216	(1,251,788)	679,700	(519,051)	680,021	(486,023)	33,349		
<u>RECREATION & CULTURE</u>										
<u>PUBLIC HALLS</u>										
<u>OPERATING EXPENDITURE</u>										
111201	Memorial Hall - Operational & Maintenance Expenditure		(36,346)		(15,130)		(17,498)	(2,368)	15.65%	
111202	Morangup Comm Ctre.		(11,115)		(4,615)		(2,186)	2,429	(52.64%)	
111203	Community Ctre		(47,831)		(19,910)		(25,597)	(5,687)	28.56%	▲
111204	Administration Allocation - Public Halls		(55,311)		(23,045)		(24,589)	(1,544)	6.70%	
161205	Loan 65 - Interest Payments		(5,042)		(2,502)		0	2,502	0.00%	
003522	Deprec Of Assets - Halls		(40,000)		(16,665)		(24,805)	(8,140)	48.84%	▲
			(195,645)		(81,867)		(94,674)	(12,807)		
<u>OPERATING REVENUE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
111330	Memorial Hall Rentals	5,000		2,080		2,470		390	18.75%	
111332	Community Centre Rentals	36,100		15,040		9,115		(5,925)	(39.39%)	
	- Resource Centre Lease - 1,000									
	- Silver Chain - 12,600									
	- Dept Child Protection - 17,500									
	- Other Rentals - 5,000									
111333	Community Centre Recoups	1,500		500		0		(500)	(100.00%)	
		42,600		17,620		11,585		(6,035)		
TOTAL PUBLIC HALLS - Operating		42,600	(195,645)	17,620	(81,867)	11,585	(94,674)	(18,842)		
CAPITAL EXPENDITURE										
111351	Buildings - Public Halls & Civic Centres		(104,900)		(43,710)		(35,350)	8,360	(19.13%)	▼
	- Toodyay Comm Ctre - Air-Con - 9,9,00									
	- Memorial Hall - Re-roof - 95,000									
111352	Land - Public Halls & Civic Centres		(125,000)		0		0	0	0.00%	
	- Land Purchase - 125,000									
161256	Loan 65 - Principal Payments		(8,654)		(4,654)		0	4,654	0.00%	
			(238,554)		(48,364)		(35,350)	13,014		
CAPITAL REVENUE										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL PUBLIC HALLS - Capital		0	(238,554)	0	(48,364)	0	(35,350)	13,014		
TOTAL PUBLIC HALLS		42,600	(434,199)	17,620	(130,231)	11,585	(130,024)	(5,828)		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>RECREATION & CULTURE</u>										
<u>RECREATION & SPORT</u>										
<u>OPERATING EXPENDITURE</u>										
003792	Deprec Of Assets - Sport		(60,000)		(25,000)		(48,373)	(23,373)	93.49%	▲
113201	Toodyay Showgrounds		(172,036)		(71,580)		(76,477)	(4,897)	6.84%	
113202	Toodyay Race Course		(5,000)		(2,500)		(4,062)	(1,562)	62.49%	
113203	Newcastle Park		(21,352)		(8,880)		(11,764)	(2,884)	32.47%	
113204	Duke Street North Public Toilets		(9,507)		(3,940)		(5,072)	(1,132)	28.73%	
113206	Parks & Gardens Depot		(4,641)		(1,915)		(2,237)	(322)	16.82%	
113207	Pioneer Arborteam		(4,782)		(1,975)		(1,777)	198	(10.05%)	
113208	Railway Wagon Reserve No. 35142		(4,500)		(1,860)		(833)	1,027	(55.24%)	
113210	Wilson Street (Parking) Reserve		(1,581)		(655)		(1,496)	(841)	128.43%	
113212	Pelham Reserve		(10,085)		(4,175)		(10,441)	(6,266)	150.08%	▲
113213	Duidgee & Stirling Parks		(97,661)		(40,635)		(28,848)	11,787	(29.01%)	▼
	- Parks & Gardens									
	- Building Maintenance									
113214	Misc Sports Club Facilities		(4,660)		(1,940)		(5,915)	(3,975)	204.92%	
	- Building Maintenance - 2,660									
	- Golf Club Ins Reimburse - 1,000									
	- Tennis Club Ins Reimburse - 1,000									
113215	Miscellaneous Shire Parks & Gardens		(14,401)		(5,930)		(3,678)	2,252	(37.98%)	
113216	Sport & Rec Co-Ordinator		(51,202)		0		0	0	0.00%	
	- Sport & rec Coordinator x 3 days									
113221	Admin Allocation - Recreation & Sport		(55,311)		(23,045)		(24,589)	(1,544)	6.70%	
113227	Youth Advisory Council - Expenditure		(12,000)		(5,000)		(1,168)	3,832	(76.64%)	
	- Survey Engagement									

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
113228	- Herald Youth pages & prizes - School holiday activities - Network Meetings - School Clinic - Connections - 2,000 Community Grants & Sponsorships - Sport & Rec		(6,500)		0		0	0	0.00%	
161214	- 2 x volunteer training - 5,000 - Miscellaneous - 1,500 Loan 72 - Interest - Land -Rec Centre		(43,300)		(22,000)		(21,833)	167	0.00%	
161215	Loan 73 - Interest - Tennis & basketball Cts		(1,580)		0		0	0	0.00%	
			(580,099)		(221,030)		(248,563)	(27,533)		
OPERATING REVENUE										
113330	Showground Rental	2,500		1,040		785		(255)	(24.48%)	
113332	Club Leases	500		205		300		95	46.34%	
113335	Clubs Insurance	10,000		10,000		7,689		(2,311)	(23.11%)	
113351	Grants & Contributions - Dept of Communities Youth Eng - 10,000 - DSR - Skate Park Construction - 50,000	60,000		10,000		5,000		(5,000)	(50.00%)	
113357	Toodyay Race Club - Reimbursement/S	5,000		0		0		0	0.00%	
113358	Youth Advisory Council - Income	5,000		2,080		0		(2,080)	(100.00%)	
		83,000		23,325		13,775		(9,550)		
TOTAL REC & SPORT - Operating										
		83,000	(580,099)	23,325	(221,030)	13,775	(248,563)	(37,083)		
CAPITAL EXPENDITURE										
113262	Buildings - Sport & Recreation - Q150 Duidgee Park Toilets - 7,500		(7,500)		(3,125)		(4,702)	(1,577)	0.00%	
113263	Other Infrastructure - Sport & Recreation		(325,000)		(135,410)		(11,313)	124,097	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	Q127 Duidgee Pk Skate Park - 150,000									
	Q151 Tennis Courts Repair - 95,000									
	Q139 Duidgee Pk equipment etc - 80,000									
113265	Recreation Precinct - Design & Drawings		(100,000)		0		(78,000)	(78,000)	0.00%	
113270	Showgrounds - Pavilion		(21,500)		(8,955)		(3,200)	5,755	0.00%	
	- Pavilion - security, storage etc									
113274	Transfer To Swimming Pool Reserve		(2,000)		0		(1,302)	(1,302)	0.00%	
113275	Transfer To Recreation Development Reserve		(375,000)		(250,000)		(267,433)	(17,433)	6.97%	
161262	Loan 72 - Principal - Recreation Precinct		(33,312)		(18,312)		(16,473)	1,839	0.00%	
161263	Loan 73 - Principal Payments - Tennis & Ball Courts		(8,822)		0		0	0	0.00%	
			(873,134)		(415,802)		(382,423)	33,379		
CAPITAL REVENUE										
113350	Transfer From Recreation Development Reserve	100,000		0		0		0	0.00%	
113361	Loan Income - Refubish Tennis & Ball Courts	95,000		95,000		95,000		0	0.00%	
		195,000		95,000		95,000		0		
TOTAL REC & SPORT - Capital		195,000	(873,134)	95,000	(415,802)	95,000	(382,423)	33,379		
TOTAL RECREATION & SPORT										
		278,000	(1,453,233)	118,325	(636,832)	108,775	(630,986)	(3,705)		
RECREATION & CULTURE										
LIBRARIES										
OPERATING EXPENDITURE										
115201	Library Salaries		(126,191)		(52,575)		(57,746)	(5,171)	9.84%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
115203	Superannuation (Lib.)		(16,451)		(6,850)		(6,419)	431	(6.29%)	
115204	Other Emp Costs (Lib.)		(10,000)		(4,165)		(5,808)	(1,643)	39.45%	
	- Workers Compensation - 3,700									
	- Training - 3,000									
	- Uniforms x 3 - 1,800									
	- Miscellaneous - 1,500									
115205	Library Operating Expenses		(15,000)		(6,245)		(9,288)	(3,043)	48.72%	
115206	Library Bldg. Maintenance		(20,371)		(8,470)		(14,874)	(6,404)	75.61%	▲
115207	Library Office Equipment		(7,300)		(3,040)		(1,438)	1,602	(52.70%)	
	- Net Opac Operating system - 3,300									
	- Miscellaneous - 1,000									
	- Upgrade video recorder - 3,300									
115208	Library Book Purchases		(1,500)		(500)		0	500	(100.00%)	
115210	Administration Allocation - Library		(41,483)		(17,280)		(18,441)	(1,161)	6.72%	
161209	Loan 67 Interest - Library Upgrade 1		(25,163)		(13,163)		0	13,163	0.00%	
161211	Loan 69 - Library Upgrade 2		(11,115)		(6,115)		(5,756)	359	0.00%	
004072	Deprec Of Assets-Library		(30,000)		(12,500)		(9,001)	3,499	(27.99%)	
			(304,574)		(130,903)		(128,771)	2,132		
OPERATING REVENUE										
115330	Sale Of Old Library Books	250		100		117		17	17.00%	
115332	Lib. Photocopying	2,000		830		1,105		275	33.08%	
115333	Book Fines	500		205		35		(170)	(83.11%)	
115334	Misc Income	5,000		2,000		437		(1,563)	(78.14%)	
		7,750		3,135		1,693		(1,442)		
TOTAL LIBRARIES - Operating		7,750	(304,574)	3,135	(130,903)	1,693	(128,771)	691		
CAPITAL EXPENDITURE										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
004314	Library - Computer Software & Hardware - ESX Server upgarde - 12,000		(12,000)		(5,000)		(4,400)	600	0.00%	
115250	Buildings - Library - Upgrade Lights - 6,600 - Library Courtyard roof - 5,000		(11,600)		(4,830)		(9,576)	(4,746)	98.26%	
161258	Loan 67 Principal - Library Upgrade 1		(28,153)		0		0	0	0.00%	
161261	Loan 69 Principal - Library Upgrade 2		(25,775)		0		(12,689)	(12,689)	0.00%	
			(77,528)		(9,830)		(26,665)	(16,835)		
CAPITAL REVENUE										
115350	Loan Income	0		0		0		0	0.00%	
		0		0		0		0		
TOTAL LIBRARIES - Capital		0	(77,528)	0	(9,830)	0	(26,665)	(16,835)		
TOTAL LIBRARIES		7,750	(382,102)	3,135	(140,733)	1,693	(155,435)	(16,144)		
RECREATION & CULTURE										
HERITAGE										
OPERATING EXPENDITURE										
116201	Museum (Gaal) Maintenance		(43,745)		(18,160)		(25,102)	(6,942)	38.23%	▲
116202	Museum Honariums		(5,200)		(2,165)		(1,913)	252	(11.66%)	
116203	Museum Displays		(5,000)		(2,080)		(214)	1,866	(89.71%)	
116204	Museum Subscriptions		(400)		(165)		(99)	66	(40.29%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
116205	Mus. Conservation Materials		(1,000)		(415)		(294)	121	(29.14%)	
116206	Mus. Volunteer Uniforms		(250)		(100)		0	100	(100.00%)	
116207	Mus. Office Equip & Stationery - SLR camera & tripod - 1,500		(3,000)		(1,250)		(21)	1,229	(98.32%)	
116208	Mus Trng & Workshops		(2,000)		(830)		(785)	45	(5.42%)	
116209	Mus. - Marketing/Promotion - Brochure & Walk Trail booklet - Reprint of cards / yearly exhibit		(3,000)		(1,250)		(27)	1,223	(97.85%)	
116210	Heritage - Preservation & Conservation - Displays & database		(3,000)		(1,250)		0	1,250	(100.00%)	
116212	Museum Curator - Salary		(55,909)		(23,295)		(21,924)	1,371	(5.89%)	
116214	Museum Curator - Super		(5,311)		(2,210)		(2,053)	157	(7.12%)	
116215	Museum Curator - Oth Emp Costs - Training - Uniforms x 1 - 600 - Miscellaneous - 2,000		(3,277)		(1,365)		(2,573)	(1,208)	88.52%	
116217	Heritage Advisory Services		(20,000)		(8,330)		(5,145)	3,185	(38.24%)	
116218	Administration Allocation - Heritage		(41,483)		(17,280)		(18,441)	(1,161)	6.72%	
116219	Cultural Heritage Interp Works - Newcastle Convict Depot Plan		(1,600)		(665)		0	665	(100.00%)	
			(194,175)		(80,810)		(78,590)	2,220		
OPERATING REVENUE										
116332	Admissions To Museum	6,000		2,500		3,367		867	34.69%	
116333	Grant Income - Heritage - Heritage IT grant - 15,000	15,000		6,250		0		(6,250)	(100.00%)	
116335	Recoups - Heritage Council	10,000		4,165		0		(4,165)	(100.00%)	
		31,000		12,915		3,367		(9,548)		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL HERITAGE - Operating		31,000	(194,175)	12,915	(80,810)	3,367	(78,590)	(7,328)		
CAPITAL EXPENDITURE										
117252	Upgrade To Heritage Buildings - Museum Fencing, paving - 19,600 - Police Stables various - 28.500 - Connor's Mill flooring - 7,000 - Donegans Cottage - security etc - 6,600		(61,700)		(25,705)		(5,499)	20,206	(78.61%)	▼
117253	Heritage - Computer Hardware & Software - IT Computers & programs		(23,500)		(9,790)		0	9,790	0.00%	
			(85,200)		(35,495)		(5,499)	29,996		
CAPITAL REVENUE										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL HERITAGE - Capital		0	(85,200)	0	(35,495)	0	(5,499)	29,996		
TOTAL HERITAGE		31,000	(279,375)	12,915	(116,305)	3,367	(84,089)	22,669		
RECREATION & CULTURE										
CULTURE										
OPERATING EXPENDITURE										
004222	Deprec Of Assets-Culture		(12,000)		(5,000)		(17,497)	(12,497)	249.93%	▲

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
113209	Toodyay St Aboriginal Reserve		(2,644)		(1,090)		(710)	380	(34.87%)	
117201	Festivals - Other		(5,000)		(2,075)		(1,900)	175	(8.43%)	
	- Event Support / assistance									
117202	Avon Descent		(13,500)		(5,610)		(16,816)	(11,206)	199.76%	▲
	- Event in-kind - 3,000									
	- NADA sponsorship - 10,000									
	- Avon Descent - L/holders BBQ - 500									
117203	Aust. Day Celebrations		(5,000)		(2,080)		(136)	1,944	(93.44%)	
117204	Donegan'S Cottage (Shwgrnds)		(4,301)		(1,760)		(1,685)	75	(4.26%)	
117205	Parkers Cottage		(4,846)		(2,000)		(1,327)	673	(33.64%)	
117206	Moodyne Festival		(1,104)		(450)		0	450	(100.00%)	
117207	Toodyay International Food Festival		(56,100)		(53,889)		(58,913)	(5,024)	9.32%	
	- IFF Event Expenses - 45,000									
	- Maintenance - 1,500									
	- Waste Collection - 1,500									
	- Parks & Gardens - 1,600									
	- Hire Of Toilets/Emptying - 1,500									
	- EMRC Admin Fee - 2,500									
117208	Targa West		(2,149)		(885)		(322)	563	(63.59%)	
117210	Toodyay Ag Show		(4,218)		(1,745)		(7,450)	(5,705)	326.91%	▲
117211	Xmas Street Party		(25,000)		(10,400)		0	10,400	(100.00%)	▼
	- Christmas Decorations - 20,000									
117212	Toodyay Races		(2,891)		(1,190)		0	1,190	(100.00%)	
117213	Community Grants & Sponsorships - Culture		(11,800)		(4,915)		(280)	4,635	(94.30%)	
	- Road Wise Committee - 1,000									
	- Tidy Towns - 1,000									
	- Around the Towns - 1,300									
	- Thank a volunteer Day - 1,000									
	- Youth Week - 1,000									
	- National Volunteer Week - 500									

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
117214	- Stay on your feet - 1,000									
	- Senior's Week - 1,000									
	- Get to Know Neighbour - 1,000									
	- Multicultural awareness - 1,000									
	- Disability awareness - 1,000									
	- Miscellaneous - 1,000									
	Administration Allocation - Culture		(27,656)		(11,520)		(12,294)	(774)	6.72%	
			(178,209)		(104,609)		(119,330)	(14,721)		
<u>OPERATING REVENUE</u>										
117332	Grant Income	46,800		19,500		1,247		(18,253)	(93.60%)	
	- EMRC - Avon/IFF Festival - 35,000									
	- Road Wise Committee - 1,000									
	- Tidy Towns - 1,000									
	- Around the Towns - 1,300									
	- Thank a volunteer Day - 1,000									
	- Youth Week - 1,000									
	- National Volunteer Week - 500									
	- Stay on your feet - 1,000									
	- Senior's Week - 1,000									
	- Get to Know Neighbour - 1,000									
	- Multicultural awareness - 1,000									
	- Disability awareness - 1,000									
	- Miscellaneous - 1,000									
117333	Sponsorship - International Food Festival	2,000		830		3,636		2,806	338.11%	
117334	Stallholder Fees - Iff	1,000		415		5,545		5,130	1236.26%	
117335	Events - Miscellaneous Income	5,000		2,080		2,275		195	9.40%	
		54,800		22,825		12,705		(10,120)		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL CULTURE - Operating	54,800	(178,209)	22,825	(104,609)	12,705	(119,330)	(24,842)		
	<u>CAPITAL EXPENDITURE</u>		0		0		0	0	0.00%	
			0		0		0	0		
	<u>CAPITAL REVENUE</u>	0		0		0		0	0.00%	
		0		0		0		0		
	TOTAL CULTURE - Capital	0	0	0	0	0	0	0		
	TOTAL CULTURE	54,800	(178,209)	22,825	(104,609)	12,705	(119,330)	(24,842)		
	TOTAL RECREATION & CULTURE	414,150	(2,727,118)	174,820	(1,128,710)	138,125	(1,119,865)	(27,849)		
	<u>TRANSPORT</u>									
	<u>CONSTRUCTION</u>									
	<u>OPERATING EXPENDITURE</u>									
121201	Crossover Contributions		(20,000)		(8,330)		(3,435)	4,895	(58.76%)	
121214	Survey ,Design & Audits		(1,000)		(415)		0	415	(100.00%)	
121216	Administration Allocation - Transport Construction		(41,483)		(17,280)		(18,441)	(1,161)	6.72%	
161210	Loan 68 - Interest		(9,068)		(3,775)		(4,902)	(1,127)	29.85%	
161212	Loan 70 - Interest Payments - Footbridge		(5,184)		(2,160)		(1,356)	804	(37.24%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
161213	Loan 71 - Interest Payments - Depot		(35,239)		0		0	0	0.00%	
004670	Deprec Of Assets Roads		(1,250,000)		(520,830)		(536,788)	(15,958)	3.06%	
			(1,361,974)		(552,790)		(564,922)	(12,132)		
OPERATING REVENUE										
121333	Grant Income - Infrastructure - Dept Transport - Tdy-Gml Rd - 19,828 - Dept Transport - Anzac Ave - 21,760 - Dept Transport - Bike Parking	41,588		17,325		(33,763)		(51,088)	(294.88%)	
121334	Regional Roads Group (Project) Grants - A0021 Morangup Road - 38,575 - A0061 - Anzac Avenue - 74,768 - A0126 - Hamersley Street - 155,185	268,527		111,885		134,264		22,379	20.00%	
121337	Roads To Recovery Grants - B0011 - Toodyay West Rd - 97,930 - B0071 - Drummond Street - 39,443 - B0078 - Drummond St East - 147,640	285,013		118,755		0		(118,755)	(100.00%)	
121339	Road Const. (Private) Contribution	25,000		10,415		19,012		8,597	82.54%	
		620,128		258,380		119,513		(138,867)		
TOTAL CONSTRUCTION - Operating		620,128	(1,361,974)	258,380	(552,790)	119,513	(564,922)	(150,999)		
CAPITAL EXPENDITURE										
112122	Footpaths - Construction Y0060 - Toodyay- Goomalling - 39,656 Y0061 - Anzac Ave - 43,520		(83,176)		(34,650)		(1,536)	33,115	(95.57%)	▼

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
121211	Regional Road Group Projects - Grant Funded A0021 - Morangup Road - 57,863 A0061 - Anzac Ave - 112,152 A0126 - Hamersley Street - 232,776		(402,791)		(167,805)		(82,970)	84,835	(50.56%)	▼
121212	Roads To Recovery - Grant Works B0011 - Toodyay West Rd - 97,930 B0071 - Drummond Street - 39,443 B0078 - Drummond Street East - 147,640		(285,013)		(118,725)		(27,964)	90,761	(76.45%)	▼
121213	Road Construction - Own Resources D0017 - Hoddy Well Road - 69,326 D0103 - Louisa Circle - 75,900 D0234 - Flexuosa Place - 10,080 D0245 - Seventh Road - 40,861 D0046 - Church Gully Road - 90,796 D0108 - Grandis Road - 134,341 D0014 - Salt Valley Road - 104,465 D0258 Charcoal Lane Carpark Stg 2 - 150,968 D0258 Charcoal Lane Carpark Stg 3 - 175,000 D0258 Charcoal Lane Landscaping & Steps - 47,000 J0008 - Dumbarton Rd Subdivision - 70,585 J0001 - Mountain Park Subdivision - 100,000 Various - Emergency & Shoulder Work - 10,000		(1,079,323)		(449,650)		(323,139)	126,511	(28.14%)	▼
121215	Bridges & Culverts Works		(76,000)		(31,665)		(1,467)	30,198	(95.37%)	▼
122202	Purchase Of Plant & Equipment T6344 Gehl Skid Steer Loader - 55,000 T6435 Kubota F2880 Mower - 32,000 T6361 John Deere 2305 Tractor - 16,000 1CYL243 Kubota Tractor - 41,000 T0022 Mitsub. Triton Ute (Grader) - 21,000 T0024 Mits Triton Ute (Grader) - 21,000		(496,000)		(206,665)		(165,844)	40,821	(19.75%)	▼

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	T0023 Mitsi Triton (Constr) - 31,000									
	T0003 Hilux 4x4 Dual Cab (WS) - 34,000									
	T020 Navara Dual Cab (MWS) - 35,000									
	T00 Subaru Forester XT (MCD) - 35,000									
	T000 Commodore SV6 Ute (MCS) - 35,000									
	T0000 Commodore SV6 - 30,000									
	T6177 Navara Dual Cab (MPD) - 35,000									
	T0002 Hilux Cab Chassis (R2) - 34,000									
	1DVH931 Toyota Hilux CESM - 41,000									
122203	Transfer To Plant Replacement Reserve		(55,000)		(22,915)		(52,354)	(29,439)	128.47%	▲
122205	Transfer To Road Contribution Reserve		(25,000)		(10,415)		(5,573)	4,842	(46.49%)	
122206	Construction Of New Depot Facility - Railway Road		(9,500)		(3,955)		(3,463)	492	(12.45%)	
122207	Remediation Of Old Depot Sites - Site Remediation Stage 2 (\$30,000)		(30,000)		(12,500)		(149)	12,351	(98.81%)	▼
122211	Transfer To Newcastle Footbridge Reserve		(5,500)		(5,500)		(5,134)	366	(6.65%)	
161259	Loan 68 - Principal		(46,136)		(22,700)		(22,700)	(0)	0.00%	
161269	Loan 70 - Principal Payment		(11,341)		(4,725)		(2,776)	1,949	(41.25%)	
161270	Loan 71 - Principal Payment - Depot		(27,574)		(11,485)		0	11,485	0.00%	
			(2,632,354)		(1,103,355)		(695,067)	408,288		
CAPITAL REVENUE										
121348	Transfer From Road Contribution Reserve	70,000		29,165		0		(29,165)	0.00%	
122330	Sale Of Plant & Equipment	223,000		92,915		61,364		(31,551)	0.00%	
	T6344 Gehl Skid Steer Loader - 10,000									
	T6435 Kubota F2880 Mower - 8,000									
	T6361 John Deere 2305 Tractor - 6,000									
	1CYL243 Kubota Tractor - 11,500									
	T0022 Mits Triton GL Ue (Grader) - 7,000									
	T0024 Mits Triton Utility (Grader) - 9,000									

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	T0023 Mitsubishi Triton (Constr) - 14,000 T0003 Hilux 4x4 Dual Cab (WS) - 22,500 T020 Navara Dual Cab (MWS) - 21,500 T00 Subaru Forester XT (MCD) - 23,500 T000 Commodore SV6 Ute (MCS) - 16,000 T0000 Holden Commodore SV6 - 18,000 T6177 Navara Dual Cab (MPD) - 20,000 T0002 Hilux Cab Chassis (R2) - 16,000 1DVH931 Toyota Hilux CESM - 20,000									
		293,000		122,080		61,364		(60,716)		
	TOTAL CONSTRUCTION - Capital	293,000	(2,632,354)	122,080	(1,103,355)	61,364	(695,067)	347,571		
	TOTAL CONSTRUCTION	913,128	(3,994,328)	380,460	(1,656,145)	180,876	(1,259,989)	196,572		
	<u>TRANSPORT</u>									
	<u>MAINTENANCE</u>									
	<u>OPERATING EXPENDITURE</u>									
123201	Road Maintenance		(849,529)		(353,875)		(399,262)	(45,387)	12.83%	▲
123202	Bridge Maintenance - Maintenance Program Year 1 - Building Maintenance - Bridge Insurance - 85,000		(89,500)		(85,695)		(84,894)	801	(0.93%)	
123205	Footpath Maintenance		(8,769)		(3,640)		0	3,640	(100.00%)	
123206	Lighting Of Streets		(35,000)		(14,580)		(12,012)	2,568	(17.61%)	
123207	Road Verge Spraying		(25,000)		(25,000)		(23,182)	1,818	(7.27%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
123208	Admin Allocation - Transport Maintenance		(41,483)		(17,280)		(18,441)	(1,161)	6.72%	
123209	Depot Maintenance		(53,187)		(22,135)		(41,427)	(19,292)	87.16%	▲
	- Building Maintenance									
	- Parks & Gardens Maintenance									
	- Utilities									
	- Insurance									
123210	Roman li Subscription		(5,500)		(5,500)		(5,863)	(363)	6.60%	
004870	Deprec Of Assets - Maint		(110,000)		(45,830)		(37,899)	7,931	(17.30%)	▼
			(1,217,968)		(573,535)		(622,980)	(49,445)		
<u>OPERATING REVENUE</u>										
123330	Mrwa Street Light Subsidy	1,500		99,000		0		(99,000)	0.00%	
123331	Operating Grants - Roads	99,000		99,000		107,300		8,300	8.38%	
123333	Road Maintenance Contributions	50,000		25,000		25,691		691	2.76%	
		150,500		223,000		132,991		(90,009)		
TOTAL MAINTENANCE - Operating		150,500	(1,217,968)	223,000	(573,535)	132,991	(622,980)	(139,454)		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0	0.00%	
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL MAINTENANCE - Capital		0	0	0	0	0	0	0		
TOTAL MAINTENANCE		150,500	(1,217,968)	223,000	(573,535)	132,991	(622,980)	(139,454)		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL TRANSPORT		1,063,628	(5,212,296)	603,460	(2,229,680)	313,867	(1,882,970)	57,118		
<u>ECONOMIC SERVICES</u>										
<u>RURAL SERVICES</u>										
<u>OPERATING EXPENDITURE</u>										
131201	Weed Control - Contract		(10,000)		0		0	0	0.00%	
131208	Administration Allocation - Rural Services		(13,828)		(5,760)		(6,147)	(387)	6.72%	
131210	Rural Street Addressing - Folewood, Julimar & Toodyay - 2,000 - Bejoording - 2,000		(4,000)		0		(100)	(100)	0.00%	
			(27,828)		(5,760)		(6,247)	(487)		
<u>OPERATING REVENUE</u>										
131334	Rural Street Addressing	250		100		223		123	122.74%	
		250		100		223		123		
TOTAL RURAL SERVICES - Operating		250	(27,828)	100	(5,760)	223	(6,247)	(364)		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0	0.00%	
			0		0		0	0		
<u>CAPITAL REVENUE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
		0		0		0		0	0.00%	
		0		0		0		0		
	TOTAL RURAL SERVICES - Capital	0	0	0	0	0	0	0		
	TOTAL RURAL SERVICES	250	(27,828)	100	(5,760)	223	(6,247)	(364)		
	<u>ECONOMIC SERVICES</u>									
	<u>TOURISM & AREA PROMOTION</u>									
	<u>OPERATING EXPENDITURE</u>									
132201	Salaries (V.C.)		(107,835)		(44,930)		(47,315)	(2,385)	5.31%	
132203	Superannuation (V.C.)		(14,466)		(6,025)		(6,723)	(698)	0.00%	
132204	Conferences & Training (V.C.)		(2,000)		0		0	0	0.00%	
132205	Staff Uniforms (V.C.)		(3,000)		0		(27)	(27)	0.00%	
132207	Printing & Stationery (V.C.)		(1,000)		0		(94)	(94)	0.00%	
132208	Postage (V.C.)		(500)		(205)		(114)	91	(44.61%)	
132210	Telephone/Internet Costs (V.C.)		(8,500)		(3,540)		(4,472)	(932)	26.33%	
132211	Visitor Centre - Other Employee Costs - Workers Compensation Insurance		(10,000)		(4,165)		(4,963)	(798)	19.16%	
132212	Other V/C Office Expenses - Shelving (\$1,500)		(7,000)		(2,915)		(5,346)	(2,431)	83.41%	
132213	Connors Mill Bldg. Operation (V.C.) - Building Maintenance - Utilities, Insurance etc		(16,911)		(7,035)		(8,125)	(1,090)	15.49%	
132214	Visitors Ctre. Bldg. Operation		(41,000)		(17,060)		(10,310)	6,750	(39.56%)	▼

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- Increase in staff operations - 10,000									
	- Seating outside Visitor Centre									
	- Building Maintenance									
	- Parks & Gardens Maintenance									
	- Utilities, Insurance etc									
132215	Memberships Affiliated Bodies		(1,000)		(415)		(539)	(124)	29.90%	
	- Accreditation Of Visitor Centre									
132216	Accommodation Expense		(65,000)		(27,080)		(38,828)	(11,748)	43.38%	▲
132217	Accommodation Commission Expenses		(2,000)		(830)		(801)	29	(3.52%)	
132221	Tourist Information Bay		(3,194)		(1,315)		(116)	1,199	(91.20%)	
132222	Transwa Ticket Sales		(5,000)		(2,080)		(1,673)	407	(19.59%)	
132224	Floor Stock Purchases		(25,000)		(10,415)		(11,001)	(586)	5.63%	
132229	Administration Allocation - Tourism		(82,967)		(34,565)		(36,883)	(2,318)	6.71%	
005502	Deprec Of Assets-Tourism		(15,000)		(6,250)		(12,442)	(6,192)	99.08%	▲
161204	Loan 64 - Interest Payments		(7,466)		(3,110)		(3,843)	(733)	23.56%	
			(418,839)		(171,935)		(193,615)	(21,680)		
OPERATING REVENUE										
132330	Admissions Connors Mill	5,000		2,080		2,361		281	13.50%	
132332	Floor Stock Sales	45,000		18,750		13,583		(5,167)	(27.56%)	
132333	Misc Visitor Ctre Income	500		205		1,120		915	446.49%	
132334	Membership Fees	500		205		500		295	143.90%	
132335	Accommodation Income	65,000		27,080		32,870		5,790	21.38%	
132336	Accommodation Commission	6,500		2,705		5,311		2,606	96.32%	
132338	Transwa Ticket Sales	5,000		2,080		2,184		104	4.99%	
		127,500		53,105		57,929		4,824		
TOTAL TOURISM & AREA PROMO - Operating										
		127,500	(418,839)	53,105	(171,935)	57,929	(193,615)	(16,857)		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>CAPITAL EXPENDITURE</u>										
132339	Economic Services & Tourism - Buildings - Painting - 5,000		(5,000)		0		0	0	0.00%	
161255	Loan No. 64 - Principal Payments - Visitor Centre		(13,477)		0		(6,629)	(6,629)	0.00%	
			(18,477)		0		(6,629)	(6,629)		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL TOURISM & AREA PROMO - Capital		0	(18,477)	0	0	0	(6,629)	(6,629)		
TOTAL TOURISM & AREA PROMOTION		127,500	(437,316)	53,105	(171,935)	57,929	(200,244)	(23,485)		
<u>ECONOMIC SERVICES</u>										
<u>OTHER TOURISM & AREA PROMOTION</u>										
<u>OPERATING EXPENDITURE</u>										
132230	Area Promotion Advertising - Wikimedia Toodyay Interpretation - 5,000 - Upgrade Of Website - 10,000 - Avon Valley Tourism - 5,000 - Promotion Of Avon Link - 5,000 - Pioneer Pathway Brochure - 2,000 - Valley For All Seasons - 6,500 - Experience Perth - 3,500		(37,000)		(15,415)		(9,010)	6,405	(41.55%)	▼

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
			(37,000)		(15,415)		(9,010)	6,405		
	<u>OPERATING REVENUE</u>									
132351	Community Directory	3,000		1,250		0		(1,250)	(100.00%)	
		3,000		1,250		0		(1,250)		
	TOTAL OTHER TOURISM & AREA PROMO - Operating	3,000	(37,000)	1,250	(15,415)	0	(9,010)	5,155		
	<u>CAPITAL EXPENDITURE</u>									
132250	Economic Services - Tourism - Other Infra - Tourist Info Bay - 75,000 - SoT Entry Statements - 35,000 - Event Signage - 30,000		(140,000)		0		(345)	(345)	0.00%	
			(140,000)		0		(345)	(345)		
	<u>CAPITAL REVENUE</u>									
		0		0		0		0	0.00%	
		0		0		0		0		
	TOTAL OTHER TOURISM & AREA PROMO - Capital	0	(140,000)	0	0	0	(345)	(345)		
	TOTAL OTHER TOURISM & AREA PROMO	3,000	(177,000)	1,250	(15,415)	0	(9,355)	4,810		
	<u>BUILDING SERVICES</u>									
	<u>OPERATING EXPENDITURE</u>									
133201	Building Salaries		(108,480)		(45,200)		(46,537)	(1,337)	2.96%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
133203	Superannuation (Bldg)		(14,645)		(6,100)		(8,031)	(1,931)	31.66%	
133204	Conferences & Training (Bldg)		(6,000)		(2,500)		(887)	1,613	(64.51%)	
	- State Conference x 2 - 3,000									
	- Building Mtce Training - 1,000									
	- Other Training - 2,000									
133205	Other Employee Costs - Building		(20,331)		(8,470)		(10,332)	(1,862)	21.99%	
	- Workers Compensation Ins - 3,699									
	- Fringe Benefits Tax - 10,832									
	- Uniforms x 3 - 1,800									
	- Register SBS/EHO - 2,000									
	- Memberships & Subscriptions - 2,000									
133206	Bldg Vehicles Expenses		(2,000)		(830)		(1,110)	(280)	33.68%	
133207	Building Control Expenses		(25,000)		(10,415)		(300)	10,115	(97.12%)	▼
	- Additional Tools									
	- Contact SBS/EHO - 20,000									
133208	Legal Expenses - Bldg.		(500)		0		0	0	0.00%	
133209	Administration Allocation - Building		(82,967)		(34,565)		(36,883)	(2,318)	6.71%	
			(259,923)		(108,080)		(104,080)	4,000		
OPERATING REVENUE										
133333	Building Licences	40,000		16,665		15,082		(1,583)	(9.50%)	
133334	Building Fees - Other	5,000		2,080		966		(1,114)	(53.56%)	
133337	Grant Income - Community Depot	130,432		54,345		0		(54,345)	(100.00%)	
	- Lotterywest - Sheds x 7 - 115,000									
	- L/west - Disabled Toilet 50% - 15,000									
	Avon Woodturners x 1 shed									
	Festival, Singers & Theatre Grp x3 sheds									
	Friends of the River x 1 shed									
	Farmers Market & Road Wise x 2 sheds									

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
133339	Community Depot - Contributions, Donations & Reimb - Avon Woodturners - 5,000 - Community Singers - 1,000 - Toodyay Friends of River - 16,000 - Road Wise Committee - 100	22,100		0		0		0	0.00%	
		197,532		73,090		16,048		(57,042)		
TOTAL BUILDING SERVICES (Operating)		197,532	(259,923)	73,090	(108,080)	16,048	(104,080)	(53,042)		
<u>CAPITAL EXPENDITURE</u>										
133332	Community Depot - Capital Works - Sheds x 7 - 115,432 - Ramp - 20,000 - Toilet - 30,000 - Driveway & Carpark - 50,000		(215,432)		(15,000)		(12,495)	2,505	(16.70%)	
			(215,432)		(15,000)		(12,495)	2,505		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL BUILDING SERVICES - Capital		0	(215,432)	0	(15,000)	0	(12,495)	2,505		
TOTAL BUILDING SERVICES		197,532	(475,355)	73,090	(123,080)	16,048	(116,575)	(50,537)		
<u>ECONOMIC SERVICES</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>COMMUNITY DEVELOPMENT</u>										
<u>OPERATING EXPENDITURE</u>										
136201	Community Development - Wages & Salaries		(264,854)		(110,355)		(57,820)	52,535	(47.61%)	▼
136202	Other Employee Costs - Community Development		(8,902)		(3,705)		(12,190)	(8,485)	229.02%	▲
136203	Utilities - Community Development		(5,000)		0		0	0	0.00%	
136204	Conferences & Training - Community Development		(5,000)		(2,080)		(1,748)	332	(15.97%)	
136205	Administration Allocation - Community Development		(13,828)		(5,760)		(6,147)	(387)	6.72%	
136206	Community Depot - Maintenance & Operations		0		0		(669)	(669)	0.00%	
			(297,584)		(121,900)		(78,574)	43,326		
<u>OPERATING REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		
Total Community Development - Operating		0	(297,584)	0	(121,900)	0	(78,574)	43,326		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0	0.00%	
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		
Total Community Development - Capital		0	0	0	0	0	0	0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL COMMUNITY DEVELOPMENT	0	(297,584)	0	(121,900)	0	(78,574)	43,326	0	
	<u>OTHER ECONOMIC SERVICES</u>									
	<u>OPERATING EXPENDITURE</u>									
137201	Administration Allocation - Other Economic Services		(27,656)		(11,520)		(12,294)	(774)	6.72%	
137202	Standpipe - Northam Toodyay Road		(125,000)		(52,080)		(10,601)	41,479	(79.64%)	▼
137208	Deprec Of Assets		(10,000)		(4,165)		(2,540)	1,625	(39.01%)	
137213	Loss On Sale Of Assets - Economic Development		(25,000)		0		0	0	0.00%	
			(187,656)		(67,765)		(25,436)	42,329		
	<u>OPERATING REVENUE</u>									
137330	Standpipes	100,000		41,665		8,663		(33,003)	(79.21%)	
137331	Extractive Industry Licences	5,000		0		0		0	0.00%	
		105,000		41,665		8,663		(33,003)		
	TOTAL OTHER ECONOMIC SERVICES (Operating)	105,000	(187,656)	41,665	(67,765)	8,663	(25,436)	9,327		
	<u>CAPITAL EXPENDITURE</u>									
137253	Plant & Equipment - Other Economic Services - Additional standpipe or wtaer tank		0		0		0	0	0.00%	
			0		0		0	0		
	<u>CAPITAL REVENUE</u>									

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
137349	Sale Of Land	100,000		0		0		0	0.00%	
		100,000		0		0		0		
TOTAL OTHER ECONOMIC SERVICES (Capital)		100,000	0	0	0	0	0	0		
TOTAL OTHER ECONOMIC SERVICES		205,000	(187,656)	41,665	(67,765)	8,663	(25,436)	9,327	0	
TOTAL ECONOMIC SERVICES		533,282	(1,602,739)	169,210	(505,855)	82,862	(436,431)	(16,924)		
<u>OTHER PROPERTY & SERVICES</u>										
<u>PRIVATE WORKS</u>										
<u>OPERATING EXPENDITURE</u>										
141201	Private Works		(8,214)		(3,410)		(4,234)	(824)	24.17%	
			(8,214)		(3,410)		(4,234)	(824)		
<u>OPERATING REVENUE</u>										
141330	Private Works Income	15,000		6,250		4,414		(1,836)	(29.38%)	
		15,000		6,250		4,414		(1,836)		
TOTAL PRIVATE WORKS - Operating		15,000	(8,214)	6,250	(3,410)	4,414	(4,234)	(2,661)		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0	0.00%	
			0		0		0	0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
CAPITAL REVENUE										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL PRIVATE WORKS - Capital		0	0	0	0	0	0	0		
TOTAL PRIVATE WORKS		15,000	(8,214)	6,250	(3,410)	4,414	(4,234)	(2,661)		
<u>PUBLIC WORKS OVERHEADS</u>										
<u>OPERATING EXPENDITURE</u>										
143201	Salaries - Supervisors - Public Work Overheads		(306,643)		(127,765)	(113,924)		13,841	(10.83%)	▼
143204	Superannuation (Supervisors)		(33,052)		(13,770)	(13,953)		(183)	1.33%	
143205	Conferences & Training (Super)		(3,000)		(1,250)	(2,251)		(1,001)	80.04%	
143206	Other Employee Costs - Pwo		(10,000)		(10,000)	(16,121)		(6,121)	61.21%	▲
	- Workers Compensation Insurance									
	- Fringe Benefits Tax									
143207	Supervisors Vehicles		(20,000)		(8,330)	(6,332)		1,998	(23.98%)	
143208	Engineering Office Expenses		(20,000)		(8,330)	(10,774)		(2,444)	29.34%	
143209	Eng. - Printing & Stationery		(3,000)		(1,250)	(464)		786	(62.87%)	
143210	Wages Staff - Training		(10,000)		(4,165)	(11,433)		(7,268)	174.51%	▲
143211	Wages Staff - Meetings		(15,000)		(6,250)	(11,328)		(5,078)	81.25%	▲
143212	Outside Staff - Wages - Annual Leave		(85,000)		(35,415)	(43,672)		(8,257)	23.31%	▲
143213	Outside Staff - Wages - Public Holidays		(55,000)		(22,915)	(4,306)		18,609	(81.21%)	▼
143214	Outside Staff - Wages - Sick Leave		(20,000)		(8,330)	(14,108)		(5,778)	69.36%	▲
143216	Superannuation (Wages Staff)		(115,000)		(47,915)	(44,882)		3,033	(6.33%)	
143219	Insurance On Works		(70,000)		(70,000)	(57,412)		12,588	(17.98%)	▼

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
143220	Salaries (O/S) - L.S.L.		(15,000)		(6,250)		(3,220)	3,030	(48.48%)	
143222	Safety Equipment & P.P.E.		(15,000)		(6,250)		(4,894)	1,356	(21.70%)	
143223	Communication Costs		(2,500)		(1,035)		(618)	417	(40.32%)	
143224	Administration Allocation - Pwo		(124,450)		(51,850)		(55,324)	(3,474)	6.70%	
143226	Small Plant Operating Costs		(15,000)		(6,250)		(6,428)	(178)	2.86%	
143228	Building Maintenance - Allowance		(500)		(205)		(15)	190	(92.82%)	
143250	Less Allocated To Works & Services (Pwoh)		933,595		388,995		437,016	48,021	12.34%	
			(4,550)		(48,530)		15,557	64,087		
<u>OPERATING REVENUE</u>										
143331	P.W.O. Misc Income	5,000		2,080		9,095		7,015	337.25%	
		5,000		2,080		9,095		7,015		
TOTAL PUBLIC WORKS OVERHEADS - Operating		5,000	(4,550)	2,080	(48,530)	9,095	15,557	71,101		
<u>CAPITAL EXPENDITURE</u>										
143225	Transfer To Employee Entitlement Reserve - Outside Staff		(25,000)		(10,415)		(3,564)	6,851	(65.78%)	▼
			(25,000)		(10,415)		(3,564)	6,851		
<u>CAPITAL REVENUE</u>										
143330	Transfer From Lsl Reserve	15,000		6,250		0		(6,250)	(100.00%)	
		15,000		6,250		0		(6,250)		
TOTAL PUBLIC WORKS OVERHEADS - Capital		15,000	(25,000)	6,250	(10,415)	0	(3,564)	601		
TOTAL PUBLIC WORKS OVERHEADS		20,000	(29,550)	8,330	(58,945)	9,095	11,993	71,703		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>OTHER PROPERTY & SERVICES</u>										
<u>PLANT OPERATION COSTS</u>										
<u>OPERATING EXPENDITURE</u>										
144202	Unleaded Fuel		(47,000)		(19,580)		(18,717)	863	(4.41%)	
144203	Distillate		(237,000)		(98,750)		(82,039)	16,711	(16.92%)	▼
144205	Tyres & Tubes		(40,000)		(16,665)		(14,737)	1,928	(11.57%)	
144206	Plant - Parts & Repairs		(152,500)		(63,540)		(74,987)	(11,447)	18.02%	▲
144207	Plant Repair - Wages		(80,000)		(33,330)		(38,032)	(4,702)	14.11%	
144208	Ins. & Licences		(80,000)		(33,330)		(65,154)	(31,824)	95.48%	▲
144209	Sundry Tool Purchases		(10,000)		(4,165)		(5,055)	(890)	21.36%	
004425	Less Plant Dep"N Allocated To Works		165,000		68,750		60,172	(8,578)	(12.48%)	
005012	Loss On Sale Of Assets - Road Plant Purchases		(42,749)		(17,810)		0	17,810	(100.00%)	▼
008362	Plant Operation - Expen.Stores		(500)		(205)		0	205	(100.00%)	
008412	Plant Depreciation		(250,000)		(104,165)		(80,699)	23,466	(22.53%)	▼
144250	Less Allocated To Works & Services (Poc)		728,015		303,335		271,251	(32,084)	(10.58%)	
			(46,734)		(19,455)		(47,996)	(28,541)		
<u>OPERATING REVENUE</u>										
001523	Profit On Sale Of Assets - Road Plant	14,734		6,135		14,738		8,603	140.23%	
144330	Misc Revenue & Fuel Tax Credits	30,000		12,500		8,615		(3,885)	(31.08%)	
144331	Reimbursement - Insurance Claims	0		0		8,337		8,337	0.00%	
		44,734		18,635		31,690		13,055		
TOTAL PLANT OPERATION COSTS - Operating		44,734	(46,734)	18,635	(19,455)	31,690	(47,996)	(15,486)		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>CAPITAL EXPENDITURE</u>			0		0		0	0	0.00%	
			0		0		0	0		
<u>CAPITAL REVENUE</u>		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL PLANT OPERATION COSTS - Capital		0	0	0	0	0	0	0		
TOTAL PLANT OPERATION COSTS		44,734	(46,734)	18,635	(19,455)	31,690	(47,996)	(15,486)		
<u>MATERIALS IN STORE</u>										
<u>OPERATING EXPENDITURE</u>			0		0		0	0	0.00%	
			0		0		0	0		
<u>OPERATING REVENUE</u>										
145330	Sale Of Stock Direct	0		0		0		0	0.00%	
		0		0		0		0		
TOTAL MATERIALS IN STORE - Operating		0	0	0	0	0	0	0		
TOTAL MATERIALS IN STORE - Capital		0	0	0	0	0	0	0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL MATERIALS IN STORE		0	0	0	0	0	0	0		
<u>SALARIES & WAGES</u>										
<u>OPERATING EXPENDITURE</u>										
008580	Wages & Allow Default		0		0		0	0	0.00%	
008570	Workers Compensation Payments		0		0		(33,982)	(33,982)	0.00%	
008571	Parenting Payments To Staff		0		0		(7,693)	(7,693)	0.00%	
146201	Salaries & Wages Drawn		(3,286,613)		(1,369,420)		(1,343,115)	26,305	(1.92%)	
146202	Salaries & Wages Alloc To W. & S.		3,286,613		1,369,420		1,343,115	(26,305)	(1.92%)	
			0		0		(41,675)	(41,675)		
<u>OPERATING REVENUE</u>										
143333	Workers Compensation Reimbursements	15,000		6,250		33,992		27,742	443.87%	
		15,000		6,250		33,992		27,742		
TOTAL SALARIES & WAGES - Operating		15,000	0	6,250	0	33,992	(41,675)	(13,933)		
<u>CAPITAL EXPENDITURE</u>										
101250	Household Hazardous Waste Project		0		0		0	0	0.00%	
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL SALARIES & WAGES - Capital	0	0	0	0	0	0	0		
	TOTAL SALARIES & WAGES	15,000	0	6,250	0	33,992	(41,675)	(13,933)		
	<u>OTHER PROPERTY & SERVICES</u>									
	<u>UNCLASSIFIED ITEMS</u>									
	<u>OPERATING EXPENDITURE</u>									
147201	Administration Allocation - Unclassified Items		(13,828)		(5,760)		(6,147)	(387)	6.72%	
147202	Connor'S Cottage - 5 (Lot 3) Piesse Street, Toodyay		(7,708)		(3,185)		(1,793)	1,392	(43.69%)	
147204	6 Duke Street		(1,912)		(790)		(314)	476	(60.31%)	
147205	Bank Building - Stirling Terrace - Operational		(9,651)		(4,000)		(5,635)	(1,635)	40.88%	
147206	Syreds Cottage - Building Maintenance & Operating - Conservation Plan - Parks & Gardens		(7,464)		(3,090)		(1,390)	1,700	(55.03%)	
147207	O'Reilly'S - Lots 1A & 1B Stirling Terrace, Toodyay		(12,917)		(5,375)		(11,511)	(6,136)	114.16%	▲
161203	Loan 63 - Interest Payments		(6,340)		(2,640)		(3,265)	(625)	23.66%	
161216	Loan 74 - Interest Payments - Bank Building Stirling Terrace		(1,600)		(665)		0	665	(100.00%)	
08682	Unclassified Bldgs - Dep'N		(4,500)		(1,875)		(5,994)	(4,119)	219.69%	
			(65,920)		(27,380)		(36,049)	(8,669)		
	<u>OPERATING REVENUE</u>									
147331	Bank Bldg - Recoup Outgoings	1,500		625		566		(59)	(9.47%)	
147332	Bank Bldg - Rent Bank	24,000		10,000		9,940		(60)	(0.60%)	
147333	Recoups - Lot 1 A&B Stirling Tce	1,500		625		0		(625)	(100.00%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 30 November 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
147335	Rental - Lot 1 A&B Stirling Tce	15,000		6,250		0		(6,250)	(100.00%)	
		42,000		17,500		10,506		(6,994)		
TOTAL UNCLASSIFIED ITEMS - Operating		42,000	(65,920)	17,500	(27,380)	10,506	(36,049)	(15,663)		
CAPITAL EXPENDITURE										
147252	Transfer To Asset Development Reserve		(5,000)		(2,080)		(3,761)	(1,681)	80.82%	
147256	Unclassified Heritage (Spec.) Buildings - Capital Works		(112,200)		(46,745)		(92,179)	(45,434)	97.20%	▲
	- Bendigo Bank - 96,200									
	- Syred's Cottage - 10,000									
	- Connor's Cottage - 6,000									
161254	Loan 63 - Principal Payments		(12,244)		(5,100)		(6,027)	(927)	18.18%	
161264	Loan 74 - Principal - Bank Building Stirling Terrace		(8,933)		(3,720)		0	3,720	(100.00%)	
			(138,377)		(57,645)		(101,968)	(44,323)		
CAPITAL REVENUE										
147253	Transfer From Asset Development Reserve	125,000		52,080		0		(52,080)	(100.00%)	
	- Purchase Land For Egress									
147257	Loan Income - Bank Building Stirling Terrace	96,200		40,080		96,200		56,120	140.02%	
		221,200		92,160		96,200		4,040		
TOTAL UNCLASSIFIED ITEMS - Capital		221,200	(138,377)	92,160	(57,645)	96,200	(101,968)	(40,283)		
TOTAL UNCLASSIFIED ITEMS										
		263,200	(204,297)	109,660	(85,025)	106,706	(138,017)	(55,946)		
TOTAL OTHER PROPERTY & SERVICES										
		357,934	(288,795)	149,125	(166,835)	185,896	(219,928)	(16,322)		

Shire of Toodyay - Bank Reconciliation As At 30 November 2014

Municipal

Balance as per

- Financial Statement - Muni - Unrestricted - 100600100 3,060,520.52

Total

3,060,520.52

Balance as per

- Bendigo - 110482809 800,228.67
 - Bendigo - NCD: 1366925 564,738.69
 - Bendigo - NCD: 1366932 500,000.00
 - Bendigo - NCD: 1387366 600,000.00
 - Bendigo - NCD: 1387421 600,000.00

Roundings 0.39

Difference

0.00

Subtotal

3,064,967.75

Adjustments (See Below) (14,819.00)
 Plus Outstanding Deposits - Current Month 14,813.93
 Plus Outstanding Cheques - Current Month (3,546.23)
 Plus Outstanding Deposits - Previous Periods 29.90
 Plus Outstanding Cheques - Previous Periods (925.83)

Total

3,060,520.52

Adjustment Breakdown

Eftpos transaction receipted - money not deposited into bank 181.00
 Trust Transfers (15,000.00)
(14,819.00)


 Signed: Accountant

2/12/14
 Date


 Signed: Manager Corporate Services

02/12/14
 Date

Shire of Toodyay - Bank Reconciliation As At 30 November 2014

Trust

Balance as per

- Financial Statement - Trust - Unrestricted - 100617100 1,733,230.05

Total	1,733,230.05
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Balance as per

- Bendigo - 110482783	218,692.69
- Bendigo - Term Deposit No: 140619784 - T84	189,690.46
- Bendigo - Term Deposit No: 145326583 - T794	95,577.67
- Bendigo - Term Deposit No: 137945127 - T100	121,625.26
- Bendigo - Term Deposit No: 140619834 - T83	121,596.46
- Bendigo - Term Deposit No: 152237145 - T214	42,502.99
- Bendigo - Term Deposit No: 152238135 - T4	107,464.37
- Bendigo - Term Deposit No: 152238176 - T114	179,047.29
- Bendigo - Term Deposit No: 152238218 - T458	388,190.11
- Bendigo - Term Deposit No: 152240818 - T793	20,602.85
- Bendigo - Term Deposit No: 152240834 - T797	28,251.73
- Bendigo - Term Deposit No: 152240859 - T3	20,074.90
- Bendigo - Term Deposit No: 152240859 - T4	144,578.00
- Bendigo - Term Deposit No: 152240859 - T5	42,035.30

Roundings (0.03)

Difference 0.00

Subtotal	1,719,930.05
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Adjustments (See Below)	0.00
Plus Outstanding Deposits - Current Month	15,000.00
Plus Outstanding Cheques - Current Month	(1,000.00)
Plus Outstanding Deposits - Previous Periods	0.00
Plus Outstanding Cheques - Previous Periods	(700.00)

Total	1,733,230.05
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Adjustment Breakdown

	0.00
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Signed: Accountant

11/12/14
Date


Signed: Manager Corporate Services

02/12/14
Date

Shire of Toodyay - Bank Reconciliation As At 30 November 2014

		Reserve
Balance as per		
- Financial Statement - Reserve - 10075510		2,883,657.01
	Total	<u><u>2,883,657.01</u></u>
Balance as per		
- Bendigo - 110482791		360.92
- Bendigo - NCD: 1424301		2,883,248.10
- Bendigo - NCD: 1379805		0.00
Roundings		(0.05)
	Difference	0.00
	Subtotal	2,883,608.97
Adjustments (See Below)		48.04
Plus Outstanding Deposits - Current Month		0.00
Plus Outstanding Cheques - Current Month		0.00
Plus Outstanding Deposits - Previous Periods		0.00
Plus Outstanding Cheques - Previous Periods		0.00
	Total	<u><u>2,883,657.01</u></u>
<u>Adjustment Breakdown</u>		
Interest		(1.96)
Bank Fees		50.00
		<u><u>48.04</u></u>


Signed: Accountant

11/12/14
Date


Signed: Manager Corporate Services

02/12/14
Date

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1 December 2014

Cr David Dow
The Shire President
Shire of Toodyay
PO Box 96
TOODYAY WA 6566

Dear Cr Dow

MANAGEMENT REPORT FOR THE YEAR ENDED 30TH JUNE 2014



We advise that we have completed our audit procedures for the year ended 30th June 2014 and enclose our Audit Report.

We are required under the Local Government Audit Regulations to report certain compliance matters in our audit report. Other matters which arise during the course of our audit that we wish to bring to Council's attention are raised in this management report.

It should be appreciated that our audit procedures are designed primarily to enable us to form an opinion on the financial statements and therefore may not bring to light all weaknesses in systems and procedures which may exist. However, we aim to use our knowledge of the Shire's organisation gained during our work to make comments and suggestions which, we hope, will be useful to you.

COMMENT ON RATIOS

Last year (the year ended 30 June 2013) saw the introduction of new financial reporting ratios for local governments in Western Australia.

This year (the year ended 30 June 2014) is the second year of these new ratios and the information relating to these ratios is summarised below:

	Target Ratio ¹	Shire's Actual Ratios			3 Year Trend ²
		2014	2013	2012	
Current Ratio	≥ 1	1.072	1.531	1.995	↓
Asset Sustainability Ratio	≥ 1.1	1.360	1.925	2.109	↓
Debt Service Cover Ratio	≥ 15	3.728	7.880	21.128	↓
Operating Surplus Ratio	≥ 0.15	(0.141)	(0.026)	0.373	↓
Own Source Revenue Coverage Ratio	≥ 0.9	0.764	0.770	0.884	↓
Asset Consumption Ratio	≥ 0.75	0.791	0.744	N/A	↑
Asset Renewal Funding Ratio	≥ 1.05	N/A	N/A	N/A	N/A

Key

Above target as per guidelines	Within acceptable banding as per guidelines	Below acceptable banding as per guidelines
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¹ Target ratios per Department of Local Government and Communities Guidelines (DLGC) except the Debt Service Cover Ratio which is a target devised by UHY Haines Norton (and based on experience). For information, DLGC Guidelines establish a target Debt Service Cover Ratio of 5.

² The 3 year trend compares the 2014 ratio to the average of the last 3 years (except for the Asset Consumption Ratio which is the 2 year trend).

COMMENT ON RATIOS (CONTINUED)

Ratios provide useful information when compared to industry and internal benchmarks and assist in identifying trends. Whilst not conclusive in themselves, understanding ratios, their trends and how they interact is beneficial for the allocation of scarce resources and planning for the future.

We provide commentary on specific ratios (identified as red in the table above) as follows:

Debt Service Cover Ratio

This ratio is below the target level and trending downwards.

This ratio measures the Shire's ability to service debt out of its uncommitted or general purpose funds available from its operations.

Whilst we acknowledge borrowings have not increased in recent years (in fact the overall level of borrowings has decreased) the level and downward trend in the ratio has occurred as a result of a decrease in operating grants, subsidies and contributions (refer to comments in Operating Surplus Ratio below).

This decrease was exacerbated and distorted in 2014 and 2013 by the early payment of Financial Assistance Grants (FAGs) in June 2013 which was not repeated in 2014. If we ignore this anomaly, the adjusted ratio would be 4.54 (2014) and 6.73 (2013) which would still keep it in the "below acceptable banding" or red category.

Operating Surplus Ratio

This ratio is below the target level and trending downwards.

The Operating Surplus Ratio measures Council's financial sustainability having regard to asset management and the community's service level needs.

A negative ratio indicates the local government is experiencing an operating deficit. A sustained period of deficits will erode Council's ability to service debt and maintain both its operational service level and asset base over the longer term whilst a positive ratio which is consistently above 0.15 provides the Shire with greater flexibility in meeting operational service levels and asset management requirements.

Analysis of the Shire's Statement of Comprehensive Income indicates the main reason for the downward trend of the ratio to be the decrease in revenue associated with a decline in operating grants, subsidies and contributions not being matched by operating expenditure decreases.

If we are to normalise this ratio along the same lines as discussed above (in relation to early payment of FAGs grants), the adjusted ratio for 2014 would be (0.099). Whilst this evens out the movement, it is still below the acceptable banding level.

To help alleviate the continued erosion of this ratio, both Council and Management will need to consider ways to improve the operating position. This is either via increasing revenue or by decreasing expenditure (or a combination of both).

Summary

Whilst all ratios (with the exception of the Current Ratio) are new and we accept it may take some time for their implication to be fully understood, they should be duly considered as part of the overall financial management of the Shire.

In addition to other financial practices, we suggest it is prudent for Council and management to monitor all ratios in future financial years as they strive to manage the scarce resources of the Shire.

ACCUMULATION OF ANNUAL LEAVE AND LONG SERVICE LEAVE

As we have indicated in our management letters in previous years, large accumulations of leave should be discouraged as the eventual cost to the Shire increases with each wage increase given to employees.

A history of the annual and long service leave provided for by the Shire is set out below:

	2014	2013	2012	2011
	\$	\$	\$	\$
Annual Leave	282,923	248,341	221,219	181,264
Long Service Leave	340,515	266,779	246,135	214,894
Total	623,438	515,120	467,354	396,158

During the 2011/12 and 2012/13 financial years, due to staff shortages, leave entitlements were not taken and this resulted in leave provisions increasing by 18% and 10% respectively. During the 2013/14 financial year leave entitlements increased by 21% over the previous year. As per our discussions with management, staff were unable to take leave as expected and entitlements accumulated.

Our review of the annual leave schedules confirmed this accumulation was a result of a general, across the board increase to all employees. In fact, there was a decrease in large individual accumulators as follows:

- five employees have accumulated in excess of six weeks leave (2013 – eleven employees); and
- of these, one employee has accumulated in excess of eight weeks leave (2013 – four employees).

It is important Council and management are aware of this so it is able to manage the accumulation of leave entitlements to avoid a situation where many large individual accumulators manifests itself.

Whilst we acknowledge the Council has a cash backed reserve of \$265,961 in respect of these liabilities, it is important from both the perspective of the eventual cost to the Shire and sound people management practices to encourage leave to be taken.

Large accumulations of leave can also give rise to funding issues and it is important to continue the enforcement of policies surrounding employee leave entitlements. This will help to control the total outstanding whilst at the same time considering ultimate funding requirements.

We will continue to monitor and report on this situation in future years.

REPORTING ON INTEGRATED PLANNING

New regulations relating to Integrated Planning came into effect on 1 July 2013. For a local government to be compliant with these new regulations it should have had in place, by 6 September 2013, a:

- Strategic Community Plan;
- Corporate Business Plan;
- Workforce Plan;
- Long Term Financial Plan; and
- Asset Management Plan(s).

All of the plans were completed as required with the exception of the Long Term Financial Plan. As a consequence, the Asset Renewal Funding ratio was not calculated and reported in the financial report (as was the case last year).

To help ensure compliance with statutory requirements, the Long Term Financial Plan should be completed as well as submitted to the Department as a matter of urgency.

We noted no other matters we wish to draw to Council's attention.

UNCORRECTED MISSTATEMENTS

We advise there were two uncorrected misstatement noted during the course of our audit. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial report as a whole. These uncorrected misstatements are attached at Appendix I to this letter.

We take this opportunity to thank the Chief Executive Officers, Manager Finance & Administration and all staff for the assistance provided during the audit.

Should you wish to discuss any matter relating to the audit or any other matter, please do not hesitate to contact us.

Yours faithfully



DAVID TOMASI
PARTNER

Encl

APPENDIX 1

**SHIRE OF TOODYAY
FOR THE YEAR ENDED 30TH JUNE 2014**

	Description	DR (\$)	CR (\$)
1	Grants Received in Advance Grant Income Being adjustment required to recognise grants received as income in the year of receipt.	36,000	36,000
2	Grant Income Grant Receivable Being adjustment required to derecognise grants receivable.	33,763	33,763

Net Effect of above on:

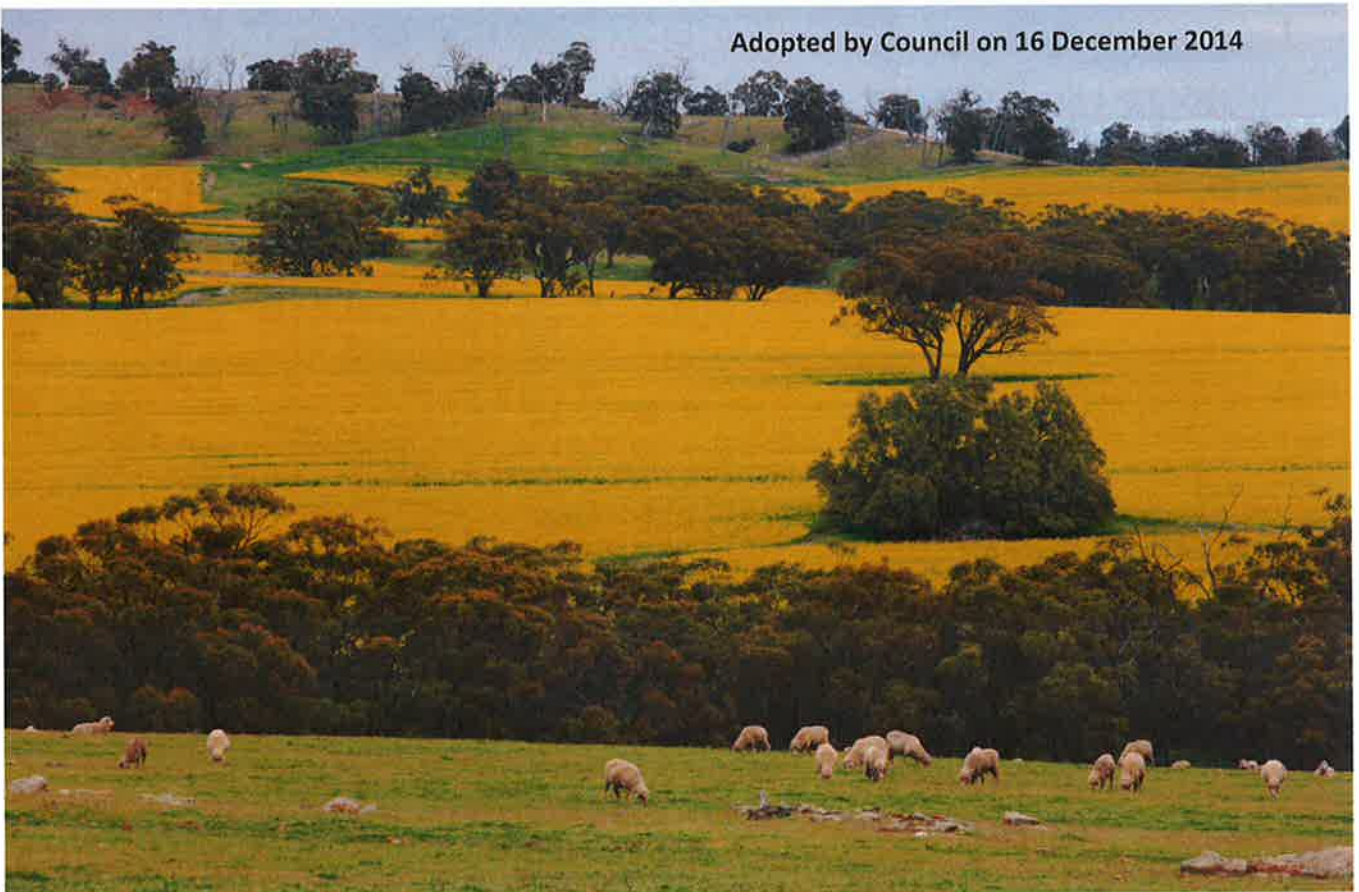
Statement of Financial Position	2,237	
Statement of Comprehensive Income		2,237

ANNUAL REPORT



2013 - 2014

Adopted by Council on 16 December 2014



Administration Centre

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Shire President Foreword

Even though I have only been Shire President since October 2013, I have been an elected member since May 2012 thus I was involved in the deliberations and adoption of the 2013 budget. The budget underpins the operations of the Shire and is therefore an integral part of this annual report. I thank former Shire President, Kevin Hogg and former Deputy President John Prater for their leadership throughout the budget process. Both of these councillors retired at the end of their respective terms in October 2013. I thank them both for their service to the community.

The development of the Strategic Community Plan in 2012/13 has guided much of the activity for the period covered by this report. The plan identified that Council would need to invest heavily for the community to have access to the high standard of sport and recreation facilities enjoyed by most of the Wheatbelt. This included finalising the purchase of land for a new recreation precinct adjacent to the school, and engagement with the community to develop a Master Plan with strong community support. I am pleased to say that the community was very engaged in that planning process and turned out in numbers for the presentation of the plan and were very supportive of the final concept plan.



Cr David Dow
Shire President

The Strategic Community Plan also identified the need for an Environmental Plan and an Economic Development Plan to guide Council's thinking and actions over the next few years. The Environment Plan was developed through an iterative process with a first draft developed by staff, followed by a planning day hosted by a well-qualified consultant and further workshopping by council. The resulting plan will be advertised for final adoption shortly.

The Economic Development Plan prepared by RPS Consulting builds on the Avon Sub Regional Economic Strategy 2012, and compliments the aims of the Wheatbelt Regional Investment Blueprint. Controversy surrounding the possible impacts of a proposed bauxite mine within the Shire has resulted in community input that has prompted council to amend the draft plan prior to adoption.

I would like to thank the Shire CEO Mr Stan Scott and his leadership team. The leadership team has been in place now for two years and have been working very well together and providing strong support for the CEO and Council.

The last remaining work on the new Shire Depot was completed in this financial year. It now looks and operates like a modern facility and should meet the Shire's needs for the next 20 years and should assist with achieving more efficient and cost effective work practices and enable the Shire to fulfil its OHS obligations.

Shire President Foreword

The Shire continues to make a substantial investment in its roads with over \$2.5 million in expenditure. The Shire has also committed to a substantial investment in the development of fire access and egress tracks to make rural residential subdivisions safer.

I would like to thank Cr. Bethan Lloyd, Deputy Shire President, for her support and guidance that has assisted me to fulfil my role as Shire President. I also thank all elected members for their patience and tolerance as I continue to navigate the framework that governs Council meetings. I must thank Council members for the work they do. The commitment of time by elected members is substantial, particularly the time involved in reading and researching the substantial volume of material they are required to consider along with the time they spend engaging with the community.

This year has also been a transition year for some significant Council volunteers. In particular, Mr Frank Panizza advised that he would be stepping down from the role of Chairman of the Audit Committee, a role he has held since retiring from Council in October 2009. Mr Panizza's eye for detail, his experience in the accounting profession and his understanding of Council processes has proved invaluable in this role. His involvement has also provided continuity in the Audit Committee during a time of change.

The other significant retirement announced this year is that of Murray McBride. Murray has held the position of Chief Bush Fire Control Officer (CBFCO) for the last 10 years. The CBFCO is the highest ranked volunteer firefighter in the Shire. With 6 brigades, almost 300 volunteers and significant fire risk, this is a very demanding and responsible position. I would like to thank Murray for his contribution. He has left some very big shoes to fill.

On the subject of volunteers, thanks go to all community members involved on Councils committees. These include the Audit Committee; Bush Fire Advisory Committee; Local Emergency Management Committee; Local Recovery Committee; Museum Advisory Committee; and Community Depot Management Advisory Committee. I extend the Council's and the Community's thanks to the very many volunteers who work in the district delivering better services and facilities for us all to enjoy. Well done! You make Toodyay a more attractive place to visit and a better place to live.

In closing, I am confident that all Councillors join me in extending thanks to the Shire's dedicated workforce for delivering the much needed services in and for our district. The efforts and actions of all staff members have contributed to the overall successful implementation of Councils strategies and aims. This task is becoming increasingly challenging with State and Federal Governments continually enlarging the regulatory minefield without adequate compensatory funding.



Council

ELECTED MEMBERS



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Shire President

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Chief Executive Officer's Report

I would like to thank my staff for their contribution to another good performance by the Shire of Toodyay as a Local Government. I would also like to thank the Toodyay community which continues to be positive and inclusive making Toodyay a great place to live.

While last year we produced our major community planning document, in 2013/14 we had the opportunity to commence the development of the important documents to underpin the high level strategy. This included work developing an Environmental Strategy and an Economic Development Plan. The final adoption of these plans will occur shortly.

2013/14 also saw the finalisation of the acquisition of a significant parcel of land adjacent to the Toodyay District High School.



Mr Stan Scott
Chief Executive Officer

This land will be used for a new recreation precinct to meet the long term sport and recreation needs of the Toodyay Community, and was a significant initiative identified in the Strategic Community Plan. Peter Hunt Architects were engaged to develop the master plan for the site. There was very strong community involvement in the planning and I was encouraged by the very positive responses we received to the draft plan. Sport and recreation is not just about big projects. Through our involvement with the Kidsport program 63 local children were assisted with sport participation. We have continued to assist local clubs gain access to grants and funding.

Even though Council and the administration spend a lot of time considering the future of the community, a major part of the Shire's job is to build and maintain infrastructure, and the Works and Services Department continued to go quietly about the job of delivering those services. Major projects this year included:

- Improvements to Julimar Road, including white lining for 33 kms;
- Asphalt to telegraph Road, and Lukin Street;
- Major improvements to Dumbarton Road, Dewars Pool Road and Lover's Lane;
- Gravel re-sheeting on Mount Road and Beaufort Street; and
- Dual use pathway on Drummond Street.

Parks and Gardens staff continue to maintain and develop green spaces around the townsite, and the attractive appearance of the town contributed to our recognition at the Wheatbelt Tidy Towns awards.

The number and value of planning applications was similar to the previous year. Scheme amendment's 4 and 5 (Omnibus Scheme Amendments) were approved during the year, as was rezoning of part of the Toodyay townsite to allow higher

Chief Executive Officer's Report

housing density. While building applications were similar in number, the value of building work was considerably higher as a result of higher value buildings rather than just cost increases.

The Shire offers a 7 day per week ranger service. The rangers deal with issues such as animal control, parking and fire management. They make a significant effort each year to ensure that fire breaks are installed and maintained. Rangers make a significant contribution to the effective delivery of events and celebrations throughout the year. This year saw the introduction of the new Cat Act, and Rangers organised educational and 'snip and chip' events for cat owners. Work commenced on the regional Cat Management Facility based in Toodyay.

I continue to be impressed with the high level of volunteer work in Toodyay, and the very strong commitment of volunteers involved in the 5 Volunteer Bush Fire Brigades and the Fire and Rescue Brigade. The same dedication and passion is evident in the St John's Ambulance. A quick flick through the Toodyay Herald gives a very strong sense of the scale of community engagement in Toodyay.



The Shire of Toodyay has a very strong community development team delivering visitor, museums and heritage, library, events, youth and community services.

Toodyay library continues to be one of the best country libraries in WA. This year activities have included the Avon Valley Writers Festival, targeted activities for every age group, author visits, ABC Open and Wikimedia presentations. The vibrant and energetic team are always delivering something at the library, and they even have books!

There has been a very strong emphasis on greater community involvement in museums, and this year we have seen an increase in volunteers, a furniture restorer in residence which also involved our wood turners and spinners; museum spaces as community and event spaces, and restoration and resurrection of shearing equipment.

Toodyay became the second community after Fremantle to become a Wikitown, with the launch of Toodyaypedia. Under this project volunteers enter heritage and historical information on Toodyay's buildings in Wikipedia. QR codes linking to this information is displayed on buildings, allowing anyone with a smart phone to immediately access all the information. At the Wikimedia Foundation biennial international conference in London, Toodyaypedia was voted one of the 10 coolest projects in the world.

Chief Executive Officer's Report

Toodyay continues to be a venue for many events. Each year the Moondyne Festival, Agricultural Show and Toodyay Picnic Races go from strength to strength. This year saw two new events in the Bush Poets Festival and Fibre Festival. A new MOU has been developed with Quit Targa West to continue Toodyay's involvement in this event into a second decade, and this year for the first time there was a 'hot laps' fundraiser to support the Lions Club. This year, also for the first time, we had the Gyuto Monks of Tibet spend a week in Toodyay delivering an engaging program of cultural and spiritual activities. I continue to be impressed with the work and commitment of volunteers in bringing these events to fruition, including many extra unpaid hours by Shire staff.

The Shire of Toodyay maintains a significant inventory of heritage buildings including public buildings such as the Administration Centre (old Courthouse Building), Memorial Hall, Library, Connors Mill and the Newcastle Gaol Museum. The Shire also owns a number of other heritage buildings that are used for other purposes such as the old Grandstand, Donegan's Cottage, Parker's Cottage, Connor's Cottage and O'Reilly's Cottage. Toodyay was recognised in the 2013 WA Heritage Awards in the Local Government and Interpretation categories.

The Old Court House which houses the Shire Administration has now been included on the State Heritage register. The listing includes the entire precinct which includes the archaeological remains of the original convict hiring depot in Toodyay.



The Old Court House

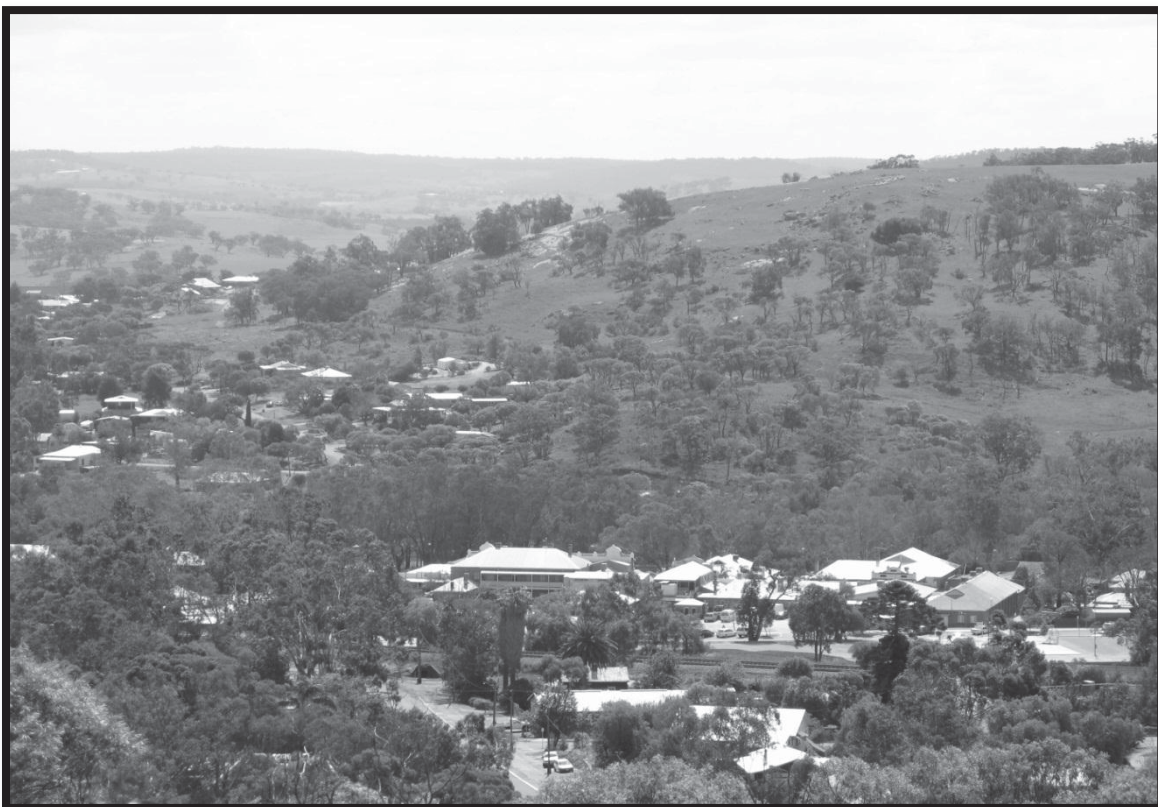
This year saw the transfer of Motor Vehicle Licensing Services to the Toodyay Post Office and the closure of the Lolly Shop franchise at the Visitor Centre. This resulted in some changes to Shire operations and some staffing adjustments. I would like to thank the administration team for their dedication and adaptability. Everyone knows more than one job, and people have reacted very positively to changes in assignments and responsibilities.

Chief Executive Officer's Report

Council has dealt with some important issues during the year including key strategies dealing with heritage, environment and economic development. Of the nine elected Members in Toodyay only 3 have more than 3 years' experience, and this year also saw the election of a new President in Cr David Dow, and a new Deputy President in Cr Bethan Lloyd. Serving on Council places significant demands on Councillors for little reward, and I wish to thank them for their work and dedication.

Every year we see some people come and go. I would like to thank the following people who finished with the Shire of Toodyay during 2013/14: Abraham Aguis and Ryan Stageman left the outside crew; Ros Edwards resigned as a ranger, and John Hansen worked as a temporary ranger, Mick Rogers and Rhonda Baker did temporary firebreak inspection work; we lost Anja Kristoff, Ros Bowman and Kim Angus from administrative roles and Elizabeth Andrijich filled in for us; and finally we lost Daniel Hills from Planning and Development. There was also a number of staff who spent some time working for the Shire but have since moved on. These include Grace French and Daniel Haynes. I wish them all well. During the year we welcomed Margie Eberle, Simon Holding, Rose Jones, Michelle Haynes, Carrie Skinner and Hugo De Vos to the Shire team.

I wish to thank Elected Members, my staff and the Toodyay community for another successful year.



Executive Staff

Chief Executive Officer
Mr Stan Scott



- Members
- Governance
- Local Laws
- Contracts & Tenders
- Strategic Planning
- Major Projects
- Freedom of Information
- Executive Services

Manager
Community Development
Ms Audrey Bell



- Marketing / Events
- Library Services
- Recreation
- Museum
- Grants
- Visitor Centre
- Community Services
- Ranger Services

Manager
Planning and Development
Mr Graeme Bissett



- Planning and Development
- Building
- Environmental Health
- Heritage

Manager
Corporate Services
Ms Cherie Delmage



- Payroll / Rates
- Human Resources
- Records
- Finance
- Information Technology

Manager
Works and Technical Services
Mr Les Vidovich



- Parks & Gardens
- Works Construction and Maintenance
- Waste Management

Shire President and CEO

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Shire President
Central Ward

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Community Development

July

Life is change and at the Visitor Centre change took place with the Lolly Shoppe closing. This matter was under discussion for some time and with the Franchisor making a decision to review his business operations, it was time for this change to take place.

Following the departure of Moss Wilson, advertising and interviews took place for the Museum Curator/Heritage Officers position and we welcomed - Margie Eberle to the team as our new Museum Curator.

Various discussions commenced regarding our new Shire Website with an Administration working group formed.

Our tourism connections through Pioneer Pathway and FACET, were made stronger with meetings and seminars being attended.

August

August is always a busy month with the Food Festival and Avon Descent taking place. Another super event organised by our Events Officer - Debra Andrijich along with the assistance of the working group of staff and volunteers. This event sees thousands of Visitors attending Toodyay for the day.



Community Development

Community seminars were attended in Dowerin with the focus on Aged Care. An All 4 Youth session was attended in the City of Swan. And through the Department of Sport and Recreation in Northam a seminar was attended with the focus on how to engage with FIFO and DIDO workers in our communities.

To complete the Shires Recreation Strategy a community forum was held with good numbers of sporting groups as well as interested community members attending and providing valuable feedback.

Our focus for the Community Depot project grew stronger with a more structured Community Depot Advisory Committee being formed. With this committee and the great work of our Project Officer - Grace French, the project was able to make further progress with a concept site plan, input from the Community Groups as well as the grant application for Lotterywest funding started.

An invite was extended to Lotterywest to visit Toodyay and with thanks to Kim Angus our Grants/Community Development Officer, local community groups were able to come along for the day to talk with the team from Lotterywest in our beautiful Memorial Hall.

Through our partnership with Wikipedia, various training sessions were held at the Library and CRC, for staff and interested community members to partake in learning how to write articles for our Toodyaypedia project – through Wikipedia. Many thanks to the Team at Wikipedia for their time and patience for assisting those undertaking training.

September

Integrated Planning Reports are now an important focus for all Local Governments. To keep abreast of current information on IPR a seminar was attended at the City of Melville.

Through the Toodyay Bendigo Bank, I was invited to be a part of their Youth Grant Panel. A wonderful opportunity for local youth to seek sponsorship to continue their studies with funds to assist them through to their chosen career. Amazing young people, going on to great things.

At the Visitor Centre we said our farewell's to Meg Mills a long time employee with the Shire, as she took the step towards retirement.

The State Visitor Centre Conference was attended in Armadale where discussions commenced regarding the future of Visitor Centres and where to from here. Following this we did welcome an interview from Haberlin Consultants who were engaged through WA Tourism to undertake interviews with all Visitor Centres throughout WA. Findings from this review are to be released in the near future.

Community Development

The CEO, Grants/Community Development Officer and I were invited to Cannington to meet and present to the Ballardong Working Group our plans for the river walkway. We were warmly welcomed and advised that the group would consider the proposed plans.

October

A major event for Toodyay and its Sports was the Sod turning event at the new Recreation Precinct. Exciting times ahead with this project for the community.

Other sport and recreation matters which were also looked into were the Skate Park Stage 2 and basketball courts for current user groups. Various sites and discussion took place.

A meeting with Healthways was attended to gain a better understanding as to how their new funding/grants will be undertaken in the future.

Tourism Council WA was welcomed at the Visitor Centre to hear about their information/training sessions available for those in the Tourism Sector.

An exciting time was had with a visit from Screen West WA. A film scout was sent out to Toodyay and the surrounding areas to seek sites for an upcoming Australian movie.

November

Various meetings and seminars were attended to keep informed on a variety of matters.

These included attending an LGMA – Community Development Network Meeting, a visit to both Syreds Cottage and then the York Museum. The CEO and I met with Lotterywest – Lee Grimmas, to discuss possible future grant applications. The Manager of Communications from St John of God Hospital visited Toodyay to commence communication with the Shire on the progress of the new hospital in Midland. Further information sessions will take place.

December

Although being the end of the year, it became a busy time for the Community Development Team.

The Recreation Strategy was adopted by Council. Expressions of Interest for the new Sport and Recreation Precinct Master Plan were called for and an interesting afternoon was held at the High School where students shared their ideas on what the new Precinct should include, including a shopping mall and ice skating rink. Wonderful ideas and the CEO was able to share with the students the reality of costing's and timelines for this type of project.

Community Development

Final plans for the internal fit out for the Visitor Centre were agreed on with work to commence in the New Year during the quieter time.

A wonderful Sundowner was held with all members of the Visitor Centre being invited in mid-December. A local caterer and entertainment were engaged to show what talent is out there in the Community.

With the upgrade of the Shire website complete a group of 5 staff members attended training with our neighbouring Shires.

Through WALGA all Local Governments now have a Local Eye App for Smartphones. Information regarding local governments and their surrounds are found on this app.

In keeping with tradition updates on the Community Directory were undertaken.

Australia Day preparations commenced with bringing a working group together from internal, depot and community groups.

January

With the lead into the New Year a number of staff were on holidays. Mid-January saw most arrive back and into the commencement of the Visitor Centre refurbishment.

Our new Shire of Toodyay Website went live. Updates will be undertaken as required.

Two events for the month were held being the Thank a Volunteer Day celebration in the Old Goal and Australia Day at Dudigee Park. Both great events for the community and special thanks to all staff and volunteers who were involved with these.



Community Development



Appointments were arranged to meet with Consultants who sent in Expressions of Interest for the new sport and recreation precinct.

February

The refurbishment of the Visitor Centre was complete and this now brings together most of the Community Development Team into one building.

Peter Hunt Architects were appointed as the consultants to complete the Master plan for the new Sport and Recreation Precinct.

A special heritage forum was held to discuss the way forward in Heritage matters – including the Heritage Strategy, Master Heritage Plan, and State Heritage Listing of the Administration building site and Interpretation Plan of this.

As per each year the various Local Governments involved with the Avon Descent and Family Fun Days met with EMRC, NADA, CIC to undertake a debrief of the events.

March

Designing Healthy and Active Communities seminar was attended at the City of Wanneroo, as well as Dementia Friendly Communities workshop run by The Alzheimers Association in Shenton Park.

Community Development

Through our Museum Curator the co-ordinator for the Toodyaypedia project, the new QR code plaques were placed on buildings down the main street.

Our first meeting with the Local RSL took place to discuss ideas for the 100th ANZAC Anniversary in April 2015.

April

Meetings were held with various sporting groups regarding interim courts for the different sports – Netball, Basketball and Tennis at the old tennis courts.

Further meetings were held with the School Chaplain regarding Youth, Pioneer Pathway Group regarding Tourism and the Local RSL regarding the 100th Anniversary of ANZAC Day, and with the retiring committee member of the Youth Hall – management of the hall will now be undertaken by the Shire.

On a more corporate focus a seminar on Workforce Planning was attended through LGMA, as well as Public Interest Disclosure Officer Training.

May

Aged Care Community Consultation committed to participate in a Regional Aged Care Planning process to develop and assist in the implementation of an Integrated Wheatbelt Aged Care Plan. Funded through a partnership between the Wheatbelt Development commission, the WA Country Health Service's Southern Inland Health Initiative the plan will look at all facets of Aged Care from aged friendly communities, aged persons housing, community care and residential care. Verso Consultants were appointed to carry out the work involved in preparing the reports and undertaking the Community Consultation meeting which was held here in Toodyay in May.

May was also a busy month for the Master plan for Sport and Recreation Precinct project. Meetings were held with Peter Hunt and his staff – Architects appointed for the project, Department of Sport and Recreation, Council Forum, and a Community meeting, as well as the plan being prepared to be open for Public Comments.

Along with the Chief Executive Officer and the Events Co-ordinator, meetings were undertaken with Northam Avon Descent Associations and CIC Event representatives to discuss planning and updates for the Avon Descent and our International Food Festival. The focus is to continue to make both events interlinked and improved on each year.

June

The Toodyay Court House (fmr) and former Convict Depot Archaeological Site had a focus in the media. This wonderful site was being recognised for its Heritage by the State Heritage Council WA. The process for State listing did commence some months earlier, with further approval process still to be completed prior to final listing.

Community Development

Meetings with the RSL committee commenced regarding the 100th Anniversary for Anzac Day 2015.

Liaising with current Committee and Community Groups that utilise the Youth Hall, steps were undertaken to complete the handover of the management and bookings to the Shire for this building. This process will be fully completed in the new financial year with fees adopted and new agreements in place.

In closing I would like to extend my sincere Thanks to the Community Development Team who are there to assist the Community and Visitors through the various services of the Library, Visitor Centre, Events, Sport & Recreation, Museum/Heritage, Marketing & Youth and help to make Toodyay “A Place of Plenty”.

Sport and Recreation

National Youth Week Skate Boarding Clinics

National Youth Week (NYW) is the largest celebration of young people in Australia. Thousands of young people aged 12-25 from across Australia get involved in NYW each year.



An Australian, State, Territory and Local Government Initiative

The Shire of Toodyay was successful in obtaining a grant for \$1,000 to run a skate boarding workshop on Saturday 5th April 2014. In conjunction with the clinics, a poster designing competition was held to get the kids involved who might not necessarily like the idea of skate boarding.



Toodyay Public Tennis Courts

The public tennis courts adjacent to the Shire offices have been showing signs of wear and tear for some time now. The synthetic is starting to rip and pull away which is causing some safety issues for the people who use the courts.

In February 2014, a letter was received from the Toodyay Basketball Association with the request that the Shire of Toodyay investigates options for the construction of courts to allow for basketball to be played within the Shire. The letter offered the opinion of resurfacing the old tennis courts to be marked with basketball and possible netball.

Quotes for its resurfacing were obtained and the project was adopted in Council's 2014 / 2015 budget to convert the courts into 2 Basketball, 1 Netball and 2 tennis courts. This project will be completed in 2015.

Sporting Club Equipment Funding

The Department of Sport and Recreation announced its expansion of the Community Sporting Club Equipment Subsidy Scheme (CCESS).

The CCESS provides sporting clubs access to a one off \$500 subsidy to purchase shared sporting equipment accessible to all members.

This subsidy is available to clubs by the state government in recognition of the important role clubs play in our community. It is one of the many programs and initiatives which support the development of sport and recreation clubs across WA.

Subsidies for regional clubs are provided through the State Government's Royalties for Regional program. The Shire of Toodyay Sporting Clubs have been successful in

Sport and Recreation

obtain this grant over the past year. Funds have helped secure training equipment for the seniors and junior sports to ensure the clubs can teach the sport to the best of their abilities.

KidSport

KidSport enables Western Australian children to participate in community sport and recreation, no matter their financial circumstances. Eligible youth aged 5–18 years can apply for financial assistance to contribute towards club fees. The fees will go directly to the registered KidSport clubs through their participating local government. While the primary objective of KidSport is to ensure all Western Australian children can participate in sport and recreation clubs, its secondary objective is to engage these children and their families in the community.

The Shire of Toodyay has been involved in KidSport for three (3) year with great results. The KidSport snapshot for the past year in as below:

63 vouchers 62 unique kids \$8,906.98 funded over 2 years		
Total per year (% compared to previous year)		
2 in 2013		
61 in 2014		3050%
Gender		
2013	0 girls	0%
	2 boys	100%
2014	17 girls	27.9%
	44 boys	72.1%
Diversity		
Aboriginal	18	28.6%
CaLD	4	6.3%
Disability	3	4.8%
Top 10 Clubs		
Toodyay Junior Football Club	29	46%
Northam Netball Association	9	14.3%
Toodyay Hockey Club	8	12.7%
West Australian Junior Motocross Club Inc	4	6.3%
Clackline / Toodyay Karate Club Inc	4	6.3%
Hills Rangers Football Club Inc	3	4.8%
Toodyay Soccer Club	3	4.8%
Northam Basketball Association	3	4.8%
Northam and Districts Little Athletics Centre	2	3.2%
Avon Tee-Ball Association	2	3.2%
Top 10 Local Governments		
Toodyay	63	100%
Top 10 suburbs		
Toodyay	49	77.8%
Morangup	9	14.3%
Bejoording	2	3.2%
Wongamine	1	1.6%
West Toodyay	1	1.6%
Wattening	1	1.6%
Top 10 sports or activities		
Football (AFL)	32	50.8%
Netball	11	17.5%
Hockey	8	12.7%
Motorcycling	4	6.3%
Karate	4	6.3%
Basketball	4	6.3%
Football (Soccer)	3	4.8%
Tee-Ball	2	3.2%
Athletics	2	3.2%
Riding for the Disabled	1	1.6%
How they are hearing about		
Club	32	50.8%
Friend/family	22	34.9%
Local Government	6	9.5%
Print	1	1.6%
Other	1	1.6%
School	1	1.6%
Registered with a club before?		
Yes	38	60.3%
No	25	39.7%

Sport and Recreation

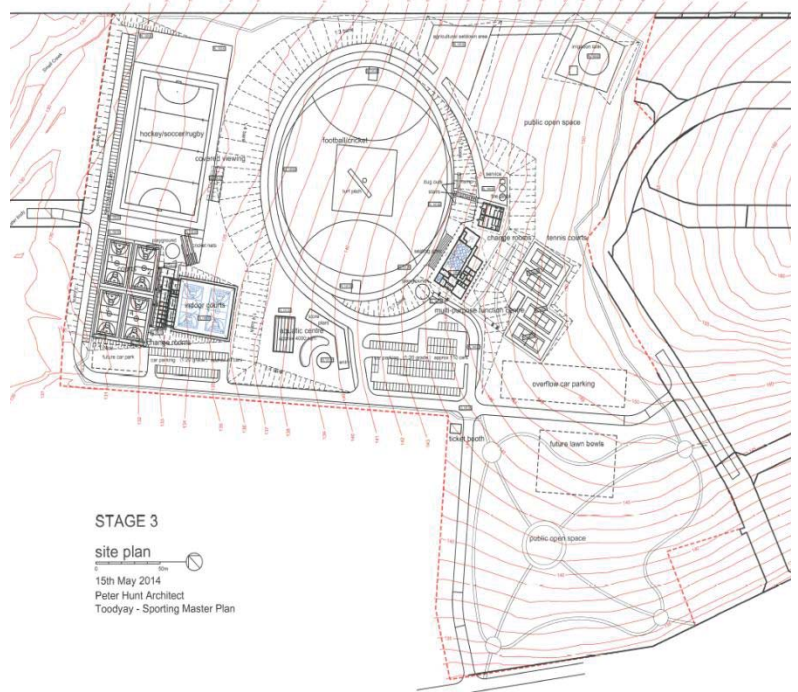
Shire of Toodyay Sport and Recreation Precinct Master Plan

The Shire of Toodyay Expression of Interest for the Toodyay Sport and Recreation Precinct closed on Tuesday 21 January 2014. 54 companies were sent the required documentation to make a submission to which 16 submissions were received.

The Shire of Toodyay followed the process of assessing all 16 applications for the master plan. The applicants were judged on their application, budget and previous experiences with the Shire of Toodyay. After conducting interviews with the seven companies on the shortlist, they were then given scores out of ten for various factors, including how they addressed the selection criteria,

The consultants were scored on the interview, their ability to address the selection criteria, the amount of extra information they were proposing to deliver and their indicated budget for the total project.

After this process, Peter Hunt Architects scored the highest with 159 out of a possible 170. Background calls were then made to their referees on previous projects which included the Shires of Cunderdin and Brookton. All calls were received with the highest regard for Peter Hunt Architects and their abilities to produce quality and well planned facilities. After their score on the selection criteria as stated below, Peter Hunt was awarded the project. The budget proposed from Peter Hunt Architects is \$63,000 to which council allocated \$100,000.



The Department of Sport and Recreation assisted the Shire of Toodyay with a grant of \$25,000 to help cover the costs of the master plan.

Over the month, several meetings were held at the Shire with Peter Hunt, Department of Sport and Recreation as well as community groups. Together, the plan has made many changes and developed into a workable, feasible plan for the community.

Sport and Recreation

Toodyay Skate Park Stage 2

Since the completion of the Toodyay Skate Park Stage 1, the park has been inundated with youth and adults utilising the park from Toodyay and surrounding towns. Stage 2 of the park has been a talking point with the community due to stage 1's popularity. Due to the demand on the park, it is now not large enough to encourage usage from all skill levels.

The completion of the Toodyay Skate Park will increase the amount of people the skate park can cater for at any one time. Currently, the park is too small for the demand which generally leaves riders waiting for the park to become less crowded. Due to Duidgee Park being the main social hub for the youth of Toodyay, this generally does happen and riders, generally the younger users, leave the park due to a lack of riding time.

Stage 2 of the skate park requires a higher skill level than stage 1 which will encourage those riders with more experience to utilise the bowl, and leave stage 1 for the less advanced riders, looking at increasing their talents. With the completion of the skate park with stage 2, it will cater for all experiences and skill levels of all riders from the Toodyay community and visitors to the town, as well as increasing its capacity to host more users.

Skate Boarding Australia has expressed their interest in using the park for skill competitions for showcasing rider's talents, trainings for riders to develop their skills, and for training up coaches to help develop rider's skills within the communities.

A grant application to the Department of Sport and Recreation has been submitted and the results will be announced in March 2015. If the Shire of Toodyay is successful with this grant, we envisage that the park will be completed by November 2015.



Toodyay Public Library Services



Discover and rediscover the joy of reading
www.love2read.org.au

The year commenced in July 2013 with procurement and information of the many on-line facilities available for our library members via the interactive Shire of Toodyay website. Members were advised how to freely utilise an abundance of fabulous electronic library database resources either at the library or within the comfort of their own home.

Databases for children

Databases for children include “Busythings”, a resource for young children with over 100 individual educational activities to help and guide creative development, problem solving, reasoning, numeracy, communication, language and literacy. To compliment “Busythings” we also advised members of the “Tumblebooks” eLibrary, a delightful means of welcoming children to the joys of reading, offering a variety of animated talking picture books. “Busythings” and “Tumblebooks” provide ideal stepping stones for a child’s introduction to books and literacy.



Databases for Adults

Databases for Adults were promoted via the library section of the Shire of Toodyay website covering a variety of subjects; from Health & Wellness, Encyclopaedia Britannica and Magazines to Novelist. Information on the growing in popularity free eBooks was in abundance with members being advised of a direct link to State Library and how to download their favourite read utilising the Library Membership Card on to their own electronic device.

Toodyay Public Library Services

Teen Techs

On 17 July, 2013 local teenagers were invited to attend the library to share some of their technical knowledge and infinite ability to decipher all electronic devices that totally baffle those of us from the older generation. Whether members wished to learn how to open an email account, download an eBook or just try to understand the many faculties of a smart phone, our Teen Techs were on hand to help. The morning proved to be a great deal of fun for both young and old. So successful was 'Teen Techs', it ran way over the two hours allocated with everyone requesting a repeat event to be held in the not too distant future.



ABC Open with Chris Lewis

On 1 August, 2013 we were thrilled when ABC Open's presenter Chris Lewis accepted our invitation to provide a free community workshop. ABC Open, is an exciting initiative providing a focal point for the region and platform to share news and activities through the ABC websites, radio and TV. ABC Open encourages regional communities to produce and publish photos, stories, videos and sound through the ABC portal. Chris provided an exciting presentation providing information on the tools available for local communities like Toodyay to share stories, pictures, hobbies and videos on the ABC website. It was a bumper turnout, and everyone attending was enthralled with the ABC Open concept. Many of whom have now utilised this facility and uploaded their own stories on the site. Chris expressed a keen interest to involve the youth of the town in an ABC Open venture called "Heywire". Heywire is a storytelling and leadership project for young people in regional Australia.



Toodyay Public Library Services

Avon Valley Writers Festival

In September 2013 the library celebrated the second annual Avon Valley Writers Festival. We were delighted that Hon Mia Davies provided an opening address for the festival on the morning of Saturday, 22 September 2013 at the Toodyay Library.

The library was full to the brim with established authors eagerly sharing their knowledge and artistry with a variety of interactive workshops on offer.

After the opening address, local author Guy Salvidge, master of crime and science fiction explored the *Three Vital Phases of Writing* and how to manipulate their usage for full effect. Guy was followed by a variety of different workshops for members to attend throughout the day.

Dr Vahri McKenzie presented a workshop on *Short Fiction Writing* by exploring writing strategies and introducing games to generate ideas and structures to build a story. Bush Poetry with poet Brian Langley encouraged us to embrace and create our own rhythmic bush poetry.

After lunch the festival continued in full flight. We were given the opportunity to choose between participating in international Journalist/Comedian Sami Shah's workshop, or that of Trish Saggars. As Pakistan's first English stand-up comedian, Sami Shah has been delivering punch lines from the front lines of the war on terror for several years. In complete comparison Trish Saggars is a writer of short stories, poetry and songs, her workshops consist of exercises utilised for turning a collection of writings into works of art.

Following afternoon tea, Author /Illustrator James Foley demonstrated how words and pictures create viewpoint and colour for mood and affect. Earlier in the day James was to be found in the children's library providing free illustration workshops for children organised by the R.D.A.



Toodyay Public Library Services

If illustrations were not of interest, members were invited to join author and Sport Scientist Kelly Sumich. Kelly provided an interactive session on how the Long Term Athletic Development Model can guide parents, coaches and fitness professionals in promoting longevity in sport.

The festival's first day concluded Saturday afternoon with an author forum held at the Toodyay Memorial Hall, followed by a festival dinner with musical entertainment provided by the Toodyay Music Group.

Festivities did not end there as the Avon Writers Festival flowed through to Sunday morning at the Northam Library with an equal variety of exciting authors and presenters presiding.

Denise M Cull – Biographical Memoirs; Jan Smith – Children's Author, Musician; Katie Stewart – Online Self-Publishing; Geoff Bebb/Michelle Denise – Ego Bucket; Katy Watson Kell – Creating Memorable Characters.



Toodyay Public Library Services

Travelling Sketchbook Exhibition –Awesome Festival Book Cubby

As spring dawned, the library blossomed with a flurry of activities; the Travelling Sketchbook Exhibition arrived. This was a State Library of Western Australia initiative encouraging younger members of the town to infuse their creative talents as a part of National Youth Week. Young people aged from 12 – 25 throughout Western Australia, including local, metro and regional areas were provided with a small sketchbook which they have filled creatively with illustrations, collage, artwork, poems, songs and words.



Books – To – Go Book Cubby

Books – To – Go Book Cubby arrived at Toodyay Junior Library just in time for the school holidays and the Toodyay Library Awesome Festival Book Cubby event. This delightful program was the brainchild of the State Library of Western Australia and specifically designed for children and families to write/draw and print a book utilising the library facilities. The finished work of art would then be placed on display in the purpose built Book Cubby for all to enjoy, and as the Book Cubby travelled around the state, it collected and displayed contributions from each community it visited.

The Awesome Festival Book Cubby proved to be a fun activity for children and parents to do together, providing the skills required to develop and turn ideas into books. This innovative program substantiated the Better Beginnings message affirming the acknowledgement that reading and writing with our children enriches minds and develops imaginations.

Toodyay Public Library Services

Better Beginning Literacy Packs

Due to the overwhelming success of the Better Beginnings Program in 2009, the State introduced Better Beginnings Stage 2, encompassing Early Literacy Packs for children aged 3yrs – 5yrs. Each library across the state was invited to join and subsequently invited local primary schools within their area's to join this wonderful free early learning program. Toodyay District School heartily accepted the invitation and came on board to take advantage of this fantastic facility. The library distributed gift packs to the school children with each gift bag containing a reading book plus games and activities to share and play. The Better Beginnings Program inspires parents to explore the joys of reading with and to children. It is recognised that listening to and talking about stories and pictures assists children's understanding of reading and helps develop the imagination feeding a thirst for knowledge.



Toodyay Library in November 2013 visited the Toodyay District High School to present in excess of 100 early learning literacy packs to the children in the bizzzy bees, kindergarten and pre-primary classes, including games and information to assist parents in promoting reading and literacy as a fun filled family activity.

Toodyay Public Library Services

Book Repurposing Workshop

“Do you have a bundle of old magazine or maybe a set of out dated encyclopaedias you are loathed to cast out?” Was the message the Toodyay Library delivered to our members prior to the most successful Book Repurposing Workshop held in December 2013. The Book Re-purposing Workshop was hosted by much acclaimed artist Julie Hein.

Julie is a member of the WA Craft Bookbinders Guild, Artsource, Mundaring Arts Centre, Bassendean Arts Council and NAVA. She had presented recent exhibitions and workshops throughout the State and is the recipient of numerous Art Awards.

Julie supplied a majority of the material required for the workshop and attendees were invited to bring themselves, plus as much artistic prowess they could muster to be prepared to make some fantastic creations. The day was a resounding success with many making unique gifts and decorations for Christmas. At a cost of just \$10 per person this workshop was definitely excellent value for money with everyone vowing to sort through their old disused encyclopaedias and turn them into illustrious works of art.



Toodyay Public Library Services

Childhood Memories – Toodyay Merry Go Round

Toodyay Merry Go Round made its first appearance in the town site in 1952.

The Merry Go Round was designed and engineered by Graham Jones from the Industrial Extracts Ltd Tannin Factory. The original carousel consisted of six gondolas and five aeroplanes. In 1954 it was remodelled with the aeroplanes being replaced with horses. This fantastic example of local artistry was manufactured mainly by a group of volunteers on behalf of the Toodyay Sports Council. The Merry Go Round proved a popular attraction at Annual Toodyay Agricultural Shows, Race Meetings and Community Events for in excess of 30years.

The sixteen colourful horses and three bright red gondolas had been carefully tended and repainted over the years to become part of the Newcastle Gaol Museum collection. The library was thrilled to announce in December 2013 our good fortune in having obtained one of the gondolas and six of the fabulous horses to place on display in the main library for all to enjoy and some to reminisce.



Toodyay Public Library Services

Many Minds Discussion Group

Many Minds discussion Group has grown from strength to strength returning to the library after the Christmas holidays with a bumper variety of discussion topics to raise and debate. New members were welcomed with open arms as the word went out via the library Facebook site. The library invited all who could spare an hour or two once a fortnight to enjoy reading and sharing their thoughts, experiences and humorous anecdotes in good company with hot coffee and tasty nibbles to join the Many Minds Discussion Group.



Volunteering WA Finalist

The library was privileged to have the opportunity in nominating stalwart library volunteer Alison Jones as *Volunteer of the Year*. We were totally thrilled to receive the announcement that Alison had been named as a finalist and invited to attend the prestigious awards evening. It was wonderful to have Alison's contributions to the town and young families spanning in excess of 10 years acknowledged. For the past decade, Alison has been an unfaltering volunteer at the Toodyay Library, supplying babies and toddlers with weekly sessions of Baby Rhyme and Story Time with regular school holiday programs. Alison was also recognised for her contribution to the *Many Minds* Library discussion group that has grown in size and stature all thanks to the relentless time and energy she has spent in sourcing new and interesting subject matters for perusal and discussion since the group's inception over eight years ago.



Toodyay Public Library Services

Conversations with an Author

During the year the library introduced a new segment of Workshop/Presentations entitled “*Conversations with an Author*”. We succeeded in attracting a variety of authors to provide interactive information workshops with our members.

Library members were totally thrilled when renowned WA author Denise M Cull joined our combined *Many Minds Discussion* and *Creative Writing Groups* for the first in a series of “*Conversations with an Author*” on 6 March, 2014. Denise, a retired forensic psychologist provided intriguing insights into her life and method of writing biographical books.

Denise’s words of wisdom and encouragement were truly inspiring to us all.

The following week on 13 March, the inspirations kept on coming as local York Author Karina McRoberts, accepted our invitation to present an informal and innovative workshop continuing the “*Conversations with an Author*” theme. Karina’s latest book – the first in a trilogy entitled “*Chelandra*” is an engrossing fiction fantasy especially appealing to those who enjoy the captivating styles of JRR Tolkien and JK Rowling.

Ideas flowed freely as Karina and the group explored ideas and developed a storyboard.

Karina's words of encouragement for all prospective writers should echo eternally in our minds “*Believe in yourself and ignore those who don't*”.

During the morning’s session Karina advised of her desire to have the *Chelandra* trilogy, once eventually complete, made into an audio book. She was thrilled and delighted with the number of locals attending the workshop who volunteered to audition for character parts in the book.



Toodyay Public Library Services

Wikimedia comes to Toodyay Library

Gideon and the Wikimedia crew visited Toodyay also in autumn, sharing their knowledge with us. Members of the public were invited along to the library for an interactive afternoon showcasing the accessibility and ease of celebrating our historical town through the Wikimedia portal. Members were advised if they wished to know more about this fantastic facility or wondered how to feature local focus groups via Wikimedia, they should contact Margie Eberle the Museum Curator. Margie was acknowledged for busily collating and recording much of the town's history and artefacts on the Toodyay site.



Responsible Cat Ownership

Responsible Cat Ownership was the theme for the day on Saturday, 4 April 2014. Toodyay Library hosted the Cat Information and Adoption Day for the Toodyay Cat Appeal and were thrilled to announce it was a *roarrrring* success. It was a *purrrrfect* day to peruse the shelves and fall in love with a cuddly kitty and thanks to the wondrous generosity of the Toodyay community, all pussycats found new loving homes. Jenny Ferguson, Cat Appeal co-founder was delighted with the response and sent her heartfelt thanks to all who contributed to the day's accomplishments.



Toodyay Public Library Services

Free Career Advice and Information

On Friday, 2 May 2014 the Workforce Development Centre provided FREE career and advice sessions at the Toodyay Library. Sonja from the Workforce Development Centre shared useful information and knowledge for all members of the community, whether transitioning from school to employment or at that in-between stage of life looking for an ideal change in occupation. So successful was Sonja's sessions, she agreed to return the following month to assist those who missed out on the previous month's workshop and follow up with previous attendees who required further advice and assistance.

WORKFORCE DEVELOPMENT CENTRE
CAREER OUTREACH

FREE Career advice and Information
A career advisor from the Workforce Development Centre will be here offering free career guidance and assistance with:

- Making career choices and decisions
- Career planning and pathways: What's next?
- Choosing training courses, RPL
- Looking for work, changing jobs, resumes, job applications
- Interview skills and how to get the job

Who needs career advice?
Anyone in the community, especially those who are:

- Going back to work after a break
- Confused and don't know what to do
- Changing jobs/career/occupation
- Transitioning from school or to working less hours
- Thinking about training but not sure which course suits

Next Visit:
Toodyay Library
Thursday 19th June 2014
From 1.30 – 3.30pm

For an appointment or further info, please contact
Workforce Development Centre, Northam on local call
13 64 64

WORKFORCE DEVELOPMENT CENTRE



Conversations with an Author – Winter Sessions

The year continued with the popular '*Conversations with an Author*' event featuring West Australian author Noreen Reeves. Toodyay Library staff and members expressed a big thank you to Noreen Reeves for visiting the library on Thursday, 12 June 2014 to host "*Conversations with an Author*". Everyone thoroughly enjoyed listening to Noreen's tales and sharing a few of their own.

Noreen's self-published debut book "Two Shakes of a Lambs Tail" depicts the challenges and experiences she and her young family encountered and endured whilst living in remote isolation on Bougainville Island some 1300km from Papua New Guinea. Conversation flowed as freely as the coffee was poured and nibbles were being devoured. The morning concluded with Noreen's exciting discovery of appearing to be related to some of the founding forefathers of Toodyay town.

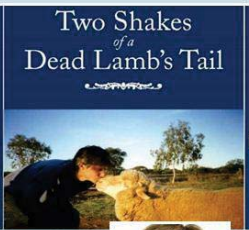

It truly is a small world!!!

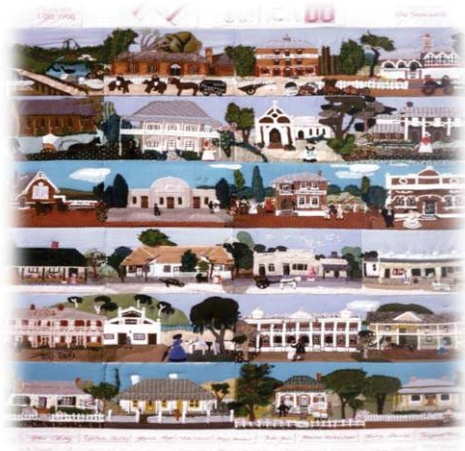
Toodyay Public Library Services

Conversations With An Author

Noreen Reeves
will be appearing at the
Toodyay Library
Thur 12th June
10am

"Two Shakes of a Dead Lamb's Tail" shares the story of the author as a young woman whose ultimate sense of adventure outweighed the frustrations and disappointments of living in isolation and took the dose of what was sometimes a hard reality with courage and a sense of humour, which would stand her in very good stead in later years living on a semi-arid sheep station in Western Australia.



Read Write Now – Adult Literacy Program

The year concluded with the library being thrilled to announce *Read Write Now* Avon area had added four new Toodyay Tutors to the volunteer program.

Jim Silvester, Nuala Ennis, Moya Hammill and Maria Seed, all members of the Toodyay Library took their first steps of tutor training.

Although being a *Read Write Now* tutor is a purely voluntary undertaking all tutors are provided with the opportunity to gain further knowledge to develop both professional and personal skills. *Read Write Now* tutors are as varied and diverse as the students who require their assistance.

This wonderful free adult literacy program has been in operation since 1977 in Western Australia and has in excess of 500 tutors with volunteer coordinators in 22 regions.

The library put out the call asking whether members of the community wanted to make a difference, share their knowledge and become a volunteer *Read Write Now* tutor, they were invited to contact the library for further information and training details.

Toodyay now has a record number of volunteers for our area, which in turn shows what a caring, sharing community we are. Well done Toodyay we truly are a

Super Town!!!

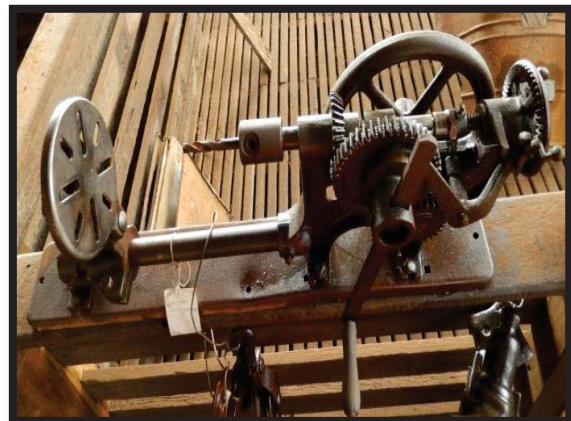
Museum and Heritage

Collections Management

Documentation work has continued with the museum collection including photographing and upgrading database records. Some archival documents (including 100 year old police and gaol ledgers and a farm diary) have been transcribed to ensure the long term survival of historic information pertaining to our local area.

Donations to the museum collection over the past year have included photographs and artworks.

A number of objects connected to our agricultural history have been cleaned, reassembled and in some cases restored, including drills, a mower sharpener, a mangle and items associated with shearing.



Before and after restoration work on a post drill from the museum collection.



Shearing table 1950s restored

Museum and Heritage

Special Events Throughout the Year

On a balmy January evening, the Shire showed its appreciation to our wonderful community volunteers by hosting supper and drinks in the gaol courtyard. A fun addition to the evening was the presence of a professional cartoonist who drew caricatures of many of the guests.



Thank you event: "Caricatures in the Courtyard"

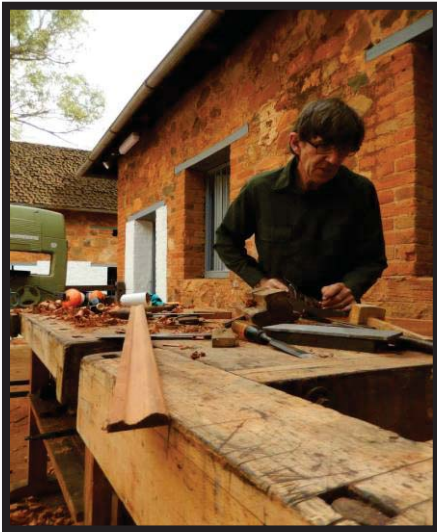
During the Moondyne Festival at the gaol we hosted bush poetry along with children's dress-ups and traditional games. Throughout the day, a wagon drawn by a team of Clydesdales brought lots of visitors up from Duidgee Park.



Moondyne Festival: traditional games and Clydesdale drawn cart rides

Later that same month, a special artist in residence program was run at the gaol in conjunction with the National Trust of WA's 2014 Heritage Festival. Titled "A Craftsman at Work", colonial furniture restorer Tim Harris worked in full view of the public, restoring three pieces from the museum collection. These were a jarrah table, a teak witness stand which had been part of the original furnishings of the 1897 courtroom and a bush ladder – a very rare survivor from the nineteenth century.

Museum and Heritage



Tim Harris working on the mouldings for the witness stand and an egg-cup being “turned”.

Joining Tim were members of two local groups, the Avon Woodturners and the Toodyay Spinners, who also demonstrated their traditional skills over five days. All visitors to the gaol during this time were treated to a very special event with woodchips and fleeces “flying all over the place”. A great time was had by all and we very much appreciate our community members’ involvement.

Exhibitions

A few of our collection items have escaped from the Police Stables and have found their way down to the main street. Three pairs of wooden horses and a gondola became part of a display at the Toodyay Visitors Centre commemorating the Toodyay merry-go-round donated to the community in 1952 by the Industrial Extracts Factory. The merry-go-round was retired in the 1980s but the horses are still active, having galloped across to the library for more adventures.

In the temporary exhibition space at the gaol there have been displays about early explorers in Western Australia and their connections with Toodyay and Crime and Punishment. We have had two different courtroom arrangements, the second incorporated our three newly restored furniture pieces.

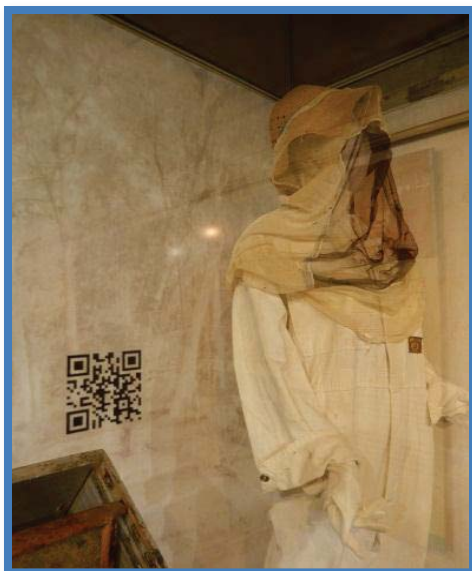
Museum and Heritage



Our courtroom display with the three newly restored colonial era items and the pregnant mannequin

Our textile collection items are regularly rotated to ensure their long-term preservation. One very special display was a nineteenth century fawn silk wedding gown. In another, our mannequin became pregnant showing the condition many early women found themselves in for much of their childbearing years. Smaller textile items are on display with the larger gowns.

In Connor's Mill, we have affixed QR codes to many of our displays. These square barcodes unobtrusively link smartphones to Wikipedia articles and provide an additional layer of historic and factual information for our visitors.



This QR code in Connors Mill links with a Wikipedia article which explains further about how the super hive on display works.

Promotion

Historic photographs from the museum collection are now being regularly published in the Toodyay Herald. The Newcastle Gaol Museum Facebook page also provides regular updates on museum activities.

Museum and Heritage

Tours

Guided tours of Connor's Mill and the Newcastle Gaol Museum for both school and bus groups continue to be popular.



Groups enjoy guided tours offered by volunteer front of house staff

HERITAGE

State Heritage Listing

The archaeological remains of the former convict depot which are buried beneath and around the old courthouse have been State Heritage Listed. The courthouse, now the Shire of Toodyay's administrative offices, was designed by renowned architect George Temple Pool. It was built over the depot ruins in 1897 and is now also included in the listing.

With the assistance of heritage and conservation consultant Laura Gray, a formal Heritage Strategy was adopted by Council in March 2014. Strategic actions have been included in this strategy with timelines suggested for their implementation. This document is easy to read and will provide a framework for identifying, caring and promoting our cultural heritage assets.

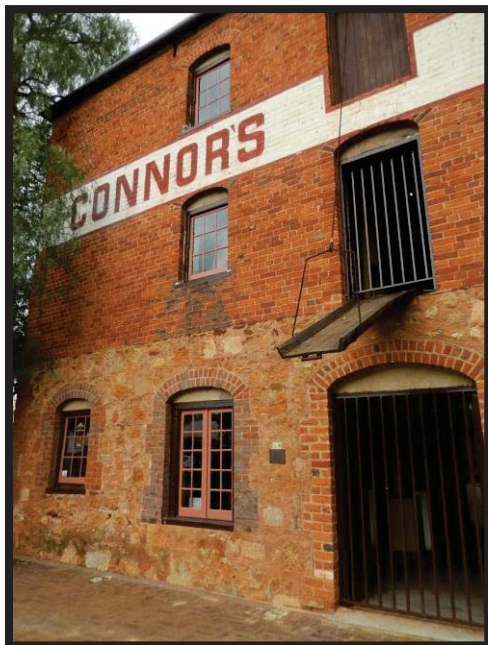
'Toodyapedia' Project

One very exciting and ground-breaking association which has publicised the heritage of Toodyay world-wide has been the Wikimedia Foundation's Wikitown project, called Toodyapedia.

In October, 2013 Toodyapedia was launched at the Toodyay Show. With community involvement and the support of the Wikimedia Foundation, more than thirty new articles about historic buildings, events and people from Toodyay have been added to the internet encyclopaedia known as Wikipedia. A community

Museum and Heritage

workshop on how to create Wikipedia articles was held in the Toodyay Library in March.



The plaques are about the same size as a playing card.

Small plaques with QR codes linking to articles have been affixed unobtrusively to many historic buildings in Toodyay. The completion of Stage 1 of the project concluded with a treasure hunt (to try and find them!) at the Moondyne Festival in May, and a more formal launch is planned for the future as the project develops.

So far, three separate Toodyaypedia articles have been linked from the main page of Wikipedia which has showcased Toodyay on a world-wide stage.

Toodyay Visitor Centre

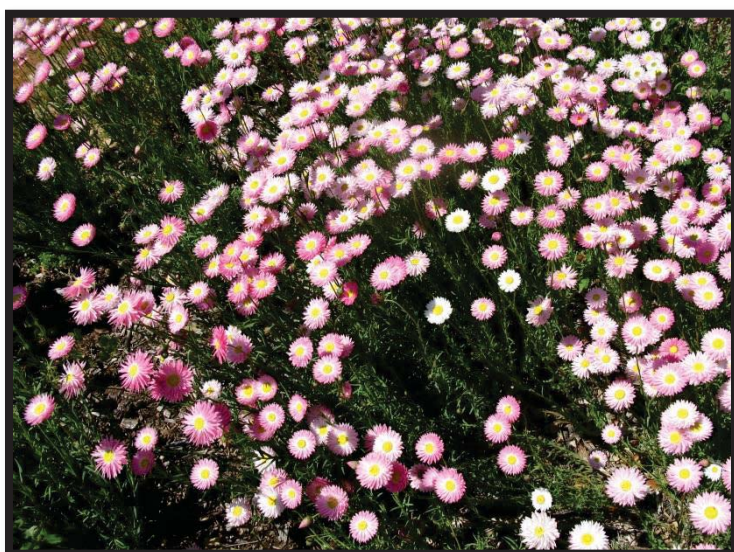


Overview

The Toodyay Visitor Centre continues to provide quality service to international, interstate and intrastate tourists with information on attractions, accommodation, dining and travel options. While browsing the Centre, visitors can view our calendar of upcoming community events as well as purchase a souvenir, gift or some local produce. The TV screen displaying images from all our local tourism operators is up and running and is a huge success.

An additional TV screen displays a slide show of upcoming events in Toodyay. This facility is utilised by a number of local committees and event organisers to promote their events. Visitors are making full use of our sitting area whilst browsing through the information materials provided.

The Centre is open 7 days a week and is manned by 3 permanent and 1 casual staff member. Staff continue with their Familiarisation Tours which are being well received by our operators.



The Centre provides on-line information and booking facilities via its *toodyay.com* website and also responds to an increasing number of telephone, in-person and email enquiries.

In 2013/2014 the Centre saw over 30,000 visitors with the peak of season being in August to October largely due to the Avon Descent and the subsequent spectacular display of wildflowers in our region.

Toodyay Visitor Centre

Avon Descent / International Food Festival

August 2013



Once again a Visitor Information tent along with information material and brochures was included in the Festival.

TARGA West Tarmac Rally

August 2013



The Targa West Rally is a 4 day tarmac rally with up to 100 classic and modern cars competing in over 30 stages and attracting thousands of spectators. The rally starts in Forrest Place, Northbridge and Langley Park and winds its way through the city and surrounding areas including Malaga, Whiteman Park, Kalamunda, Bullsbrook and Toodyay. The rally provides 'something of interest' for everyone and the Toodyay stage attracts approximately 1000 extra visitors to town benefiting both the business and tourist community.

Toodyay Visitor Centre

Toodyay Agricultural Show

October 2013



The show displayed unique exhibits by local artists and crafters and had an extensive entertainment programme which included a special fireworks display to end a great day out for the whole family.

Christmas Street Party

December 2013

Toodyay showed itself again with a spectacular display of Christmas decorations and lighting throughout the main street. Numerous stalls as well as free family entertainment contributed to the success of this event.

Moondyne Festival

May 2014

The popular annual event attracted over 5,000 visitors into the Centre on the day. Overall a huge success.

Gyuto Monks Visit

June 2014

Toodyay was very fortunate to welcome the Gyuto Monks to town during their 20th anniversary tour to Australia.



Toodyay Visitor Centre

Retail

Many new souvenir items have been introduced to the Visitor Centre with a wider range of local produce on offer as well as a continued display in the well-established souvenir items such as embroidered towels and tea towels, stubby holders, key rings, magnets, crystal paperweights, books, etc.

Additional re-arrangement of our shelving and brochure racking have allowed for more information material of Toodyay and the surrounding region to be displayed.

Ye Olde Lolly Shoppe

The franchise of Ye Olde Lolly Shoppe came to an end on the 30th June 2013.

New Office Space

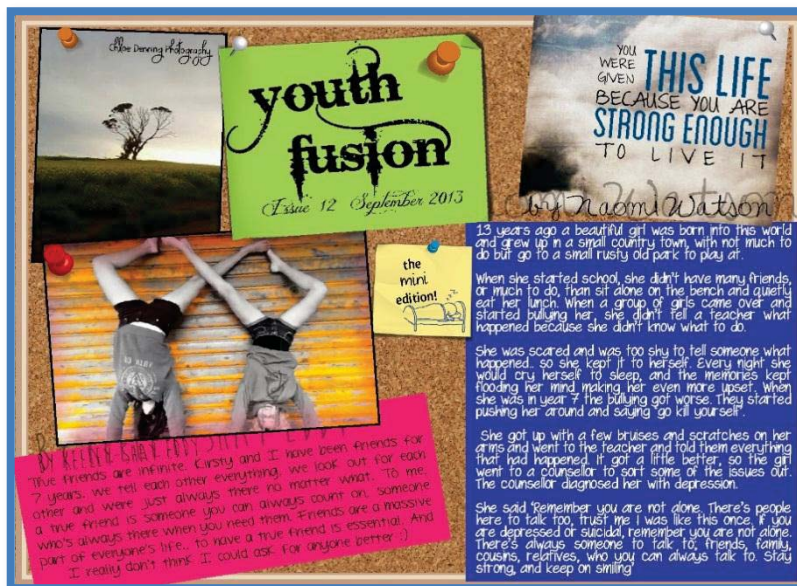
Two new offices with a small conference area have been constructed in the former Lolly Shop area. These offices are now occupied by the Museum Curator and Grants Officer.



Youth

Youth Fusion

Youth Fusion is a monthly publication in the *Toodyay Herald*. Each issue includes articles relevant to youth in Toodyay and the Toodyay Youth Advisory Council welcomes and encourages any submissions from Toodyay youth for the page. This includes (but is not limited to) illustrations, stories, poems, reports, photography, articles.



Toodyay School Holiday Program – October 2013

Youth

The Toodyay School Holiday Program has been developed as a trial program to provide school holiday activities for young people aged 10 - 17 years who live, work or study in the Shire of Toodyay. This program has been created to encourage young people to participate in fun, free (or low cost) activities to reduce boredom, youth crime and develop a better relationship between young people and their community.

Before this trial period commenced, the Shire of Toodyay sent out an expression of interest to a variety of local community groups to gauge their interest in providing an activity to the youth during School Holidays. By reaching out to local community groups and involving other key members of the community, we hoped that community groups may benefit from younger members of the community gaining an interest in their group and ultimately participating/joining the group in the future.

Unfortunately with the short time frame given, many groups showed interest however could not participate in these school holidays. The decision was made to choose a variety of activities that could be coordinated by Shire of Toodyay staff and Councillors and provided a range of activities including health & beauty, sports, the arts, technology and volunteering in the community.

Be Beautiful Naturally



The Be Beautiful Naturally workshop was developed by the Shire of Toodyay Environmental Officer, Karla Hooper as a fun, and educational way of learning about natural health, beauty and lifestyle options for young girls. This first workshop attracted 12 enthusiastic participants from ages 10 - 15 years.

The workshop introduced the participants to the idea of using natural products you would find at home as opposed to the nasty chemicals that are contained within products you may buy from the shops. The girls made their own toothpaste from bicarbonate soda, coconut oil and peppermint essence and tested it all together. Once they had finished, Karla dared them all to try activated charcoal as a natural teeth whitener - the results were hilarious!

The workshop introduced the participants to the idea of using natural products you would find at home as opposed to the nasty

chemicals that are contained within products you may buy from the shops. The girls made their own toothpaste from bicarbonate soda, coconut oil and peppermint essence and tested it all together. Once they had finished, Karla dared them all to try activated charcoal as a natural teeth whitener - the results were hilarious!

After teeth were cleaned and whitened, it was on to preparing raw chocolate for lunch time. The girls each assisted Karla with every step and learnt how to make a healthy, tasty treat for home. Whilst the chocolate was setting, the girls were taught how to make their own tea and tested a variety of flavour infusions.

Mud masks were next of the agenda, and everyone got the chance to mix up their own mask full of natural ingredients to benefit their skin. The girls all giggled their way through this activity, helping one another plaster mud over their faces.

Youth



While the mud masks were setting, the girls were treated to a special guest visitor, Courtney Grant, founder of the Naked Bakery. The Naked Bakery is a Perth based business which specialises in delicious, guilt-free, raw desserts - so good that you can eat them for breakfast, lunch & dinner! Courtney showed the girls how to make delicious 5 minute brownies with only 4 healthy ingredients.

The masks were washed off to reveal smooth, healthy skin and it was time to indulge in some yummy lunch time treats. Karla whipped up some green smoothies and gave the girls some of the chocolates and brownies from earlier.

This workshop was a great success with all of the girls having a fabulous time experimenting with new products and foods. It was very beneficial for the girls to learn new skills and help make them more aware of natural products.

Teen Techs

Gone are the days when mobile phones were just used for phone calls and a tablet was something you ingested. For those people who require assistance when it comes to technology, Angela McCluskey at the Toodyay Public Library has introduced a program to address this.

Toodyay Teen Techs are a group of young people who kindly offer their time and knowledge to explain the technology that is a mystery to many of those who have not been brought up in a technological world. From how to open an email account, download an eBook or work out how to get the most out of your mobile phone, Toodyay Teen Techs are there to lend a helping hand.



This workshop was attended by 3 young boys aged 12 to 14 years. Each one attended to the needs of every adult who requested help with their laptops, tablets and mobile phones. All who attended left very pleased with the service provided by the Teen Tech with every query they asked solved.

Youth

This program is a great taster for volunteering in the community and we have found that both the Teen Techs and adults find it very beneficial and enjoyable. We hope to continue to utilise it in the future.

Theatre Games

Organised by two members of the Toodyay Theatre Group, Kristee Jolly & Kelly Haggarty, the Theatre Games workshop was created to encourage youth to get out of their comfort zone, get up on stage and have some fun! The workshop had a mixture of 6 boys and girls aged from 10 to 14 years.

To commence the workshop, participants were introduced to some fun yet simple ice breaker games as a warm up. As expected, most were very quiet at this point. When they began to come out of their shells, the group participated in an exercise in practicing articulation and projection of their voices. Each participant was given a tongue twister in which they had to project from stage to the back of the hall, where the group would recite it back to them.

To conclude the workshop, participants joined in on games of improvisation and creativity called "Freeze" and "Taxi Driver". By the end of this workshop all participants had well and truly come out of their shells and as a result, 4 participants showed interested in joining the Theatre Group.

Team Sports

Conducted at Toodyay District High School & the Toodyay Bowling Club, a group of youth's aged from 10 to 15 years participated in a variety of team sports including beach volleyball & floorball. All participants were given a quick skills session on each sport and then were introduced into a game situation. The older participants should be congratulated on how inclusive and helpful they were to their younger team mates.

Clay Creations

Coordinated by the very talented, local potter, Paula Greenway, participants were invited to attend a clay making workshop where they were able to experience clay creations first hand!

Our most popular program of the school holiday program (with a whopping 18 participants) allowed kids to get creative and put their own imaginations to the test by creating their very own Jack-o'-lantern.



Youth

The results were fantastic with every participant leaving their very own unique touch on their lanterns, and Paula herself very pleased with the results. The lanterns have since been fired and collected by the participants - just in time for Halloween!

Toodyay Show Setup

A fantastic group of 20 teenagers arrived at the Showground on the Friday before the Show to lend a hand to the Toodyay Agricultural Society. Each and every person who participated was highly commended by the Ag Society for their hard work, enthusiasm and all round good behaviour.

As a token of appreciation, the teens received a free pass into the Show & a new insight to volunteering in the community.



Development Services

Development Services undertakes Planning, Building and Environmental Health Services across the Shire. This section oversees strategic and statutory planning, building Permit, building maintenance, event approvals, food business shops, stallholders and compliance issues.

Planning

The Planning section of Development Services is responsible for the following:

- Strategic planning;
- The administration of the Shire's Local Planning Scheme. The Scheme includes residential, commercial and industrial development, subdivisions and scheme amendments; and
- The development and implementation of Council policies.

During the 2013/2014 financial years 88 planning applications were processed. The total value of planning works approved was \$2,831,790 which is slightly higher than the \$2816,490 value for the 2012/2013 financial year.

The Shire of Toodyay dealt with a number of subdivision referrals and clearances from the Western Australian Planning Commission (the WAPC). The 2013/14 period saw the following subdivision approvals from the WAPC:

- 9 lots – Toodyay
- 24 lots – Toodyay Townsite
- 2 lots – Dumbarton
- 3 lots – Hoddys Well.

The Shire of Toodyay provided two subdivision clearances, one for a 2 lot subdivision in Nunile and one for a 3 lot subdivision in Hoddys Well.

There has been a significant amount of inquiry regarding subdivision potential within the Shire.

The Shire of Toodyay did not receive any Development Assessment Panel applications.

Development Services was involved in four reviews at the State Administrative Tribunal of Western Australia. Two of the actions were mediations regarding extractive industry licences at Lot 11 Salt Valley Road and Lot 1 Morangup Road. In each case a mediated outcome was successfully achieved. A third review was initiated regarding and application for rural pursuits at Lot 43 Laterite Way. This has proceeded through the mediation process and the Shire is yet to undertake a hearing in relation to this matter. Finally a review has been initiated with the State Administrative Tribunal regarding the Shire's decision on a Transported Dwelling at

Development Services

Lot 227 Harcourt Street in West Toodyay. This is currently in mediation and an outcome has not been finalised.

In relation to the landfill matter mentioned in last year's report on Chitty Road at the time of print, the landfill application was still seeking to obtain Department of Environment Regulation approvals.

In the 2013/2014 periods, a number of Scheme Amendments initiated in the previous period were approved by the Minister for Planning. These include the Scheme Amendments 4 & 5 (Omnibus Scheme Amendment - modifications to the objectives, zoning table, land use definitions, development standards, permitted development and other provisions) and Scheme Amendment 6 which involved rezoning lots in Anzac Terrace, Rosedale Street, Folewood Road, Fiennes Street, Clinton, Duke and Hamersley Street from R10 to R10/30. Scheme Amendment 7 was also initiated by Council during this period. This amendment involves a text amendment to change "ancillary accommodation" to "ancillary dwelling".

In relation to Scheme Amendment No 2, which proposed the creation of 61 Rural Residential zoned lots to the east of the Rugged Hills subdivision referred to in the 2012/2013 financial year which Council did not support, this has now been resolved with the Minister for Planning approving a greatly reduced development area allowing for less than a third of the lots originally proposed.

The Western Australian Planning Commission has published a draft State Planning Policy 3.7: Planning for Bushfire Risk Management. SPP 3.7 assists in reducing the risk of bushfire to people, property and infrastructure by encouraging a conservative approach to strategic planning, subdivision, development and other planning decisions proposed in bushfire-prone areas. Complementing this important strategic document will be revised Planning for Bushfire Risk Management Guidelines as well as the Planning and Development (Bushfire Risk Management) Regulations 2014.

The regulations are intended to:

- clarify whether a property is within a bushfire prone area for the purposes of building and planning regulation;
- ensure that a bushfire risk assessment is undertaken before a new habitable building or land use is constructed in a bushfire prone area; and
- require development approval for habitable buildings and land uses on sites of extreme bushfire risk to ensure appropriate bushfire risk management measures are undertaken.

This new planning framework will have a significant impact on the direction of future development within the Shire of Toodyay. It will come into force in May 2015.

Development Services

In addition to this, the Western Australian Planning Commission released the State Planning Strategy 2050 which is the overarching strategic planning strategy for Western Australia. It is based on a framework of planning principles, strategic goals and State strategic directions that respond to the challenges and opportunities that drivers of change present for the future land-use planning and development of Western Australia.

Policy Review

A number of the Shire's Local Planning Policies underwent a review process and were adopted or were still in the process of being adopted during this period. These include:

- LPP.05 – Foggarthorpe Estate Design Guidelines
- LPP.07 – Extractive Industry Road Maintenance Contributions
- LPP.18 – Glencoe Estate Design Guidelines

General

The department has undergone some staffing changes over the last 12 months with Hugo de Vos joining the team as Planning Officer in January.

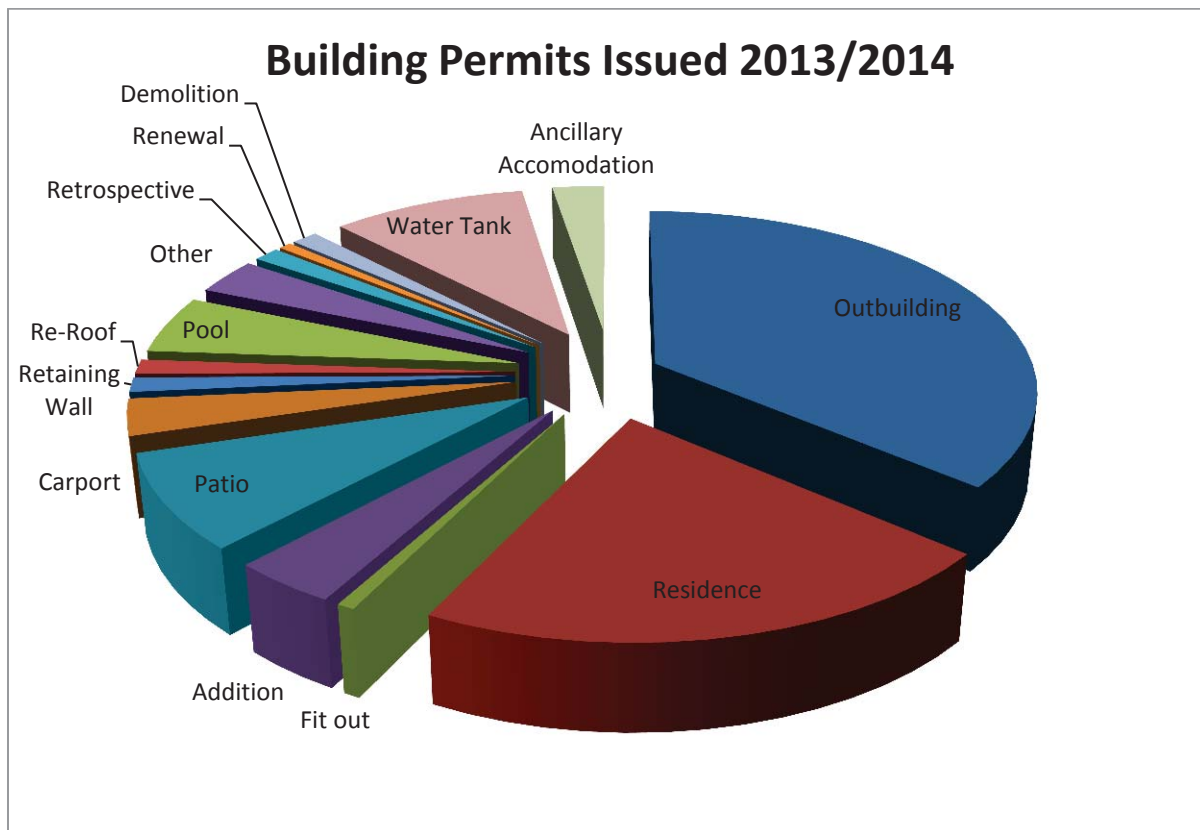
The Shire of Toodyay is embarking on a modernisation of its mapping systems in order to provide better planning and information service to rate payers. The initiatives include subscribing to the State Government's Shared Land Information Platform (SLIP), the Local Biodiversity Program's Environmental Planning Tool, demographic and spatial analysis through id.com.au and higher frequency high resolution aerial mapping of the Shire of Toodyay. It is envisaged that these tools will also be available in some capacity to external users to assist them with their planning enquiry.

Building

The Building section of the Development Services is responsible for all matters relating to building control and construction, as well as the inspection of private swimming pools within the Shire. The objective is to ensure that all ratepayers work and live in a safe and healthy environment; this is achieved by ensuring all buildings are constructed in accordance with relevant statutory requirements.

During the 2013/14 financial year, 155 Building Permits were issued within the Shire, which was broken down into the following categories, 56 outbuildings, 8 swimming pools, 15 water tanks, 33 single dwellings and 4 Ancillary Accommodation dwellings. The total value of works approved is \$10,547,362. These figures represent an increase of approximately 1.29% of the total number of permits issued in the 12/13 period with a 20% increase in the value of building works.

Development Services



Energy Efficient Housing

All new housing and significant additions to existing dwellings are now required to be built to a 6 star energy rating standard which has increased from 5. It is anticipated this will again be increased in the future as the Commonwealth Government strives to achieve higher levels of energy efficiency in a whole range of sectors.

Building Legislation

The Building Act of 2012 and its regulations are still in force with continuing minor changes being made as the state government seeks to continue to fine tune its operation. Overall it continues to operate smoothly in this Shire.

Disability Services Plan

The Shire of Toodyay continues to ensure that all new commercial development complies with the provisions of the Building Code of Australia in regards to Disabled Access and Facilities through the Shire approval process.

As previously reported Council adopted a Disability Services Plan in 2007 which complements the above in that the Shire has set targets to improve access to Shire owned facilities and services including the upgrading of parking and the installation of ramps in the Toodyay townsite. This is a mandatory requirement which aims to raise the standard of existing access for people with a disability to public facilities

Development Services

and services throughout the state. There is also an annual mandatory reporting process.

This plan is currently being reviewed. It is anticipated a fully revamped version will be adopted in 2014/15.

Environmental Health

The Environmental Health section of Development Services is responsible for assessment and approval of effluent disposal systems, approval and inspections of food business and stalls, infectious disease control, public buildings and compliance issues.

Council now uses a contract EHO, on a part time basis to manage food premises compliance, water sampling, public building assessments and some general environmental health work.

With the Food Act now in its third year of operation Council's registration and inspection regime in relation to food premises is still going well, with a high level of compliance of the requirements.

While a small number of minor food premises upgrade directions continue to be given the overall the standard of the premises is excellent. Cooperation from business owners to make these improvements is encouraging, with most vendors keen to demonstrate compliance with food hygiene legislation.

Compliance with Councils Health requirements for One Day Food Stalls continues to be of good quality. Inspection of the food stalls demonstrated compliance to be of a competent standard and the health and safety issues in regards to fire safety and temperature control of hazardous foods was also positive.

The Environmental Health Department has issued 31 permits to 'Install an Apparatus for Effluent Disposal' under the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974. These approvals included a number of Western Australian Health Department approved Alternative Treatment Units (ATU's) in conjunction with various grey water reuse systems.

No significant reports in regards to infectious disease outbreaks were received during this period.

Street Stalls

There is a significant number of applications for street stall permits issued over the year, many of the stall holders issued are associated with events, both local community groups and private applicants. The Toodyay International food festival attracted 34 stalls of international cuisine this year.

Development Services

Environment

The Shire's Environmental Officer position within the Shire is now in its second year of operation. This position has increased to 3 days a week from the initial 2 days in 2012/13.

The Environmental Officer has been involved in the following range of activities:

- assisting Council introduce a new kerbside recycling service;
- managing its vegetation clearing applications and required offsets;
- developing an Environmental Strategy;
- investigating ways assisting Council to be more environmentally sustainable;
- monitoring of Extractive Industry operations within the Shire;
- community engagement with key environmental groups in the Shire;
- waste management; and
- provide general assistance to the Shire in relation to its environmental compliance and reporting responsibilities.

It is anticipated that the Shire's Environmental Strategy will be adopted in the coming year. This role will in the future be very much guided and directed by the strategy when it is adopted. One of the significant outcomes of the strategy will be the development of environmental policies that will implement many of the strategy's goals.

It is envisaged that the EOs role will very much build on what has already been achieved.

Events

Public Events

Toodyay is unique in the Avon region as it is the first community to make the transition from an agricultural only based economy to one which also relies on lifestyle and tourism. It is one of the few places where many businesses have recognised the shift and responded. Tourism is not just a bonus, it is core business. Opening on weekends is not just an option, it is essential.

Having made that transition, it is important that we recognise that events attract people to Toodyay. These people will often return following the event to do the things and see the things that they could not when the event was on.

A very significant part of Toodyay's visitor offering is events and festivals. The annual Avon Decent and associated International Food Festival has become an iconic annual event. We host annual stages of the Targa West Rally. The annual Toodyay Picnic Races, Toodyay Agricultural Show and Moondyne Festival each attracts thousands of visitors each year.

Events and festivals in Toodyay are increasing every year, they are now part of Toodyay's DNA, and we do them well. Shire staff, rangers and the community all large embrace festivals and make them work. Toodyay's retail and tourism businesses embrace the opportunity and ensure that visitors are welcomed and valued.

The Shire of Toodyay promotes and encourages public events as it sees the benefit that they bring to whole community. The Shires administration staff are responsible for the issuing of approval notices for all events to ensure that Event Organisers have addressed all issues associated with health, safety & the environment.

- **Avon Descent Training day** **14 July 2013**
 Training day for paddle & power craft competing in the Avon Descent Challenge.
- **Avon Descent** **4 August - 2013**
 The Avon Descent is Western Australia's own unique sporting event that attracts competitors and spectators from throughout Australia and overseas. Competitors challenge the Avon and Swan rivers in a variety of paddle and power craft in an exciting two-day time trial over 124 gruelling kilometres.

Events

- **International Food Festival**

3 August 2013

The ninth annual Toodyay International Food Festival. Held on the banks of the Avon River in Stirling Park & Duidgee Park, the festival allows visitors, race spectators and festival goers the perfect view of the Avon Descent. Combine all of the thrills and spills from the race with delicious international cuisine and a fantastic entertainment line-up and you have a FREE fun filled day for the whole family!



Events

- Quit WA State Moto Championship** **11 August 2013**

Pathfinders Trials Motorcycle Club promotes safe and responsible motorcycle riding for ages 7 - 70. The sport is about low speed control against natural terrain.
- Quit Targa West** **17 August 2013**

The Targa West Rally is an exciting and highly prestigious tarmac rally which runs in various Toodyay locations. This rally is one of the premier motor sport events in WA and will satisfy those seeking the thrill of a world class race. A truly unique experience, not just for the motor sport enthusiasts.
- Toodyay Agricultural Show** **12 October 2013**

The Toodyay Agricultural Society is a forum for local businesses and producers to exhibit, display and participate in different arenas, eg: cattle, sheep, goats, poultry, home produce and many more. The Show displays unique exhibits by local artists and crafters, and has an extensive entertainment programme.



- Targa West - Lions Club Charity Ride** **20 October 2013**

Targa West offers "Hot laps" in rally cars to fundraise for local charities in Toodyay (Toodyay Lions Club manages any funds raised).

Events

- Toodyay Bush Poets & Family Concert** **1- 3 November 2013**
 Toodyay Festivals of Bush Poetry & Yarn Spinning competitions with a family concert.
- Toodyay Car & Motorcycle Show** **10 November 2013**
 This is a fundraising event for the Toodyay Junior Football Club - Show N Shine event & kids' activities.
- Quiz Night** **29 November 2013**
 Fundraising event for Crossroads Healing Centre.
- Ugandan Pearl Making** **30 November 2013**
 Shire of Toodyay supported event to raise awareness of the Toodyay community and visitors, sustainability & recycling for African children. Funds raised from sale of crafts went to a Ugandan orphanage.
- Toodyay Christmas Street Party** **6 December 2013**
 Chamber of Commerce Community Christmas Street party with stalls rides & free entertainment. An opportunity for local business to trade after normal hours.
- Christmas Carols in the Park** **15 December 2013**
 Toodyay Baptist Church Christmas Carols for the Toodyay community at Duidgee Park.
- Thank a Volunteer Day** **10 January 2014**



Shire of Toodyay Garden party afternoon tea, to thank the many community groups and volunteers within the Shire.

Events

- **Australia Day** **26 January 2014**
Shire of Toodyay Community BBQ breakfast, citizenship and award ceremony.
- **Black Dog Ride** **23 March 2014**
The Black Dog Ride '1 Dayer' is a nationwide motorcycle event to raise awareness of depression and suicide prevention. Many made a difference by joining them on a local ride!
- **Skateboarding Clinic** **5 April 2014**
Shire of Toodyay Skate Boarding demonstrations and clinics.
- **Toodyay Lions Jumbo Auction** **5 April 2014**
Toodyay Lions Club Community Auction of goods & fundraising event.
- **Moondyne Festival** **4 May 2014**
Toodyay Festivals Community celebration of the life of Infamous Moondyne Joe, Static displays, stalls & Street Pantomime.



Events

- **Bush Poets - Gaol** **4 May 2014**
Shire of Toodyay performance of bush poetry in the gaol courtyard during the Moondyne Festival.

- **Toodyay Fibre Festival** **31 May 2014**
Avalon Homestead backed by Toodyay Festivals - Back to Back Wool Challenge. An annual event that challenges teams of wool crafters around the globe to create a jumper/sweater directly from a sheep's back to a human's back. Each team consists of a blade shearer, a country of origin sheep and seven spinners. Hand spinners (with spinning wheels) and knitters who follow the identical Challenge rules and pattern to knit the adult size jumper. The Festival also included displays, workshops, food stalls and a fashion parade. The event raised funds for Bowel Cancer research. This was an inaugural event for Toodyay.



- **Gyuto Monks Cultural Visit** **21-29 June 2014**



Karla Dawson for Gyuto House - A week of activities including: public talks, chanting, meditation, Tibetan craft, creation of a sand mandala and spreading the word of peace and harmony.

Works and Services

Construction jobs performed by the Crew during 2013/2014 include:

Drummond Street Footpath



A new two metre wide concrete footpath was installed between Telegraph Road and 300 metres pass Mt Anderson Street.

Dumbarton Road



Dumbarton Road has been reconstructed and sealed for an extra 3.2kms

Lukin Street



Lukin Street was asphalted from Harper Road to the intersection of St Stephens Street.

Works and Services

Julimar Road



Julimar Road was reconstructed between SLK 21–21.65 and white lined for 33 kms.

Telegraph Road



Telegraph Road was asphalted and existing line marking was reinstalled from Newcastle Bridge the cemetery.

Works and Services

Dewars Pool Road



Dewars Pool Road was reconstructed for 650m between SLK 11.13 and 11.78.

Lovers Lane



Lovers Lane was reconstructed and sealed for 2km.

These roads received a gravel re-sheet



Mount Road for 3km



Beaufort Street East of Clarkson St

Works and Services

These roads received a reseal



Horseshoe Road Toodyay West



Coondle Drive Dryandra Road



New Depot

The New Depot is now in full operation with the Rangers joining the Depot Staff in the new office.

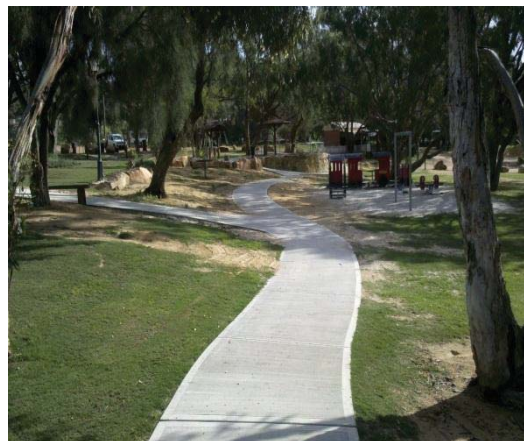
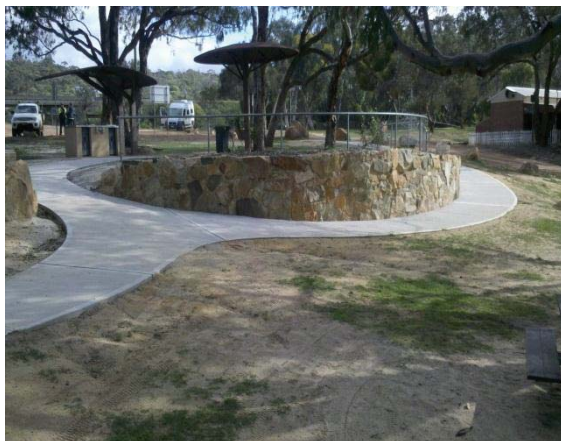
Works and Services

Parks and Gardens

A Reticulation System was installed and completed in Duidgee & Stirling Park.



A 2 metre dual use pathway in Duidgee Park was constructed and completed.



Street trees were planted in Stirling Terrace and Piesse Street.



Works and Services

Garden staff mainly performs maintenance duties which include mowing, raking, street sweeping, weed spraying and the general upkeep of lawns, gardens and street verges.

These locations in the Toodyay include:

- Shire Offices;
- Anzac Park;
- Youth Park;
- Toodyay Showground;
- Old Goal & Police Stables;
- Federation Square;
- Duidgee Park;
- Newcastle Park;
- Railway Station;
- FESA;
- Community Resource Centre & Medical Centre.



Works and Services

Maintenance

Maintenance Staff were responsible for the following duties:

- Road patching
- Verge lopping
- Guide posts
- Culvert cleaning
- Road signs
- Foot paths
- Verge Spraying
- Cemetery Graves

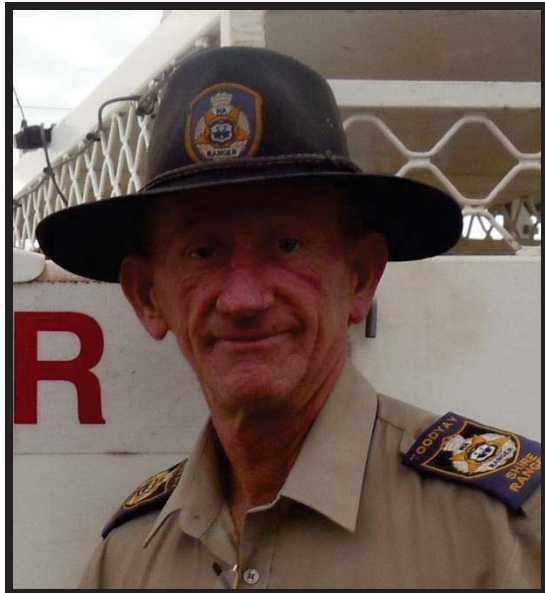
Bike Parking – U Rails

The new bike U rails have been install on the sidewalks along Stirling Terrace, Charcoal Lane and Piesse Street

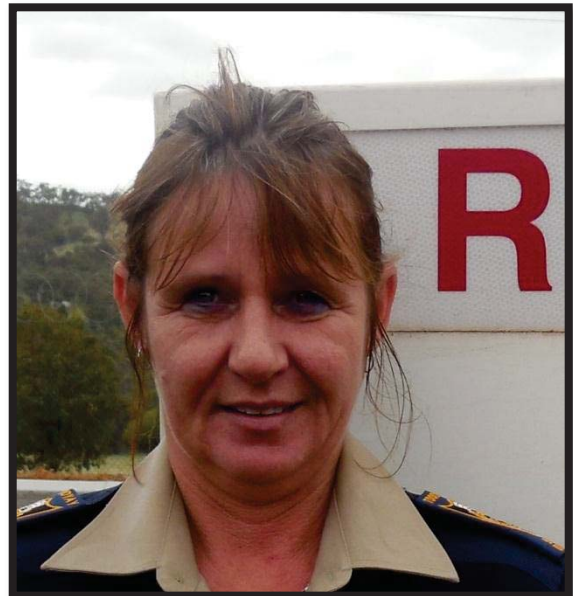


Works and Services

Rangers



Ranger - Alan Knapp



Ranger - Debbie Papps



The Rangers have had a successful year serving the community of Toodyay. They are now located in the offices at the Shire Depot.

The department is responsible for undertaking Council's statutory requirements, including:

- Dog Control;
- Cat Control;
- Parking Control;
- Littering Control;
- Stock Control;
- Illegal Camping;
- Animal Welfare;
- Fire Control;
- Fire Prevention;
- Public Education;
- Customer Service

Works and Services

The Ranger and Fire Management staff administers and enforces the following Acts and Regulations for Council:

- *Dog Act 1976 and Regulations;*
- *Cat Act 2011 and Regulations*
- *Bush Fires Act 1954 and Regulations;*
- *Animal Welfare Act 2002 and Regulations;*
- *Local Government Act 1995 and Regulations;*
- *Local Government Act (Miscellaneous Provisions) 1960;*
- *Interpretation Act 1984;*
- *Young Offenders Act 1994 and Regulations*
- *Caravan Parks and Camping Grounds Act 1995 and Regulations;*
- *Control of Vehicles (Off-road areas) Act 1979;*
- *Litter Act 1979 and Regulations;*
- *Emergency Management Act 2005;*
- Local Laws – Parking, Thoroughfares and Trading in Thoroughfares.

After Hours Callouts

The Rangers Department attended to and received multiple after-hours call outs and calls during the year to Stock on road, trees over roads and serious dog attacks. Calls concerning lost and found pets are still a regular occurrence. The Shire of Toodyay Rangers Facebook page has been used as an after-hours way of reporting lost and found pets

Fire Management

This year the Shire of Toodyay employed a Firebreak Inspector to assist Rangers inspect over 2500 Firebreaks throughout the District. 147 Firebreak Infringements and 128 Extras Works Letters were sent out to residents.

Also this year we progressed onto Stage 3 of the Emergency Egress Tracks which include; Moodyne Park, Toodyay Highlands and Julimar.

New Cat Laws

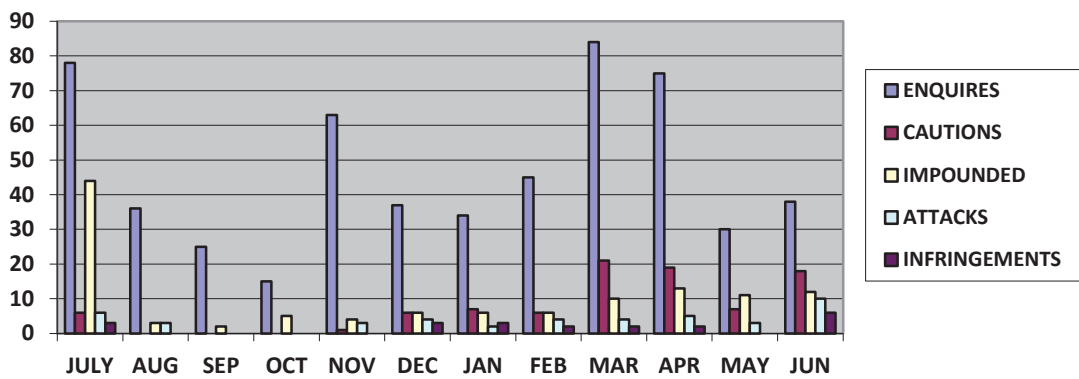
As of November 2013 the new Cat Laws came into effect. This requires that all cats be registered, sterilised and micro chipped.

Works and Services

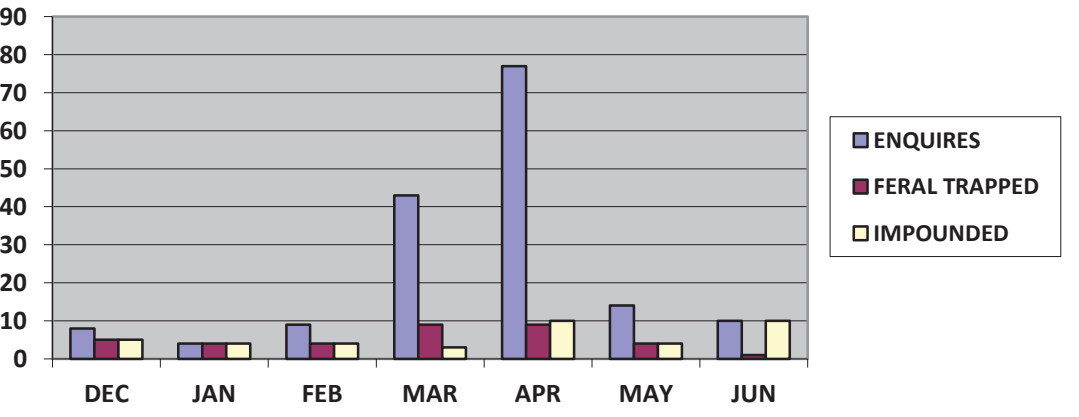
Overview

The following table indicates some of the primary duties undertaken by Shire of Toodyay Rangers in the 2013/2014 financial year.

DOGS	TOTAL QUANTITIES
Customers Contact /Enquires	520
Verbal & Written Cautions	91
Dogs Impounded	116
Dog Attacks	47
Infringements Issued	21



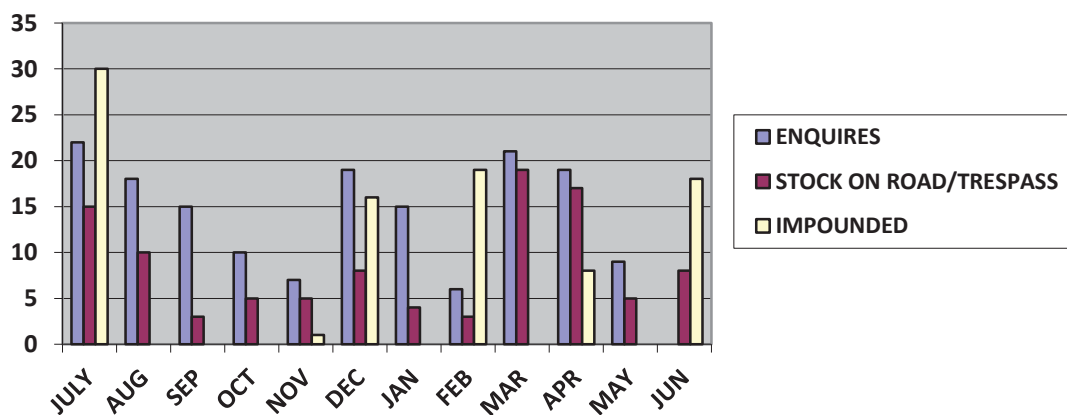
CATS	TOTAL QUANTITIES
Customer Contact / Enquires	202
Feral Cats Trapped	36
Cats Impounded	40



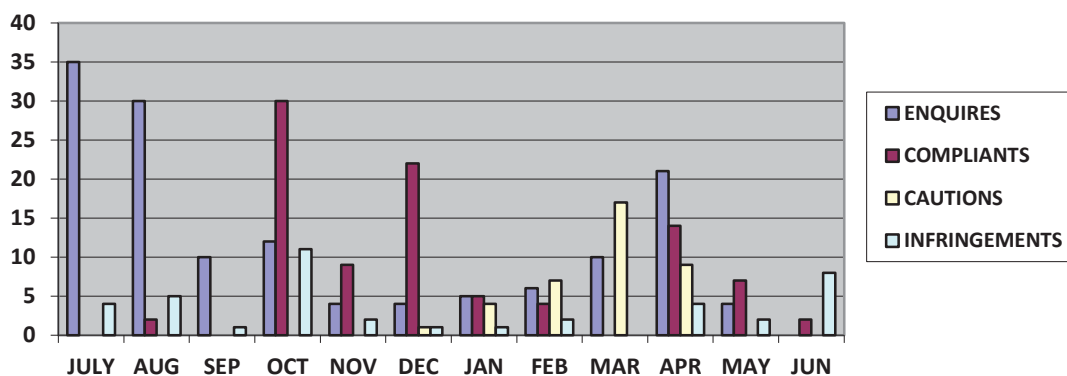
Works and Services

Cats were only recorded as of December

STOCK	TOTAL QUANTITIES
Customer Contact / Enquires	136
Stock on Road / Trespass	104
Stock Impounded	92

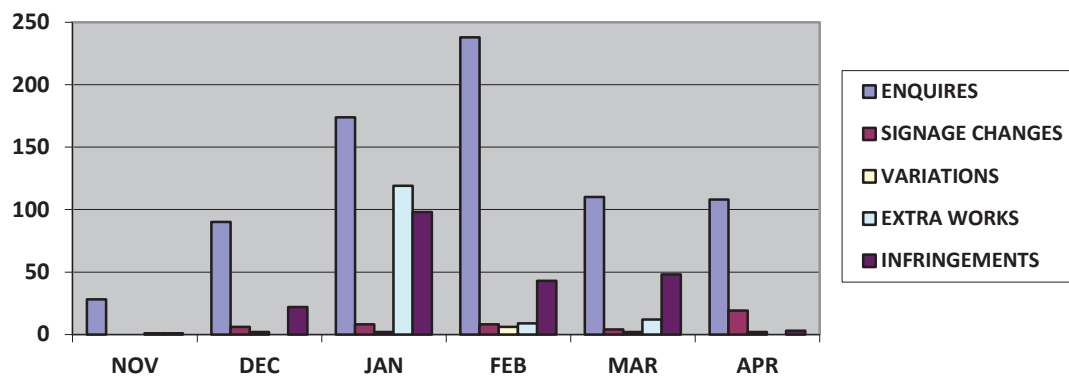


PARKING	TOTAL QUANTITIES
Customers Contact /Enquires	194
Parking Complaints	95
Verbal & Written Cautions	38
Infringements Issued	41

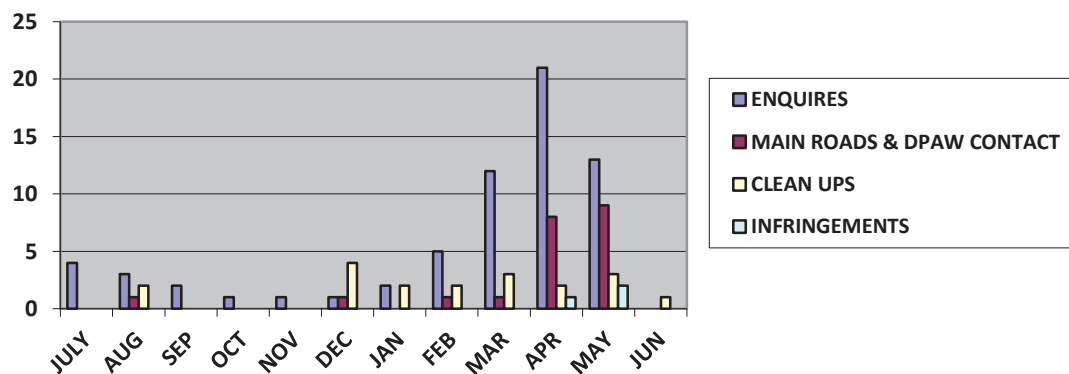


Works and Services

FIRE / FIREBREAKS	TOTAL QUANTITIES
Customers Contact /Enquires	667
Fire Danger Signage Changed	45
Variations	12
Extra Works Letters	128
Infringements Issued	147



LITTER	TOTAL QUANTITIES
Customers Contact /Enquires	61
Main Roads & DPaw Contact	21
Clean Ups	19
Infringements	3



Corporate Services

Overview

2013/2014 saw the transfer of Department of Transport Licensing Services from the Shire of Toodyay to the Toodyay Post Office.

This was a long and exhaustive process as whilst the Shire was keen to facilitate staff focus onto core Shire duties, it was important that the service be retained within the Shire. This was achieved and appears to be working well for all.

The second year of Fair Value Accounting (Land & Buildings) occurred with Infrastructure & Other due to occur in 2014/2015.

Staff training and multi skilling continues to be a focus as does the implementation of documented processes and procedures as part of our continued commitment to improving our service to the community.

Revenue and Expenditure

Revenue for 2013/2014 is substantially in line with budget and Rate Revenue was marginally higher than the budgeted amount. No advance was received for Financial Assistance Grants for 2014/2015.

Operating expenditure exceeded budget within the Transport Program but was otherwise in line with our budget.

The significant difference between the budget and actual Total Comprehensive income is the posting to Revaluation of Assets account as a result of the introduction of mandated Fair Value Accounting for Land and Buildings of \$19,818,403.

Reserve Funds (See Note 11 Annual Financial Report)

Reserve Funds fell marginally from \$2.9m to \$2.6m during 2013/2014.

Loans (See Note 21 Annual Financial Report)

No new loans were established in 2013/14. Unexpended loan funds carried forward from 2012/13 were expended on purchase of land for new Recreation facilities.

Ratios (See Note 18 Annual Financial Report)

The Current Ratio is designed to indicate the liquidity of the Shire and would be expected to exceed 1. The ratio is lower than previous years, largely as a result of the withdrawal of the advance of Financial Assistance Grants.

Asset Sustainability Ratio is intended to measure the extent to which assets are renewed or replaced when compared to the level of consumption. A result in excess of 90% or 0.9 is an acceptable risk and a higher ratio indicates that the Shire has provided more than adequately for renewal of its assets.

Debt Service Coverage Ratio is an indicator of Council's ability to service debt (make loan repayments) from its Operational revenue. This indicator has fallen in 2013/14 but would be considered to be within acceptable levels if adjusted to reflect that the advance of Financial Assistance grants was not made at 30 June 2014.

Operating Surplus Ratio is a measure of the scale of the operating result for the year. The 2013/14 ratio of -0.141 indicates a continuing downward trend over recent years and is exacerbated by a fall in operating grants. This is reflective of a

Corporate Services

requirement for the Shire to consider improving this position by either increases in revenue or reducing expenditure.

Own Source Revenue Coverage Ratio is an indicator of the Shire's ability to fund its operating expenditure from its own funds. The ratio for 2013/14 of 0.764 is almost unchanged from 0.77 in 2012/13 and indicates a medium level of risk – 0.6 being a high risk indicator and 0.9 and above is low risk.

Current Ratio v Liquidity Comparison Graph

The current ratio calculated in the Annual Financial Report is reduced by amounts of unspent grants and loan funds received but not spent as at 30 June 2013. Refer to Note 3 – Cash and cash equivalents.

The graphical representation of liquidity is not similarly adjusted.

Employee Remuneration

The *Local Government Act 1995* requires Council to provide the number of employees who are entitled to an annual salary of \$100,000 or more and to break those employees into salary bands of \$10,000. For the period under review, the Shire of Toodyay had one employee whose salary exceeded \$100,000 as follows:

One had a salary between \$150,000 and \$160,000

Record Keeping

Overview

The Shire of Toodyay is committed to the reliable and systematic management of government records in accordance with legislative requirements and best practice standards.

In accordance with Section 16 (Part 3 Record Keeping Plans for Government Organisations) of the State Records Act 2000 the Shire of Toodyay must have a Record Keeping Plan. The Shire of Toodyay's Record Keeping Plan is being presented to the State Records Commission on 1 August 2014 for approval which will be valid for a period of five years.

The Shire of Toodyay is compliant with the State Records Act 2000, State Records Commission Principles & Standards 2002, Australian Records Management Standard ISO/AS 15489-2002 Parts 1 & 2 and the General Disposal Authority for Local Government Records in relation to its records management practices.

For Further information please contact the Shire's Manager Corporate Services on (08) 9574 2258.

Training

When new staff commence, they are provided with records keeping training and given record keeping procedures as part of their induction. The Records Officer provides ongoing training to all staff on a regular and as needs basis.

The record keeping induction is designed to address employee record keeping roles and responsibilities. Each staff member signs to acknowledge they have received the documentation and understand their record keeping requirements.

Review

The Record Keeping Plan is constantly being reviewed to ensure the Shire of Toodyay remains compliant, addresses requirements stemming from technological changes and makes improvements to record keeping practices where necessary. The Records Officer monitors outstanding records on a fortnightly basis and addresses any issues.

The next review of the Shire of Toodyay's Record Keeping Plan is 1 August 2019.



Freedom of Information

An Information Statement is published by the Shire of Toodyay in accordance with Section 94 of the Freedom of Information Act 1992.

The Information Statement is reviewed annually by the Shire of Toodyay in accordance with sections 96 and 97 of the Freedom of Information Act 1992

It is available on the Shire's website.



Conduct of Officials

Overview

In accordance with Section 5.53 (2)(hb) of the *Local Government Act 1995* the Annual Report for the Shire of Toodyay must contain the details of entries made under section 5.121 during the financial year in the Register of certain complaints of minor breaches. This section is stated below:

- (1) The complaints officer for each local government is required to maintain a register of complaints which records all complaints that result in action under section 5.110(6)(b) or (c).
- (2) The register of complaints is to include, for each recorded complaint:
 - (a) the name of the council member about whom the complaint is made;
 - (b) the name of the person who makes the complaint;
 - (c) a description of the minor breach that the standards panel finds has occurred; and
 - (d) details of the action taken under section 5.110(6)(b) or (c).

This section is stated below:

- (6) The breach is to be dealt with by:
 - (a) dismissing the complaint; or
 - (b) ordering that:
 - (i) the person against whom the complaint was made be publicly censured as specified in the order; or
 - (ii) the person against whom the complaint was made apologise publicly as specified in the order; or
 - (iii) the person against whom the complaint was made undertake training as specified in the order;

or

 - (c) ordering 2 or more of the sanctions described in paragraph (b).

During the 2013/2014 financial year there were no such complaints made against Council Members therefore there is nothing to report.



National Competition Policy

Overview

Local Government is required to implement the national Competition Policy to ensure that it opens up service delivery to competition and that Local Laws and Council policies do not unduly restrict competition.

The obligation arises from the Competition Principles Agreements signed by the State and Territory Governments and the Commonwealth Government. Each Local Government must report its progress in achieving NCP reforms in its Annual Report broadly under the following categories:

- Competitive Neutrality
- Legislation Review
- Structural Reform

Competitive Neutrality

The Shire of Toodyay has not initiated any activities in the 2013/2014 financial year that have required competitive neutrality testing.

All private works are completed on a full cost recovery plus profit margin basis to ensure there is no unfair competition with private contractors.



TOODYAY 2023



2013 - 2023 Strategic Community Plan

Adopted 21 May 2013

Prepared with the assistance of



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MESSAGE FROM THE PRESIDENT

We have listened to the community's clear messages about the future of Toodyay. This plan reflects what we have heard and shows what we think is achievable over the next ten years towards meeting those aspirations.

The Council has grappled with tough choices. The cost of delivering the facilities and services the community wants is oustripping our current rates level.

But we have heard the community loud and clear. Your feedback has given a strong message that this plan is on the right track and we should get on with it.

Thank you to all the community members who have contributed to the development of the Plan. We are looking forward to working with you in bringing it to fruition.

Cr Kevin Hogg
President, Shire of Toodyay



INTRODUCTION

Welcome to the Shire of Toodyay's Strategic Community Plan. This Plan is the first part of our fulfilment of the Integrated Planning and Reporting Framework, implemented by the State Government's Local Government Reform Program. All local governments in Western Australia are required to implement this framework by 1 July 2013.

This section sets out the key points of the plan, the framework and the planning cycle. This plan was adopted for consultation at a Special Meeting of Council, 26 March 2013. Once finalised, it will be reviewed by 30 June 2016 and every 2 years thereafter. The two yearly cycles will alternate between a mini review and a major review, as shown in the planning cycle diagram on page 4.

Key points of the plan

This plan by and large sees existing services and facilities continue. It also sees a number of investments and enhancements, with a particular focus on the following:

- Building trust, partnerships and support for community action
- Preparation of four key plans:
 - economic development
 - environment
 - community engagement
 - recreation
- Delivering a recreation solution
- Aged care – regional collaboration, substantially funded by Royalties for Regions
- A more enabling regulatory system which is more consistent and user-friendly
- Toodyay pathways – investing in walkways and cycleways for access, recreation and tourism
- Recycling
- Advocacy – including health, medical, education, infrastructure, public transport and improved train services.
- A new Administration Centre towards the end of the plan

The four new plans will set clear priorities in these areas. We will engage with stakeholders in each of those areas to develop and implement the plans in partnership with the community. The plans will be prepared in time for the results to feed into the first strategic review.

Our financial modelling for the plan revealed that our current rates level is not able to sustain its delivery. We are barely treading water due to the relatively high inflation local governments face. Inflation as measured by the local government cost index rose by 4% per annum on average over the last ten years. We are assuming 3% per annum for the first five years with a likely higher increase thereafter.

Delivery of this plan requires a rates increase of at least 5% per annum on top of inflation, noting that:

- the rates profile is based on best knowledge at the time of adopting the SCP
- there needs to be some flexibility to ensure the rates are "minimum sufficient" to deliver the SCP
- the rates profile will be reviewed at each strategic review
- Council set each year's rates in the annual budget

Western Australia Local Government Integrated Planning and Reporting Framework

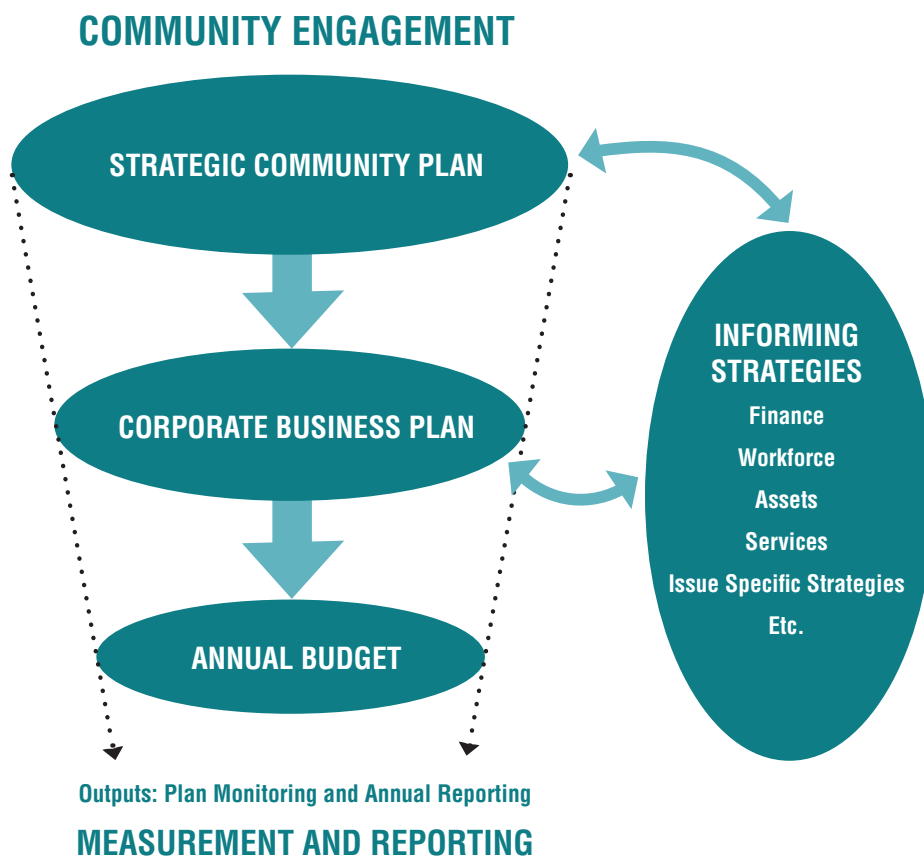
The Integrated Planning and Reporting Framework is shown in the diagram below. The idea behind the framework is to ensure that the Council’s decisions take the community’s aspirations into account and deliver the best results possible with the available resources.

The Strategic Community Plan sets the scene for the whole framework – it expresses the community’s vision and priorities for the future and shows how the Council and community intend to make progress over a ten year period.

Detailed implementation for the next four years is covered in the Corporate Business Plan. The “Informing Strategies” – particularly the Long Term Financial Plan, Asset Management Plans and Workforce Plan – show how the Plan will be managed and resourced. In addition, the Shire of Toodyay has a number of issue-specific plans and strategies (also defined as Informing Strategies in the framework), these are listed in Annex 1.

The Annual Budget relates to that year’s “slice” of the Corporate Business Plan, with any necessary adjustments made through the Annual Budget process.

The Western Australia Integrated Planning and Reporting Framework



The Planning Cycle

The Strategic Community Plan is a ten year plan. However, it is not fixed for ten years – it would be long out of date by then. Rather, it is a “rolling” plan which is reviewed every two years, as shown in the diagram below. The two yearly reviews alternate between a minor review (updating as needed) and a major review (going through the steps again).

The plan is continuously looking ahead, so each review keeps a ten year horizon. This is to ensure that the best decisions are made in the short to medium term.



STRATEGIC CONTEXT

This section lays out the Shire’s social and economic profile, other agency strategies and plans that have a bearing on the future of Toodyay, and strategic issues facing the community.

Social and Economic Profile

Location

The Shire borders the north-eastern edge of the Perth Metropolitan Region and is very close to Perth. It covers an area of 1683 square kilometres and represents the localities of Bejoording, Bindoon Training Area, Condle, Culham, Dewars Pool, Dumbarton, Hoddy’s Well, Julimar, Moondyne, Morangup, Nunile, Toodyay, Wattening and West Toodyay.



Adapted from Wheatbelt Development Commission
<http://wheatbelt.wa.gov.au/sites/default/files/Wheatbelt%20Region%20Map.pdf>

History

The first families of the Avon Valley were known as the Ballardong, part of the larger Noongar cultural group which was itself part of the continental Pama-Nyungan language group. The activity areas of these Ballardong families were characterised by small, ephemeral camp sites with larger activity nodes associated with law grounds, ritual sites and stone/seasonal food sources (Heritage Master Plan).

Change occurred in 1829 with the arrival of the British and establishment of the Swan River Colony by Captain James Stirling. The soldier Ensign Robert Dale led a group that sought out areas for further settlement in the Avon Valley in 1830, with the Toodyay Valley considered for future settlement in 1831. By 1836 the town site of Toodyay (West Toodyay) was gazetted. In 1838 Captain Whitfield was appointed the area's first Resident Magistrate and presided over the establishment of early farms, land clearing as well as the surveying of roads and property boundaries. Relations with the local Ballardong families were largely peaceful and the Indigenous people were used as a source of cheap labour. Early infrastructure in Toodyay (West Toodyay) included Police Barracks (and lock-up) and Stables. Physical development at this time was characterised by small, disparate groups of farmhouses constructed of wattle and daub, replaced later with local Toodyay stone and hand-made brick (Heritage Master Plan).

Population

The usually resident population of Toodyay was 4,387 people in 2011. This is a population growth of 6.7% since 2006 or an average per annum growth of 1.3% (Census 2011).

Toodyay has an aging population. Over the last 10 years there has been a relative increase in the percentage of people aged 55 to 74 years and a decline in the percentage of young people under 15 years and (ABS Census). The median age has also increased from 39 years to 47 years (ABS Census). This trend, of an aging population will continue, according to the Western Australian Planning Commission's forecasts for population growth to 2026.

Economy

The Shire of Toodyay is located within the Avon sub region of the Wheatbelt. This region is built on a solid agricultural foundation and has a key role as a transport and logistic hub. Broadacre agriculture has, however, become relatively less significant for the overall economic profile of the Shire of Toodyay. The economy is now largely based on tourism, retail and lifestyle sectors (Avon Sub-regional Economic Strategy, 2012).

The relationship between the key local industries and employment is clear. The key industries employing people in the Shire of Toodyay in 2011, in order of significance, were sheep, beef cattle and grain farming, school education, metal ore mining, road freight transport, and restaurants and food services (Census, 2011). The significant proportion of the employed population listed as working in the metal ore mining industry, would seem to suggest that the Shire of Toodyay may be home to a number of Fly in Fly out (FIFO) workers.

In 2011, 5.6% of the population in the labour force reported being unemployed (Census 2011). The median weekly household income was reported as \$1,012 in 2011, which was significantly lower than the Western Australian median weekly household income of \$1,415 (Census 2011).

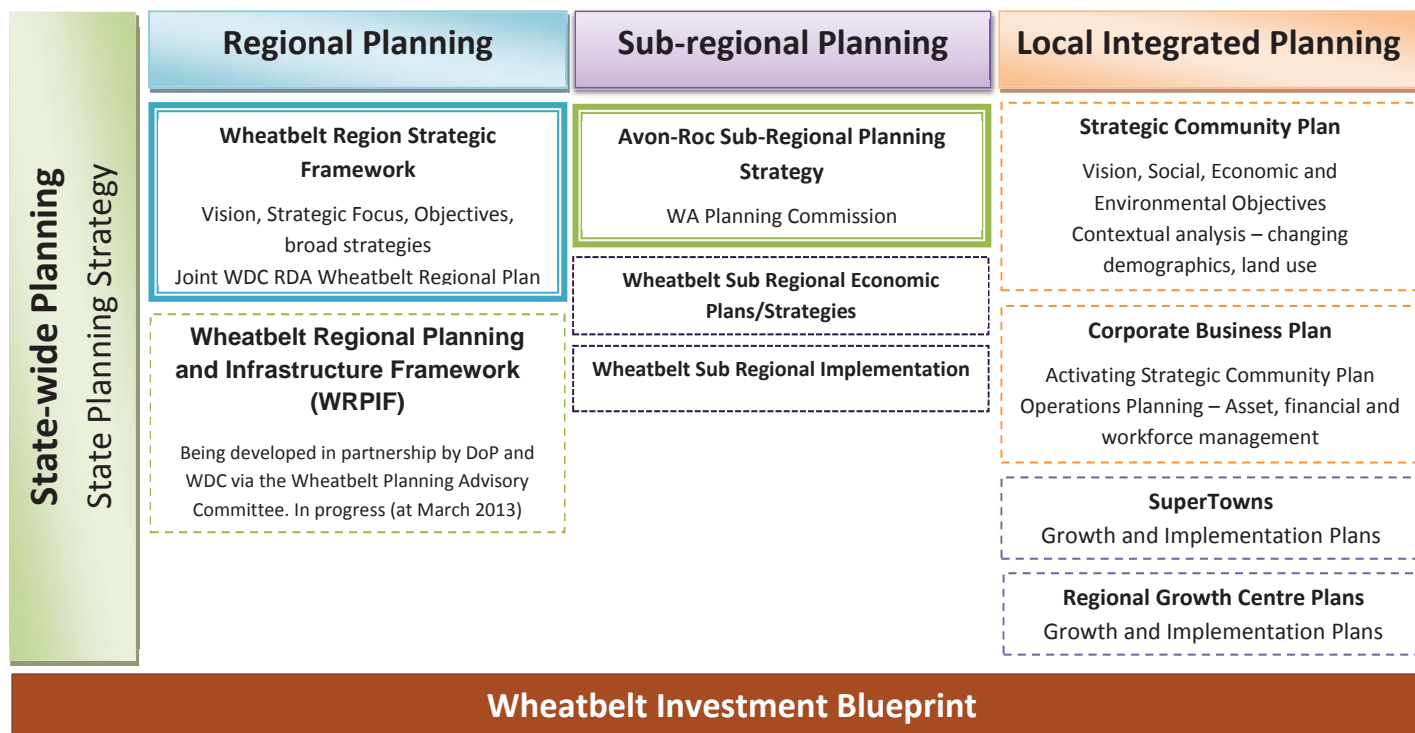
A more detailed social and economic profile is attached in Annex 2.

Other agency strategies and plans

Toodyay doesn't exist in isolation from the rest of the Wheatbelt or the wider State (and beyond). This section provides an overview of some of the key strategies and plans that influence the Shire's operating environment (see diagram overleaf for an overview of some of the key context-setting plans and strategies).

The Council has been involved in the development of some of these strategies, for example, it has participated in the development of the Wheatbelt Region's strategic framework and sees this as providing important context and guidance for its own planning. This is outlined in Annex 3.

Wheatbelt Planning Context 2013



Adapted from Wheatbelt Development Commission presentation to Wheatbelt Infrastructure Forum Series, 2012

Avon Sub-Regional Economic Strategy

The Avon Sub Regional Economic Strategy (2012) was commissioned by the Wheatbelt Development Commission and establishes a framework for the promotion and facilitation of economic and population growth across all towns in the sub-region.

The Strategy identifies economic opportunities for the Shire of Toodyay in the areas of:

- retail and lifestyle
- tourism
- health and aged care

It also identifies a number of actions that the Shire of Toodyay should undertake to effectively leverage these economic opportunities. An extract from the Avon Sub Regional Economic Strategy (2012) providing more detail on the economic opportunities and proposed actions is provided in Annex 4.

Avon Regional Organisation of Councils (AROC)

The members of AROC are the Shires of Toodyay, Goomalling, Dowerin, Chittering, Northam and Victoria Plains. The purpose of the Avon Regional Organisation of Councils (AROC) is to work co-operatively for the benefit of the region and well-being of the communities.

AROC have been working together in a number of areas, including, land use planning, tourism management, promotion of the regional area, socio-economic, environmental and natural resource planning, waste management, senior accommodation solutions and centralised information technology and rating systems.

Wheatbelt Natural Resource Management

The Avon Natural Resource Management Strategy (2005) was prepared by the Avon Catchment Council together with a range of stakeholders, including the local governments in the sub-region. The Strategy provides an integrated planning framework for the management of natural resources within the Avon River Basin. The Strategy outlines a 'preferred future' and focuses on the land resources, water resource biodiversity conservation and infrastructure and includes consideration of cultural and heritage values. The Strategy details aspirational goals within a 50 year time-frame, 20 year targets and Management Action Targets for a 3-5 year time-frame.

Wheatbelt Youth Strategy 2012 -2017

The Wheatbelt Youth Strategy 2012 -2017 was developed by Regional Development Australia, Wheatbelt. The framework aims to ensure that key youth stakeholders in the region have a common focus for implementing initiatives that will contribute to improving opportunities and the wellbeing of youth.

The vision guiding the framework is:

"All Wheatbelt young people matter – to themselves, to the community – now and into future".

The framework is structured around four priority areas with objectives, strategies, actions and stakeholders being detailed for each of these areas:

- responsible behaviour
- education, training and employment
- community, parenting and families
- health and wellbeing

Avon Arc Sub-Regional Strategy

The Avon Arc Sub-Regional Strategy (2001), prepared by the Western Australian Planning Commission, provides a regional framework for long term development and land use within the western portion of the Wheatbelt Region. It provides a framework to accommodate future growth pressures, particularly those emanating from the Perth Metropolitan Region. The Avon Arc Strategy identifies Toodyay as a District Service Centre, along with the Chittering and York. Northam is the nominated Regional Service Centre, catering for the Avon Arc sub-region.

Some of the key recommendations of the Avon Arc Sub-Regional Strategy which have informed the Shire's Local Planning Strategy include:

- population growth to be directed towards existing urban settlements, including Toodyay
- rural residential and rural smallholding developments to be accommodated in areas that do not compromise the expansion of existing urban settlements, however close enough to benefit from the accessibility of services, facilities and infrastructure
- a ring road to be developed that connects a range of expanded rural towns, including Toodyay, by an improved transport network with commuter links to Perth
- provision of a range of housing and innovation in settlement design which complement the landscape and environment and accommodate different lifestyle choices
- recognition that agriculture and agricultural related activities are the predominant use throughout the Avon Arc and ensure that incompatible uses do not place unnecessary restrictions on these economic activities
- ensure that the ecological integrity, biodiversity and productivity of the environment are maintained or enhanced for the benefit of present and future populations
- ensure subdivision and development has regard to the Landscape Priority Areas identified by the Sub-Regional Strategy with the view to minimising visual impacts on high quality landscape areas

Strategic issues facing the community

The following issues have been identified as particularly significant challenges for the community over the coming years. The participants in the World Café assisted in distilling these issues from the preceding work. They have been taken into account in preparing this Plan:

- preservation of our rural industry and rural amenity
- economic and population growth
- "ageing in place"
- providing for our children and young people
- creating, maintaining and renewing our community assets within our resources
- community relationships
- balanced development: nurturing the distinctive heritage and identity of Toodyay while enabling appropriate development to occur without undue cost, delay or uncertainty

COMMUNITY ENGAGEMENT

Community engagement is central to the development of the Strategic Community Plan. The Toodyay community has been engaged about their vision and priorities for the future in a number of ways in recent times. Some of these community engagements are detailed in the table below, and the outcomes of a number of these are described in Annex 5.

Community Engagement	Method	Period/Date	Participants
Toodyay Vision 2020 (Living Communities)	Workshop	May 2012	Numbers not available
Toodyay Visioning 2012 - Think 2050	Visioning forums	June 2012 -	Approx. 70 over 3 workshops
Community Survey	On-line survey	June 2012	150
Bendigo Bank Community Forum (Bendigo Bank)	Community Forum	May 2012	Approx. 80
World Cafe	Workshop	Dec 2012	5
Community Consultation on proposed Planning Scheme amendments	Public meetings and written Submissions	Sept 2012 Oct 2012 Nov 2012	27 written submissions
Bike Plan (Jan 2013)	Community Forum	Aug 2012	15
Recreation Gap Analysis (March 2013)	In-person and telephone interviews		16 active recreation and sporting groups reps
Heritage Master Plan (May 2012)	Open for public comment Consultation as part of the development HMP	Feb 2013 2012	2 written submissions Stakeholder consultation: Toodyay Historical Society representative of Ballardong Noongar Toodyay Tourist Community Inc. Industry representatives

Engagement and Consultation on the Draft Strategic Community Plan

The Shire of Toodyay adopted the draft Toodyay Strategic Community Plan for consultation at its meeting on 26 March 2013. The draft Plan was advertised as open for public comment from 2 – 29 April 2013. Two community drop in events were held over this period. More than 37 community members attended these events. Seven written submissions were received from community members. All of this feedback was considered by Council and the Strategic Community Plan was amended accordingly. A brief report summarising the feedback received and Council's response is attached as Annex 6.

The opportunities to become involved were widely promoted. In total, over 410 participants (representing over 9% of the population) contributed to the development of the Strategic Community Plan. In some cases, the participants were groups rather than individuals so although these counted as one they represented many others.

The Shire aims to build on this participation and improve its community engagement as it implements the Plan.

STRATEGIC DIRECTION

Vision

“We are a vibrant rural community that celebrates our past and embraces a sustainable future”

Mission

Local Government and community working together to obtain the best possible social, economic and environmental outcomes for the Toodyay Shire.

Council’s Values

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

Community Outcomes

These are the outcomes that the Council has identified to meet the aspirations for Toodyay as a liveable and thriving Shire.

Healthy, safe and cohesive community	Prosperous and diverse local economy	Balanced development	Healthy natural and rural environment
Responsible and responsive civic leadership			

The Council activities that contribute to these outcomes are outlined below. Note that many services contribute to more than one outcome. Indeed the outcomes themselves are inter-related. Roads, for example, contribute to social and economic outcomes and they should be managed with due care for the natural environment. The Council is very mindful of this and actively seeks to achieve multiple outcomes where possible.

Community services	Economic services	Planning and transport services	Environmental services	Governance services
<ul style="list-style-type: none"> ■ Sport and recreation facilities and programs ■ Bushfire management ■ Library Services ■ Museums ■ Community centre ■ Youth Services ■ Events ■ Arts and culture ■ Community sponsorship ■ Facilitating services provided by others (e.g. health, medical, aged care etc.) 	<ul style="list-style-type: none"> ■ Marketing and visitor information services ■ Identification of land for industrial and commercial development ■ Business facilitation 	<ul style="list-style-type: none"> ■ Local Planning Strategy, Local Planning Scheme, and Policies. ■ Heritage and Special Design Control Precincts ■ Roads, footpaths and cycleways 	<ul style="list-style-type: none"> ■ Preservation of road-side vegetation ■ Waste management ■ Sustainable operating practices 	<ul style="list-style-type: none"> ■ Sound governance, community leadership and engagement, and advocacy ■ Local Laws and Policies

Shire's Roles

Local governments operate under Statute but also with some discretion. The four primary roles the Council has are:

Delivery of facilities and services

This includes services like parks and gardens, roads, footpaths, drainage, recreation and cultural facilities, events, and business services. Some of those services are based on infrastructure like parks and playgrounds, roads and buildings. So maintenance and renewal of those infrastructure assets is a vital part of Council's service delivery role. Some services are non-asset based, such as events and business services. In some cases, local government steps in to provide vital community services where there is a shortfall or absence in the market or in State or Commonwealth government provision. A common example of this in the Wheatbelt is subsidising medical services in one form or another.

Regulation

Local governments have specific regulatory responsibilities that are vital for community wellbeing. For example, they have a regulatory and enforcement role in public health (eg licensing and monitoring food premises), the appropriateness and safety of new buildings, and the use of land. These areas are subject to regulation because they have the potential to impose costs or adverse effects on others (eg food poisoning, injuries or hazardous activities too close to population). In many cases the rights of those wishing to operate and the rights of those who may be affected or consider themselves to be affected is a delicate balancing act. That is why local democracy is involved in deciding such matters.

Influences

Influencing the decisions of others who do or can contribute to positive community outcomes in Toodyay is an important role. Advocacy to State government for recognition, funding, favorable policies or other forms of support is a good example of this role.

Civic Leadership

Council has a role as civic leader in the community. With strong leadership and community support, the Council can achieve much more than just through its own direct service delivery. For example, forming an economic development strategy with business leaders and other stakeholders is an act of civic leadership, facilitating better outcomes through "joined up" strategy and action.



Council Decision-making criteria

These criteria show what Council takes into account when considering significant issues. They reflect the decision-making approach applied to developing this plan and will continue to be applied as it is implemented.

Is it consistent with our values?

How well does the option fit with our values?

How well does it fit our strategic direction?

Does the option help to achieve our vision and strategic priorities?

Who benefits?

How are the benefits distributed across the community?

Can we afford it?

How well does the option fit within our long term financial plan?

What do we need to do to manage the costs over the lifecycle of the asset / project / service?

Does it involve a tolerable risk?

What level of risk is associated with the option? How can it be managed? Does the residual risk fit within our risk tolerance level?

Council’s Strategic Priorities

The Council is proposing that current services will continue to be delivered but there will be a particular focus on the following strategic priorities over the coming years.

Community Services		Economic Services	Planning and Transport Services	Environmental Services	
<ul style="list-style-type: none"> Building trust, partnerships and support for community action Preparation of a community engagement plan Review the Disability, Access and Inclusion Plan Preparation of a recreation plan Investing in a recreation solution Asset rationalisation and consolidation Aged care Youth Respect for the culture of the Ballardong Noongar people 		<ul style="list-style-type: none"> Preparation of an economic development plan in time for the first strategic review (to cover aspects such as our place in the regional economy, home based business, mixed use tourism/ events, FIFO families, aged care industry, digital economy opportunities, agricultural innovation, marketing etc.) 	<ul style="list-style-type: none"> A more enabling regulatory system that is more consistent and user-friendly Toodyay pathways 	<ul style="list-style-type: none"> Waste minimisation, including recycling Environmental Plan <ul style="list-style-type: none"> - natural environment - resource efficiency and innovation 	
Governance Services					
<ul style="list-style-type: none"> Clear strategy and prioritisation 	<ul style="list-style-type: none"> Excellence in governance 	<ul style="list-style-type: none"> Advocacy – including health, medical, education, infrastructure, and public transport, including train services 	<ul style="list-style-type: none"> Communication and engagement 	<ul style="list-style-type: none"> New Administration Centre 	

The key actions that will contribute to these strategic priorities over the period of the plan are outlined below.

Community Services

BUILDING TRUST, PARTNERSHIPS AND SUPPORT FOR COMMUNITY ACTION

- Develop a Community Engagement Plan
- Undertake a Customer Service Survey
- Environmental partnerships
- Volunteer Recruitment and Support

RECREATION PLAN

- Development of a recreation plan

INVESTING IN RECREATION SOLUTION

- Establish a new recreation precinct to accommodate long term needs of the community
- Provision of a multi-purpose recreation facility (including aquatic) – ten million over ten years (partially grant and loan funded) to meet identified needs

ASSET RATIONALISATION AND CONSOLIDATION

- Continued maintenance and renewal of asset base
- Review of land and property holdings (some potential for rationalisation)
- Review levels of service of Shire assets, including roads

AGED CARE

- Facilitation and contribution towards the development of retirement/aged care units - one million (mainly grant funded)

YOUTH PROGRAMME

- Work with youth organisations and programmes to support youth related initiatives

DISABILITY, ACCESS AND INCLUSION

- Review the Disability Access and Inclusion Plan
- Upgrades and construct new pathways to meet mobility impairment requirements
- Audit public buildings and implement a programme to meet DAIP requirements

RESPECT FOR THE CULTURE OF THE BALLARDONG NOONGAR PEOPLE

- Work with Indigenous representative and relevant parties to find a solution for the long term protection of the burial grounds at the Show Grounds
- Incorporate indigenous knowledge and stories into the interpretation of the walk trail along the Avon River in the Town Centre Area
- Work together with local Elders to facilitate a Reconciliation Week event as part of Council's annual calendar of events

Economic Services

ECONOMIC DEVELOPMENT

- Prepare an Economic Development Plan that prioritises actions for implementation with relevant stakeholders

Planning and Transport Services

A MORE ENABLING REGULATORY SYSTEM THAT IS MORE CONSISTENT AND USER-FRIENDLY

- Review current policies and procedures
- Incorporate policies into Local Planning Scheme
- Education/information sessions with local businesses regarding heritage

TOODYAY PATHWAYS

- Provision of a bicycle/walkway along riverside
- Tourism walks
- Close key gaps in the paths in town to facilitate access to facilities

Environmental Services

WASTE MINIMISATION, INCLUDING RECYCLING

- Introduction of kerb side recycling
- Review of Strategic Waste Management Plan (2008 – 2013)

ENVIRONMENTAL PLAN

- Development of an environment plan covering the natural environment and resource efficiency and innovation

Governance Services

CLEAR STRATEGY AND PRIORITISATION

- Integrated Planning and Reporting
- Develop two key plans as above (Economic Development and Environment)
- Review progress and re-set priorities for strategy development at each two yearly review

EXCELLENCE IN GOVERNANCE

- Institute Business Excellence framework
- Elected member training

ADVOCACY

- Lobby key Federal and State Government Members, Agencies and Departments on key issues of community interest, including issues of health, medical, education, infrastructure, and public transport including train services
- Develop Policy and Procedures which support organisational advocacy for staff and elected members

¹ This will include relevant work already completed or in progress such as the Avon Sub-Regional Economic Strategy and the Heritage Tourism Strategy

Investing in assets – renewing community infrastructure

The following gives an outline of the current state of our assets and what they will be like at the end of 10 years.

Asset	Current state	Future state (10 years)
Community and sporting facilities	<ul style="list-style-type: none"> ■ Sporting facilities need to be relocated and consolidated to a central location due to serious tenure and site constraints. 	<ul style="list-style-type: none"> ■ Building of new facilities in central location. ■ Establish new recreation precinct to meet long term needs of community. ■ Invest in aquatic and multi purpose centre.
Roads	<ul style="list-style-type: none"> ■ Above average with substantial upgrades over the past 10 years. ■ Shortfall with regard to the projected demands of restricted access vehicles. (RAV), which are very large and/or very heavy vehicles. 	<ul style="list-style-type: none"> ■ Overall road network in a satisfactory condition with timely remedial work to prevent slipping into a poor condition and associated cost escalation. ■ Need to assess RAV requirements.
Drainage	<ul style="list-style-type: none"> ■ Incomplete and inadequate drainage network, being placed under stress due to climate change. ■ Increasingly unable to cope with changing weather resulting in higher incidence of local flooding. 	<ul style="list-style-type: none"> ■ Improved engineering solutions -Increase drainage capacity as roads renewed and as localised drainage failures resolved.
Footpaths and Dual-Use Paths	<ul style="list-style-type: none"> ■ Footpaths are generally in a poor condition. ■ Dual use paths are generally in a reasonable condition, but there are some gaps. 	<ul style="list-style-type: none"> ■ Progressive upgrade or replacement with dual use pathways. ■ Overall network in a satisfactory condition with timely remedial work to prevent slipping into a poor condition and associated cost escalation.
Parks and equipment	<ul style="list-style-type: none"> ■ Ranging from poor to good. 	<ul style="list-style-type: none"> ■ Parks and associated equipment in a safe and functional condition.



The following table outlines the major projects will be implemented over the life of the plan and shows the indicative schedule for planning and construction.

Major Capital Projects

Location	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10
Recreation Precinct										
Sports fields	█	█	█	█	█	█	█	█		
Acquire land	█									
Change Rooms	█	█								
Swimming Pool			█	█	█					
Multi purpose Recreation Facility						█	█	█		
Toodyay Pathways										
Town paths		█	█	█	█	█				
River Foreshore Pathway		█	█	█						
Depots										
Community Depot	█	█	█							
Harper Road Depot	█	█	█							
Parks and Gardens Depot	█	█	█							
Aged Care Units	█	█	█				█	█		

Location	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10
Cat Pound	Plan	Build								
Strategic Fire Infrastructure Stages 3-5	Build	Build								
Morganup Helipad	Plan	Build								
Skate Park Stage 2				Plan	Build					
Road Infrastructure (1m per year)	Build	Build	Build	Build	Build	Build	Build	Build	Build	Build
Refurbishment Disabled Access Toilet		Plan	Build							
Entry Statement	Plan	Build								
Information Bay	Plan	Build								
New Administration Centre								Plan	Build	Build

Key: ■ Plan ■ Build



FINANCIAL IMPLICATIONS

Financial Profile

In order to achieve the above whilst maintaining current levels of service across all areas, significant annual rate increases are necessary.

Approximately 4% per annum rates increases are necessary just to keep pace with the price increases faced by local government. This is measured by the Local Government Cost Index (LGCI). Over the past ten years, the LGCI has increased an average 4% per annum. (This figure would have been considerably higher if it weren't for the global financial crisis suppressing construction costs for several years.)

With a relatively small rate base to meet the projected costs of asset operations, maintenance and renewals and taking into consideration the current backlog and the communities expressed aspirations, the Shire will barely be treading water with 4% per annum rates increases. Therefore increases beyond the LGCI need to be contemplated.

Even so, a number of strategic priorities will need to be subject to grant funding being obtained or other measures freeing up resources.

Other measures currently being considered are:

- Reviewing and refining our rating methodology including consideration of differential rating, review the rate income from UV and GRV properties and ensure its rating effort is regionally comparable
- All assets will be reviewed to ensure usage is maximised and relevant. Under-utilised assets will be considered for sale if a market exists or decommissioned should they not be a saleable commodity
- Council will review all fees and charges
- All services and facilities will be reviewed to ensure efficiency and effectiveness
- Delivery of the plan requires a rates increase of at least 5% per annum in order to keep pace with annual price increases, meet operational, maintenance and renewal costs and address the backlogs and community aspirations set out in this Plan
- The implementation of this strategy means that the Shire will have balanced budgets, will still hold sufficient reserves at the end of the ten year period and the community will see existing assets maintained and renewed at a level that enables service levels to be largely continued at the current level

Assumptions

- 5% rate increase per annum above inflation over ten years made up of (indicatively):
 - 1% – asset maintenance/renewal gap identified in Asset Management Report
 - 2% – cover cost of loan payments taken to build new infrastructure
 - 2% – cover cost of operations/maintenance and renewal of new infrastructure
- Capital infrastructure loans taken as follows:
 - 2013/2014 – \$1,000,000 – purchase land for multi-purpose recreation facility
 - 2014/2015 – \$2,000,000 – stage one of the multi-purpose recreation facility
 - 2015/2016 – \$2,000,000 – stage two of the multi-purpose recreation facility
 - 2017/2018 – \$2,000,000 – stage three of the multi-purpose recreation facility
 - 2021/2022 and 2022/2023 – \$5,000,000 – construction of a new Administration Centre.
- Inclusions (Per Annum Average)
 - Road Construction and Maintenance – \$1,500,000pa
 - Parks and Drainage – \$200,000pa
 - New Footpaths – \$50,000pa
 - Building Renewal – \$250,000pa



HOW WILL WE KNOW IF THE PLAN IS SUCCEEDING?

The indicators below will help Council and the community monitor progress towards achieving Toodyay’s community vision and strategic goals. Some of them are in the direct control of the Shire while many are less so. These are colour coded for ease of reference. The Strategic Community Plan is more focused on Community Wellbeing Indicators, whilst the Corporate Business Plan will focus on Council Performance Indicators.

Key: Local Government level of control/ influence:

High	Policy areas that are in direct control of local government.
Medium	Issues that local government does not control but can influence.
Low	Areas that local government neither controls nor is likely to influence, but are of concern to the community and impact on community well-being.

Healthy, Safe and Cohesive Community

	Indicator	Desired Trend/ Target
L	Family growth	Increasing
M	Volunteering The proportion of residents who volunteer to help in the community	Increasing
M	Recreation No. of people involved in sporting activities	Increasing
L	Crime	Reducing
M	Bushfires No. of registered volunteers for Bushfire Brigades	Increasing
L	Graffiti	Reducing

Prosperous and Diverse Local Economy

	Indicator	Desired Trend/Target
H	Economic Development Plan Preparation of an Economic Development Plan (ongoing indicators will be developed as part of the Plan)	Completed
M	Business growth (TBA)	TBA

Balanced Development

	Indicator	Desired Trend/Target
M	Heritage Protection No. of planning applications for improvement to listed buildings	Increasing
	Demolition Applications for listed buildings	Decreasing
	Number of and value of Planning and Building Applications	Increasing
H	Roads % of roads in satisfactory or better condition	Maintain
H	Pathways % of pathways in satisfactory or better condition	Increasing
H	Cycleways % of cycleways in satisfactory or better condition	Increasing
M	No. of SAT Applications No of reviews Decisions overturned	Decreasing

Healthy Natural and Rural Environment

	Indicators	Desired Trend/ Target
H	Environment Plan Preparation of an Environment Plan (ongoing indicators will be developed as part of the Plan)	Completed
M	Waste management Non-recycled garbage generated by households	Decreasing

Responsible and responsive Civic Leadership

	Indicator	Desired Trend/ Target
L	Voter turnout % of electors who exercise their right to vote in local government elections	Increasing
M	Strategic Community Plan - Community Participation No. of community members participating in the community engagement for the development and review of the Strategic Community Plan.	Increasing
H	Advocacy Effective advocacy on key issues of community interest. (No. of issues advocated on and evaluation of the effectiveness of advocacy on those issues.)	Increasing
M	Collaboration Effective collaboration with relevant regional stakeholders. (No. of partnerships entered into and evaluation of the effectiveness of those partnerships.)	Increasing
	Financial Management	
H	Operating Surplus Ratio The extent to which revenues raised cover operational expense only or are available for capital funding purposes.	10% or greater

H	Current Ratio The liquidity position of a local government that has arisen from the past years transactions.	1:1 or greater
H	Debt Service Cover Ratio The ratio of cash available for debt servicing to interest, principal and lease payments.	2 or greater
H	Own Source Revenue Coverage Ratio An indicator of a local government's ability to cover its costs through its own revenue efforts.	Between 40% and 60%
	Asset Management	
H	Asset Consumption Ratio The ratio highlights the aged condition of the local government's stock of physical assets.	50% or greater
H	Asset Sustainability Ratio This measures the extent to which assets managed by the local government are being replaced as they reach the end of their useful lives.	90% or greater
H	Asset Renewal Funding Ratio This indicates whether the local government has the financial capacity to fund asset renewal as required, and can continue to provide existing levels of services in future, without: <ul style="list-style-type: none"> - additional operating income; - reductions in operating expenses; or - an increase in net financial liabilities above that currently projected. 	Between 75% - 95%.

ANNEX 1

Shire of Toodyay Strategies/Plans and Status

Toodyay Informing Strategies/Plans	Status
Spatial/ Area/ Site Plans:	
Local Planning Strategy (Adopted Nov 2007)	<ul style="list-style-type: none"> To be reviewed 2013/2014 To be included in Budget
Local Planning Scheme No. 4 (Gazetted 13 Feb 2008)	<ul style="list-style-type: none"> To be reviewed 2013/2014 Funds in Reserve Account
Duidgee Park Conceptual Layout Plan	<ul style="list-style-type: none"> Plan and budgeting to be reviewed 2013 remaining funds for reticulation
Heritage/ Conservation/ Tourism Plans:	
Draft Heritage Master Plan 2013 -2017 (May 2012) (Public submissions closed 1 Mar 2013)	<ul style="list-style-type: none"> Heritage Officer to review submissions and report to Council Funding will be required for implementation
Conservation Management Plan for the archaeological remains at Newcastle Convict Depot (2011) – (Plan still being developed)	<ul style="list-style-type: none"> Plan currently underway Funding will be required for future approved works
Clinton St Culture & Heritage Precinct – Strategic Review and Action Plan (2008) – (adopted 15 May 2008)	<ul style="list-style-type: none"> Plan needs to be reviewed Funding will be required for future works
Concept Plan for the Toodyay Town Centre (2006) (Council adopted as a 'guidance document' only)	<ul style="list-style-type: none"> 2012/2013 budget funds for tree planting
Municipal Inventory and Heritage List (Adopted 2012)	<ul style="list-style-type: none"> Reference as required
Issue/ Cross-cutting Plans:	
Disability, Access and Inclusion Plan 2007 2010 (Adopted 16 Aug 2007)	<ul style="list-style-type: none"> Plan to be reformatted by Staff - 2013 Synergies with the bike plan Funding will be required for future works
Service Plans:	
Strategic Waste Minimisation Plan 2008 – 2013 (Plan developed jointly by the Shires of Toodyay and Northam, Avon Group of Councils) – (Adopted Jan 2009)	<ul style="list-style-type: none"> Plan to be reviewed 2013/2014 Kerbside recycling in 2013/14 Funding will be required for future programs
Toodyay Recreation Strategy (Jan 2008) – (Not adopted by Council – new Strategy under development)	<ul style="list-style-type: none"> Background information
Draft Recreation Gap Analysis (May 2013) (Recreation Strategy still being developed)	<ul style="list-style-type: none"> Funds will be required in future budgets to complete any works of the plan Funding will be required for future works
Bike Plan (2013) (Note synergies with DAIP)	<ul style="list-style-type: none"> Adopted by Council April 2013 Funding will be required for future works
Asset Management & Capital Works Plans:	
Draft Asset Management Improvement Strategy	<ul style="list-style-type: none"> Current – still to be presented to Council Roman data currently being updated Funding will be required for future works
Draft All Assets – Asset Management Plan	<ul style="list-style-type: none"> Current – still to be presented to Council Roman data currently being updated Funding will be required for future works

ANNEX 2

Shire of Toodyay: Social and Economic Profile

Location

The Shire borders the north-eastern edge of the Perth Metropolitan Region and adjoins the City of Swan and Shire of Mundaring to the south, the Shires of Northam and Goomalling to the east, the Shire of Victoria Plains to the North and the Shire of Chittering to the west. The Shire covers an area of 1683 square kilometres and is situated at the gateway of the Avon Valley. The Toodyay townsite is situated approximately 80 kilometres from the Perth CBD.

Settlement is consolidated primarily around the Toodyay townsite or accommodated within one of the special rural subdivision areas located throughout the Shire. The Shire represents the localities of Bejoording, Bindoon Training Area, Coondle, Culham, Dewar's Pool, Dumbarton, Hoddys Well, Julimar, Moondyne, Morangup, Nunile, Toodyay, Wattening and West Toodyay.

Population

According to Census 2011 the usually resident population of Toodyay was 4,387 people. This is a population growth of 6.7% since 2006 or an average per annum growth of 1.3%.

The table below shows the populations and growth of all the local governments in the Avon Sub Region. Toodyay is growing at slightly above the average for the sub-region.

Table: Avon Sub-Region Population 2006 and 2011 (ABS Census)

Local Government	Census 2006*	Census 2011*	Change in Numbers	% change 5 years	% change per annum
Beverley	1,562	1,567	5	0.32%	0.10%
Cunderdin	1,250	1,310	60	4.80%	1%
Dowerin	702	678	-24	-3.42%	-0.70%
Goomalling	935	985	50	5.35%	1.10%
Koorda	430	437	7	1.63%	0.30%
Northam	9803	10,557	754	7.69%	1.50%
Quairading	1,022	1,043	21	2.05%	0.40%
Tammin	391	404	13	3.32%	0.70%
Toodyay	4,112	4,387	275	6.69%	1.30%
Wyalkatchem	564	523	-41	-7.27%	1.50%
York	3,116	3,396	280	8.99%	1.80%
TOTAL	23,887	25,287	14,00	5.86%	1.2%

* Note, these Census figures are based on 'place of usual residence'.

The table below shows a breakdown of the Toodyay population according to age and the changes over the last 10 years. It reflects the reality of an ageing population, with a decline in the percentage of young people under 15 years and an increase in the percentage of people aged 55 to 74 years. The median age has also increased from 39 years to 47 years over this ten year period.

Table: Age Profile 2001 – 2011

Age group	2001* Census		2006* Census			2011* Census		
	Persons	%	Persons	%	Change	Persons	%	Change
0-4 years	225	6.0%	224	5.6%	-0.4%	207	4.9%	-7.6%
5-14 years	673	17.9%	628	15.8%	-6.7%	575	13.5%	-8.4%
15-19 years	199	5.3%	220	5.5%	10.6%	252	5.9%	14.5%
20-24 years	108	2.9%	112	2.8%	3.7%	146	3.4%	30.4%
25-34 years	379	10.1%	332	8.4%	-12.4%	285	6.7%	-14.2%
35-44 years	644	17.2%	595	15.0%	-7.6%	517	12.1%	-13.1%
45-54 years	653	17.4%	658	16.6%	0.8%	773	18.2%	17.5%
55-64 years	504	13.4%	674	17.0%	33.7%	784	18.4%	16.3%
65-74 years	246	6.6%	364	9.2%	48.0%	499	11.7%	37.1%
75-84 years	94	2.5%	134	3.4%	42.6%	181	4.3%	35.1%
85+ years	25	0.7%	31	0.8%	24.0%	36	0.8%	16.1%
Total persons	3,750		3,971		5.9%	4,256		7.2%
Median age	39		43			47		

* Note these Census figures are based on 'place of enumeration', slightly lower than 'place of usual residence'.
(Table with ABS Census data from Shire of Toodyay Recreation, Gap Analysis Report)

This ageing of the population is projected to continue. The Western Australian Planning Commission is forecasting an increase in 45 -74 year olds by 31% in a low growth scenario and by 51% in a high growth scenario.

No growth is estimated for young people between 5-24 years in a low growth scenario and a 30% increase is estimated in a high growth scenario (Western Australia Tomorrow, 2012, quoted in Shire of Toodyay Recreation, Gap Analysis Report, 2013).

The table below details the projected high and low growth scenarios for Toodyay.

Table: Projected Age Profile 2026

Age group	Low	%	Change from 2011	High	%	Change From 2011
0-4 years	230	4.0%	11.1%	300	4.4%	44.9%
5-14 years	600	10.5%	4.3%	750	10.9%	30.4%
15-19 years	270	4.7%	7.1%	330	4.8%	31.0%
20-24 years	120	2.1%	-17.8%	180	2.6%	23.3%
25-34 years	380	6.7%	33.3%	540	7.9%	89.5%
35-44 years	780	13.7%	50.9%	1010	14.7%	95.4%
45-54 years	880	15.5%	13.8%	1080	15.7%	39.7%
55-64 years	1010	17.8%	28.8%	1130	16.5%	44.1%
65-74 years	810	14.2%	62.3%	890	13.0%	78.4%
75-84 years	480	8.4%	165.2%	510	7.4%	181.8%
85+ years	130	2.3%	261.1%	140	2.0%	288.9%
Total persons	5690		33.7%	6860		61.2%

(Table with data from Western Australia tomorrow, Population Report No. 7, 2006 – 2026, 2012, WA Planning Commission, taken from Shire of Toodyay Recreation, Gap Analysis Report, 2013).

Economy

The Shire of Toodyay is located within the Avon sub region of the Wheatbelt. This region is described as a one billion dollar export-oriented economy. It is built on a solid agricultural foundation, with increasing and diversified agricultural production. The Avon sub region has a key role as a transport and logistic hub, because of its relative proximity to major mineral resource and population regions (Pilbara, Mid West, Goldfields and South West), its proximity to Perth and its access to major national and state transport infrastructure (*Avon Sub-regional Economic Strategy, 2012*).

Broadacre agriculture has, over time, become less significant for the overall economic profile of the Shire of Toodyay, relative to its significance for the rest of the Avon sub-region. The economy is now largely based on tourism, retail and lifestyle sectors (*Avon Sub-regional Economic Strategy, 2012*):

‘the appeal of Toodyay’s heritage buildings and natural amenity has resulted in large visitor numbers and ‘tree-changers’ moving to the area. Localised retail developments have ensued in response to visitation to the town and increasing population.’

(*Avon Sub-regional Economic Strategy, 2012*)

Toodyay produces approximately 21.9m in agricultural production value per annum (approximately 5% of the Avon Sub Region). Manufacturing, transport and logistics together with retail are the secondary industries, accounting for 9.5% and 2.9% of local businesses. The Council also supports locally servicing light industry, with the majority of light industry based in Goomalling (*Avon Sub-regional Economic Strategy, 2012*).

The relationship between the key local industries, highlighted above and the industries providing greatest employment is clear. The key industries employing people of the Shire of Toodyay were sheep, beef cattle and grain farming at (4.8%), school education (4.3%) road freight transport (3.1%), restaurants and food services (2.9%) and metal ore mining (4.3%) (Census, 2011). The significant proportion of the employed population listed as working in the metal ore mining industry (4.3%) would seem to suggest that the Shire of Toodyay may be home to a number of Fly in Fly out (FIFO) workers.

In 2011, in the Shire of Toodyay there were 2,013 people, aged 15 years and over, who reported being in the labour force. Of these 54.3% were employed full time, 32.9% were employed part-time and 5.6% were unemployed (Census 2011).

The median weekly household income was \$1,012 in 2011, which is greater than the median household income in 2006 of \$827. However, it is significantly lower than the Western Australian median weekly household income of \$1,415 (Census 2011).

ANNEX 3

Wheatbelt Development Commission and Regional Development Australia Wheatbelt Strategic Framework

Vision 2011-2015

"A diversified economy, with vibrant communities utilising the region's competitive advantage to accommodate a greater population in a valued environment"

The Wheatbelt: A "possibility belt" that grows as a result of vibrant and diverse people, industry and built and natural environment.

A strategic framework for the Wheatbelt region was developed collaboratively by RDA Wheatbelt and the Wheatbelt Development Commission drawing on their collective local knowledge and understanding of the region. The principle aim of this is to ensure that key stakeholders in the region have a common basis for their own planning, influencing policy direction and attracting support for initiatives that will contribute to the sustainability of the region. It is also hoped that shared understanding and a common framework will facilitate greater collaboration and cooperation amongst the region's leaders.

Behind this framework will sit a range of strategies to deliver on these strategic objectives. The nature and focus of these initiatives will vary at local, sub regional and whole of region level. RDA Wheatbelt and the Commission's primary role in many of these initiatives will be to:

- 1) Advocate these initiatives and the region to Government
- 2) Coordinate and facilitate collaboration on initiatives across the relevant stakeholders
- 3) Assist communities to shape projects that align with the priorities and objectives
- 4) Raise awareness of programs, initiatives and legislation that will impact on regional projects
- 5) Revisit the planning process

The respective organisations also recognise the importance of looking beyond these regional boundaries when looking for solutions and opportunities. As such they have undertaken to be proactive in creating opportunities to work collaboratively with adjoining regions on initiatives that address regional priorities and maximise regional outcomes.

This strategic framework takes in to consideration the importance of a holistic approach to sustainable development of the region by outlining economic, social and environmental strategies and actions. Whilst each of these components is dealt with separately it is acknowledged that they are intrinsically linked and therefore cannot be considered in isolation.

Critical Success Factors

Key to achieving our regional objectives will be:

- Innovative and devolved decision making and resourcing
- Internal and external recognition of the region's comparative advantages
- Development that results in social, environmental and economic benefit
- Strong collaboration that adds value to the Wheatbelt's diversified development
- Targeted strategies to meet unique sub-regional context—one size does not fit all

Key Messages

- The Wheatbelt is the State's third most populous region and experiencing growth
- The Wheatbelt is fundamentally important to the State's development
- The Wheatbelt's comparative advantages are its: proximity to the capital city, Perth; safe communities with considerable social capital; clean, open space and skies; and land availability and diversity
- Community infrastructure
- History of innovation
- National leader in export food production

The diagram below summarises the strategic focus of the framework in the three areas of vibrant economy, liveable communities and valued natural amenity. The diagram also includes the focus for governance which underpins successful implementation of the framework.

²Note that within this overall growth, some parts of the Wheatbelt are projected to grow and others to decline.

Strategic Focus(Wheatbelt Strategic Framework)

Vibrant Economy	Liveable Communities	Valued Natural Amenity
<p>A diversified and adaptive economic base building on the regions assets and aligned with state, national and international opportunity.</p>	<p>Innovative, safe, healthy and resilient communities where services and infrastructure reflect the needs and aspirations of residents and complement unique Wheatbelt characteristics.</p>	<p>The Wheatbelt’s unique natural amenity is valued as an asset for social, cultural and economic development for current and future generations.</p>
Objectives		
<ol style="list-style-type: none"> 1 Skilled workers of all ages are attracted and retained to meet the needs of the region and the state 2 The region has a diverse economic base that builds on its attributes 3 Key strategic infrastructure is identified and invested in 4 Opportunities for marginalised Wheatbelt residents result in economic independence 	<ol style="list-style-type: none"> 1 A collaborative strategy ensures health, education, aged and youth/children’s services reflect the needs of current and future residents 2 Communities innovate, cooperate and value diversity 3 Diverse cultural, sport and recreational activities 4 Community amenity is well designed to enhance employment, lifestyle opportunities and community safety 	<ol style="list-style-type: none"> 1 Climate change opportunities are pursued, and risk minimised 2 Diverse natural assets are valued and managed to protect bio-diversity with compatible land use 3 Water management is improved with community amenity and industry development benefits 4 Renewable natural resources are employed sustainably, profitably, and productively
Governance Focus		
<p style="text-align: center;"><i>Planning and Partnerships</i></p> <ul style="list-style-type: none"> ■ Innovation and professionalism of developmental partners drives sustainable development ■ Key partnerships based on proactive and adaptive management and commitment to agreed priorities ■ Integrated planning results in strategic investments in strategic projects ■ Decision makers value and use local knowledge and input, and understand and account for unique Wheatbelt characteristics. 	<p style="text-align: center;"><i>Marketing and Perceptions</i></p> <ul style="list-style-type: none"> ■ The Wheatbelt is seen internally and externally as an ideal place to live, work, invest and visit ■ The Wheatbelt’s contribution to the Nation and the State’s wellbeing is understood ■ Communities embrace innovation, professionalism and diversity to meet market demand 	

ANNEX 4

Avon Sub Regional Economic Strategy (2012)

WHEATBELT DEVELOPMENT COMMISSION; SHIRE OF TOODYAY EXTRACT

Economic Opportunities

The following economic opportunities have been identified:

Retail and Lifestyle

The sub-regional retail network is and will continue to be centred on Northam; however the role of Toodyay is highly significant due to its large retail offering supported by a critical mass of population to both service (labour) and support (product demand) this activity. As such Toodyay has a demand generated by population and visitor growth which has allowed for a substantial level of localised retail activity. The rising demand generated by increasing population and visitor growth will provide opportunities for further expand Toodyay's retail activity. Toodyay is actively pursuing and promoting itself as a lifestyle destination and has a significant drive-in/drive-out population both working in Perth and living in Toodyay, and working in Toodyay and living in Perth. Toodyay is also the closest town in the Avon to Perth serviced by passenger rail. There is also a considerable commuter population with neighbouring Avon communities.

Tourism

These is a strong spatial relationship between retail and tourism opportunities, reflecting the role that lifestyle, amenity and proximity to Perth play in the distribution of this economic activity. Toodyay's proximity to the Perth has encouraged daytrip tourists to the shire (daytrip share of visitor numbers are 84% for 2006-2011). As such, the daytrip market is expected to continue to dominate local tourism activity in coordination with Northam, York and Beverley. Toodyay is committed to taking advantage of the natural amenity, increasing environmental awareness and heritage of the town to attract tourists to the shire.

Health and Aged Care (Potential Opportunity for Advantage)

The distribution of economic opportunities in health and aged care is primarily determined by a combination of current and short-term population ageing and the distribution of existing health facilities. Although relatively close to Northam and its facilities, there are opportunities to develop health and aged care services in Toodyay in order to provide for the aging population, and also to support retiree aged 'tree changers' moving into the shire.

Actions

The Strategy suggests that the Shire of Toodyay undertake a series of actions (see overleaf) to effectively leverage the economic opportunities identified above.

The actions listed below are related to increasing Toodyay's attractiveness to visitors, 'tree changers' and current residents.

- Investigation of funding options for the coordinated development of recreation facilities. The development of plans for the recreation centre have been undertaken and extensively researched in terms of the demands in the shire. Investigation of office space availability and feasibility of construction is required to address strong demand for office space in Toodyay. This will need to also include opportunities for consolidation of office space currently occupied as well as refurbishment possibilities of suitable spaces currently being used.
- Development of a 'green focused' policy and planning for the town in order to facilitate the establishment of an environmentally sensitive town. This needs to include the feasibility study of Toodyay's capacity to provide regional recycling services, drainage capacity and also possibility of processing and reusing waste water.
- Investigation of feasibility of expansion of the town's sewerage scheme is required to increase the deep sewerage allocation.
- Investigation of possible routes for a bypass of the town to protect heritage and environmental value of the town.
- Strategic investment in potable water infrastructure to facilitate residential land release and to provide areas for the development of an education and recreation precinct.
- Expansion of aged care services to include modest respite care (potential joint venture with a partnering organisation) and pathways for healthy living. Appropriate sites will need to be identified for expansion of this sector taking into consideration proximity to town centre, topography, and existing local and regional wellness plans.

Think 2050 and Community Survey

Broad Community Outcomes (Think 2050)	Priorities for the Shire (Community Survey)
People – strength of community and sense of place	
Prosper – resilient economic development and access to services	<ul style="list-style-type: none"> ▪ Advocating for improved train services, medical services, connection to NBN and upgrade of Main Roads' roads ▪ Providing basic services (road maintenance, waste management etc) ▪ Enhancing the image of Toodyay
Plan – infrastructure and facilities, including transport and affordable housing	<ul style="list-style-type: none"> ▪ Upgrading roads ▪ Investing in sport and recreation facilities (eg pool, hockey field lighting) ▪ Servicing subdivisions
Renewable and Green – sustainability and the importance of the natural environment	
Create and Learn – arts and culture, higher education and knowledge hub	
Decide and Work Together – governance and community leadership	

Summary of Community Forum, hosted by Bendigo Bank, May 2012

Theme	Community Priorities
Social/ recreational	<ul style="list-style-type: none"> ■ Swimming pool/water park ■ Outdoor cinema ■ Centralised multi-purpose sports and recreational facilities ■ Concert shell/music dome ■ Men's Shed ■ Video games centre/LAN games nights ■ BMX track ■ Playground equipment at oval ■ River walk trail (see also General) ■ Youth drop-in centre (mobile)
Health and wellbeing	<ul style="list-style-type: none"> ■ Medical services – health check up services ■ Aged care / retirement village / nursing home facilities ■ Wellbeing Centre – offering heated pool (aqua aerobics); hydrotherapy; toddlers pool; gymnasium; creche; theatre; physiotherapy; classes – arts and crafts, dancing ■ Transport to medical services in Perth ■ Disability transfer service
Environment	<ul style="list-style-type: none"> ■ Bring grey water to reticulate golf course – greening the golf course ■ Sustainable alternatives – worm farms ■ Waste recycling facilities/ recycling bins ■ Community garden – community plots ■ Preservation of natural environment ■ Graffiti removal/prevention ■ Anti-pollution and anti-littering campaigns ■ Bench seats and garden in main street / pot plants in main street ■ Support to Friends of the River for beautifying of Toodyay ■ Toodyay Tidy Towns/ Better presentation and beautification of Toodyay
Education	<ul style="list-style-type: none"> ■ Full schooling to year 12 (TAFE Campus and further education) ■ TAFE annex ■ Promote education and offer wider range of courses to increase enrolment numbers ■ Hospitality training ■ Sporting equipment for school ■ Improve school/upgrades ■ Sponsorship of education and art – creative programs ■ Behavioural program for high school students ■ Town/school integration ■ Mobile library ■ Educational bus <ul style="list-style-type: none"> – TAFE equestrian courses; agricultural courses; trades/apprenticeships

Theme	Community Priorities
General	<ul style="list-style-type: none"> ■ Footpaths ■ Improve tourist facilities (eg info/signage; make it more attractive so greater economic benefits; wall art) ■ Market centre/facilities ■ Culture/exhibition centre ■ Improve/promote business and industry – incentive for new businesses; promote job opportunities ■ Walkway/boardwalks along river/cycle tracks along river/walking tracks – Northam to Perth ■ Heritage track – self signed ■ Historic site ■ Town monument – eg. ‘Moondyne Joe’ ■ Entry statement ■ Public seating along town streets ■ Disabled toilets – town ■ Equestrian: facility (dressage; tackle rooms; stables) and develop race track ■ Transport: <ul style="list-style-type: none"> - better roads: passing lane on Toodyay Road; line marking (Julimar Road; Toodyay Bindi Bindi); truck bypass - bus parking lane/bypass lanes - bus services - link the railway ■ Support for community groups/encourage and support volunteer groups/community group meeting rooms ■ Hide Police Station ■ Repair cemeteries ■ Assist new doctors with equipment ■ Pet shop ■ More Chaplain hours ■ Community respect and pride

Living Communities – a snapshot of community life in Toodyay in 2020

The annual Food Fest successfully organised since 2012 continues to grow and is a wonderful celebration of the food on offer locally.

The welcome to new residents pack which allows local businesses to introduce themselves, continues to be appreciated.

The once a week donning of period costume by shopkeepers and residents continues to attract visitors. We did not know how many potential community leaders were out there. We are amazed – all that untapped energy! Following workshops, leaders of all ages were identified and are now striving to collectively and individually create a vibrant, dynamic, progressive and a 'great place to live' Toodyay.

Community cohesiveness – Toodyay has been awarded the 'Community Cohesiveness Award' for the town that has come through fires, drought and freak storms. The Prime Minister visited Toodyay last week to unveil the artworks in Duidgee Park which acknowledge the contribution of residents and groups in Toodyay.

A place in Toodyay to 'Linga Longa' – visitors can now enjoy an all encompassing 'hands on' experience of Toodyay in one space. Be creative on an antique loom using Toodyay wool; spin with Toodyay El Paca fleece; get some tips on painting from our local artists; try your hand at pottery or just enjoy our luscious coffee and spectacular cakes, listen to 'live' music and watch others try their hand. Children welcome and crèche available.

Toodyay is renowned for its crystal like stars. How better to enjoy the night sky than at Toodyay's latest Amphitheatre. A magnificent variety of artists has been arranged for the upcoming program. Have you experienced an outdoor cinema? If you have, you will enjoy Toodyay's new cinema set in beautiful gardens on the Avon. Delicious coffee and bbq facilities available.

Toodyay is setting the pace as a self sufficient town: wind and solar farms; a water/sewerage recycling plant and refuse recycling. Information on these innovative schemes can be obtained from the Toodyay Environmental Centre.

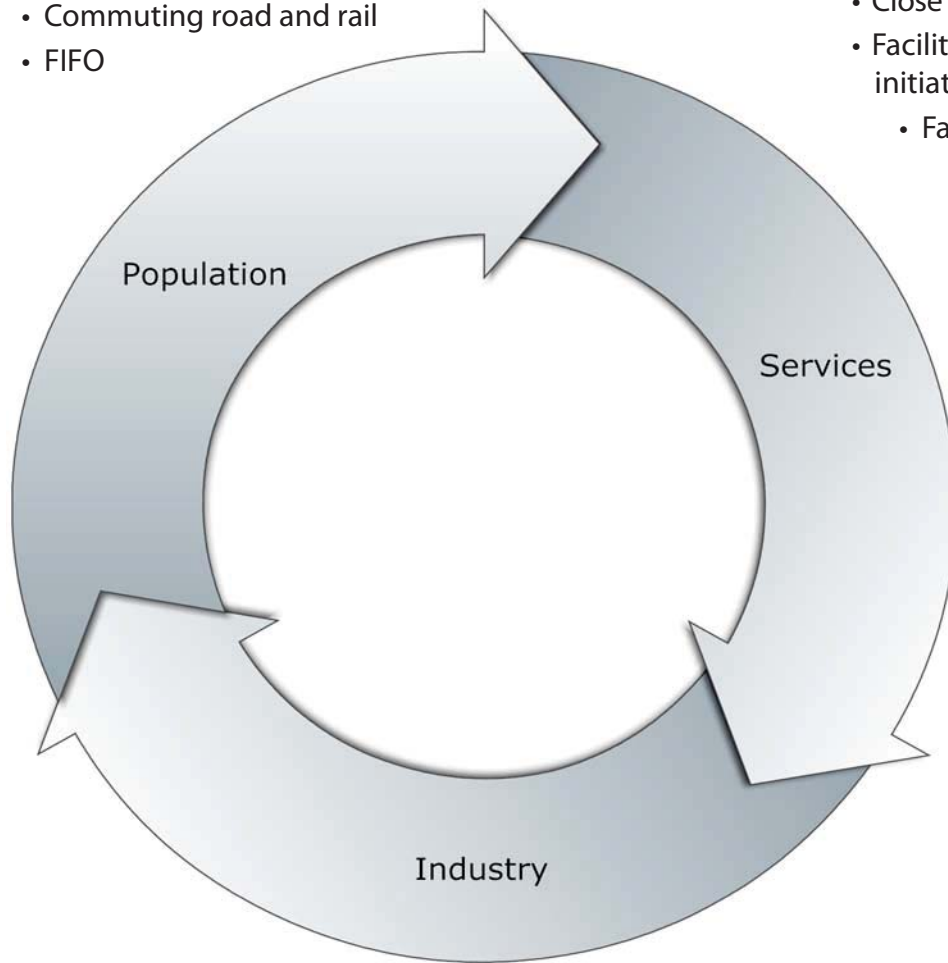
To help you see the very best of Toodyay, we have an 'all you need to know about Toodyay' brochure available from all shops.

Toodyay website with Community and Business listings up to date – whatever you need to find out, our Community and Business website can give you the answer. Easy to use, information plus and great graphics.

Community resource group for sharing information – The Toodyay Community Resource Centre is in its 20th year of operation. The TCRC has been recently acknowledged for its pivotal role in coordinating information and support to Toodyay community groups.

World Café: Priorities for the Future

- Increase growth rate
 - families
 - retirees
- Commuting road and rail
- FIFO



- Consolidate what we've got now – adequate provision for maintenance and renewal
- Close priority gaps in footpath network
- Facilitation/support for community initiative and collaboration
 - Facilitation/support for services provided by others:
 - Medical; education; aged care
 - Recycling
 - Resolve recreation
 - Pool?

- Light industry? Mixed use subdivision? What's viable?
- Digital economy opportunities
- Catering for retirees
- Tourism – marketing history/heritage, farmstays

ANNEX 6

Toodyay 2023: Draft Strategic Community Plan Community Feedback: 2 – 29 April 2013

Introduction

The Shire of Toodyay adopted the draft Toodyay Strategic Community Plan (the Plan) for consultation at its meeting on 26 March 2013. The draft Plan was advertised as open for public comment from 2 – 29 April 2013. Two community drop in events were held over this period and feedback gathered. Seven submissions were received.

This report provides the community feedback and agreed revisions to the draft Plan.

The Community 'Drop-In' Events

Community drop-in events were held outside the Memorial Hall on Wednesday 10 April, 10 - 12pm and Saturday 20 April, 9 – 11 am. Copies of the Toodyay Strategic Community Plan 2023 were available and key content was summarised on easy-to-read posters. The President, several Councillors, the Chief Executive Officer and Localise were present to discuss the plan and facilitate the participants through a "walk around survey", asking a series of questions about the draft Plan. More than 37 community members visited the two 'drop-in' events.

The purpose of the survey was to gather feedback from the community on the proposed vision, the key points of the plan and their willingness to pay for the plan.

Feedback from the Community 'Drop-In' Events

(a) Toodyay 2023 – Vision

The draft Vision statement was presented and participants were asked whether they were happy with it or not. The majority of the respondents (36) indicated that they were pretty happy with the Vision. Only two indicated they were not satisfied with the Vision. The table below details the specific responses to the Vision.

The Vision seemed to resonate well for most people. Many of the comments received were about points of emphasis in implementation or where the participants felt the Shire was falling short of meeting the Vision. Only one was specifically seeking a change to the wording of the Vision (removal of the word "sustainability").

Table 1: Response to the Toodyay 2023 Vision: ‘Is this your vision for the future?’

Yes, I’m pretty happy with it (36)	No, it doesn’t do it for me (2)
<p>Comments</p> <ul style="list-style-type: none"> ▪ It’s a bit too wide-ranging development wise over providing for subdivision? Don’t take out too much bush ▪ Less power to the planning department ▪ Make the heritage precinct “guidelines” guidelines!!! Again ▪ Shire listens to and considers wants and needs of community groups (hopefully) ▪ Unnecessary clearing of verges ▪ More emphasis on sustainability ▪ “sustainable” = meaningless, don’t like it ▪ Need second train to midland in the day ▪ Need north facing blocks on new subdivisions so you can put a passive solar house on ▪ Ideas great – concern is the communication of ideas to the city! ▪ Need more of a holistic view on environment matters 	<p>Comments</p> <ul style="list-style-type: none"> ▪ Shire not protecting privacy in the development they allow

(b) Key Points of the Plan and Willingness to Pay

The second part of the survey outlined the key points of the plan and the cost of delivering the plan in terms of rates increases (5% on top of inflation) and asked the respondents about their willingness to pay for the plan. There were three options for the participants to select:

1. I would like to have what’s in the plan and would be willing to pay 5% above inflation
2. I would like to have more than what’s in the plan and would be willing to pay more than 5% above inflation (higher priorities specified)
3. I would like to pay less than 5% above inflation and would be willing to have less than what’s in the plan (lower priorities specified)

There was some confusion between the first two options, especially at the first session. The initial wording wasn’t clear enough that “have more and pay more” was on top of the 5% above inflation rates impact of the draft Plan. We believe that some responses in this category were really expressing willingness to pay more than they currently pay. While the options were more clearly worded at the second session, it also became apparent that some participants were attracted to this option because it came with the opportunity to provide feedback on what the priorities should be. Given this, we have combined the responses for options 1 and 2 as the safest way to interpret the results.

The majority of the respondents (25) indicated they would be willing to pay the 5% rates increase (above inflation) to implement the Toodyay Strategic Community Plan (as above, some of these may have been willing to pay more still). A few of the respondents (5) indicated they would like to pay less and have less than what was proposed in the plan.

The detailed comments, outlining areas for which they would be willing to pay more or areas where they would be willing to have less, are outlined in the two tables below. In Table 2, the priorities for increased attention are compared to the priority areas in the draft Plan.

Table 2: Response to the Toodyay 2023 – Key Points and Willingness to pay 5% (above inflation)

I would like to have what is in the plan and would be willing to pay 5% above inflation (including those willing to pay more than the 5%) (25)	Priority in the Plan?
<ul style="list-style-type: none"> ▪ "OK" (8) ▪ "OK but spend it wisely" (3) ▪ "OK but not for a \$65k ice bath for footy players (ok) ▪ "OK but more public open space in subdivisions" (ok) ▪ "Want more and willing to pay more" (14) (as above, this is being interpreted judiciously) 	
Priority areas	
Community Services	
- Sport and recreation facilities (4) [note three people said put swimming pool first]	✓
- Bushfire management (3)	
- Siren should be installed in town and fire stations (2)	
- Library Services (1)	
- Museums (1)	
- Community Centre (1)	
- Youth Services (5)	
- Events (3)	
- Arts and Culture (2)	
- Facilitating services provided by others – health, medical, aged care etc (4)	✓
- Volunteering (2)	✓
Economic Services	
- Marketing and Visitor information services (1)	✓
Planning and Transport Services	
- Roads (2)	
- Footpaths (2)	✓
- Cycleways (1)	✓
- More public open space in subdivisions (not \$ in lieu) (1)	
Environmental Services	
- Preservation of roadside vegetation (2)	✓
- Waste management (3)	✓
- Plant more trees, and protect existing trees (1)	✓
Governance Services	
- Sound governance, community leadership and engagement, and advocacy (1)	
Other	
- Swimming pool NOT a priority (1)	

Table 3: Response to the Toodyay 2023 - Key Points and Wanting to pay less than 5%

I would like to pay less than 5% above inflation and would be willing to have less than what is in the plan (5)
<p>Community Services</p> <ul style="list-style-type: none"> - Sport and recreation facilities – No Pool (1) - Museums (1) - Youth Services (1) - Arts and Culture (1)
<p>Planning and Transport Services</p> <ul style="list-style-type: none"> - Cycleways (1)
<p>Environmental Services</p> <ul style="list-style-type: none"> - Waste management (1)
<p>Governance Services</p> <ul style="list-style-type: none"> - No new Admin Centre (1)
<p>Other</p> <ul style="list-style-type: none"> - Want amalgamation, but don't want to lose representation (1)

Submissions

Seven submissions were received in response to the request for comment on the draft Plan. Many of the comments were for noting. There were, however, a number of comments requiring consideration and responses. These are summarised in the table below. Feedback from the Drop In Sessions has been referenced where relevant. The response by Council is detailed in the right hand column.

Table 4: Highlighted submission points

Comment Area	Comment	Agreed Revisions
<p>Vision and Strategic Direction</p> <p>All of the responses indicated some level of support for the vision set out in the Plan.</p> <p>Five of the submission indicated general support for the Plan. Three of the submissions, whilst recognising the role of the current plan, proposed a number of specific strategic plans to be clearly identified in the Plan and developed over the next period as follows:</p> <ul style="list-style-type: none"> ▪ Community engagement and participation ▪ Safety and crime prevention ▪ Sustainable environment ▪ Health and welfare ▪ Heritage and history (including museum) ▪ Education, arts, and culture ▪ Sports and recreation 	<p>In light of the strong support for the Vision from submissions and the Drop In Sessions, it appears the current form of the Vision is about right.</p> <p>Three of the strategies are already identified in the SCP for development:</p> <ul style="list-style-type: none"> ▪ Community Engagement Strategy (not listed in the key points of the plan) ▪ Environmental Plan ▪ Economic Development Plan <p>Other strategies are also being developed, including:</p> <ul style="list-style-type: none"> ▪ Heritage Master Plan ▪ Recreation Strategy ▪ Bike Plan (now adopted) <p>Council is mindful of the resource implications of strategy development. If a further strategy was to be added to the current list of priorities for the first two years, the Heritage Strategy (including museum) should perhaps be the next “cab off the rank”.</p>	<ul style="list-style-type: none"> ▪ The Strategies section of the Plan to be updated (SCP Annex 1). ▪ Add the Community Engagement Strategy and Recreation Strategy to the priorities and the Key Points of the Plan. ▪ Make explicit commitment to review progress and re-set priorities for strategy development at each two yearly review.
<p>Community Consultation</p> <p>Five of the seven submission reflected on consultation. Most of these recognised the increased effort the Shire had taken to engage the community on Toodyay 2023. Some concerns were also raised:</p> <ul style="list-style-type: none"> ▪ people in full-time employment may not have been engaged by the process and hence their views not fully represented ▪ the need and value of a Shire Community Engagement Strategy ▪ the need to continue to engage the community and include the community in key decision through all stages of the planning process 	<p>Community consultation and engagement is a significant element of building trust, partnerships and support for community action, which is a key priority of the Plan.</p>	<ul style="list-style-type: none"> ▪ As above, raise the prominence of the Community Engagement Strategy, and take this feedback through to the process for developing that strategy.

Comment Area	Comment	Agreed Revisions
<p>Indigenous people</p> <p>One of the respondent noted that:</p> <p><i>...there are no references to indigenous culture in the town and wonder if that should be incorporated into the Plan, given our growing indigenous population and also the lack of identity our indigenous peoples have in this town</i></p>	<p>This does appear to be a gap in the draft Plan.</p>	<ul style="list-style-type: none"> ■ Incorporate recognition of indigenous culture in the Plan.
<p>Youth</p> <p>One of the respondent noted that:</p> <p><i>There is not a great deal of mention re actual strategies to support our disadvantaged youth....</i></p>	<p>This does appear to be a gap in the draft Plan. The desire for greater priority on youth services was also reflected in the Drop In Sessions' feedback.</p>	<ul style="list-style-type: none"> ■ Strengthen the youth focus in the Plan.
<p>Disability Access and Inclusion</p> <p>One of the respondents made a number of comments about Disability Access and Inclusion highlighting some very practical issues related to works and also wanted to see the Disability, Access and Inclusion Plan outcomes reflected in the Plan.</p>	<p>Outcomes and key actions to improve disability access and inclusion do appear to be a gap in the Plan. The submitter's practical points are relevant to implementing the programmes of the Shire.</p>	<ul style="list-style-type: none"> ■ Include actions that contribute to disability, access and inclusion outcomes in the Plan. ■ Include a review of the Disability, Access and Inclusion Plan in Year 1.
<p>Recreation centre and swimming pool</p> <p>Two different comments were received. One of the respondents noted that <i>...the scout troupe liked most of the suggestions made especially the recreation centre and supporting youth.</i> Whilst another respondent specifically indicated that they were not in favour of the swimming pool, but gave no reason for this comment.</p>	<p>While some members of the community do not prioritise the swimming pool (and, in some cases, recreation investments more generally), it appears that there is strong overall support for this priority in the Plan and a desire to make it happen, including accepting increased rates to pay for it (on top of any grant funding). This feedback has been consistent over a number of years and was also reflected in the Drop In Sessions' feedback.</p>	<ul style="list-style-type: none"> ■ No change.
<p>Public Transport Advocacy</p> <p>One of the Respondents highlighted the need for better public transport, including trains, especially to support the older population and in this regard highlighted the advocacy role of the Shire.</p>	<p>Public transport and improved train services are not currently noted as priority issues for advocacy in the SCP.</p>	<ul style="list-style-type: none"> ■ Include public transport and improved train services as one of the specific issues for advocacy in the Plan.



ANNUAL FINANCIAL REPORT



2013 - 2014



Picture

Taken at the Ground Breaking Ceremony, Sport

SHIRE OF TOODYAY

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SHIRE OF TOODYAY
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

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Principal place of business: 15 Fiennes Street Toodyay WA 6566	

**SHIRE OF TOODYAY
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014**

**LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of Toodyay being the annual financial report and other information for the financial year ended 30 June 2014 are in my opinion properly drawn up to present fairly the financial position of the Shire of Toodyay as at 30 June 2014 and the results of the operations for the financial year then ended in accordance with the Australian Accounting Standards and comply with the provisions of the Local Government Act 1995 and the regulations under that Act.

Signed as authorisation of issue on the 1st day of Dec 2014



Stan Scott
Chief Executive Officer

SHIRE OF TOODYAY
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2014

	NOTE	2014 \$	2014 Budget \$	2013 \$
Revenue				
Rates	22	5,088,445	5,024,195	4,640,861
Operating Grants, Subsidies and Contributions	28	1,165,916	1,685,243	1,933,119
Fees and Charges	27	1,329,257	1,207,790	1,248,589
Interest Earnings	2(a)	194,788	115,000	175,771
Other Revenue		324,360	0	900,619
		<u>8,102,766</u>	<u>8,032,228</u>	<u>8,898,959</u>
Expenses				
Employee Costs		(3,559,875)	(3,027,101)	(3,043,878)
Materials and Contracts		(2,242,479)	(2,706,341)	(3,038,444)
Utility Charges		(433,011)	(362,483)	(361,588)
Depreciation on Non-Current Assets	2(a)	(2,137,875)	(2,037,127)	(2,052,156)
Interest Expenses	2(a)	(157,943)	(159,491)	(110,102)
Insurance Expenses		(417,533)	(394,921)	(405,371)
Other Expenditure		(80,049)	0	(98,537)
		<u>(9,028,765)</u>	<u>(8,687,464)</u>	<u>(9,110,076)</u>
		(925,999)	(655,236)	(211,117)
Non-Operating Grants, Subsidies and Contributions				
	28	2,062,242	5,674,480	860,220
Profit on Asset Disposals	20	16,733	64,386	100,662
Loss on Asset Disposals	20	(70,408)	(40,382)	(71,630)
NET RESULT		1,082,568	5,043,248	678,135
Other Comprehensive Income				
Changes on Revaluation of Non-Current Assets	12	19,818,403	0	862,308
Total Other Comprehensive Income		<u>19,818,403</u>	<u>0</u>	<u>862,308</u>
Total Comprehensive Income		<u><u>20,900,971</u></u>	<u><u>5,043,248</u></u>	<u><u>1,540,443</u></u>

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

SHIRE OF TOODYAY
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30 JUNE 2014

	NOTE	2014 \$	2014 Budget \$	2013 \$
Revenue				
Governance		99,516	13,500	57,103
General Purpose Funding		6,053,118	5,942,695	6,290,140
Law, Order, Public Safety		376,007	332,150	469,574
Health		65,132	61,000	55,745
Housing		9,972	23,500	52,495
Community Amenities		676,447	656,710	618,905
Recreation and Culture		193,808	296,107	204,001
Transport		188,150	253,369	538,162
Economic Services		297,246	264,531	310,006
Other Property and Services		143,370	188,666	302,828
	2(a)	<u>8,102,766</u>	<u>8,032,228</u>	<u>8,898,959</u>
Expenses				
Governance		(738,255)	(777,873)	(842,432)
General Purpose Funding		(333,999)	(357,465)	(311,828)
Law, Order, Public Safety		(1,047,546)	(1,179,682)	(1,588,713)
Health		(234,552)	(239,708)	(212,966)
Housing		(65,765)	(94,385)	(142,915)
Community Amenities		(1,128,398)	(1,273,533)	(1,107,584)
Recreation & Culture		(1,480,697)	(1,236,542)	(1,275,147)
Transport		(2,807,841)	(2,399,042)	(2,515,988)
Economic Services		(965,173)	(909,426)	(841,876)
Other Property and Services		(68,596)	(60,317)	(160,525)
	2(a)	<u>(8,870,822)</u>	<u>(8,527,973)</u>	<u>(8,999,974)</u>
Financial Costs				
Recreation & Culture		(89,571)	(89,934)	(50,264)
Transport		(53,421)	(54,165)	(43,390)
Economic Services		(8,178)	(8,318)	(8,998)
Other Property and Services		(6,773)	(7,074)	(7,450)
	2(a)	<u>(157,943)</u>	<u>(159,491)</u>	<u>(110,102)</u>
Non-Operating Grants, Subsidies and Contributions				
General Purpose Funding		558,405	558,405	76,000
Law, Order, Public Safety		31,550	0	309,816
Housing		0	4,000,000	0
Transport		1,472,287	1,116,075	474,404
		<u>2,062,242</u>	<u>5,674,480</u>	<u>860,220</u>
Profit/(Loss) on Disposal of Assets				
Transport		0	24,004	29,032
Economic Services		(25,000)	0	0
Other Property and Services		(28,675)	0	0
		<u>(53,675)</u>	<u>24,004</u>	<u>29,032</u>
Net Result		<u>1,082,568</u>	<u>5,043,248</u>	<u>678,135</u>
Other Comprehensive Income				
Changes on revaluation of non-current assets	12	19,818,403	0	862,308
Total Other Comprehensive Income		<u>19,818,403</u>	<u>0</u>	<u>862,308</u>
Total Comprehensive Income		<u><u>20,900,971</u></u>	<u><u>5,043,248</u></u>	<u><u>1,540,443</u></u>

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

**SHIRE OF TOODYAY
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2014**

	NOTE	2014 \$	2013 \$
CURRENT ASSETS			
Cash and Cash Equivalents	3	3,996,342	5,602,839
Trade and Other Receivables	4	768,518	512,678
Inventories	5	62,125	125,956
TOTAL CURRENT ASSETS		<u>4,826,985</u>	<u>6,241,473</u>
NON-CURRENT ASSETS			
Other Receivables	4	153,414	127,817
Property, Plant and Equipment	6	37,372,645	16,775,020
Infrastructure	7	49,972,370	47,987,121
TOTAL NON-CURRENT ASSETS		<u>87,498,429</u>	<u>64,889,958</u>
TOTAL ASSETS		<u>92,325,414</u>	<u>71,131,431</u>
CURRENT LIABILITIES			
Trade and Other Payables	8	928,577	543,938
Current Portion of Long Term Borrowings	9	206,666	195,091
Provisions	10	519,887	430,066
TOTAL CURRENT LIABILITIES		<u>1,655,130</u>	<u>1,169,095</u>
NON-CURRENT LIABILITIES			
Long Term Borrowings	9	2,639,400	2,846,066
Provisions	10	107,868	94,225
TOTAL NON-CURRENT LIABILITIES		<u>2,747,268</u>	<u>2,940,291</u>
TOTAL LIABILITIES		<u>4,402,398</u>	<u>4,109,386</u>
NET ASSETS		<u>87,923,016</u>	<u>67,022,045</u>
EQUITY			
Retained Surplus		64,731,777	63,205,668
Reserves - Cash Backed	11	2,510,528	2,954,069
Revaluation Surplus	12	20,680,711	862,308
TOTAL EQUITY		<u>87,923,016</u>	<u>67,022,045</u>

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

**SHIRE OF TOODYAY
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2014**

	NOTE	RETAINED SURPLUS \$	RESERVES CASH BACKED \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2012		62,883,232	2,598,370	0	65,481,602
Comprehensive Income					
Net Result		678,135	0	0	678,135
Changes on Revaluation of Non-Current Assets	12	<u>0</u>	<u>0</u>	<u>862,308</u>	<u>862,308</u>
Total Comprehensive Income		678,135	0	862,308	1,540,443
Transfers from/(to) Reserves		(355,699)	355,699	0	0
Balance as at 30 June 2013		63,205,668	2,954,069	862,308	67,022,045
Comprehensive Income					
Net Result		1,082,568	0	0	1,082,568
Changes on Revaluation of Non-Current Assets	12	<u>0</u>	<u>0</u>	<u>19,818,403</u>	<u>19,818,403</u>
Total Comprehensive Income		1,082,568	0	19,818,403	20,900,971
Transfers from/(to) Reserves		443,541	(443,541)	0	0
Balance as at 30 June 2014		<u>64,731,777</u>	<u>2,510,528</u>	<u>20,680,711</u>	<u>87,923,016</u>

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 2014**

	NOTE	2014 \$	2014 Budget \$	2013 \$
Cash Flows From Operating Activities				
Receipts				
Rates		4,912,654	5,006,611	4,584,405
Operating Grants, Subsidies and Contributions		1,090,117	1,685,243	1,933,119
Fees and Charges		1,329,257	1,227,790	1,143,901
Interest Earnings		197,110	115,000	171,955
Goods and Services Tax		659,377	106,000	692,258
Other Revenue		<u>324,360</u>	<u>0</u>	<u>900,619</u>
		8,512,875	8,140,644	9,426,257
Payments				
Employee Costs		(3,474,772)	(3,027,101)	(2,984,484)
Materials and Contracts		(1,840,364)	(2,722,341)	(3,096,314)
Utility Charges		(433,011)	(362,483)	(361,588)
Interest Expenses		(159,493)	(394,921)	(110,102)
Insurance Expenses		(417,533)	(159,491)	(400,629)
Goods and Services Tax		(625,284)	(90,000)	(708,324)
Other Expenditure		<u>(80,046)</u>	<u>0</u>	<u>(98,536)</u>
		<u>(7,030,503)</u>	<u>(6,756,337)</u>	<u>(7,759,977)</u>
Net Cash Provided By (Used In) Operating Activities	13(b)	<u>1,482,372</u>	<u>1,384,307</u>	<u>1,666,280</u>
Cash Flows from Investing Activities				
Payments for Purchase of Property, Plant & Equipment		(2,684,071)	(7,830,333)	(1,687,951)
Payments for Construction of Infrastructure		(2,493,202)	(2,810,257)	(2,374,524)
Non-Operating Grants, Subsidies and Contributions		2,062,242	5,674,480	860,220
Proceeds from Sale of Plant & Equipment		221,253	371,000	222,863
Net Cash Provided by (Used in) Investment Activities		<u>(2,893,778)</u>	<u>(4,595,110)</u>	<u>(2,979,392)</u>
Cash Flows from Financing Activities				
Repayment of Debentures		(195,090)	(195,091)	(141,205)
Proceeds from New Debentures		<u>0</u>	<u>0</u>	<u>1,815,000</u>
Net Cash Provided By (Used In) Financing Activities		(195,090)	(195,091)	1,673,795
Net Increase (Decrease) in Cash Held		(1,606,497)	(3,405,894)	360,683
Cash at Beginning of Year		5,602,839	5,731,909	5,242,156
Cash and Cash Equivalents at the End of the Year	13(a)	<u><u>3,996,342</u></u>	<u><u>2,326,015</u></u>	<u><u>5,602,839</u></u>

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

SHIRE OF TOODYAY
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2014

	NOTE	2014 Actual \$	2014 Budget \$	2013 Actual \$
Revenue				
Governance		99,516	13,500	57,103
General Purpose Funding		1,523,078	1,476,905	1,725,279
Law, Order, Public Safety		407,557	332,150	779,390
Health		65,132	61,000	55,745
Housing		9,972	4,023,500	52,495
Community Amenities		676,447	656,710	618,905
Recreation and Culture		193,808	296,107	204,001
Transport		1,660,437	1,433,830	1,113,228
Economic Services		297,246	264,531	310,006
Other Property and Services		160,102	188,666	302,828
		<u>5,093,296</u>	<u>8,746,899</u>	<u>5,218,980</u>
Expenses				
Governance		(738,255)	(777,873)	(842,432)
General Purpose Funding		(333,999)	(357,465)	(311,828)
Law, Order, Public Safety		(1,047,546)	(1,179,682)	(1,588,713)
Health		(234,552)	(239,708)	(212,966)
Housing		(65,765)	(94,385)	(142,915)
Community Amenities		(1,128,398)	(1,273,533)	(1,107,584)
Recreation and Culture		(1,570,268)	(1,326,476)	(1,325,411)
Transport		(2,861,262)	(2,493,589)	(2,631,008)
Economic Services		(998,351)	(917,744)	(850,874)
Other Property and Services		(120,776)	(67,391)	(167,975)
		<u>(9,099,172)</u>	<u>(8,727,846)</u>	<u>(9,181,706)</u>
Net Result Excluding Rates		(4,005,877)	19,053	(3,962,726)
Adjustments for Cash Budget Requirements:				
(Profit)/Loss on Asset Disposals	20	53,675	(24,004)	(29,032)
Movement in Employee Entitlement Reserve		7,274	0	(6,941)
Movement in Deferred Pensioner Rates (Non-Current)		(25,597)	0	(28,451)
Movement in Employee Benefit Provisions (Non-current)		13,643	0	4,439
Depreciation and Amortisation on Assets	2(a)	2,137,875	2,037,127	2,052,156
Capital Expenditure and Revenue				
Purchase Land and Buildings	6(a)	(1,992,981)	(7,245,583)	(770,539)
Purchase Furniture, Equipment & Computers	6(a)	(71,414)	(60,750)	(84,285)
Purchase Plant & Equipment	6(a)	(619,676)	(524,000)	(833,127)
Purchase Infrastructure	7(a)	(2,493,202)	(2,810,257)	(2,374,524)
Proceeds from Disposal of Fixed Assets	20	221,253	371,000	222,863
Repayment of Debentures	21(a)	(195,090)	(195,091)	(141,205)
Proceeds from New Debentures	21(a)	0	0	1,815,000
Transfers to Reserves (Restricted Assets)	11	(1,043,077)	(1,051,297)	(1,079,474)
Transfers from Reserves (Restricted Assets)	11	1,486,618	1,918,194	723,775
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	22(b)	2,572,086	2,672,694	2,423,296
LESS Estimated Surplus/(Deficit) June 30 C/Fwd	22(b)	1,133,955	131,280	2,572,086
Total Amount Raised from General Rate	22(a)	<u>(5,088,445)</u>	<u>(5,024,194)</u>	<u>(4,640,861)</u>

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

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Preparation

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and Not-For-Profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this financial report are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also 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.

Critical Accounting Estimates

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

The estimates and associated assumptions are based on historical experience and various other factors 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 Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 19. to these financial statements.

(b) 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.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(c) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and 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 reported as short term borrowings in current liabilities in the statement of financial position.

(d) 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 goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within twelve months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(e) 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.

Land Held for Sale

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

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Fixed Assets

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

Mandatory Requirement to Revalue Non-Current Assets

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

The amendments allow for a phasing in of fair value in relation to fixed assets over three years as follows:

- (a) for the financial year ending on 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and
 - (b) for the financial year ending on 30 June 2014, the fair value of all of the assets of the local government -
 - (i) that are plant and equipment; and
 - (ii) that are -
 - (I) land and buildings; or-
 - (II) Infrastructure;
- and
- (c) for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.

Thereafter, in accordance with the regulations, each asset class must be revalued at least every three years.

In 2013, Council commenced the process of adopting Fair Value in accordance with the Regulations.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

Land Under Control

In accordance with Local Government (Financial Management) Regulation 16(a), the Council was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

Whilst they were initially recorded at cost, fair value at the date of acquisition was deemed cost as per AASB 116.

Consequently, these assets were initially recognised at cost but revalued along with other items of Land and Buildings at 30 June 2014.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Fixed Assets (Continued)

Initial Recognition and Measurement between Mandatory Revaluation Dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework detailed above.

Revaluation

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Transitional Arrangements

During the time it takes to transition the carrying value of non-current assets from the cost approach to the fair value approach, the Council may still be utilising both methods across differing asset classes.

Those assets carried at cost will be carried in accordance with the policy detailed in the ***Initial Recognition*** section as detailed above.

Those assets carried at fair value will be carried in accordance with the ***Revaluation*** Methodology section as detailed above.

Early Adoption of AASB 13 - Fair Value Measurement

Whilst the new accounting standard in relation to Fair Value, AASB 13 – Fair Value Measurement only become applicable for the year ended 30 June 2014 (in relation to Council), given the legislative need to commence using Fair Value methodology in the previous reporting period (year ended 30 June 2013) the Council chose to early adopt AASB 13

As a consequence, the principles embodied in AASB 13 - Fair Value Measurement have been applied to the previous reporting period (year ended 30 June 2013).

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Fixed Assets (Continued)

Land Under Roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Fixed Assets (Continued)

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.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- a) Restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount; or
- b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

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

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
formation	not depreciated
pavement	50 years
Formed roads (unsealed)	
formation	not depreciated
pavement	50 years
Footpaths - slab	20 years
Sewerage piping	100 years
Water supply piping and drainage systems	75 years

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.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

When revalued assets are disposed of, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

Capitalisation Threshold

Expenditure on items of equipment under \$5,000 is not capitalised. Rather, it is recorded on an asset inventory listing.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Fair Value of Assets and Liabilities

When performing a revaluation, the Council uses a mix of both independent and management valuations using the following as a guide:

Fair Value is the price that Council would receive to sell the asset or would have to pay to transfer a liability, in an orderly (ie: unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset (ie: the market with the greatest volume and level of activity for the asset or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (ie: the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

Fair Value Hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Council selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Council are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Fair Value of Assets and Liabilities (Continued)

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Council gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability and considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

As detailed above, the mandatory measurement framework imposed by the Local Government (Financial Management) Regulations requires, as a minimum, all assets carried at a revalued amount to be revalued at least every three years.

(h) Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (ie: trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or at cost.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments and any reduction for impairment; and
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Financial Instruments (Continued)

Classification and Subsequent Measurement (Continued)

(i) Financial assets at fair value through profit and loss

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short-term profit taking. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss. Assets in this category are classified as current assets.

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within twelve months after the end of the reporting period.

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in non-current assets, where they are expected to mature within twelve months after the end of the reporting period. All other investments are classified as non-current.

(iv) Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (ie: gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within twelve months after the end of the reporting period. All other available-for-sale financial assets are classified as non-current.

(v) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Financial Instruments (Continued)

Impairment

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Council no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(i) Impairment of Assets

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (eg: AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other standard.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

(j) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council 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 thirty days of recognition.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Employee Benefits

Short-Term Employee Benefits

Provision is made for the Council'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 twelve 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 Council'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 statement of financial position. The Council's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Other Long-Term Employee Benefits

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within twelve months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits 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 or 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 Council's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Council does not have an unconditional right to defer settlement for at least twelve months after the end of the reporting period, in which case the obligations are presented as current provisions.

(l) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Provisions

Provisions are recognised when the Council 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.

(n) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Council, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

(o) Investment in Associates

An associate is an entity over which the Council has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Council's share of net assets of the associate. In addition, the Council's share of the profit or loss of the associate is included in the Council's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Council's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the Council and the associate are eliminated to the extent of the Council's interest in the associate.

When the Council's share of losses in an associate equals or exceeds its interest in the associate, the Council discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Council will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Interests in Joint Arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note 1(o) for a description of the equity method of accounting.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Council's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements. Information about the joint ventures is set out in Note 16.

(q) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to 'those undischarged conditions are disclosed in Note 2(c). That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current reporting period.

(r) Superannuation

The Council contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

(s) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next twelve months, being the Council's operational cycle. In the case of liabilities where the Council does not have the unconditional right to defer settlement beyond twelve months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next twelve months. Inventories held for trading are classified as current even if not expected to be realised in the next twelve months except for land held for sale where it is held as non-current based on the Council's intentions to release for sale.

(t) Rounding Off Figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

1. SUMMARY SIGNIFICANT ACCOUNTING POLICIES (Continued)

(u) Comparative Figures

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

When the Council applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

(v) Budget Comparative Figures

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

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(w) New Accounting Standards and Interpretations for Application in Future Periods

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Council.

Management's assessment of the new and amended pronouncements that are relevant to the Council, applicable to future reporting periods and which have not yet been adopted are set out as follows:

Title	Issued / Compiled	Applicable ⁽¹⁾	Impact
(i) AASB 9 – Financial Instruments	December 2013	1 January 2018	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the Council, it is not anticipated the standard will have any material effect.
(ii) AASB 2010 -7 Amendments to Australian Accounting Standards arising from AASB 9 (December 2010)	December 2013	1 January 2018	Nil - The revisions embodied in this standard give effect to the consequential changes arising from the issuance of AASB 9 which is not anticipated to have any material effect on the Council (refer (i) above).

[AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 & 1038 and Interpretations 2, 5, 10, 12, 19 & 127]

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(w) New Accounting Standards and Interpretations for Application in Future Periods (Continued)

	Title	Issued / Compiled	Applicable ⁽¹⁾	Impact
(iii)	AASB 2011 - 7 Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangement Standards [Not-For-Profit entities].	December 2012	1 January 2014	Consequential changes to various standards arising from the issuance of AASB 10, 11, 12, 127 and 128. It is not expected to have a significant impact on Council.
	[AASB 1, 3, 5, 7, 9, 2009-11, 101, 107, 112, 118, 121, 124, 131, 132, 133, 138, 139, 1023 & 1038 and Interpretations 5, 9, 16 & 17]			
(iv)	AASB 2012-3: Amendments to Australian Accounting Standards - Offsetting Financial Assets and Financial Liabilities.	June 2012	1 January 2014	This Standard adds application guidance to AASB 132: Financial Instruments: Presentation to address potential inconsistencies identified in applying some of the offsetting criteria of AASB 132, including clarifying the meaning of "currently has a legally enforceable right of set-off" and that some gross settlement systems may be considered equivalent to net settlement.
	[AASB 132]			This Standard is not expected to significantly impact the Council's financial statements.

**SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(w) New Accounting Standards and Interpretations for Application in Future Periods (Continued)

	Title	Issued / Compiled	Applicable ⁽¹⁾	Impact
(v)	AASB 2013 - 3: Amendments to AASB 136 - Recoverable Amount Disclosures for Non-Financial Assets	June 2013	1 January 2014	<p>This standard makes amendments to AASB 136 and includes requirements to disclose additional information when present value techniques are used to measure the recoverable amount of impaired assets.</p> <p>It is not expected to have a significant impact on Council.</p>
(vi)	AASB 2013-8: Amendments to Australian Accounting Standards - Australian Implementation Guidance for not-For-Profit Entities - Control and Structured Entities. [AASB 10, 12 & 1049]	October 2013	1 January 2014	<p>This standard adds Appendix E to AASB 10 to provide implementation guidance for Not-For-Profit entities regarding control criteria from the perspective of Not-For-Profit entities.</p> <p>It is not expected to have a significant impact on Council.</p>
(vii)	AASB 2013-9: Amendments to Australian Accounting Standards - Conceptual Framework, Materiality and Financial Instruments. [Operative dates: Part A Conceptual Framework - 20 December 2013; Part B Materiality - 1 January 2014; Part C Financial Instruments - 1 January 2015]	December 2013	Refer Title column	<p>Part A of this standard makes various editorial corrections to Australian Accounting Standards.</p> <p>Part B of this standard deletes references to AASB 1031 in various Australian Accounting Standards in advance of the withdrawal of AASB 1031.</p> <p>Part C of this standard makes consequential amendments to AASB 9 and numerous other standards and amends the permissions around certain applications relating to financial liabilities reissued at fair value.</p> <p>As the bulk of changes related either to editorial or reference changes it is not expected to have a significant impact on Council.</p>

Notes:

⁽¹⁾ Applicable to reporting periods commencing on or after the given date.

**SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(x) Adoption of New and Revised Accounting Standards

During the current year, the Council adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

These new and revised standards were:

AASB 10	AASB 128	AASB 2012 - 2
AASB 11	AASB 2011 - 7	AASB 2012 - 3
AASB 12	AASB 2011 - 9	AASB 2012 - 5
AASB 119	AASB 2011 - 10	AASB 2012 - 10
AASB 127		

Most of the standards adopted had a minimal effect on the accounting and reporting practices of the Council as they did not have a significant impact on the accounting or reporting practices or were either not applicable, largely editorial in nature, were revisions to help ensure consistency with presentation, recognition and measurement criteria of IFRSs or related to topics not relevant to operations.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

2. REVENUE AND EXPENSES	2014	2013	
	\$	\$	
(a) Net Result			
The Net Result includes:			
(i) Charging as an Expense:			
Auditors Remuneration			
- Audit of the annual financial report	22,660	32,830	
- Financial Management Review	8,163	0	
- Other Services	16,450	5,500	
	<u>47,273</u>	<u>38,330</u>	
Depreciation			
Specialised Buildings - General	142,320	225,036	
Specialised Buildings - Heritage	67,024	0	
Buildings - Non-Specialised	13,450	0	
Plant and Equipment	597,479	598,877	
Furniture and Equipment	35,863	37,050	
Computer Equipment	19,007	4,218	
Infrastructure	1,262,732	1,186,975	
	<u>2,137,875</u>	<u>2,052,156</u>	
Interest Expenses (Finance Costs)			
Debentures (<i>refer Note 21(a)</i>)	157,943	110,102	
	<u>157,943</u>	<u>110,102</u>	
Other Revenue			
Reimbursements and Recoveries	324,360	900,619	
	<u>324,360</u>	<u>900,619</u>	
	2014	2014	2013
	Actual	Budget	Actual
	\$	\$	\$
Interest Earnings			
Investments			
- Reserve Funds	77,736	45,000	71,161
- Other Funds	60,806	45,000	68,233
Other Interest Revenue (<i>refer note 26</i>)	56,246	25,000	36,377
	<u>194,788</u>	<u>115,000</u>	<u>175,771</u>

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

2. REVENUE AND EXPENSES (Continued)

(b) Statement of Objective

The Shire of Toodyay is dedicated to providing high quality services to the community through the various service oriented programs which it has established.

COMMUNITY VISION

We are a vibrant rural community that celebrates our past and embraces a sustainable future.

Council operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GOVERNANCE

Objective:

To provide a decision making process for the efficient allocation of scarce resources.

Activities:

Administration and operation of facilities and services to members of the Council, other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services. Development of policies, strategic planning and long term financial plans.

GENERAL PURPOSE FUNDING

Objective:

To collect revenue to allow for the provision of services.

Activities:

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Objective:

To provide services to help ensure a safer community.

Activities:

Supervision of various by-laws, fire prevention, emergency services and animal control.

HEALTH

Objective:

To provide an operational framework for good community health.

Activities:

Food quality and pest control and operation of the medical centre.

EDUCATION AND WELFARE

No allowance for income and expenditure has been made for this program.

HOUSING

Objective:

Ensure adequate housing.

Activities:

Assist in providing adequate housing to elderly and employees.
Maintenance of staff housing and other rental properties.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

2. REVENUE AND EXPENSES (Continued)

(b) Statement of Objective (Continued)

COMMUNITY AMENITIES

Objective:

To provide services required by the community.

Activities:

Rubbish collection services, operation of the waste transfer station, environmental protection administration of the local planning scheme, community sponsorship and maintenance of cemeteries.

RECREATION AND CULTURE

Objective:

To establish and effectively manage infrastructure and resources which will help the social wellbeing of the community.

Activities:

Maintenance of halls, recreation/sporting facilities and various reserves.
Operation of the library, heritage facilities and cultural activities.

TRANSPORT

Objective:

To provide safe, effective and efficient transport services to the community

Activities:

Construction and maintenance of roads, bridges, street lighting, footpaths and depots.

ECONOMIC SERVICES

Objective:

To help promote the Shire and improve its economic wellbeing.

Activities:

The regulation and provision of tourism, area promotion, economic development, building control, weed control and water standpipes.

OTHER PROPERTY AND SERVICES

Objective:

To monitor and control Council's overheads operating accounts.

Activities:

Private works, Public Works Overheads, Plant Operation costs and other unclassified items.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

2. REVENUE AND EXPENSES (Continued)

(c) Conditions Over Grants/Contributions

Grant/Contribution	Function/ Activity	Opening Balance ⁽¹⁾ 1/07/12 \$	Received ⁽²⁾ 2012/13 \$	Expended ⁽³⁾ 2012/13 \$	Closing Balance ⁽¹⁾ 30/06/13 \$	Received ⁽²⁾ 2013/14 \$	Expended ⁽³⁾ 2013/14 \$	Closing Balance 30/06/14 \$
Royalties For Regions	General Purpose Funding	558,405	0	0	558,405	558,405	(558,405)	558,405
CCP - Charcoal Lane Lighting	General Purpose Funding	25,000	0	(25,000)	0	0	0	0
DLGC - Integrated Planning	Governance	0	0	0	0	25,000	0	25,000
NDRP 10/11 FESA Egress Grant	Law, Order & Public Safety	48,329	140,000	(188,329)	0	0	0	0
J Smart - Contribution To Fire Master Plan	Law, Order & Public Safety	0	10,000	0	10,000	0	0	10,000
Cat Act Implementation - Cat Pound	Law, Order & Public Safety	0	102,710	0	102,710	0	(102,710)	0
SEMC Secretariat AWARE Grant	Law, Order & Public Safety	0	0	0	0	20,727	0	20,727
Various - CCTV Grants	Law, Order & Public Safety	0	0	0	0	11,169	0	11,169
DEC - E Waste Program	Community Amenities	3,985	7,904	(11,889)	0	0	0	0
Lotterywest Structural Assessment	Recreation & Culture	11,310	0	(11,310)	0	0	0	0
Lotterywest - Interpretation Plan	Recreation & Culture	0	26,000	(26,000)	0	0	0	0
Community Arts Network (CANWA)	Recreation & Culture	0	7,000	(4,000)	3,000	0	0	3,000
EMRC - Avon Descent/IF Festival	Recreation & Culture	37,000	36,000	(37,000)	36,000	0	(36,000)	0
Roads To Recovery	Transport	686,874	97,355	(784,229)	0	728,316	(728,316)	0
MRWA Bridge Grant	Transport	19,328	4,111	0	23,439	0	0	23,439
Special Projects - Bridge Grant	Transport	0	76,000	0	76,000	0	0	76,000
Strategic Crime Prevention Unit	Transport	0	23,754	0	23,754	0	(23,754)	0
Mountain Park Subdivision	Transport	100,000	0	0	100,000	0	0	100,000
Total		1,490,231	530,834	(1,087,757)	933,308	1,343,617	(1,449,185)	827,740

Notes:

(1) - Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.

(2) - New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.

(3) - Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

	Note	2014 \$	2013 \$
3. CASH AND CASH EQUIVALENTS			
Unrestricted		658,074	754,880
Restricted		<u>3,338,268</u>	<u>4,847,959</u>
		<u>3,996,342</u>	<u>5,602,839</u>
The following restrictions have been imposed by regulations or other externally imposed requirements:			
Employee Entitlement Reserve	11	265,961	258,686
ANZAC 100th Anniversary Reserve	11	62,585	41,421
Asset Development Reserve	11	280,683	273,005
Dual Use Pathways Contribution Reserve	11	0	6,552
Emergency Management Reserve	11	31,894	20,538
Footbridge Reserve	11	5,000	0
Information Technology Reserve	11	5,000	0
Gravel Reserve	11	0	30,351
Local Planning Scheme No. 4 Reserve	11	15,836	15,403
MRWA Bridge Reserve	11	0	23,439
Old Depot Remediation Reserve	11	0	30,807
Plant Replacement Reserve	11	125,643	170,766
Rates Review Reserve	11	52,789	51,345
Recreation Centre Reserve	11	0	774,787
Recreation Development Reserve	11	1,051,034	247,496
Refuse Reserve	11	101,048	98,284
Road Contribution Reserve	11	415,915	816,706
Swimming Pool Reserve	11	97,140	94,483
Restricted Bush Fire Municipal Account		0	10,582
Unspent Grants	2(c)	827,740	933,308
Unspent Loans	21(c)	<u>0</u>	<u>950,000</u>
		<u>3,338,268</u>	<u>4,847,959</u>
4. TRADE AND OTHER RECEIVABLES			
Current			
Rates Outstanding		404,575	254,381
Sundry Debtors		262,760	211,493
GST Receivable		92,635	35,934
Interest accrued		8,548	10,870
		<u>768,518</u>	<u>512,678</u>
Non-Current			
Rates Outstanding - Pensioners		<u>153,414</u>	<u>127,817</u>
		<u>153,414</u>	<u>127,817</u>
5. INVENTORIES			
Current			
Fuel and Materials		34,490	88,009
Visitor Centre & Lolly Shop		<u>27,635</u>	<u>37,947</u>
		<u>62,125</u>	<u>125,956</u>

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

	2014	2013
	\$	\$
6. PROPERTY, PLANT AND EQUIPMENT		
Land and Buildings		
Freehold Land at:		
- Independent Valuation 2014	12,800,500	0
- Cost	<u>0</u>	<u>2,962,084</u>
Total Land	<u>12,800,500</u>	<u>2,962,084</u>
Specialised Buildings - General at:		
- Independent Valuation 2014	12,897,767	0
- Cost	0	7,999,252
Less: Accumulated Depreciation	<u>0</u>	<u>(1,748,492)</u>
	12,897,767	6,250,760
Specialised Buildings - Heritage at:		
- Independent Valuation 2014	6,951,000	0
- Cost	0	3,371,977
Less: Accumulated Depreciation	<u>0</u>	<u>(957,638)</u>
	6,951,000	2,414,339
Non-Specialised Buildings		
- Independent Valuation 2014	335,000	0
- Cost	0	675,186
Less: Accumulated Depreciation	<u>0</u>	<u>(110,349)</u>
	335,000	564,837
Total Buildings	<u>20,183,767</u>	<u>9,229,936</u>
Total Land and Buildings	<u>32,984,267</u>	<u>12,192,020</u>
Furniture & Equipment at:		
- Cost	595,320	595,320
Less Accumulated Depreciation	<u>(429,983)</u>	<u>(394,120)</u>
	165,337	201,200
Plant & Equipment at:		
- Management Valuation 2013	4,066,005	4,299,368
- Additions after Valuation - Cost	619,676	0
Less Accumulated Depreciation	<u>(597,479)</u>	<u>0</u>
	4,088,202	4,299,368
Computer Equipment at:		
- Cost	313,343	241,930
Less Accumulated Depreciation	<u>(178,505)</u>	<u>(159,498)</u>
	134,839	82,432
User Defined at:	<u>37,372,645</u>	<u>16,775,020</u>

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014
PROPERTY, PLANT AND EQUIPMENT (CONTINUED)

6. Land and Buildings:

The Shire's Land and Buildings were revalued at 30 June 2014 by independent valuers.

Revalued assets consist of Land, Specialised Buildings, Non-Specialised Buildings & Heritage Buildings.

In relation to certain Land and Non-Specialised Buildings, valuations were made on the basis of observable open market values of similar assets, adjusted for condition and comparability, at their highest and best use (Level 2 inputs in the fair value hierarchy).

With regard to certain Land and Specialised Buildings, these were valued having regard for their current replacement cost utilising both observable and unobservable inputs being construction costs based on recent contract prices, current condition (Level 2 inputs), current zoning, residual values and remaining useful life assessments (Level 3 inputs).

Given the significance of the Level 3 inputs into the overall fair value measurement, these Land and Specialised Building assets are deemed to have been valued using Level 3 inputs.

These Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

The revaluation of these assets resulted in an overall increase of \$19,818,403 in the net value of the Shire's land and buildings. All of this increase was credited to the revaluation surplus in the Shire's equity (refer Note 12(a) and 12(b) for further details) and was recognised as Changes on Revaluation of non-current Assets in the Statement of Comprehensive Income.

Furniture and Equipment and Computer Equipment:

These assets are disclosed at cost less depreciation and will be assessed under fair value in 2014/2015.

Plant and Equipment:

Plant and Equipment was revalued in 2013 as part of the mandatory requirement embodied in Local Government (Financial Management) Regulation 17A.

Whilst the additions since that time are shown at cost, given they were acquired at arms length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximated fair value. Thus, the value is considered in accordance with Local Government (Financial Management) Regulation 17A (2) which requires these assets to be shown at fair value.

They will be revalued during the year ended 30 June 2016 in accordance with the mandatory asset measurement framework detailed in Note 1(f).

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

6. PROPERTY, PLANT AND EQUIPMENT (Continued)

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Level	Balance at the Beginning of the Year \$	Reclassifications	Additions \$	(Disposals) \$	Revaluation Increments/ (Decrements) \$	Impairment (Losses)/ Reversals \$	Depreciation (Expense) \$	Carrying Amount at the End of Year \$
Freehold Land	2	1,794,658	0	0	(25,000)	8,795,342	0		10,565,000
Freehold Land	3	1,167,426	(14,426)	1,629,213		(546,713)	0	0	2,235,500
Total Land		2,962,084	(14,426)	1,629,213	(25,000)	8,248,629	0	0	12,800,500
Specialised Buildings - General	3	6,250,760	(756,917)	313,645	0	7,232,598		(142,320)	12,897,766
Specialised Buildings - Heritage	3	2,414,339	0	44,818	0	4,558,868	0	(67,024)	6,951,001
Non-Specialised Buildings	2	500,455	0	0	0	(294,462)	0	(10,993)	195,000
Non-Specialised Buildings	3	64,382	0	5,305	0	72,770	0	(2,457)	140,000
Total Buildings		9,229,936	(756,917)	363,768	0	11,569,774	0	(222,794)	20,183,767
Total Land and Buildings		12,192,020	(771,343)	1,992,981	(25,000)	19,818,403	0	(222,794)	32,984,267
Furniture & Equipment		201,200	0	0	0	0	0	(35,863)	165,337
Plant & Equipment	2	2,740,050	16,564	603,926	(249,927)	0	0	(449,451)	2,661,162
Plant & Equipment	3	1,559,318	0	15,750	0	0	0	(148,028)	1,427,040
Computer Equipment		82,432	0	71,414	0	0	0	(19,007)	134,839
Total Property, Plant and Equipment		16,775,020	(754,779)	2,684,071	(274,927)	19,818,403	0	(875,143)	37,372,645

**SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014**

	2014	2013
	\$	\$
7. INFRASTRUCTURE		
- Infrastructure - Cost	69,048,963	65,735,210
Less Accumulated Depreciation	<u>(19,076,593)</u>	<u>(17,748,089)</u>
	<u>49,972,370</u>	<u>47,987,121</u>
	<u><u>49,972,370</u></u>	<u><u>47,987,121</u></u>

Infrastructure Assets

Assets are carried at cost less depreciation. During the year ended 30 June 2015 they will be classified into relevant categories and valued in accordance with mandatory asset measurement framework detailed in Note 1(f)

**SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014**

7. INFRASTRUCTURE (Continued)

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Balance as at the Beginning of the Year \$	Reclassifications	Additions \$	(Disposals) \$	Revaluation Increments/ (Decrements) \$	Impairment (Losses)/ Reversals \$	Depreciation (Expense) \$	Carrying Amount at the End of Year \$
Infrastructure	47,987,121	754,779	2,493,202	0	0	0	(1,262,732)	49,972,370
Total	47,987,121	754,779	2,493,202		0	0	(1,262,732)	49,972,370

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

	2014	2013
	\$	\$
8. TRADE AND OTHER PAYABLES		
Current		
Sundry Creditors	695,804	393,521
Accrued Interest on Debentures	14,481	16,031
Accrued Salaries and Wages	116,026	90,303
ATO Liabilities	66,266	44,083
Receipts In Advance	36,000	0
	928,577	543,938

9. LONG-TERM BORROWINGS

Current		
Secured by Floating Charge Debentures	206,666	195,091
	206,666	195,091
Non-Current		
Secured by Floating Charge Debentures	2,639,400	2,846,066
	2,639,400	2,846,066

Additional detail on borrowings is provided in Note 21.

10. PROVISIONS

Analysis of Total Provisions		
Current	519,887	430,066
Non-Current	107,868	94,225
	627,755	524,291

	Provision for Annual Leave	Provision for Long Service Leave	Total
	\$	\$	\$
Opening balance at 1 July 2013	257,512	266,779	524,291
Additional provision/ amounts used	29,728	73,736	103,464
Balance at 30 June 2014	287,240	340,515	627,755

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

	2014 \$	2014 Budget \$	2013 \$
11. RESERVES - CASH BACKED			
(a) Employee Entitlement Reserve			
Opening Balance	258,686	258,686	265,628
Amount Set Aside / Transfer to Reserve	7,275	36,400	68,058
Amount Used / Transfer from Reserve	<u>0</u>	<u>(30,000)</u>	<u>(75,000)</u>
	<u>265,961</u>	<u>265,086</u>	<u>258,686</u>
(b) 175th Birthday Celebration Reserve			
Opening Balance	0	0	114,260
Amount Set Aside / Transfer to Reserve	0	0	1,275
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>	<u>(115,535)</u>
	<u>0</u>	<u>0</u>	<u>0</u>
(c) ANZAC 100th Anniversary Reserve			
Opening Balance	41,421	41,421	20,563
Amount Set Aside / Transfer to Reserve	21,164	20,615	20,858
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>	<u>0</u>
	<u>62,585</u>	<u>62,036</u>	<u>41,421</u>
(d) Asset Development Reserve			
Opening Balance	273,005	273,005	265,854
Amount Set Aside / Transfer to Reserve	7,678	4,959	7,151
Amount Used / Transfer from Reserve	<u>0</u>	<u>(125,000)</u>	<u>0</u>
	<u>280,683</u>	<u>152,964</u>	<u>273,005</u>
(e) Dual Use Pathways Contribution Reserve			
Opening Balance	6,552	6,552	6,381
Amount Set Aside / Transfer to Reserve	122	0	171
Amount Used / Transfer from Reserve	<u>(6,674)</u>	<u>(6,552)</u>	<u>0</u>
	<u>0</u>	<u>0</u>	<u>6,552</u>
(f) Emergency Management Reserve			
Opening Balance	20,538	20,538	20,000
Amount Set Aside / Transfer to Reserve	11,356	10,305	538
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>	<u>0</u>
	<u>31,894</u>	<u>30,843</u>	<u>20,538</u>
(g) Footbridge Reserve			
Opening Balance	0	0	0
Amount Set Aside / Transfer to Reserve	5,000	5,000	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>	<u>0</u>
	<u>5,000</u>	<u>5,000</u>	<u>0</u>
(h) Information Technology Reserve			
Opening Balance	0	0	0
Amount Set Aside / Transfer to Reserve	5,000	5,000	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>	<u>0</u>
	<u>5,000</u>	<u>5,000</u>	<u>0</u>
(i) Gravel Reserve			
Opening Balance	30,351	30,351	29,556
Amount Set Aside / Transfer to Reserve	560	0	795
Amount Used / Transfer from Reserve	<u>(30,911)</u>	<u>(30,351)</u>	<u>0</u>
	<u>0</u>	<u>0</u>	<u>30,351</u>

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

	2014 \$	2014 Budget \$	2013 \$
11 RESERVES - CASH BACKED (Continued)			
(j) Local Planning Scheme No. 4 Reserve			
Opening Balance	15,403	15,403	15,000
Amount Set Aside / Transfer to Reserve	433	0	403
Amount Used / Transfer from Reserve	0	(15,403)	0
	<u>15,836</u>	<u>0</u>	<u>15,403</u>
(k) MRWA Bridge Reserve			
Opening Balance	23,439	23,439	22,825
Amount Set Aside / Transfer to Reserve	432	0	614
Amount Used / Transfer from Reserve	(23,871)	(23,439)	0
	<u>0</u>	<u>0</u>	<u>23,439</u>
(l) Old Depot Remediation Reserve			
Opening Balance	30,807	30,807	30,000
Amount Set Aside / Transfer to Reserve	568	0	807
Amount Used / Transfer from Reserve	(31,375)	(30,807)	0
	<u>0</u>	<u>0</u>	<u>30,807</u>
(m) Plant Replacement Reserve			
Opening Balance	170,766	170,766	149,724
Amount Set Aside / Transfer to Reserve	154,877	152,537	554,282
Amount Used / Transfer from Reserve	(200,000)	(200,000)	(533,240)
	<u>125,643</u>	<u>123,303</u>	<u>170,766</u>
(n) Rates Review Reserve			
Opening Balance	51,345	51,345	50,000
Amount Set Aside / Transfer to Reserve	1,444	0	1,345
Amount Used / Transfer from Reserve	0	(51,345)	0
	<u>52,789</u>	<u>0</u>	<u>51,345</u>
(o) Recreation Centre Reserve			
Opening Balance	774,787	774,787	754,493
Amount Set Aside / Transfer to Reserve	0	11,510	20,294
Amount Used / Transfer from Reserve	(774,787)	(786,297)	0
	<u>0</u>	<u>0</u>	<u>774,787</u>
(p) Recreation Development Reserve			
Opening Balance	247,496	247,496	241,015
Amount Set Aside / Transfer to Reserve	803,538	789,974	6,481
Amount Used / Transfer from Reserve	0	(100,000)	0
	<u>1,051,034</u>	<u>937,470</u>	<u>247,496</u>
(q) Refuse Reserve			
Opening Balance	98,284	98,284	95,710
Amount Set Aside / Transfer to Reserve	2,764	1,460	2,574
Amount Used / Transfer from Reserve	0	(30,000)	0
	<u>101,048</u>	<u>69,744</u>	<u>98,284</u>
(r) Road Contribution Reserve			
Opening Balance	816,706	816,706	425,354
Amount Set Aside / Transfer to Reserve	18,209	12,133	391,352
Amount Used / Transfer from Reserve	(419,000)	(489,000)	0
	<u>415,915</u>	<u>339,839</u>	<u>816,706</u>

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

	2014 \$	2014 Budget \$	2013 \$
11. RESERVES - CASH BACKED (continued)			
(s) Swimming Pool Reserve			
Opening Balance	94,483	94,483	92,008
Amount Set Aside / Transfer to Reserve	2,657	1,404	2,475
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>	<u>0</u>
	<u>97,140</u>	<u>95,887</u>	<u>94,483</u>
TOTAL RESERVES	<u><u>2,510,528</u></u>	<u><u>2,087,172</u></u>	<u><u>2,954,069</u></u>
Total Opening Balance	2,954,069	2,954,069	2,598,370
Total Amount Set Aside / Transfer to Reserve	1,043,077	1,051,297	1,079,474
Total Amount Used / Transfer from Reserve	<u>(1,486,618)</u>	<u>(1,918,194)</u>	<u>(723,775)</u>
TOTAL RESERVES	<u><u>2,510,528</u></u>	<u><u>2,087,172</u></u>	<u><u>2,954,069</u></u>

All of the reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 3 to this financial report.

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

- (a) **Employee Entitlement Reserve**
Funds set aside to provide payment for Employee Entitlement liabilities.
- (b) **175th Birthday Celebration Reserve**
Funds set aside to assist with the cost of birthday celebrations for the Shire of Toodyay in 2011.
- (c) **ANZAC 100th Anniversary Reserve**
Funds set aside for the celebration and commemoration of the 100th ANZAC Anniversary.
- (d) **Asset Development Reserve**
Funds set aside for the future purchase and/or development of assets.
- (e) **Dual Use Pathways Contribution Reserve**
Funds set aside from contributions towards future construction of dual use pathways.
- (f) **Emergency Management Reserve**
Funds set aside to assist in emergency and management recovery.
- (g) **Footbridge Reserve**
Funds set aside for the maintenance and upkeep of the footbridge between Newcastle Park and the school.
- (h) **Information Technology Reserve**
Funds set aside for the replacement and maintenance of Computer Hardware.
- (i) **Gravel Reserve**
Funds set aside to assist with the purchase of a Gravel Pit.
- (j) **Local Planning Scheme No. 4 Reserve**
Funds set aside to advertise the Local Planning Scheme No. 4 Review.
- (k) **MRWA Bridge Reserve**
Unspent funds from WALGC for bridge works on Shire owned bridges.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

11. RESERVES - CASH BACKED (continued)

- (l) Old Depot Remediation Reserve
Funds set aside for the remediation and investigation of the old depot facilities.
- (m) Plant Replacement Reserve
Funds set aside for the continual upgrade and replacement of Council's plant network.
- (n) Rates Review Reserve
Funds set aside to conduct a rates review and obtain current valuations upon review completion.
- (o) Recreation Centre Reserve
Funds set aside towards the development of a multi purpose recreation centre.
- (p) Recreation Development Reserve
Funds set aside for the development of Recreational Facilities within the Shire of Toodyay's Recreation Precinct located adjacent to the Toodyay District High School.
- (q) Refuse Reserve
Funds set aside for the development and maintenance of the Shire of Toodyay Waste Transfer Station.
- (r) Road Contribution Reserve
Funds set aside from contributions towards continuing road works.
- (s) Swimming Pool Reserve
Funds collected by way of a voluntary levy in 1996-1997 for a swimming pool.

The Employee Entitlement and Plant Replacement Reserves are not expected to be used within a set period as further transfers to the reserve accounts are expected as funds are utilised.

12. REVALUATION SURPLUS

	2014	2013
	\$	\$
Revaluation surpluses have arisen on revaluation of the following classes of non-current assets:		
(a) Land		
Opening Balance	0	0
Revaluation Increment	8,248,629	0
Revaluation Decrement	0	0
	8,248,629	0
(b) Buildings		
Opening Balance	0	0
Revaluation Increment	11,569,774	0
Revaluation Decrement	0	0
	11,569,774	0
(c) Plant & Equipment		
Opening Balance	862,308	0
Revaluation Increment	0	862,308
Revaluation Decrement	0	0
	862,308	862,308
TOTAL ASSET REVALUATION SURPLUS	20,680,711	862,308

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

13. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2014 \$	2014 Budget \$	2013 \$
Cash and Cash Equivalents	<u>3,996,342</u>	<u>2,326,015</u>	<u>5,602,839</u>
(b) Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net Result	1,082,568	5,043,248	678,135
Depreciation	2,137,875	2,037,127	2,052,156
(Profit)/Loss on Sale of Asset	53,675	(24,004)	(29,032)
(Increase)/Decrease in Receivables	(215,172)	(40,000)	(181,025)
(Increase)/Decrease in Inventories	63,830	22,416	(40,959)
Increase/(Decrease) in Payables	318,374	30,000	9,476
Increase/(Decrease) in Employee Provisions	103,464	(10,000)	37,749
Grants Contributions for the Development of Assets	(2,062,242)	(5,674,480)	(860,220)
Net Cash from Operating Activities	<u>1,482,372</u>	<u>1,384,307</u>	<u>1,666,280</u>
(c) Undrawn Borrowing Facilities			
	2014		2013
	\$		\$
Credit Standby Arrangements			
Bank Overdraft limit	400,000		400,000
Bank Overdraft at Balance Date	0		0
Credit Card limit	20,000		24,000
Credit Card Balance at Balance Date	(3,761)		(6,439)
Total Amount of Credit Unused	<u>416,239</u>		<u>417,561</u>
Loan Facilities			
Loan Facilities - Current	206,666		195,091
Loan Facilities - Non-Current	2,639,400		2,846,066
Total Facilities in Use at Balance Date	<u>2,846,066</u>		<u>3,041,157</u>
Unused Loan Facilities at Balance Date	<u>0</u>		<u>950,000</u>

**SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014**

14. CONTINGENT ASSETS AND LIABILITIES

The Shire of Toodyay has no contingent assets or liabilities as at 30 June 2014.

15. CAPITAL AND LEASING COMMITMENTS

The Shire of Toodyay does not have any capital or leasing commitments as at 30 June 2014.

16. JOINT VENTURE ARRANGEMENTS

The Shire of Toodyay is not party to any Joint Venture Arrangements as at 30 June 2014.

17. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2014	2013
	\$	\$
Governance	12,000,553	2,940,884
General Purpose Funding	610,777	0
Law, Order, Public Safety	3,059,962	1,786,019
Health	1,086,931	390,857
Housing	2,003,801	905,318
Community Amenities	447,388	561,155
Recreation and Culture	11,305,716	4,212,387
Transport	51,454,189	50,280,824
Economic Services	1,608,077	791,813
Other Property and Services	2,684,821	2,167,722
Unallocated	6,063,199	7,094,452
	<u>92,325,414</u>	<u>71,131,431</u>

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

18. FINANCIAL RATIOS	2014	2013	2012
Current Ratio	1.072	1.531	1.995
Asset Sustainability Ratio	1.360	1.925	2.109
Debt Service Cover Ratio	3.728	7.880	21.128
Operating Surplus Ratio	(0.141)	(0.026)	0.373
Own Source Revenue Coverage Ratio	0.764	0.770	0.884

The above ratios are calculated as follows:

Current Ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset Sustainability Ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{Depreciation expenses}}$
Debt Service Cover Ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating Surplus Ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own Source Revenue Coverage Ratio	$\frac{\text{own source operating revenue}}{\text{operating expenses}}$

Notes:

Information relating to the **Asset Consumption Ratio** and **Asset Funding Renewal Ratio** can be found at Supplementary Ratio Information on page 60.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

19. TRUST FUNDS

Funds held at balance date over which the Shire has no control and which are not included in the financial statements are as follows:

	Balance 1 July 2013 \$	Amounts Received \$	Amounts Paid (\$)	Balance 30 June 2014 \$
Housing Bonds	13,450	20,075	0	33,525
BRB/BCITF	4,085	22,595	(21,179)	5,501
Other General Deposits*	32,403	0	(29,079)	3,324
Quarry Rehabilitation Fees	1,275,530	24,537	0	1,300,067
Road Retention Bonds	29,438	110	0	29,548
Tree Planting Deposits	6,146	2	(5,500)	648
Venue Hire Bonds	12,321	16,400	(15,250)	13,471
Drainage Bonds	0	2,750	0	2,750
Nomination Deposits	0	480	(480)	0
Crossover Bonds	99,140	5,600	(8,600)	96,140
Kerb Deposits	8,600	0	0	8,600
Standpipe Bonds	11,910	250	(200)	11,960
	<u>1,493,023</u>			<u>1,505,534</u>

Note: Other General Deposits has been separated to include new categories for Crossover Bonds, Kerb Deposits and Standpipe Bonds.

20. DISPOSALS OF ASSETS - 2013/2014 FINANCIAL YEAR

The following assets were disposed of during the year.

	Net Book Value		Sale Price		Profit (Loss)	
	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Plant and Equipment						
Other Property and Services						
T0017 - John Deere 670D Grader	0	186,864	0	150,000	0	(36,864)
1TIL297 - Dolly 1	13,180	9,597	7,614	15,000	(5,566)	5,403
Dolly 2 - 1TJR183	10,948	13,470	8,496	15,000	(2,452)	1,530
T009 - Truck (from 2012-13)	49,626	0	62,727	0	13,101	0
T0010 - Truck	92,930	41,782	63,636	77,000	(29,294)	35,218
T4623 - Tow Behind Sweeper	8,887	10,546	8,500	8,000	(387)	(2,546)
T0013 - Mitsubishi Triton Garden	0	6,930	0	7,000	0	70
T0014 - Mitsubishi Triton Garden	6,375	5,018	8,727	7,000	2,352	1,982
T0026 - Mitsubishi Triton Dual Cab (WC)	18,970	15,911	16,182	15,000	(2,788)	(911)
T6364 - Mitsubishi Triton	7,296	5,759	7,455	7,000	159	1,241
T6480 - Mitsubishi Triton	0	5,749	0	14,000	0	8,251
T0000 - Mazda 6 Sports Sedan	11,680	15,061	9,597	15,000	(2,083)	(61)
1DGW869 - Mazda 6 Sports Sedan	14,066	14,226	11,228	16,000	(2,838)	1,774
T1184 - Mitsubishi 4x4 D/Cab (BS/EC)	15,970	16,083	17,091	25,000	1,121	8,917
Land and Buildings						
Lot 181 Hammersley Street	25,000	0	0	0	(25,000)	0
	<u>274,928</u>	<u>346,996</u>	<u>221,253</u>	<u>371,000</u>	<u>(53,675)</u>	<u>24,004</u>

Profit	16,733	64,386
Loss	(70,408)	(40,382)
	<u>(53,675)</u>	<u>24,004</u>

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

21. INFORMATION ON BORROWINGS

(a) Repayments - Debentures

Particulars	Principal 1 July 2013 \$	New Loans \$	Principal Repayments		Principal 30 June 2014		Interest Repayments	
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Recreation and Culture								
Loan 65 - Community Centre	83,069		8,085	8,085	74,984	74,985	5,608	5,611
Loan 67 - Library Upgrade	410,045		26,383	26,383	383,662	382,510	26,887	26,933
Loan 69 - Library Upgrade	205,649		24,234	24,234	181,415	181,415	12,489	12,656
Loan 72 - Recreation Precinct	1,000,000		31,877	31,878	968,122	968,122	44,587	44,734
Transport								
Loan 68 - Stirling Terrace	191,008		43,286	43,286	147,722	147,721	11,234	11,916
Loan 70 - Footbridge	105,284		10,721	10,721	94,563	94,562	5,797	5,804
Loan 71 - Depot	802,251		26,369	26,369	775,882	775,882	36,390	36,445
Economic Services								
Loan 64 - Visitor Centre	128,374		12,625	12,625	115,749	115,748	8,178	8,318
Other Property and Services								
Loan 63 - Bank Building	115,476		11,510	11,510	103,966	103,967	6,773	7,074
	3,041,156	0	195,090	195,091	2,846,065	2,844,912	157,943	159,491

All loan repayments were financed by general purpose revenue.

**SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014**

21. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures - 2013/2014

The Shire did not take up any new debentures during the year ended 30 June 2014.

(c) Unspent Debentures

Particulars	Date Borrowed	Balance 1 July 13 \$	Borrowed During Year \$	Expended During Year \$	Balance 30 June 14 \$
Loan 72 - Recreation Precinct	24.05.13	950,000	0	(950,000)	0
		950,000	0	(950,000)	0

The Shire did not have any unspent debentures as at 30 June 2014.

(d) Overdraft

Council established an overdraft facility of \$400,000 in 2004 to assist with short term liquidity requirements. The balance of the bank overdraft at 1 July 2013 and 30 June 2014 was \$nil.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

22. RATING INFORMATION - 2013/2014 FINANCIAL YEAR

(a) Rates	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Total Revenue \$	Budget Rate Revenue \$	Budget Interim Rate \$	Budget Total Revenue \$
RATE TYPE									
General Rate									
GRV	15.1466	336	3,999,654	605,812	4,195	610,007	605,812	0	605,812
GRV Rural	15.1466	1	14,300	2,166	0	2,166	2,166	0	2,166
Unimproved Value Valuations									
UV General	0.7437	1,126	225,756,000	1,678,947	0	1,678,947	1,678,947	0	1,678,947
UV Morangup	0.7437	350	67,003,000	498,301	0	498,301	498,301	0	498,301
UV Rural	0.7437	223	156,228,000	1,161,868	0	1,161,868	1,161,868	0	1,161,868
Sub-Totals		2,036	453,000,954	3,947,094	4,195	3,951,289	3,947,094	0	3,947,095
Minimum Payment	Minimum \$								
GRV	1,150	203	1,145,878	233,450	0	233,450	233,450	0	233,450
GRV Rural	1,150	1	0	1,150	0	1,150	1,150	0	1,150
Unimproved Value Valuations									
UV General	1,150	719	86,423,442	826,850	83,122	909,972	826,850	0	826,850
UV Morangup	1,150	13	1,675,200	14,950	0	14,950	14,950	0	14,950
Sub-Totals		936	89,244,520	1,076,400	83,122	1,159,522	1,076,400	0	1,076,400
						5,110,811			5,023,495
Rates In Advance						(23,177)			0
Ex-Gratia Rates						811			700
Total Amount Raised From General Rate						5,088,445			5,024,195

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

22. RATING INFORMATION - 2013/2014 FINANCIAL YEAR (Continued)

(b) Information on Surplus/(Deficit) Brought Forward/Carried Forward

	2014 (30 June 2014 Carried Forward) \$	2014 (1 July 2013 Brought Forward) \$	2013 (30 June 2013 Carried Forward) \$
Surplus/(Deficit) 1 July 13 Brought Forward	<u>1,133,955</u>	<u>2,572,086</u>	<u>2,572,086</u>
Comprises:			
Cash - Unrestricted	658,074	2,648,769	754,880
Cash - Restricted	3,338,268	2,954,070	4,847,959
Rates Outstanding	404,575	254,381	254,381
Sundry Debtors	287,289	211,493	211,493
GST Receivable	1,841	35,934	35,934
Interest accrued	8,548	10,870	10,870
Inventories	62,125	125,956	125,956
Less:			
Sundry Creditors	(695,804)	(393,521)	(393,521)
Accrued Interest on Debentures	(14,481)	(16,031)	(16,031)
Accrued Salaries and Wages	(116,026)	(90,303)	(90,303)
ATO Liabilities	0	(44,083)	(44,083)
Receipts In Advance	(36,000)	0	0
Current Portion of Long Term Borrowings Secured by Floating Charge Debentures	(206,666)	(195,091)	(195,091)
Provision for Annual Leave	(287,240)	(257,512)	(257,512)
Provision for Long Service Leave	(232,647)	(172,554)	(172,554)
Net Current Assets	<u>3,171,856</u>	<u>5,072,378</u>	<u>5,072,378</u>
Less:			
Reserves - Restricted Cash	(2,510,528)	(2,954,069)	(2,954,069)
Add:			
Secured by Floating Charge Debentures	206,666	195,091	195,091
Reserves - Employee Entitlements	265,961	258,686	258,686
Surplus/(Deficit)	<u>1,133,955</u>	<u>2,572,086</u>	<u>2,572,086</u>

Difference

There was no difference between the Surplus/(Deficit) 1 July 2013 Brought Forward position used in the 2014 audited financial report and the Surplus/(Deficit) Carried Forward position as disclosed in the 2013 audited financial report.

**SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014**

23. SPECIFIED AREA RATE - 2013/2014 FINANCIAL YEAR

The Shire did not impose any Specified Area Rates.

24. SERVICE CHARGES - 2013/2014 FINANCIAL YEAR

The Shire did not impose any service charges.

**25. DISCOUNTS, INCENTIVES, CONCESSIONS, & WRITE-OFFS
- 2013/2014 FINANCIAL YEAR**

There were no discounts, concessions or write-offs allowed for in the 2013/2014 Annual Budget.

As an incentive to pay total rates in full on or before the due date, eleven separate prizes were offered:

- First Prize - \$1,000 cash (\$500 donated by Shire of Toodyay & \$500 donated by Bendigo Bank);
- Second Prize - One Month Personal Training Voucher valued at \$600 donated by Full Circle Gym;
- Third Prize – Two night's accommodation at the Ibis Hotel Perth with breakfast and a bottle of wine valued at \$486 donated by Accor Hotels;
- Fourth Prize – Stihl Chainsaw valued at \$399 donated by Toodyay Home Hardware;
- Fifth & Sixth Prize – Double passes to Sol Gabetta Plays Dvorak (16 November 2013) valued at \$170 donated by WA Symphony Orchestra (WASO);
- Seventh Prize - Gift Basket valued at \$150 donated by Avon Valley Jewellery & Gifts;
- Eighth Prize – \$100 gift voucher to spend at Alicia Estate donated by Alicia Estate;
- Ninth Prize – Pedestal Bird Bath in terracotta clay donated by Picnic Hill Pottery;
- Tenth Prize - Two adult passes for Penguin & Sea Lion Boat Cruise valued at \$73 donated by Rockingham Wild Encounters; and
- Eleventh Prize – Hydrating Eye Crème & Body Set valued at \$50 donated by Clare Love Beauty Therapy.

26. INTEREST CHARGES AND INSTALMENTS - 2013/2014 FINANCIAL YEAR

	Interest Rate %	Admin. Charge \$	Revenue \$	Budgeted Revenue \$
Interest on Unpaid Rates	11.00%	N/A	35,635	25,000
Interest on Instalments Plan	5.50%	N/A	20,611	20,000
Charges on Instalment Plan	N/A	7.50	1,691	20,000
			57,937	65,000

Ratepayers had the option of paying rates in four equal instalments, due on 11 October 2013, 11 December 2013, 10 February 2014 and 14 April 2014.

Administration charges & interest applied for those who selected the instalment option.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

27. FEES & CHARGES	2014	2013
	\$	\$
Governance	29,854	1,610
General Purpose Funding	47,974	40,539
Law, Order, Public Safety	70,029	30,060
Health	63,131	54,507
Housing	3,850	28,710
Community Amenities	649,040	584,264
Recreation and Culture	58,810	63,723
Transport	55,522	66,040
Economic Services	280,469	307,069
Other Property and Services	70,578	72,067
	<u>1,329,257</u>	<u>1,248,589</u>

There were no changes during the year to the amount of the fees or charges detailed in the original budget.

28. GRANT REVENUE

Grants, subsidies and contributions are included as operating revenues in the Statement of Comprehensive Income:

	2014	2013
	\$	\$
By Nature or Type:		
Operating Grants, Subsidies and Contributions	1,165,916	1,933,119
Non-Operating Grants, Subsidies and Contributions	2,062,242	860,220
	<u>3,228,158</u>	<u>2,793,339</u>
By Program:		
Governance	24,963	55,492
General Purpose Funding	1,274,494	1,368,693
Law, Order, Public Safety	219,430	421,418
Community Amenities	3,155	34,641
Recreation and Culture	106,996	62,528
Transport	1,585,342	782,407
Economic Services	13,778	0
Other Property and Services	0	68,160
	<u>3,228,158</u>	<u>2,793,339</u>

29. EMPLOYEE NUMBERS

The number of full-time equivalent employees at balance date

<u>49</u>	<u>46</u>
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SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

30. ELECTED MEMBERS REMUNERATION	2014	2014	2013
	\$	Budget	\$
		\$	
The following fees, expenses and allowances were paid to council members and/or the president.			
Meeting Fees	116,724	118,400	60,146
President's Allowance	16,954	15,326	9,600
Deputy President's Allowance	3,592	3,831	2,400
Travelling Expenses	4,786	9,000	2,546
Telecommunications Allowance	13,153	14,500	8,127
	<u>155,209</u>	<u>161,057</u>	<u>82,819</u>

31. MAJOR LAND TRANSACTIONS

Council did not participate in any major land transactions during the 2013/2014 financial year.

32. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

Council did not participate in any trading undertakings or major trading undertakings during the 2013/2014 financial year.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

33. FINANCIAL RISK MANAGEMENT

Council's activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The Council's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council.

The Council held the following financial instruments at balance date:

	Carrying Value		Fair Value	
	2014	2013	2014	2013
	\$	\$	\$	\$
Financial Assets				
Cash and cash equivalents	3,996,342	5,602,839	3,996,342	5,602,839
Receivables	921,932	640,495	921,932	640,495
	<u>4,918,274</u>	<u>6,243,334</u>	<u>4,918,274</u>	<u>6,243,334</u>
Financial Liabilities				
Payables	928,577	543,938	928,577	543,938
Borrowings	2,846,066	3,041,157	2,776,896	2,976,125
	<u>3,774,643</u>	<u>3,585,094</u>	<u>3,705,473</u>	<u>3,520,063</u>

Fair value is determined as follows:

- Cash and Cash Equivalents, Receivables, Payables - estimated to the carrying value which approximates net market value.
- Borrowings - estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.

**SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014**

33. FINANCIAL RISK MANAGEMENT (Continued)

(a) Cash and Cash Equivalents

Financial assets at fair value through profit and loss

Held-to-maturity investments

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash and investments portfolio with the assistance of independent advisers (where applicable). Council has an Investment Policy and the Policy is subject to review by Council. An Investment report is provided to Council on a monthly basis setting out the break-up and performance of the portfolio.

The major risk associated with investments is price risk - the risk that the capital value of investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments of their issuers or factors affecting similar instruments traded in a market.

Cash and investments are also subject to interest rate risk - the risk that movements in interest rates could affect returns.

Another risk associated with cash is credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to Council.

Council manages these risks by diversifying its portfolio and only investing in registered commercial banks. Council also seeks advice from independent advisers (where applicable) before placing any cash and investments.

	2014	2013
	\$	\$
Impact of a 1% ⁽¹⁾ movement in interest rates on cash		
- Equity	39,963	56,028
- Statement of Comprehensive Income	39,963	56,028

Notes:

⁽¹⁾ Sensitivity percentages based on management's expectation of future possible market movements.

**SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014**

33. FINANCIAL RISK MANAGEMENT (Continued)

(b) Receivables

Council's major receivables comprise rates and annual charges and user charges and fees. The major risk associated with these receivables is credit risk - the risk that the debts may not be repaid. Council manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of Council to recover these debts as a secured charge over the land - that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

The profile of the Council's credit risk at balance date was:

	2014	2013
Percentage of Rates and Annual Charges		
- Current	0%	0%
- Overdue	100%	100%
Percentage of Other Receivables		
- Current	95%	94%
- Overdue	5%	6%

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2014

33. FINANCIAL RISK MANAGEMENT (Continued)

(c) Payables

Borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required.

The contractual undiscounted cash flows of Council's Payables and Borrowings are set out in the Liquidity Sensitivity Table below:

	Due within 1 year \$	Due between 1 & 5 years \$	Due after 5 years \$	Total contractual cash flows \$	Carrying values \$
<u>2014</u>					
Payables	928,577	0	0	928,577	928,577
Borrowings	354,583	1,307,923	2,363,513	4,026,019	2,846,066
	<u>1,283,160</u>	<u>1,307,923</u>	<u>2,363,513</u>	<u>4,954,596</u>	<u>3,774,643</u>
<u>2013</u>					
Payables	543,938	0	0	543,938	543,938
Borrowings	354,583	1,363,126	2,662,893	4,380,602	3,041,156
	<u>898,521</u>	<u>1,363,126</u>	<u>2,662,893</u>	<u>4,924,540</u>	<u>3,585,094</u>

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2014

33. FINANCIAL RISK MANAGEMENT (Continued)

(c) Payables
Borrowings (Continued)

Borrowings are also subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. Council manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation.

The following tables set out the carrying amount, by maturity, of the financial instruments exposed to interest rate risk:

	<u><1 year</u>	<u>>1<2 years</u>	<u>>2<3 years</u>	<u>>3<4 years</u>	<u>>4<5 years</u>	<u>>5 years</u>	<u>Total</u>	<u>Weighted</u>
	\$	\$	\$	\$	\$	\$	\$	Average
								Effective
								Interest Rate
								%
<u>Year Ended 30 June 2014</u>								
Borrowings								
Fixed Rate								
Debentures	0	0	147,722	0	0	2,698,344	2,846,066	4.92%
Weighted Average								
Effective Interest Rate	-	-	5.01%	-	-	4.52%		
<u>Year Ended 30 June 2013</u>								
Borrowings								
Fixed Rate								
Debentures	0	0	0	191,007	0	2,850,149	3,041,156	5.01%
Weighted Average								
Effective Interest Rate	-	-	-	5.08%	-	4.59%		

**INDEPENDENT AUDITOR'S REPORT
TO THE ELECTORS OF THE SHIRE OF TOODYAY**

REPORT ON THE FINANCIAL REPORT

We have audited the accompanying financial report of the Shire of Toodyay, which comprises the statement of financial position as at 30 June 2014, statement of comprehensive income by nature or type, statement of comprehensive income by program, statement of changes in equity, statement of cash flows and the rate setting statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the statement by Chief Executive Officer.

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL REPORT

Management is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards, the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended) and for such internal control as Management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

AUDITOR'S RESPONSIBILITY

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Shire's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Shire's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by Council, as well as evaluating the overall presentation of the financial report.

We believe the audit evidence we obtained is sufficient and appropriate to provide a basis for our audit opinion.

AUDITOR'S OPINION

In our opinion, the financial report of the Shire of Toodyay is in accordance with the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended), including:

- a) giving a true and fair view of the Shire's financial position as at 30 June 2014 and of its financial performance and its cash flows for the year ended on that date; and
- b) complying with Australian Accounting Standards (including Australian Accounting Interpretations).

**INDEPENDENT AUDITOR'S REPORT
TO THE ELECTORS OF THE SHIRE OF TOODYAY (CONTINUED)**

REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

In accordance with the Local Government (Audit) Regulations 1996, we also report that:

- c) There are no matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the Shire.
- d) No matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written law were noted during the course of our audit.
- e) In relation to the Supplementary Ratio Information presented at page 60 of this report, we have reviewed the calculation for the Asset Consumption ratio as presented and nothing has come to our attention to suggest it is not:
 - i) reasonably calculated; and
 - ii) based on verifiable information.

The Asset Renewal Funding Ratio was not calculated and no review was carried out.

- f) All necessary information and explanations were obtained by us.
- g) All audit procedures were satisfactorily completed in conducting our audit

Date: 1 December 2014
Perth, WA

UHY HAINES NORTON
CHARTERED ACCOUNTANTS



DAVID TOMASI
PARTNER

**SHIRE OF TOODYAY
SUPPLEMENTARY RATIO INFORMATION
FOR THE YEAR ENDED 30 JUNE 2014**

RATIO INFORMATION

The following information relates to those ratios which only require attestation they have been checked and are supported by verifiable information. It does not form part of the audited financial report.

	2014	2013	2012
Asset Consumption Ratio	0.812	0.745	N/A
Asset Renewal Funding Ratio	N/A*	N/A*	N/A

The above ratios are calculated as follows:

Asset Consumption Ratio	$\frac{\text{Depreciated Replacement Costs of Assets}}{\text{Current Replacement Cost of Depreciable Assets}}$
Asset Renewal Funding Ratio	$\frac{\text{NPV of Planning Capital Renewal Over 10 Years}}{\text{NPV of Required Capital Expenditure Over 10 Years}}$

N/A - In keeping with amendments to Local Government (Financial Management) Regulations 50, comparatives for the 2012 year have not been reported as financial information is not available.

N/A* - The Asset Renewal Funding Ratio has not been calculated for 2014 due to the Shire having insufficient confidence in the renewal requirements identified in the Asset Management Plan and the 2013 data was not available to calculate the ratio.

Council and Committee Meeting Schedule 2015

MONTH	ORDINARY COUNCIL MEETING 4.00 PM	COUNCIL FORUMS 4.00PM	AROC MEETING (CEO/ALL) 9.30am	AUDIT MEETINGS 2.00 PM	BUSH FIRE (BFAC) MEETINGS 6.00PM	LEMC MEETINGS 5.00 PM	MUSEUM (MAC) MEETINGS 4.00PM	WORKS (WAC) MEETINGS 4.00PM	CDMAC (DEPOT) MEETING 5.30PM	LOCAL LAWS MEETING 5.00PM	ENVIRONMENT COMMITTEE 5.30PM	STEERING COMMITTEE RECREATION 5.30 PM
JAN	27/01/2015	13/01/2015	15/12/2014					29/01/2015	22/01/2015			
FEB	24/02/2015	10/02/2015	2/02/2015	12/02/2015	3/02/2015	11/02/2015	19/02/2015			17/02/2015	26/02/2015	5/02/2015
MAR	24/03/2015	10/03/2015	9/03/2015							17/03/2015		
APR	28/04/2015	14/04/2015	13/04/2015					30/04/2015	23/04/2015			
MAY	26/05/2015	12/05/2015	11/05/2015	14/05/2015	5/05/2015	13/05/2015	21/05/2015			19/05/2015	28/05/2015	7/05/2015
JUNE	23/06/2015	9/06/2015	15/06/2015									
JULY	28/07/2015	14/07/2015	6/07/2015					30/07/2015	23/07/2015			
AUG	25/08/2015	11/08/2015	10/08/2015	13/08/2015	4/08/2015	12/08/2015	20/08/2015				27/08/2015	13/08/2015
SEPT	22/09/2015	8/09/2015	7/09/2015							15/09/2015		
OCT	27/10/2015	13/10/2015	5/10/2015					29/10/2015	22/10/2015	20/10/2015		
NOV	24/11/2015	10/11/2015	2/11/2015	12/11/2015	3/11/2015	11/11/2015	19/11/2015			17/11/2015	26/11/2015	5/11/2015
DEC	15/12/2015	1/12/2015	7/12/2015									

SCHEDULE OF ALL MEETINGS	
OCM	Fourth Tuesday of each calendar month
CF	Second Tuesday of each calendar month
AROC	First and/or second Monday of each calendar month
AUDIT	Second Thursday of chosen months
BFAC	First TUESDAY of chosen months
LEMC	Second WEDNESDAY of chosen months
MAC	Third THURSDAY of Chosen Months
WAC	Fifth THURSDAY of chosen months
CDMAC	Fourth THURSDAY of chosen months
LL	Third TUESDAY of chosen months
ENVCOM	Fourth THURSDAY of chosen months
SC - REC	First THURSDAY of chosen months

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It is recommended that acceptance of the EDP Strategy be postponed until at least May 2015, for a full revision to address the following concerns:

1. Poor (no) background research.

- a) The first page in the first EDP public draft including an “Important note” statement has been removed. This note outlined the level of research and review that went into this key document for the Shire: “We have assumed that all information and documents provided to us by the Client or as a result of a specific request or enquiry were complete accurate and up to date. Where an assumption has been made, we have not made any independent investigations with respect to the matters the subject of that assumption”. This indicated that there was no original research conducted by the consultant for this paper. The importance of original research to contextualise the plan to Toodyay cannot be overstated. It is just not possible to put together a plan that is sensitive to Toodyay without getting out and investigating and getting to know the specifics of Toodyay. Knowing about our neighbours does not mean that they can write a plan appropriate to us.
- b) There is no statement of what the Shire Council already has achieved, and what its assets are already. It is not wise to omit what assets and achievements you already have in a strategy about building wealth.
- c) RPS omits its own research, for instance that the logistics hub and expenditure patterns for the area are focused on Midland and Northam, omitting Toodyay (Avon Sub-Regional Economic Strategy p 23 &30).

2. There is little or no literature review other than what RPS has already done for Avon, which did not have a focus on Toodyay (and in some cases specifically did not include Toodyay, as Northam and Midland were viewed as more competitive and viable towns).

- a) The strategy does not refer to other rural small towns planning documents or research on this topic. This neglects learning from any innovations or mistakes that other towns have achieved that can be relevant to Toodyay. For instance, Carsey institute states that “recreation and retirement counties (aka Shires) are consistently the fastest growing counties in rural America.” As America is a comparable developing economy, this is a reasonable comparison and can be used to inform Toodyay’s prioritisation and risk based decision making format (conversely, it was noted that manufacture and mining are suffering long-term joblessness and underemployment). A brief search has put up Malmesbury action plan, The future of small towns challenges & opportunities, Small Towns Decline & Survival,

Marketowns: the role of small and medium sized towns in rural development, small towns big ideas etc etc.

- b) No recommendations that the Shire Council prioritise some visits to other regional councils who are successfully marketing their towns as tourism destinations (ie Augusta Margaret River, Dunsborough etc)
- c) Note: In the Forum documentation the reason for rushing the plan through Council approval is that it will soon become out of date if delayed. The argument that some of the data will become out of date is invalid – as by endorsing this document, the Toodyay council is committing the Shire to achieving the documents outcomes for the next period of years, until this documents next review. A longer review period will only better serve the Shire, over the next 5yrs of this document informing actions within the shire. If the data is not going to be valid in 3 months – what sense in committing to the document for a period of 5yrs.

3. Poor Structure.

- a) Structured like a research paper where extensive explanations of the models used are included, rather than just getting to the point of analysing the community using effective and relevant economic modelling (ie p28 Competitiveness & Comparative Advantages, p30 Economic Development Lifestyle).
- b) The focus of the document is skewed with the sections 5.0 & 6.0 currently at the back of the document. Sections 5.0 and 6.0 are required to be at the front of the document, with the discussion & rationale at the back. A reader has to go through 43 pages before they get to the actual plan. By having the plan at the back of the paper, several of the goals that are being mentioned have been missed out of the discussion up front. There is no rationale to support their inclusion (ie use of an Aboriginal Graveyard to support tourism).
- c) The Toodyay EDP must be a top down framework using risk based decision making, based on facts, informed by national & global trends – not lead by them. It must also have in place monitoring and review points for a bottom up assessment that the plan is indeed working.
- d) Toodyay is the focus of this document. Therefore, the vision & imperatives must be at the head of any planning, as this keeps Toodyay focused on its key outcomes. The global, national and local contexts and information inform what is done and prioritised to achieve these goals. By having the global and national discussion at the top of the planning infographic, and at the front of the document, it means that Toodyay will not be able to maintain its focus and will potentially not achieve its goals or be distracted from a methodical approach to achieve them, based on what is happening elsewhere. If Toodyay keeps changing its focus of what it wants to achieve, based on what is happening elsewhere, it won't achieve anything.

Toodyay must be the focus of the plan, with the actions and pace informed by what is happening elsewhere.

4. **There is a number of issues with the use of infographics.** Inadvisable use of infographics. Infographics will, by definition, become the short-cut reference for the plan, and most of them are overly simplistic irrelevant or provide an inappropriate focus.

- a) The Toodyay EDP infographic needs over simplifies a complex planning process and skews the focus of Toodyay's resources by including events and influences outside of Toodyay's control at the top.
- b) Toodyay's vision should be at the top of this infographic, as this is Toodyay's plan
- c) The Mega Trends analysis should be removed. Mega trends refers to Asia in terms of tourism & global economic growth. What is not clear here is what application this information has for Toodyay, what % of tourists that come to Toodyay are domestic or from overseas? What does this mean for Toodyay? Additionally, the prediction that international visitations are predicted to grow strongly is completely at odds with the latest reports from Virgin & Qantas which state that due to cost in fossil fuels and global conflict, global Tourism is currently declining. Also, there is no mention of the GFC, increasing cost of fossil fuels, and sustainability & climate change drivers. Without acknowledging and reviewing these global drivers, Toodyay may miss opportunities to better strategically and competitively place itself.
- d) P27 Current components of the Toodyay economy. This is just an overly simplistic picture and does not contribute to the discussion or focus and should be reconsidered and removed. The strategy does not benefit from a picture of agriculture or people to address it as a priority

5. **Economic Drivers analysis requires further work to improve accuracy of data.**

- a) Population & Demographics. Populations do not age at a faster rate. Populations can increase in retirement numbers, due to the number of aged due to lifestyle migration, but everyone ages at the same rate.
- b) Socio-economics. This appears to be an incompatible statement. How can Toodyay incomes be below average, but wages be in line with the rest of the state and growing faster? If this is a reference to household incomes being below average, this is still not a useful statement – as Toodyay being a lifestyle destination, having households being able to thrive on a lower household net income is potentially a good thing and a big selling point for Toodyay to attract professionals from Perth. Perhaps this should reference the cost of living in Toodyay. The cost

of living in Perth is very high, if the cost of living is less in Toodyay – this is a tremendous selling point. Households can thrive on less.

- c) It is unclear why “Employment, Industry & Economic Activity” is a separate from “Business & Investment”. The dialogue is essentially treating them as the same thing. Additionally the statement “larger, employing businesses grew strongly” appears to be at odds with the statement that “agriculture is the biggest employer and declining”.
- d) “Tourism”. What are the “external conditions” causing tourism market volatility? This appears to be at odds with the Mega trends statement that says Asia tourism is rising.
- e) Housing. “Price discount remains to Perth metro incentivising lifestyle migration.” Sentence is incomplete. “price discount remains COMPARED to Perth metro”. Without a clear treatment of how Toodyay plans to “incentivise lifestyle migration” for people living in Perth to move to Toodyay, that a house is cheaper may not be a sufficient incentive to move this far out. There are increases in other costs (travel financial cost & time cost), increases in cost of contractors, and decreases in amenities and other lifestyle amenities one can get in Perth.

- 6. **There is no inclusion of how and when the strategy will be reviewed & assessed.** Strategic Planning should be a top down exercise, with bottom up monitoring and review. Review timelines, monitoring plans (what we are going to count), and assessments (checking out what we have counted to make sure we are achieving what we thought we were going to achieve).
- 7. **Little or no community consultation.** It appears that the only consultation that has occurred is a single workshop with the Shire Councillors and officers. This is woefully insufficient consultation, as required by the State Government’s Department of Local Government Integrated Planning Framework. This is insufficient as this EDP introduces and sets multiple levels of focus (the vision statements, local imperatives and the action plan) that have not been consulted on with the wider community.
- 8. **Industry.** The EDP does not review the economic inputs of key industries that do input at present to the Shire’s economic welfare.
 - a) Doesn’t analyse other major industries (such as extractive industries) that the Shire benefits in terms of permits, payments – and also what the Shire must manage the risks for in terms of roads upkeep and response to EPA submissions on behalf of the community etc.
 - b) Doesn’t mention the agricultural GDP by locality.

9. **Is overly focused on the townsite of Toodyay** itself, largely ignoring the rural localities that provide the majority of the industry and income to the town. P2. Introduction – overly focused on the townsite of Toodyay, and does not cover the pertinent history of the localities. Additionally, this history of Toodyay is not relevant to the Economic Development of Toodyay. What has not been discussed is what the history of economic development has been for Toodyay.

10. Key blockers & key findings raised in the body of the document are not addressed in the Action Plan. Other risks and blockers have not been assessed at all.

- a) Doesn't address items within the Shire's control, such as greater flexibility in Shire decision making to support small landholder business, particularly in areas of tourism and agriculture and food.
- b) P9 Key findings – these are not really relevant or expanded on.
- c) P25 no mention of the recommendations for the AvonLink in the Action Plan
- d) P33 doesn't address in Action Plan key areas where effort is required as identified in benchmarking analysis (section starts with "This benchmarking indicates that effort is required to"...)
- e) Doesn't assess the full demographic of Toodyay that will have impact on the economic welfare of Toodyay, such as the demographic of residents who are not working in Toodyay, and the current burden on support services from those with mental health or disabilities. It does not benefit Toodyay at all to ignore these groups, as there are legislative requirements on the Shire and State to support and nurture them.

11. Makes recommendations for further strategy papers for Agriculture (p44). This is not required when Toodyay's input and support of its agriculture is based on its economic rationale and should be a central part of the EDP. Toodyay Shire does not farm itself and is a relatively small organisation. A separate document does not add value for a small organisation who would better benefit from a focused, limited suite of strategic documents.

12. Doesn't value local Business.

- a) Doesn't include a strategy that values and protects local businesses so that the current privately owned boutiques (clothing, retail, butchers, restaurants) are protected from intrusion by large chain stores, and the character of the main street are maintained as original to continue to offer something different to the WA day tripper (ie no sussans).

13. Ineffective modelling

- a) utilises biased and irrelevant data of Chinese tourism market, when majority of day trip visitors are Australian. Also neglects information

cited by airlines of reductions in international travel due to fuel costs (Qantas).

- b) Poor modelling, utilises an antiquated economy model where the jobs must be in the Shire. Lack of innovation ignores the DriveInDriveOut (DIDO) residents who earn in Perth but live and spend in Toodyay.
- c) Modelling inaccurate – the climb in graphed population numbers is a guess and is not supported by the data.
- d)

14. Doesn't look at the Cost Of Living. Examines that wages and incomes (assumed to be household income but this is not clarified) are possibly a sustainable option for those living in Toodyay Shire (ie we can live off less) due to low cost of living. This addresses many concerns of families in Perth (parents having to live FIFO, cost of child care etc).

15. Conflicting strategic themes. Maximising Economic Dynamism requires a more balanced age profile. This is not supported by an entire vision statement being focused on older residents. And a local imperative focused solely on aged services, rather than community services. There is no reason that services that benefit the community will benefit all the community.

16. Vision statement is ageist – a full 1/3 of the Toodyay focus will be on older residents, implying that this is 1/3 of the resources and 30% of any decisions will be in favour of older residents over youth & young families. This is in conflict with the requirements of the Equal Opportunity Act 1984.

17. Mining The following is specific to the submission regarding mining in Toodyay

- a) References benefits of mining industry to the community, which is an unsubstantiated claim (especially when existing comparable extractive industries do not have workers that live in Toodyay and do not run logistics from Toodyay, instead preferring Midland as a existing hub.
- b) Use of Toodyay land for mining is in direct opposition to the Shire of Toodyay Town Planning Scheme for rural-residential areas.
- c) Mining information is incomplete. BAJV/BRL in fact are proposing mining in over 60% of the Shire.
- d) Doesn't consider that the resulting lowering of value of residential land in at least 60% of the Shire will result in revised Shire rates income, potentially lowering the Shire budget by up to \$2m.
- e) pg 21 The following text is not true and must be deleted "*The Shire of Toodyay is home to a regionally significant bauxite deposit, referred to as the Felicitas deposit.*" The Felicitas deposit is not significant, it is a low-grade deposit with sections of the deposit that do not meet the minimum criteria for DSO bauxite (that is, the bauxite is not suitable for sale or export).

- f) pg 21 What does this text have to do with an economic plan for the Shire of Toodyay? *"Australia is a major global producer and exporter of bauxite – the primary ore in aluminium – accounting for almost a quarter of total global production."* This should be removed.
- g) pg 21 There is only one company that is named in the EDP, and that is Bauxite Resources Limited (BRL). No other businesses, be they agricultural or tourism or commercial, are named in the EDP. Either the EDP must include the names of all businesses in the Shire of Toodyay, or it needs to delete the name of BRL throughout the whole document.
- h) pg 21 This text should be deleted *"Bauxite Resources Limited (BRL) is currently exploring the Shire for bauxite in the Felicitas deposit in the Darling Ranges. Recent exploration activity has increased the size of the identified deposit to over 220 million tonnes with further resource upgrades are expected in the short-term. Another 100million tonnes is currently within BRL's Fortuna holding taking the total deposit size to over 320 million tonnes. This is sufficient scale to support a 1.25 million tonne per annum (mtpa) alumina refinery for 50 years¹⁸."* and should be replaced with the following text *"The Shire of Toodyay currently has various extractive mineral operations. Mining exploration is also being undertaken in the Shire, with small areas of low-grade bauxite currently under investigation. If bauxite deposits are found to be economically feasible, any future mining in the Shire is subject to mining projects obtain the necessary mining and environmental approvals. The extent of economic benefit / loss to the Shire has not yet been ascertained."*
- i) pg 21. The following text has no bearing on the economical development of the Shire of Toodyay, and must be deleted *"The deposit is located 5km from rail which provides direct access to Kwinana Port and key global export markets. The Felicitas deposit currently extends across approximately 4,800Ha (48km²) of private landholding though this is expected to increase in the future based on resource upgrades. This is mostly comprised of a small number of larger landholdings."*
- j) pg 21 As per the original public submission by R Simpson, the following text is incorrect and must be deleted from the EDP. The land is not flat. Also this statement has nothing to do with economics *"The flat lying sub-surface nature of the resource means exploitation does not require deep pit or underground mining like coal or iron ore. "*
- k) pg 21. The following text has no bearing on the economical development of the Shire of Toodyay, and must be deleted *"Instead, the Felicitas resource band is a approximately 1 metre below the surface and averaging 4.5 metres thick (up to 18 metres)."*
- l) pg 21 pg 21. The following text has no bearing on the economical development of the Shire of Toodyay, and must be deleted *"To mine bauxite, the top soil or "overburden" is removed and stored along with any intervening rock. The bauxite is then mined using scrapers and small excavators. Upon completion of mining, the top soil and any major rock and fall trees identified on the site are returned and the site is rehabilitated."*

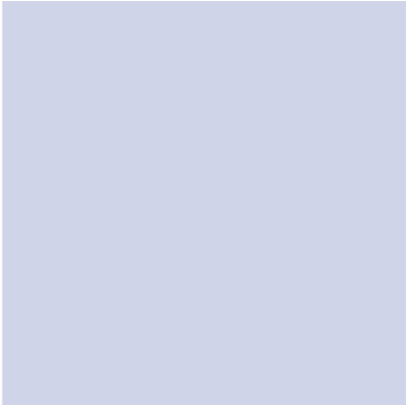
m) pg 22 the map of the Felicitas deposit should be removed. There are no other maps of any other businesses in the Shire of Toodyay. Either maps of all the businesses in the Shire should be included in the EDP, or this map should be deleted. Also, there are other bauxite deposits in the Shire of Toodyay, so if the EDP is going to be honest it should show all the deposits, not just one. Map should also be revised as it does not include the residential homes that will be in the middle of the mine.



Toodyay Economic Development Plan

Shire of Toodyay

Adopted by Council on 16 December 14



Document Status

Version	Purpose of Document	Orig	Review	Review Date
WIP v1.0	Work in Progress Draft for client review	SS	MW	8.01.2014
DraftA	Draft for Shire review	MW	TC	2.02.2014
Final Draft	Final Draft for Public Consultation	MW	TC	12.06.2014
Final	Final Draft for Endorsement	MW	TX	23.09.2014
Final	Final Draft for Adoption	RPS	CEO SOT	09.12.2014

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Summary


TOODYAY ECONOMIC DEVELOPMENT PLAN

MEGA TRENDS




- 

ASIAN CENTURY

Strong population growth and rising incomes in Asia are expected to drive global economic growth in the medium term.
- 

GLOBAL FOOD DEMAND

Climate variability and growing populations and incomes are expected to drive global food demand and prices.
- 

TOURISM

International visitation projected to grow strongly, tapping into emerging Asian Middle Class seeking experiential activities.

ECONOMIC DRIVERS



POPULATION & DEMOGRAPHICS



SOCIO-ECONOMICS



EMPLOYMENT, INDUSTRY & ECONOMIC ACTIVITY



BUSINESS & INVESTMENT



TOURISM



HOUSING

POPULATION & DEMOGRAPHICS: Strong population growth over the past decade is projected to continue, driven by lifestyle migration. Population is older and ageing at a faster rate.

SOCIO-ECONOMICS: Toodyay incomes are below average, due to a larger share of fixed income household. Wages and salaries are in line with WA averages and growing faster.

EMPLOYMENT, INDUSTRY & ECONOMIC ACTIVITY: Employment growth is slow and self-sufficiency is below average. agriculture is the biggest employer and declining. Population and professional services increasingly important.

BUSINESS & INVESTMENT: Construction, agriculture and transport sectors account for the most businesses. Micro and small business numbers declined in 2012 but larger, employing businesses grew strongly.

TOURISM: Tourist visitation volatile, due to external conditions and small market size. Local offering focused on natural amenity & colonial heritage. B&B accommodation common.

HOUSING: Building approvals and sales flat since GFC due to relatively high price point and affordability issues. Price discount remains to Perth metro incentivising lifestyle migration.

VISION

TOODYAY - AVON'S LIFESTYLE ECONOMY

Toodyay is recognised nationally as an attractive, high amenity and aspirational residential and business location within the Wheatbelt and regional Western Australia. It has a dynamic, integrated lifestyle-based economy that generates high income, knowledge intensive service sector jobs for residents.

Older residents, attracted to Toodyay by its quality lifestyle and natural environment, remain active in the workforce and the community, drawing upon state-of-the-art technologies and innovative business practices to transition into retirement. These residents are supported by quality local health services, tailored housing product and experiential services in retail, food, sport and recreation.

Toodyay is regarded as a premier peri-urban destination by domestic and international tourists alike, fully integrated within the broader Avon and Wheatbelt tourist markets. Toodyay offers a diverse range of quality natural, historical, adventure and experiential attractions to visitors, who use Toodyay as a base to explore the broader region.

LOCAL IMPERATIVES



PREMIUM FOOD PRODUCTION



POPULATION ORIENTED SERVICES



OVERNIGHT EXPERIENTIAL TOURISM



KNOWLEDGE INTENSIVE SERVICES



1.0 Introduction

1.1 Background

The Shire of Toodyay borders the north-east of metropolitan Perth and is around an hour's drive from Perth (85sqm). The town site of Toodyay (West Toodyay) was gazetted by 1836 and consisted mainly of the establishments of farms along with other infrastructures, related mostly to activities involving crop cultivation, due to the land being fertile and possessing a good supply of water. The Shire covers an area of 1,680sqm and consists of the localities of Bejoording, Bindoon Training Area, Coondle, Culham, Dewars Pool, Dumbarton, Hoddy's Well, Julimar, Moondyne, Morangup, Nunile, Toodyay, Wattening and West Toodyay.

Following the establishment of the town site of Toodyay, a small town grew with development of government and commercial buildings and by the 1850s, there were three inns and two schools, as well as a gaol. During this time, convict transportation to Western Australia commenced and the buildings for this were established away from the Toodyay town site on the opposite riverbank.

In 1860, the town of Newcastle was surveyed at the site of the current town site of Toodyay and during the late 1800s, both the towns of Newcastle and Toodyay lived side by side. By the beginning of the twentieth century, the town site of Newcastle had grown while the town site of Toodyay had eventually been abandoned. In 1910, the Commonwealth Government asked the Newcastle Road Board to consider a name change in order to mitigate potential confusion arising out of the town of a similar name in New South Wales. The community and the Road Board agreed with the name of Toodyay being the obvious choice for the 'new' name, and the old town site of Toodyay became known as 'West Toodyay'.

Today, the Shire of Toodyay has transformed from a predominantly agriculturally based Shire to becoming increasingly more reliant on the tourism, retail and lifestyle sectors. Toodyay's population has been increasing largely due to the appeal of the Shire's natural amenities and heritage building, which has attracted in 'tree changers' moving into the area, as well attracting visitors.

1.2 What is Economic Development?

Economic development is any effort or action which aids in the growth of the economy. This can vary from direct investments in employment generating businesses to governance, marketing, branding and other facilitation-based activities.

Measures of success are many and varied, which reflects the broad interpretation of 'economic development' activities. Primary measures of economic development often include:

- Employment generation and self-sufficiency;
- Income and wealth growth;
- Regional, State and International competitiveness;
- Economic and industry diversity;
- Maintenance of cost of living and affordability;
- Enhancement of quality of life of residents;
- Sustainability of economic growth within the natural environment;
- Development of the skills of local workers and residents;
- Profitability and commercial viability of local businesses and industry; and
- Maximising exports.

Typically, strategies for regional economic development aim to:

- increase the flow of money into the region

- improving the efficiency of existing businesses
- improve the recirculation of finance and resources within the region

If achieved, these aims should result in the growth in value of the regional economy. This is more or less the basis for a region 'moving forward' and meeting the kinds of community aspirations (e.g. housing choice, lifestyle, employment, education, health, security) so often referred to as 'must haves' in modern day Australia.

Economic Development is particularly important – and challenging – in regional locations.

The lack of a residential population critical mass, enabling infrastructure and business and investment profile all limit the capacity for regional communities to grow and prosper, without significant support and facilitation by Government. This is particularly the case where higher-order employment and economic activity is being sought for a location in order to achieve economic diversification and employment self-sufficiency goals and objectives.

A collaborative approach to economic development, building upon Government's traditional role in facilitating local economies through partnership with private sector organisations, is critical to achieving the goals and objectives established Wheatbelt generally, and the Shire of Toodyay specifically.

1.2.1 Post GFC Environment

In recent years, Western Australia's (WA's) economic prosperity has been well documented and widely reported. Economic growth rates have exceeded national averages and the influx and increase in population levels has mirrored this success.

Post the Global Financial Crisis (GFC) uncertainty remains in markets across the globe. Compared to other nations, Australia still retains some sense of economic stability with an acknowledgement of our heavy reliance of the resources sector.

Despite these events, WA has to date performed well when compared to other state economies. As of Jun 2013, WA's unemployment rate was 4.6%, above the 2012 lows of 3.8% due to the peaking of mining investment but well below the national rate of 5.7%. This is being driven by a combination of recovering housing and retail activity and strong population growth, which is offsetting slowing mining investment. The interesting dynamic for WA in both the pre and post GFC environment is that proactive economic interventions are still required in order to create local employment, prosperity, diversity and self-reliance. This is true for good economic times or bad.

Why is this so? Quite simply the attractiveness of Western Australia as an economic and lifestyle destination will ensure that migration to the state continues in the long-term. The Shire of Toodyay is currently one of the fastest growing locations in the country and has been identified as a growth hot spot for decades to come. A diversified economic base and localised economic initiatives are required to ensure meaningful jobs for today as well as new (yet to be created) jobs for the future.

Without the right economic development strategies in place, Toodyay, cannot continue to grow and support the lifestyle the local community finds so attractive.

1.3 Plan Scope

The Toodyay Economic Development Plan is an evidence-based strategic economic development plan for the Shire of Toodyay as a whole. Its structure is based on the 4Ps of effective and practical Economic Development Strategies, illustrated in the following diagram.

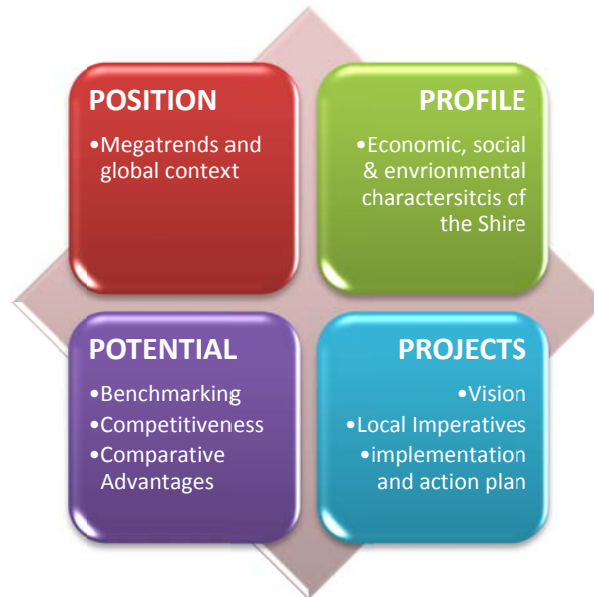


Figure 1 4Ps of Effective Regional Economic Development Strategies

This approach provides a “top-down” assessment of the Toodyay economy, linking practical actions with opportunities presented by the global economy and the advantages of the region. This is illustrated in the following figure.

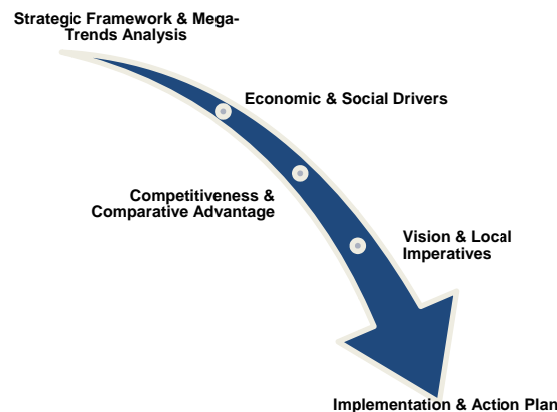


Figure 2 “Top-Down” Approach to Regional Economic Development

1.4 Plan Structure

This Plan is comprised of the following key sections:

- **Strategic Framework & Mega Trends Analysis** – summary of the strategic planning framework within which the Toodyay Economic Development Plan will operate and high level profiling of key global and national mega-trends that will influence Toodyay’s future economic development.
- **Economic & Social Drivers Analysis** - a high level overview of the economic and social characteristics of the Shire of Toodyay. It includes a range of population, demographic, household, socio-economic, industry and housing indicators and draws upon LGA profile within the Avon Sub-Regional Economic Strategy
- **Opportunities & Constraints Assessment** - analyses the key economic opportunities and constraints identified through a workshop with Shire Councillors and officers. Also analyses Toodyay’s current position in its economic lifecycle and compares the location’s characteristics with national benchmarks;
- **Economic Vision & Local Imperatives**- establishes a vision for the Toodyay economy and profiles key local

economic opportunities; and

- **Action Plan** - provides a list of actions and initiatives required to facilitate, support and underpin the realisation of key economic opportunities for the Shire of Toodyay.

1.5 Glossary & Abbreviations

The following terms and abbreviations are utilised within this Plan:

Table 1 Glossary & Abbreviations

ABS	Australian Bureau of Statistics
ADR	Advertised Daily Room rates
ESS	Employment Self-Sufficiency
FY	Financial Year
GFC	Global Financial Crisis
GRP	Gross Regional Product
LGA	Local Government Area
T/Ha	Tonnes per Hectare
WAPC	Western Australian Planning Commission



2.0 Strategic Framework & Mega-Trends Analysis

This section provides an overview of the strategic planning context of the Toodyay Economic Development Plan. It also summarises key global and national mega-trends that are expected to influence the development of the Toodyay economy over the next 10 to 20 years.

2.1 Strategic Planning Framework

The Toodyay Economic Development Plan will operate within a broader strategic planning framework that extends from the State Planning Strategy to local integrated planning actions and underpinned by the Regional Investment Blueprint (under development by the Wheatbelt Development Commission at the time of this Plan). This is illustrated in the figure below.

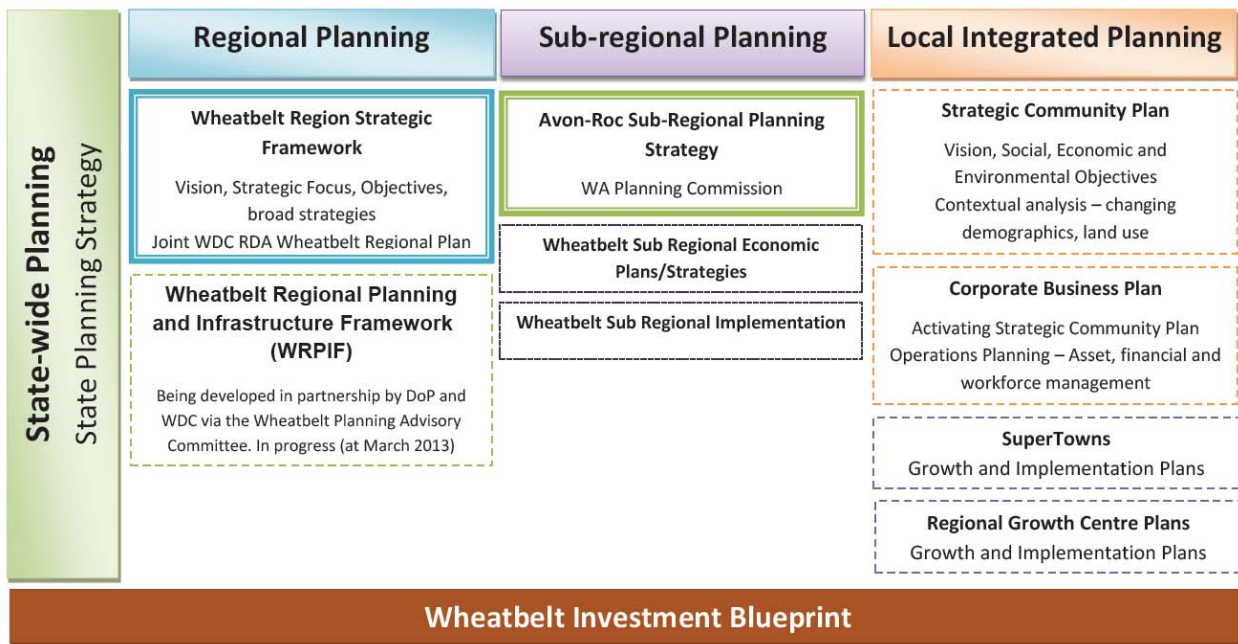


Figure 3 “Top-Down” Approach to Regional Economic Development

Additionally, a series of strategies and plan exist at the Federal level that are relevant to Toodyay including those prepared by RDA Wheatbelt (such as the Wheatbelt Youth Strategy 2012-2017).

Key Strategies and Plans that provide critical context for the Economic Development Plan are summarised in the sections below.

2.1.2 Toodyay 2023 Community Strategic Plan

The Community Strategic Plan is the first part of the Shire’s fulfilment of the Integrated Planning and Reporting Framework, implemented by the State Government’s Local Government Reform Program. Existing services and facilities are expected to continue under the new Plan, supplemented by a number of strategic investment and improvements. The Plan focuses on a range of key objectives including:

- Building trust, partnerships and support for community action
- Preparation of four key plans:
 - » economic development
 - » environment
 - » community engagement

» recreation

- Delivering a recreation solution
- Aged care – regional collaboration, substantially funded by Royalties for Regions
- A more enabling regulatory system which is more consistent and user-friendly
- Toodyay pathways – investing in walkways and cycleways for access, recreation and tourism
- Recycling
- Advocacy – including health, medical, education, infrastructure, public transport and improved train services.
- A new Administration Centre towards the end of the plan

The Plan confirms Council's role in the local economy as:

- Marketing and visitor information services
- Identification of land for industrial and commercial development
- Business facilitation

The Plan establishes a Strategic Vision and Mission for Toodyay and identifies a number of Community Outcomes to meet the aspirations for Toodyay. These include:

- Healthy, safe and cohesive community
- Prosperous and diverse local economy
- Balanced development
- Healthy natural and rural environment
- Responsible and responsive civic leadership

The preparation of an Economic Development Plan for Toodyay was identified as one of four key plans that will establish clear priorities for Toodyay's future economic and social development.

2.1.3 Wheatbelt Regional Investment Blueprint

The Duncan Review in 2010 first identified the benefits of Regional Blueprints for Development Commission areas across the State. This drew upon the experiences of Queensland, which is leading the nation in terms of regional strategic planning, particularly with the establishment of the South East Queensland Regional Plan (SEQRP) in 2006. This Plan included projections of economic activity, investment and employment in SEQ, analysis and implementation of housing targets and assessment of the role of local economic precincts and centres within the broader economic network established by the Plan.

Regional Blueprints have the potential to transform the way Local, State and Federal Government agencies coordinate service delivery and investment into regions of Western Australia. The Wheatbelt Regional Investment Blueprint will establish the framework and priorities for the development and growth of the Wheatbelt, providing not only the public sector, but also private investors and businesses with the strategic direction of the region. The resulting integration of public and private sector activity and investment has the potential to transform regional Western Australia, capturing efficiencies and economies of scale and allowing the latent economic potential of regions to be realised

The Wheatbelt Regional Investment Blueprint is under development at the time of the preparation of this Economic Development Plan.

2.1.4 Avon Sub-Regional Economic Strategy (2012)

RPS was engaged in 2012 by the Wheatbelt Development Commission to prepare economic development strategies for each of the five sub-regions of the Wheatbelt. Released by the Minister for Regional Development in June 2012, the

Avon Sub-Regional Economic Strategy provides a framework for the economic development of the Avon sub-region, including Toodyay.

The Strategy identified three major global trends and drivers that would influence the direction and growth of the Avon economy in the future:

- Agriculture, including the rise in demand for food projected for the next 50 years with the growth in global population and emergence of an Asian middle class;
- Transport and logistics, highlighting the strategic location of the Avon and broader Wheatbelt adjacent major resource and energy regions of Western Australia, coupled with the demand generated by nationally significant agricultural production in the region.
- Population ageing, including the retirement of the Baby Boomer generation (born 1946 to 1964) and the increase in health, medical and social welfare service demand projected for the region and nation over the next 30 years.

The Strategy confirmed the fundamental importance of agricultural production, namely broadacre coarse grain farming, to the Avon economy but also highlighted the fact that transport, logistics and manufacturing currently represents a larger share of industry value added. Overall the Avon economy displays dynamic characteristics, with major recent public and private sector investments (Hutchinsons Builders plant at the Avon Industrial Park and the Federal Government's immigration detention centre), assisting to diversify the sub-regional economy.

Economic opportunities for the Avon were identified, including:

- Broadacre agriculture and livestock;
- Transport, logistics and mining-support industries;
- Health and aged care;
- Retail and lifestyle services; and
- Tourism.

A summary of the characteristics and drivers of the Toodyay economy was also included in the Strategy. Key points included:

- Moderate to strong population growth over the past decade and projected to continue into the future;
- Higher proportion of older residents than the state average;
- Below average housing affordability;

Retail and lifestyle services and tourism, along with potential health and ageing services, were identified as the Avon opportunities most relevant to the Toodyay economy.

2.2 Mega Trends Analysis

The growth and development of the Toodyay economy will be invariably linked to trends in the global and national economies. Such trends will present the Toodyay economy with considerable opportunities, as well as challenges. Understanding the nature and scope of these global mega-trends therefore provides critical context for the preparation and implementation of this Plan.

The Avon Sub-Regional Economic Strategy identified three global drivers/mega-trends relevant to the Toodyay economy:

- Global agriculture and food demand,
- increased regional, national and international transport and logistics services demand and
- the structural ageing of the population.

Other major mega-trends relevant to the Toodyay economy are outlined below.

2.3 Key Findings

The Toodyay Economic Development Plan and associated actions is informed by the Avon Sub-Regional Economic Strategy, prepared by RPS for the Wheatbelt Development Commission in 2012. This Strategy forms a critical input into the Wheatbelt Regional Investment Blueprint (under development at the time of this Plan). Both of these Strategies, coupled with the Shire's own Toodyay 2023 Community Strategic Plan, provide critical context for the Economic Development Plan and its implementation.

A range of mega-trends also provide essential context for the Plan, outlining the global trends and drivers that will influence the development of the Toodyay economy. In addition to food demand, transport and logistics and population ageing trends identified in the Avon Sub-Regional Economic Strategy, additional trends include:

- Asian population growth;
- Climate change;
- International tourism;
- Affordability and cost of living; and
- Broadband and the digital age.



Table 2 Mega Trends

Driver	Driver Description	Relevance to Toodyay
Asian Population Growth	Estimates from the United Nations are for a rapid increase in the size of the middle class in Asia over the coming decades, with population in Asia expected to grow from around 4.3 billion people in 2013, to over 5.1 billion by 2050 ¹ . Most of Asia's population, in fact the world's populations, is shared amongst the world's two most populous countries, China and India. In 2013, both China and India account for 61.4% of Asia's population and this is projected to remain relatively stable until 2050 (58.2%).	The Toodyay economy is a diverse agricultural producer within the Wheatbelt. While remaining primarily a producer of coarse grains, Toodyay's production includes olives, horticulture (namely grapes and wineries) and other more intensive higher value commodities. The capacity for value adding and export to growing global markets – particularly in Asia – represents a significant opportunity.
Climate Change	The average global surface temperature has risen around 0.8°C since 1850 and will rise further in the coming decades as a result of emissions that have already occurred ² . For Australia, this is likely to involve substantial environmental change, where both natural and agricultural production systems face significant change due to the combined effects of higher temperatures and a general reduction in rainfall across much of the nation. These environmental changes also increase the risks from bushfires and other extreme weather, particularly in coastal and rural regions. Since 1990 to 2011, Australia's net emissions (carbon dioxide equivalent) increased by 32.2%, growing annually at a rate of 1.3% ³ .	Climate change is expected to significantly increase the volatility and variability of agricultural production in Australia with estimates suggesting up to a 50% decline in wheat production in WA. However, Toodyay has a more stable and moderate climate and rainfall conditions that are not expected to be as adversely impacted. This environment, coupled with reduced competition from other agricultural regions in Western Australia and around the world will present a major opportunity for agricultural producers in the Toodyay.
International Tourism	Demand for international tourism continues to remain strong with the number of worldwide tourist growing. This confirms the positive trend and recent evaluation shows a significant improvement in confidence, with prospects for future growth remaining upbeat. Further, this growth in global tourism continues to produce above average results in most world regions, offering vital opportunities for employment and local economies. The Australian tourism investment pipeline is now estimated to have been \$44.1 billion in 2012, this is an increase of 22% in pipeline investment over the year ⁴ . These levels of investment clearly indicate the enormous potential of the tourism sector and highlight both the importance and attractiveness of investing in key tourism-related activities.	Tourist visitation to Western Australia has continued to grow over the past decade despite global economic conditions and the state of the domestic tourist market. The proximity of Toodyay to metropolitan Perth, coupled with the natural amenity, lifestyle and diversity of local destinations provides an opportunity for increased tourist visitation to be captured. However, the size of the Toodyay tourism market means an integrated sub-regional and regional approach to branding and marketing is expected.

¹ UN (2013), World Population Prospects: The 2012 Revision, Highlights and Advance Tables, United Nations Department of Economic and Social Affairs/Population Division, New York
² Pearman, G. (2008), Climate Change Risk in Australia Under Alternative Emissions Futures, Department of the Treasury, Canberra
³ DoE (2013), National Greenhouse Gas Inventory - Kyoto Protocol Accounting Framework, Department of Environment, Canberra
⁴ TRA (2013), Tourism Investment Monitor 2013, Tourism Research Australia, Canberra

Driver	Driver Description	Relevance to Toodyay
Affordability & Cost of Living	Asian and Australian cities continue to move up the cost of living scale over the last few years which have been offsetting traditionally more costly European locations. In particular, the cost of living in Australian cities have been rising very quickly up the rankings as economic growth has supported inflation and currency swings to make them more costly ⁵ . Currently, two of Australia's cities (Sydney and Melbourne) are ranked in the top five most expensive cities to live, where ten years ago there were no Australian cities among the 50 most expensive cities. In June 2013, the Consumer Price Index for housing was one of the highest in Australia (106.0), higher than that for all groups (102.8) ⁶ .	Toodyay is a recognised lifestyle location within the Avon, with population growth, migration rates and journey to work travel patterns supporting this profile. This role is expected to become further enshrined into the future with the projected growth of the broader Avon economy. However, the capacity of Toodyay to capture these benefits may be constrained by less affordable housing offering, owing to the attractiveness of Toodyay to older resident seeking Green change (either now or land banking for the future).
Broadband & the Digital Age	Technology has played a central role in enabling the globalisation of markets mainly by increasing the reach and speed of communication while also assisting to reduce costs, which have eased the flow of goods, capital, people and information across borders. These macro trends have profound life and business changing effects as they are able to transform businesses to better tailor their products and services to meet their customers' needs (i.e. increasing mass customisation). This has made Australian businesses become more responsive to change, have faster speeds of transactions (i.e. maturity of Australian financial markets), cheaper and more convenient as well as making better use of scarce resources in the process.	Uncertainty remains at the time of this Plan's development of the state of the National Broadband Network. However, current plans identify Toodyay as a critical location for the roll out of optical fibre in the current one and three year plans. When completed (expected prior to mid 2014), this increase in telecommunication infrastructure will underpin enhanced connectivity of Toodyay to the digital economy, present major economic, business and community opportunities for the local area.
Peri-Urban Population Growth	Western Australia has had the highest population growth rate of all major states since 2006, averaging 2.8% per annum. This growth has been from a combination of strong fertility rates and inward migration from interstate and overseas, such as US, UK, New Zealand and South East Asia. This expanding population needs to be catered while preserving the State's unique local environments and valued quality of life. Regional Western Australia, particularly around the periphery of the metropolitan region represents a critical opportunity to accommodate the State's increasing population. These peri-urban areas which are generally within a one to two hours drive from the metropolitan boundary, form belts of non-urban land fringing metropolitan centres and are often neither fully urban nor rural. They often contain important natural resources and remnant biodiversity, often remaining important for agriculture and recreation activities, which attracts residents and visitors.	Over the last decade, Perth's peri-urban fringe has had the strongest growth in Australia, with the annual average growth of inner regional (adjoining major cities) Western Australia (2.5%) increasing at a slightly faster rate than the State's major cities (2.4%). Toodyay is located within the inner regional area of Western Australia and has benefited from this trend in the form of accelerating population growth.

⁵ RBA (2013), Exchange Rates Historical Data, Reserve Bank of Australia, Sydney

⁶ ABS (2013), Consumer Price Index, Australia, Cat No 6401.0, Australian Bureau of Statistics, Canberra

3.0 Economic & Social Drivers Analysis

This section provides a high level overview of the economic and social characteristics of the Shire of Toodyay. It includes a range of population, demographic, household, socio-economic, industry and housing indicators and draws upon LGA profile within the Avon Sub-Regional Economic Strategy.

3.1 Population & Demographics

In 2012, the Shire of Toodyay was home to 4,629⁷ people and has experienced moderate population growth over the past decade, averaging 1.1% per annum compared to 2.4% for Western Australia as a whole. The WA Tomorrow Population Estimates from the Western Australian Planning Commission project that this growth will accelerate, with another 755 residents predicted to call the Shire home by 2021⁸. This is illustrated in the following figure.

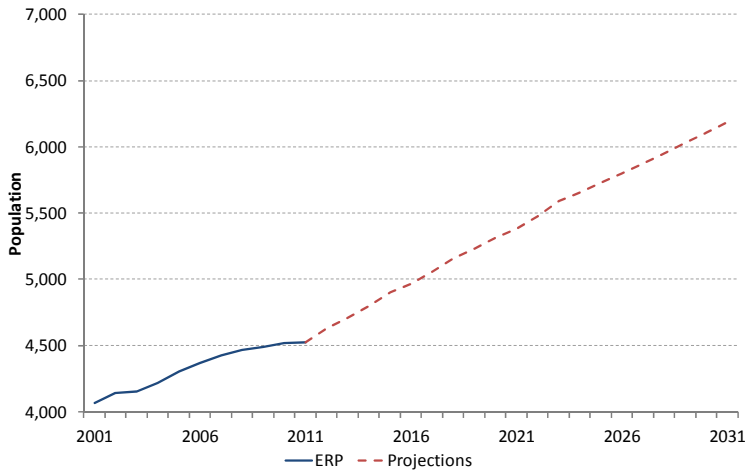


Figure 4 Historical and Projected Population, Shire of Toodyay, 2001 to 2031

This growth differentiates Toodyay from many regional WA towns which have experienced flat or declining population growth over the past decades. This presents considerable opportunities, but also major challenges.

The size of the residential population of a community is a critical factor in the viability of service delivery. Health, education, retail, public transport and other community and commercial services are delivered using different models and to varying levels of comprehensiveness depending on whether certain population – and therefore demand thresholds - are met. Traditionally, for regional and rural communities, a residential population of 10,000 people is regarded by service delivery agencies and organisations as a critical threshold to support a level of service quality and scope that meets the general needs of the community.

A review of population projections for the Shire of Toodyay indicates that this 10,000 person threshold will likely be met anywhere between 2039 and 2061, depending on projected growth rates. This is illustrated in the table below.

⁷ ABS (2013), Estimated Residential Population, Cat No 3218.0, Australian Bureau of Statistics, Canberra

⁸ WAPC (2012), WA Tomorrow Population Estimates, Western Australian Planning Commission, Perth

Table 3 Population Growth Scenarios, Shire of Toodyay

Indicator	2021	2031	Year 10,000 Reached
Population Growth Rate 2007-2013	1.8% pa		
WAPC WA Tomorrow Projections	5,329	6,266	2061
Trend Population Growth	5,412	6,482	2056
3% Population Growth (Local Planning Strategy)	5,936	7,997	2039

This analysis reveals that the projections from the Western Australian Planning Commission indicate a slowing of the growth of the population compared to a continuation of recent trend growth over the next 10 years, and this would result in the 10,000 residential population threshold being met 5 years later. Additionally, the growth from the WAPC is significantly slower than the 3% growth rate identified in the Shire’s Local Planning Strategy.

The use of a slower growth rate in the Economic Development Plan reflects an objective of the Plan to foster a dynamic, responsive, innovative and knowledge-intensive economy that is not contingent on rapid population growth. By adopting this approach, improving the prosperity and quality of life through effective development of the Toodyay economy can occur regardless of the population scenario that eventuates.

In 2012, Toodyay’s had an older age structure, with an above average share of people aged 65+(16.3% compared to 12.4% for Western Australia⁹). The Shire is also ageing rapidly, with the share of population 65+ increasing from 10% in 2011 and is projected to increase to 26.5% in 2031. In other words, more than one in four Toodyay residents are expected to be of retirement age within 20 years. This is illustrated in the following figure.

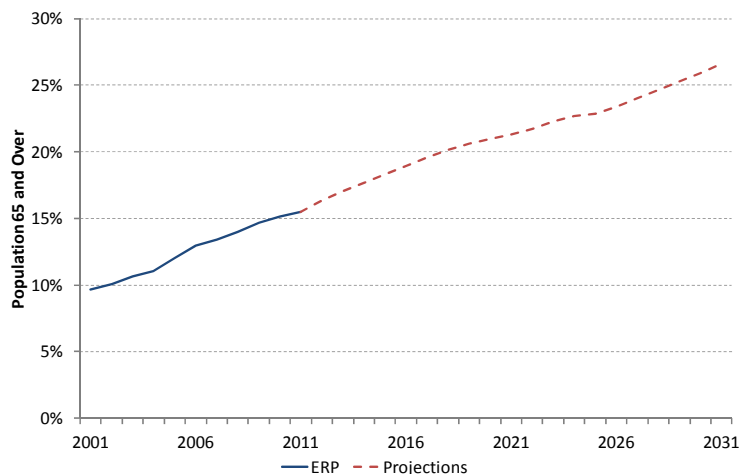


Figure 5 Share of Historical and Projected Population, 65 years and Over, Shire of Toodyay, 2001 to 2031

3.2 Socio-Economics

In 2011, personal and household incomes in Toodyay were \$497 and \$1,012 respectively. These were significantly lower than the State averages (\$662 and \$1,415)¹⁰. The State averages were particularly high in 2011, due to Western Australia’s strong exposure to mining-related employment. While it is recognised that the Shire is home to a number of Fly-In/Fly-Out mining workers, the Shire as a whole has a lower direct and indirect exposure to mining than other parts of Western Australia. This is illustrated in the following figure.

⁹ ABS (2013), Population by Age and Sex, Regions of Australia, Cat No 3235.0, Australian Bureau of Statistics, Canberra

¹⁰ ABS (2012), Census of Population and Housing, 2011, Australian Bureau of Statistics, Canberra



Figure 6 Median Individual and Household Income, Shire of Toodyay, Western Australia and Australia, 2011

Another factor in this lower income profile is the older age profile of current residents. Older populations, particularly those in retirement, tend to have greater reliance on fixed annuities or government pensions for their income. This is reflected in the fact that when wage and salary incomes alone are examined, the gap with the State average is significantly smaller, with less than \$1,500 difference¹¹.

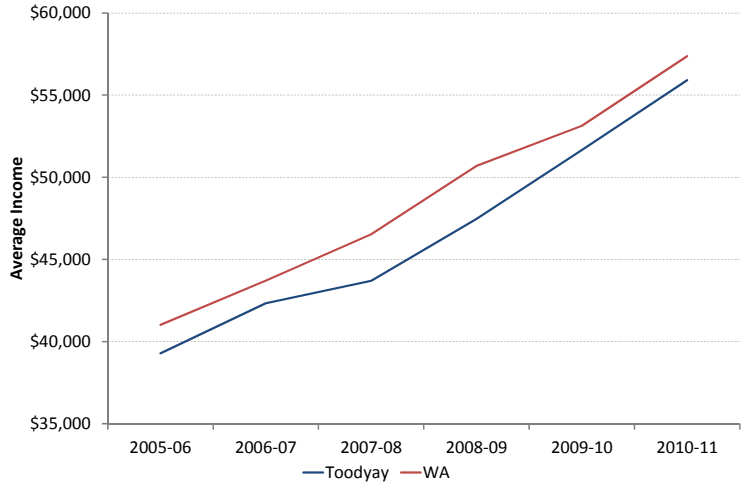
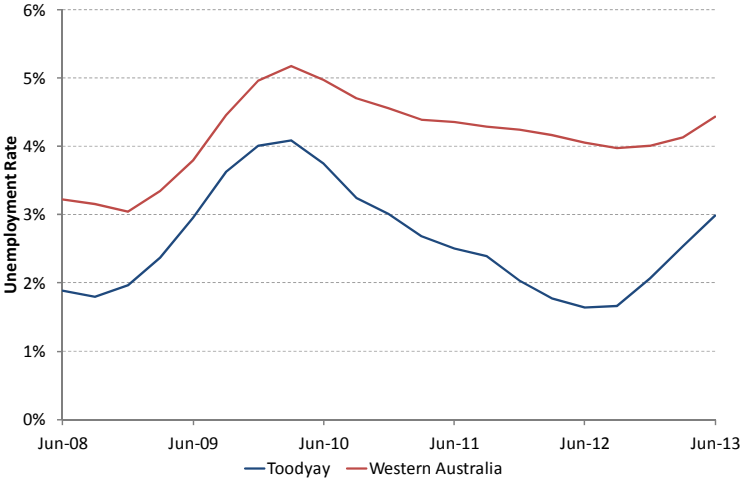


Figure 7 Average Wage & Salary Income, Shire of Toodyay, 2005-06 to 2010-11

This gap has also narrowed in recent years, with Toodyay wage income growing by 7.3% over this period, compared to 6.9% for the state. This indicates that while overall income levels are low, incomes generated from employment are strong. Growing the share of local employment is therefore regarded as critical to the local economy.

The unemployment rate for Toodyay in June 2013 was 3%, which was lower than the State's unemployment rate of 4.4% in the same period¹². Over the year to June 2013, Toodyay's unemployment rate has been trending upwards and increasing at a much faster rate than the State's average. This is illustrated in the following figure.

¹¹ ABS (2013) Wage and Salary Statistics for Small Areas, Cat No 5673.0 Australian Bureau of Statistics, Canberra
¹² DEEWR (2013), Small Area Labour Market, Department of Education, Employment and Workplace Relations, Canberra



Unemployment Rate, Shire of Toodyay, 2008-13

This likely reflects greater levels of volatility in the local economy, compared to State wide averages but should continue to be monitored in the medium term to determine if an upward trend is emerging.

In 2011, there were 1,339 residents in the Shire with post-school qualifications¹³. This represents approximately 39% of the population aged 15 and over and is up from 36.5% in 2006. It is less than the national average of 44% in 2011, indicating a lower level of post school qualifications among the Toodyay workforce.

Toodyay also has a different mix of post-school qualifications among its residents, with a higher proportion of certificate level and lower shares of Bachelor degree and Post Graduate qualifications. This is illustrated in the figure below.

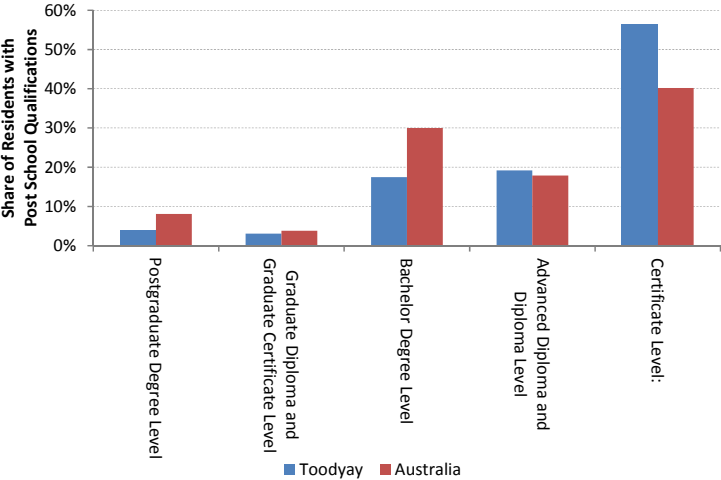


Figure 8 Share of Residents with Post School Qualifications, by Level of Qualification, Toodyay and Australia, 2011

This lower rate of post-school qualifications and bias towards Certificate level is common in regional economies with older populations and strong exposure to tourism, agriculture and community services. Anecdotal evidence from consultation suggests that this structure incentivises higher skilled and qualified workers who live in the Shire to travel to

¹³ ABS (2012) Census of Population and Housing 2006 and 2011, Australian Bureau of Statistics, Canberra

Northam or Perth for work. Reversing this drain and increasing the number of high skilled migrants to the Shire is essential for the health and sustainability of the Toodyay economy.

There are a number of community groups that operate within the Shire. These include, but are not limited to:

- Toodyay Cricket Club
- Agricultural Society
- Avon Community Health
- Blue Light Youth Group
- Toodyay Bowling Club
- Brownies, Guides & Ranger Guides, Toodyay Scout Group
- Toodyay District High School
- Toodyay Football Association
- Toodyay Hockey Club
- Toodyay Spinners
- Toodyay Swimming Pool Action Committee
- Toodyay Tennis Club
- Clackline / Toodyay Karate Club
- Toodyay Tee-ball
- Toodyay Youth Hall Committee
- Silver Chain / Toodyay Share & Care / Toodyay Autumn Club
- Butterley Cottages Association
- Toodyay Naturalists Club
- Toodyay Friends of the River
- Toodyay Arts Society

These organisations provide important services to local residents and support and foster the Toodyay community.

3.3 Employment, Industry & Economic Activity

In 2011, there were a total of 784 jobs in the Shire of Toodyay¹⁴. This is up from 741 in 2006, representing growth of 43 jobs at a rate of 1.1% per annum. This is slower than the rate of population growth. Analysis of the number of jobs per 100 residents reveals a slight increase over the 5 years to 2011 – from 17.1 to 17.3 – suggesting the older age profile of new residents (and decreased demand for employment) is resulting in slower demand for employment over this period.

As expected, Agriculture represents the largest employing sector in 2011, with 127 jobs. This is however down from 2006 (154 jobs) mirroring the long-term job loss trends in Agriculture nationally in response to increased adoption of technology and other productivity measures. Falls were also experienced in Rental, Hiring and Real Estate Services and Wholesale Trade. These declines have been more than offset however by increases in:

- Health Care of Social Assistance;
- Transport, Postal & Warehousing;
- Retail Trade;
- Other Services; and
- Professional, Scientific and Technical services.

These changes are outlined in the table below.

Table 4 Employment, by Place of Work and Industry, Shire of Toodyay, 2006 and 2011

Industry	2006	2011	Change
Agriculture, forestry & fishing	154	127	-27
Mining	3	10	7
Manufacturing	34	35	1
Electricity, gas, water & waste services	6	5	-1
Construction	74	82	8
Wholesale trade	18	6	-12
Retail trade	78	91	13
Accommodation & food services	56	65	9
Transport, postal & warehousing	20	34	14
Information media & telecommunications	6	3	-3
Financial & insurance services	16	11	-5
Rental, hiring & real estate services	33	15	-18
Professional, scientific & technical services	27	37	10
Administrative & support services	15	22	7
Public administration & safety	50	52	2

¹⁴ ABS (2012) Census of Population and Housing 2006 and 2011, Australian Bureau of Statistics, Canberra

Industry	2006	2011	Change
Education & training	68	75	7
Health care & social assistance	35	62	27
Arts & recreation services	5	9	4
Other services	23	38	15
Inadequately described/Not stated	20	5	-15
Total	741	784	43

This change in employment structure indicates the Toodyay employment base has diversified in recent years with greater levels of population and professional service employment, in response to increased population growth and ageing.

An important measure of the level of employment generation in a local economy is Employment Self-Sufficiency. Employment Self-Sufficiency (ESS) is a measure of the number of jobs in a local economy as a ratio of the number of workers who live there. It is different to measures of Employment Self-Containing, used in transport modelling, as the residential location of the individual who fills the local job is not considered. Instead, ESS provides a simple and comparable indicator of the relative size of the local industry and employment base.

In 2011, Toodyay had an ESS of 41.3%. This is low by national standards, with a rate above 60% the norm. However, lower rates are more common in lifestyle and peri-urban locations, which tend to have a more residential character. This rate is not however equal across all industries. The trend of workers to leave the Shire for employment is more prominent in certain sectors than in others. The industry specific ESS for Toodyay are illustrated in the figure below.

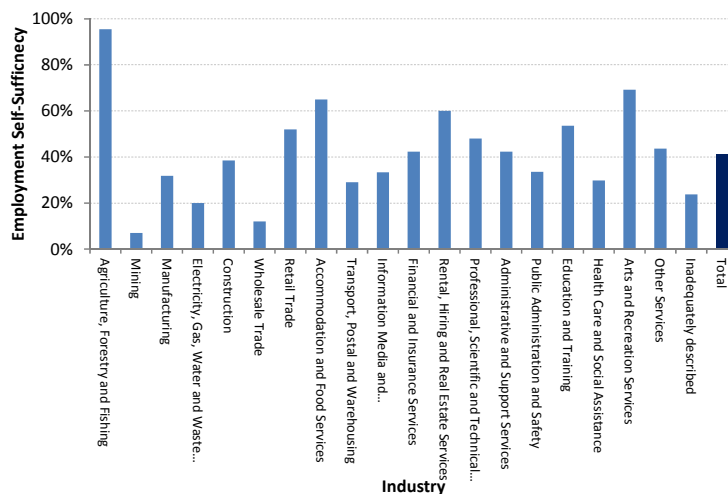


Figure 9 Employment Self-Sufficiency, by Industry, Shire of Toodyay 2011

As expected, Agriculture had the highest ESS at over 95% (i.e. there are 95 Agricultural jobs in Toodyay for every 100 Agricultural workers living here). This is followed by Arts and Recreation Services (69.2%), Accommodation and Food Services (65.0%) and Rental, Hiring and Real Estate Services (60%). All of these sectors are linked primarily to the local community and tend to be local. In contrast, the ESS for mining, wholesale trade, utilities are low, reflect the general absence of these industries within the Toodyay economic structure.

The below average rate for Health Care are of particular concern considering the population age profile of Toodyay and concerns raised during consultation of the quality and scope of local health service offering. However, a lower rate also presents an opportunity. As this sector grows, there is potential for a portion of these workers to remain in Toodyay for their employment rather than travel other locations. This potential availability of skilled labour will support the growth of this sector locally.

A review of the journey to work patterns of Toodyay residents reveals a significant share of workers who travel outside of the Shire for employment. In 2011, approximately 630 Toodyay residents also worked in the Shire, with a further 1,004

having their fixed place of work outside fo the Shire. Northam (296 Toodyay workers), Swan (158) and Perth (63) are the most common places of work with a further 122 workers having no fixed address (e.g. construction workers). This reinforces the findings of the Employment Self-Sufficiency rates and reveal a highly mobile workforce in Toodyay with strong dependence on employment opportunities in other parts of the Wheatbelt, Greater Perth and regional Western Australia.

Table 5 Place of Work of Toodyay Residents, 2011

Place of Work	Toodyay (S)
Toodyay (S)	627
Northam (S)	296
Swan (C)	158
Perth (C)	63
Mundaring (S)	58
Stirling (C)	34
Canning (C)	29
East Pilbara (S)	25
Belmont (C)	24
Victoria Park (T)	21
Other	291
No Fixed Place of Work	122

Despite only moderate employment growth and below average ESS, the Shire of Toodyay has experienced strong economic growth over the last five years. According to the RPS Gross Regional Product (GRP) Model with GRP increased from \$96m in 2006/07 to almost \$110m in 2010/11. This represents growth of over 14%, despite being in the middle of the GFC period. This is illustrated in the following figure.

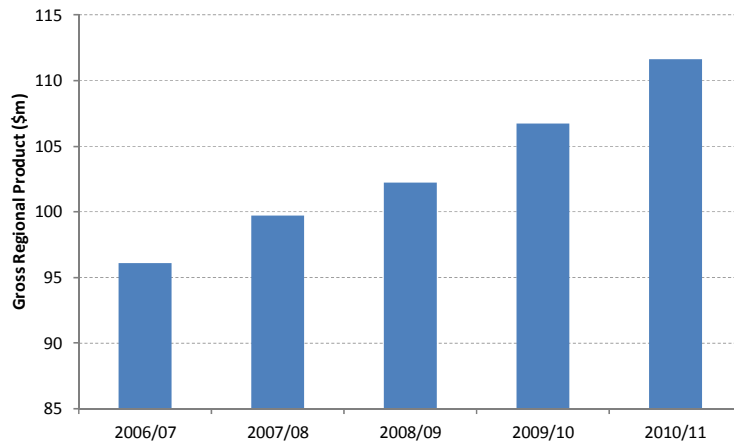


Figure 10 Shire of Toodyay, Gross Regional Product (GRP), 2006/07 - 2010/11¹⁵

Agriculture was and continues to be a foundation industry of the Toodyay economy, contributing 14% to Gross Regional Product in 2010/11. This is supported by transport and logistics activities (6.9%) as well as some minor manufacturing (5.8%). However, the economic structure of Toodyay continues to change. Strong population growth and growing

¹⁵ ABS (2012), Census of Population and Housing, 2011, Australian Bureau of Statistics, Canberra

tourism visitation are both underpinned by Toodyay's lifestyle and amenity characteristics. This is reflected in the role of construction (25.8%) and real estate (7.2%) as the Shire's largest and third largest industries and retail trade as the fifth largest contributor (6.9%). This is outlined in the table below.

Table 6 Gross Regional Product, Shire of Toodyay, 2010/11¹⁶

Industry 2010/11	GRP (\$)	Share (%)
Construction	22,146,570	25.8%
Agriculture, forestry & fishing	12,164,712	14.2%
Rental, hiring & real estate services	6,209,216	7.2%
Transport, postal & warehousing	5,944,075	6.9%
Retail trade	5,699,155	6.7%
Financial & insurance services	5,442,419	6.4%
Education & training	5,272,586	6.2%
Professional, scientific & technical services	5,272,430	6.2%
Manufacturing	4,976,632	5.8%
Public administration & safety	4,969,130	5.8%
Mining	3,886,886	4.5%
Wholesale trade	3,416,113	4.0%
Health care & social assistance	3,189,092	3.7%
Accommodation & food services	2,573,424	3.0%
Administrative & support services	2,188,892	2.6%
Other services	1,859,525	2.2%
Information media & telecommunications	1,485,733	1.7%
Electricity, gas, water & waste services	1,463,685	1.7%
Arts & recreation services	400,053	0.5%

3.4 Business Activity & Investment

The dynamism of local economies is primarily determined by the strength of the local business community. Local businesses support both investment and employment generation, providing jobs and incomes to the resident workforce and attracting new residents.

In 2012, there were 409 businesses with their registered address in Toodyay¹⁷. This does not include businesses with their registered address in other locations of Australia but with a presence in Toodyay. Since 2009, there has been a 4.4% decline in the number of businesses. The majority of this fall has been over the year to 2012, which corresponds with a rise in local unemployment during this time. This is illustrated in the following figure.

¹⁶ RPS (2013) RPS Gross Regional Product Model, RPS, Subiaco

¹⁷ ABS (2012), Count of Businesses, Cat No 8165.0, Australian Bureau of Statistics, Canberra

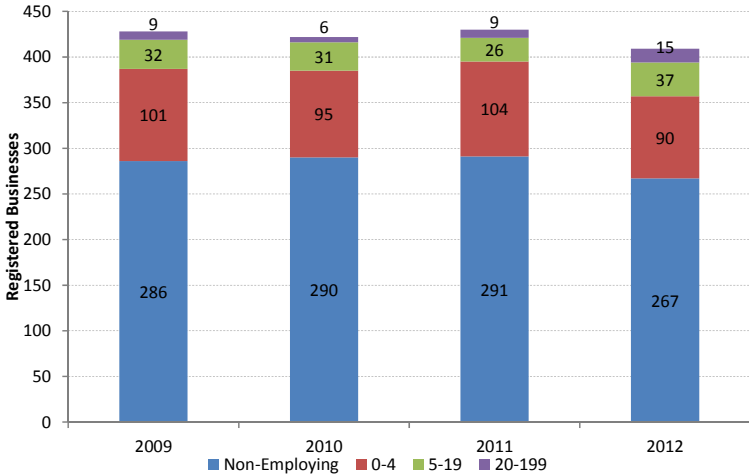


Figure 11 Number of Registered Businesses, by Size, Shire of Toodyay, 2009-12

However, the fall in business numbers appears to be in micro and small business categories, with the number of non-employing businesses falling from 291 in 2011 to 267 in 2012, while the number the businesses employing 0-4 people falling from 104 to 90. In contrast, the number of largest businesses (5-19 and 20-199 employees) increased over the assessment period. This suggests that either a number of small businesses have grown and transitioned into larger business categories over this time or that the closure of smaller businesses in recent years has been offset by the establishment of a number of larger local businesses.

As expected, Agriculture and Construction sectors account for the largest shares of locally registered businesses, in line with GRP. Both of these industries are characterised by a large share of non-employing businesses reflecting the employment practices of these sectors. Transport is also strongly represented, as is the Professional, Scientific and Technical Services sector.

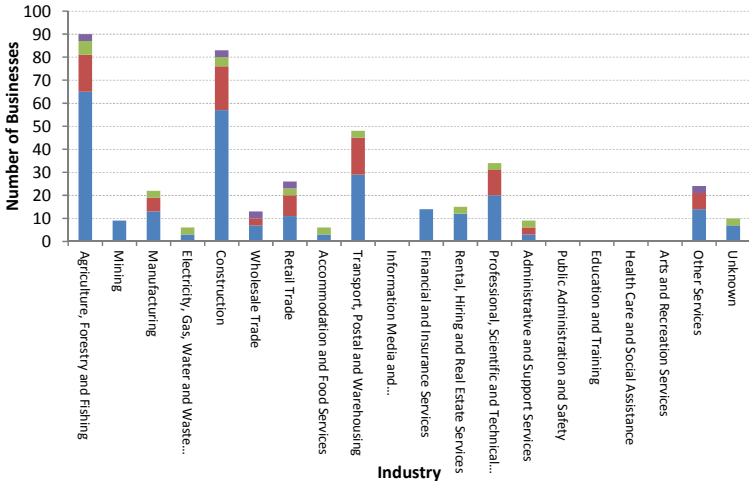


Figure 12 Number of Registered Business, by Industry and Size, Shire of Toodyay, 2012

The Shire of Toodyay is home to a regionally significant bauxite deposit, referred to as the Felicitas deposit. Australia is a major global producer and exporter of bauxite – the primary ore in aluminium – accounting for almost a quarter of total global production. Bauxite Resources Limited (BRL) is currently exploring the Shire for bauxite in the Felicitas deposit in the Darling Ranges. Recent exploration activity has increased the size of the identified deposit to over 220 million tonnes

with further resource upgrades are expected in the short-term. Another 100million tonnes is currently within BRL's Fortuna holding taking the total deposit size to over 320 million tonnes. This is sufficient scale to support a 1.25 million tonne per annum (mtpa) alumina refinery for 50 years¹⁸.

The deposit is located 5km from rail which provides direct access to Kwinana Port and key global export markets. The Felicitas deposit currently extends across approximately 4,800Ha (48km²) of private landholding though this is expected to increase in the future based on resource upgrades. This is mostly comprised of a small number of larger landholdings. The flat lying sub-surface nature of the resource means exploitation does not require deep pit or underground mining like coal or iron ore. Instead, the Felicitas resource band is a approximately 1 metre below the surface and averaging 4.5 metres thick (up to 18 metres).

To mine bauxite, the top soil or "overburden" is removed and stored along with any intervening rock. The bauxite is then mined using scrapers and small excavators. Upon completion of mining, the top soil and any major rock and fall trees identified on the site are returned and the site is rehabilitated.

¹⁸ BRL (2013) Darling Range Bauxite Upgrade

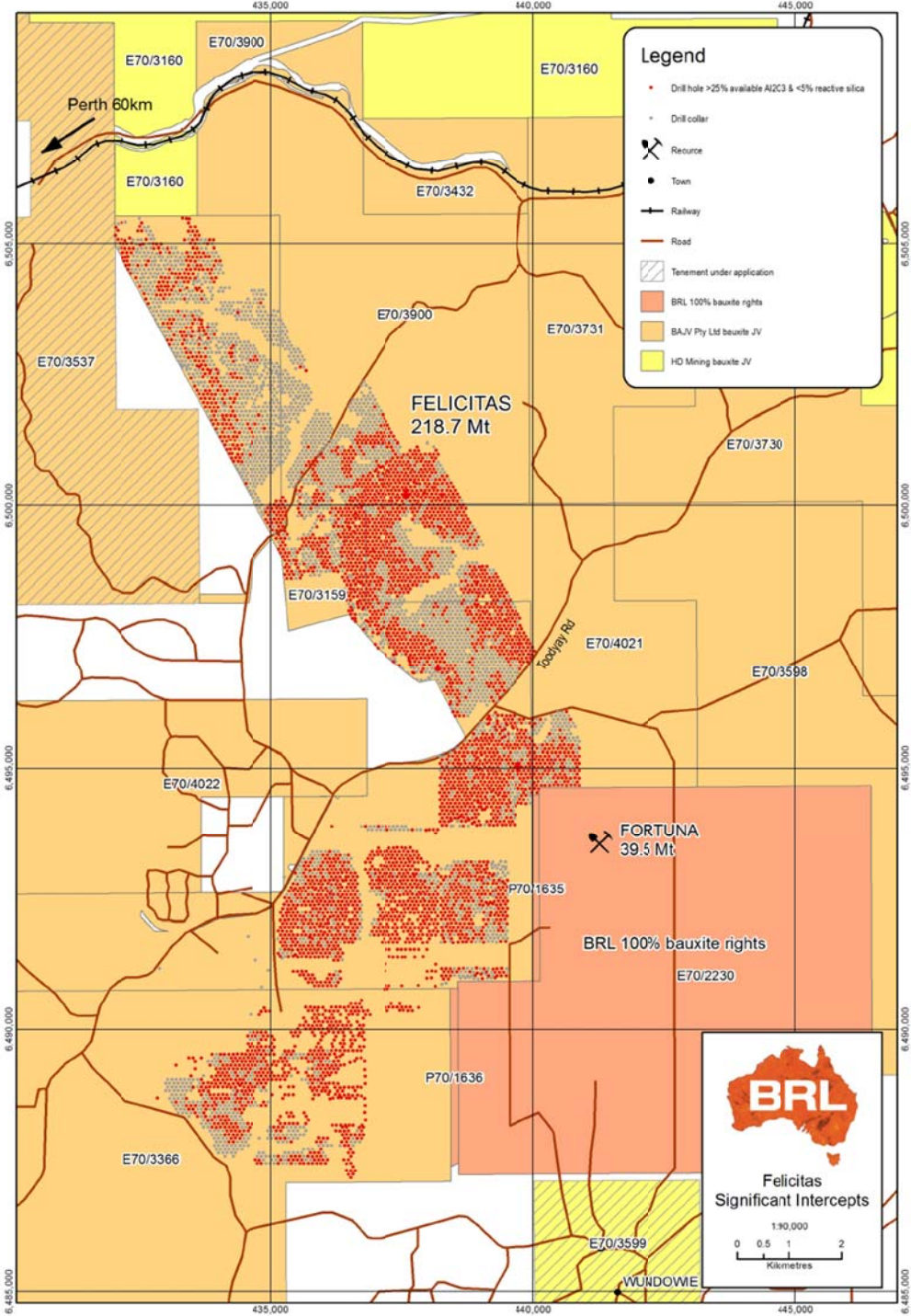


Figure 13 Felicitas Resource

3.5 Tourism

The lifestyle and amenity characteristics of Toodyay have the potential to support considerable tourism visitation, activity and investment. Visitation levels to Toodyay have been volatile over the past decade, reflecting the small size of the local market. Visitation levels peaking in 2008 before falling within the onset of the GFC. Since then, Toodyay’s visitation profile has mirrored that of Western Australia, with numbers recovering in 2010 before declining steadily to 2012. The year to June 2013 has been significantly stronger. This is illustrated in the figure below.

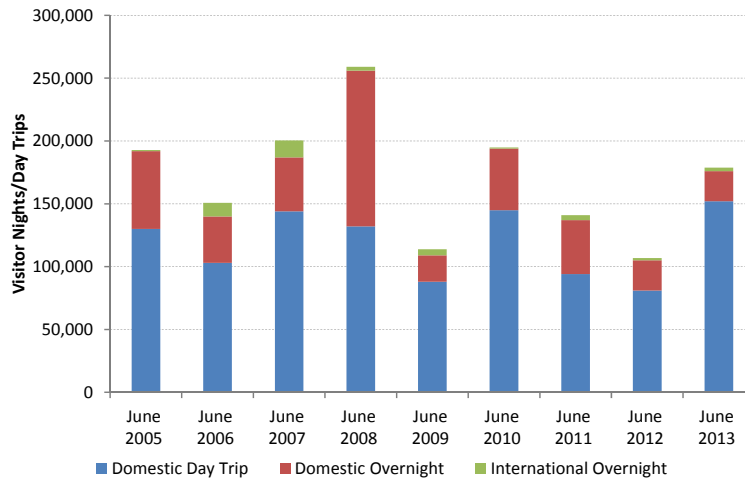


Figure 14 Tourist visitor nights/day trips, Shire of Toodyay, FY 2005 to 2013

Toodyay is home to a diverse range of tourist accommodation, with Bed and Breakfast/Guest house and Chalet style product the most common. The Freemason Hotel/Motel and Avalon Homestead are the two largest accommodation establishments in the Shire. Accommodation at most establishments can be booked through the Toodyay Visitor Centre website¹⁹ and individual establishment websites with advertised room rates (ADR) ranging from \$85 to more than \$200.

The colonial heritage and natural beauty of Toodyay and the surrounding area represent the major attractions of the local tourism market. Connors Mill and Newcastle Gaol are major local tourist attractions that highlight the Shire’s convict and agricultural history are include original architecture, farming equipment and artefacts from the 1800s. These attractions anchor a self-guided tour of the historic township.

Avon Valley National Park (to the west of the Toodyay township) and Julimar State Forest (to the north west) represent the core natural attractions accessible from Toodyay. Popular for bushwalking, 4x4 offroad driving and camping, these Parks are a major attractor of tourists to the Toodyay. Other natural attractions include the Bilya Walk Track and the Avon River and associated parks.

A small collection of vineyards are established in the Toodyay shire, with the area exhibiting similar viticulture characteristics to northern parts of the Swan Valley. Wineries can represent major tourist attractions, as has been established in regions like the Hunter Valley (NSW), Barossa Valley (SA) and Margaret River (WA) regions. Currently, the viticulture sector in Toodyay lacks a critical mass to represent a core tourist attraction but does help to diversify the local offering and has the potential to experience robust growth in the future..

The small size of the Toodyay market means that a coordinated approach to tourism with other parts of the broader Avon and Wheatbelt regions is essential.

3.6 Transport and Connectivity

As a peri-urban location, Toodyay is intimately connected to the metropolitan Perth area. Residents of Toodyay regularly travel to Perth to access a range of services, including employment opportunities, tertiary health and education services and higher order retail offering. Additionally, business and economic activity is strongly related to transport infrastructure, providing local businesses with access to workers and customers and industry access to export infrastructure like ports and airports. Finally, transport infrastructure

¹⁹ TVC (2013) Toodyay Visitor Centre website accessed at <http://toodyay.com> on 19 December 2013

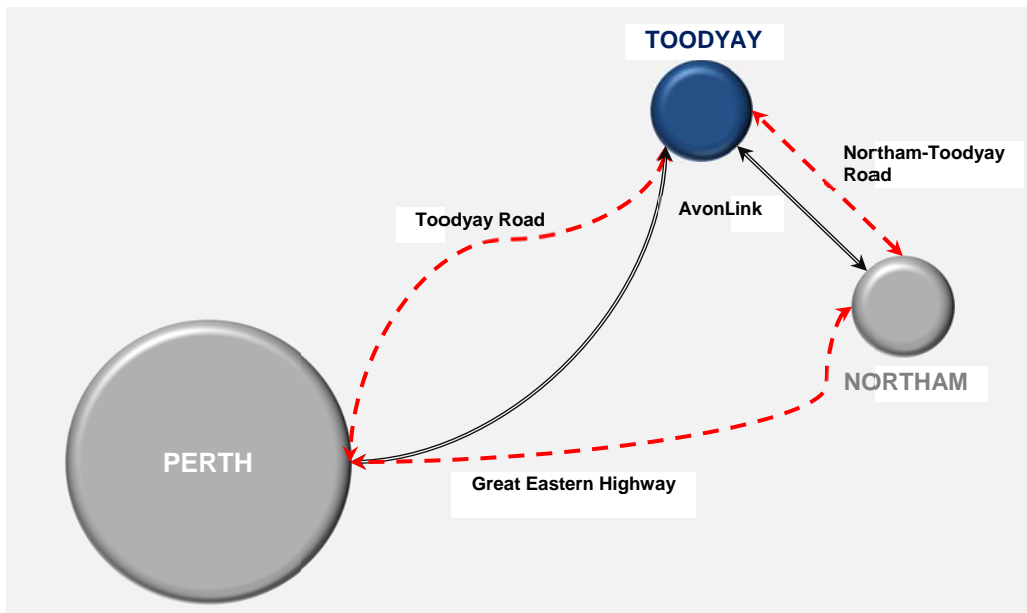


Figure 15 Major Transport Infrastructure, Toodyay

Toodyay is primarily connected to metropolitan Perth via the regional road network. Toodyay Road connects Toodyay to Midland via Gidgegannup. Toodyay Road serves a dual function, supporting residential passenger travel as well as freight and industry. This can create conflicts in the use of this core infrastructure, with the majority of Toodyay Road dual carriage way only. Growth in tourism activity, particularly daytrip travel is expected to further increase demand for the road, as will the potential development of bauxite resources and potential regional waste storage activity. Investment is required to not only increase the carrying capacity of the road, but also to address potential safety and amenity issues.

An alternate route is via the Northam-Toodyay Road which then connects at Northam to the Great Eastern Highway. This route is indirect and is not a suitable alternative for commuter and industry traffic. Additionally, Toodyay is connected to the broader Avon and Wheatbelt region by the regional road network. This enhances the connectivity of Toodyay among local and regional communities, extending the labour force catchment of local business and industry and integrating Toodyay into a broader tourism region.

The AvonLink provides passenger rail services between Toodyay, Northam and Midland on the metropolitan rail network. Established in 1995, the AvonLink provides twice daily connections between Toodyay and Perth. While the continued value of the AvonLink has recently been the subject of debate, the service provide an important connection between Toodyay, as a peri-urban residential and lifestyle destination and metropolitan Perth. This not only provide Toodyay residents with access to higher order employment and services but has been demonstrated as a potentially significant source of tourists, particularly on weekends. Additionally, by maintaining and even enhancing the services, the AvonLink has the potential to enhance the integration of the Toodyay economy in with that of Greater Perth, providing local businesses with access to metropolitan customers and providing an effective connection for semi-retired and other white collar professionals basing themselves in the Shire but travelling to Perth on a regular basis. The announcement in May 2014 of the continuation of the AvonLink services until at least June 2017 is regarded as a positive for the Toodyay economy. Effort is now required to increase and maximise the utilisation of the service by local residents and businesses, and promoting the connectivity to Perth that the service offers.

Rail has historically played an essential role supporting agricultural production and export. However, in recent years freight rail infrastructure throughout the Wheatbelt has been subject to closures and capacity constraints. This is shifting more and more freight onto road, further exacerbating traffic and use conflicts on Toodyay Road and other important arterial roads and highways. Agriculture is expected to remain the foundation industry of the Toodyay economy and continued support of rail infrastructure in the region is essential to underpin the competitiveness of farmers in an increasingly competitive global market.

3.7 Housing

With a growth population and an established lifestyle profile in the Wheatbelt, residential housing supply and market dynamics are of critical importance to the Toodyay economy. Total residential building approvals in the Shire of Toodyay decreased by almost half (48%) between 2001/02 to 2011/12²⁰. Since 2007, there has been a downtrend building approvals, with the exception of 2010. The higher building approval in 2010 was in response to the fires which occurred in the preceding year. This is illustrated in the following figure.

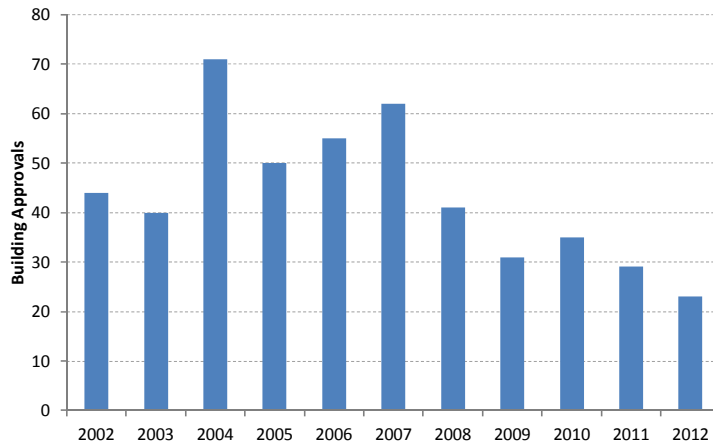


Figure 16 Shire of Toodyay, Building Approvals, 2001/02-2011/12

Such a decline, in the face of continued strong population growth, reflects a number of potential structural issues in the Toodyay housing market. Firstly, Toodyay’s median house prices grew strongly from \$135,000 in 2002 to \$312,500 in 2012, up by \$177,500 or 131.5%. The median sale price increased significantly between 2005 and 2006 and since then has remained relatively stable. This is illustrated in the following figure.

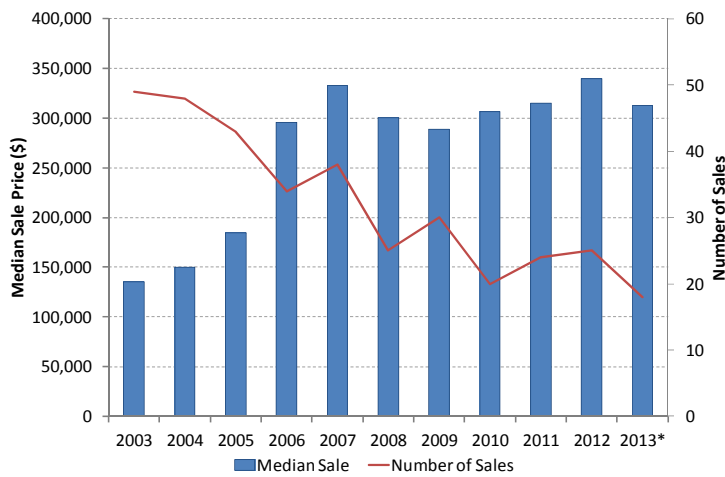


Figure 17 Median Sale Price and Number of Sales, 2003-13²¹

²⁰ ABS (2013), Building Approvals, Australia, Cat No 3235.0, Australian Bureau of Statistics, Canberra

²¹ RPData (2013), WA Sales Statistics, Perth.

This price growth had a corresponding impact on sales volumes, which have been declining consistently since 2003 as affordability declined. Flat price growth in recent years suggests that current price levels are at a maximum affordable level. Continued population growth, lifestyle-based migration are expected to support growth in sales volumes in the future.

The second factor that could have contributed to the structural decline in approvals is the local planning scheme. The Toodyay Local Planning Scheme No 4 was gazetted in 2008 which aligns with a large fall in residential building approvals. Factors that may have contributed to the structural fall in building approvals include:

- Increased protection of productive agricultural land from segmentation into rural living lots (5-40ha), which were highly popular at the time; and
- Prioritisation of development in rural residential areas in close proximity to Toodyay over those more remote may have reduced the diversity of offering and choice for new residents.

However, RPS does not consider either affordability or planning factors to be the major determinants of Toodyay’s recent market dynamics. Instead, Toodyay’s approvals, sales and price profiles mirror that of peri-urban and rural residential locations around metropolitan Perth, with major macro-trends in peri-urban living and price growth overriding factors.

3.8 Economic & Social Drivers Summary

Toodyay has and will continue to be the focus of considerable residential population growth. This growth prospects is similar to other peri-urban locations around metropolitan Perth and reflects a combination of lifestyle, amenity, generational/retirement and proximity factors. The ageing of the population is stark in Toodyay and is expected to continue to age at a faster rate than the state average. This population growth and ageing will underpin demand for a range of Community and Aged Services including retail, health, education and recreation.

Agricultural remains the foundation industry, though food production is intensifying and diversifying on the back of greater value adding and development pressures from metropolitan Perth increasingly pushing horticultural activity into the Shire. This includes the establishment of a small cluster of wineries, which currently lack a critical mass to be a tourist attraction unto themselves but do assist to diversify the local tourism market. Current tourism offering includes colonial heritage and natural environment tourism, with motor sports and outdoor activities also very important to local tourism establishments.

These major contributors to the Toodyay economy are illustrated in the figure below.



Figure 18 Core Components of the Toodyay Economy

4.0 Opportunities & Challenges Assessment

This section analyses the economic competitiveness, and associated opportunities and challenges, of Toodyay, based on the results of a workshop facilitated by RPS with Shire Councillors and officers. It also:

- analyses Toodyay’s current position in its economic lifecycle, and
- compares it with national benchmarks.

These factors form critical analysis into the identification of the economic vision, strategic themes and local imperatives of the Plan

4.1 Competitiveness & Comparative Advantages

The prosperity and economic sustainability of a region is ultimately dependent on its competitiveness within a national and global environment. Identifying and leveraging the natural and comparative advantages of the Great Southern requires concerted, coordinated efforts of business, residents and Government.

The competitiveness of a region can be readily assessed through the application of Porter’s Diamond Model of Competitive Advantage. Developed by Michael Porter in his book, *The Competitive Advantage of Nations*²², the Diamond Model represents form of Economic SWOT analysis. Adjustments have been made to this Model by RPS to reflect the assessment of a region, rather than a nation. This adjusted model is illustrated in the following diagram.

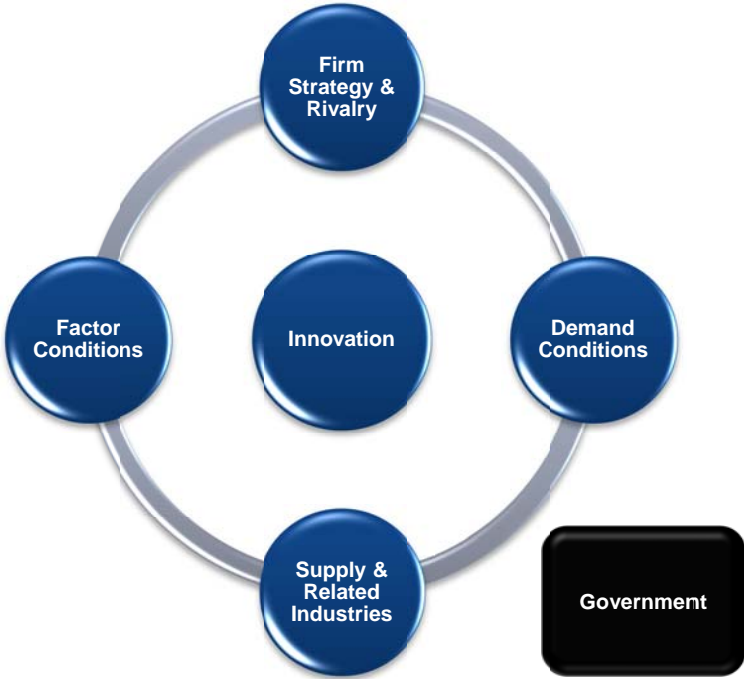


Figure 19 Adjusted Porter’s Diamond

²² Porter, M.E. (1990), *The competitive advantage of nations*. New York: Free Press.

The adjusted Diamond Model applied in this Blueprint is comprised of five core, interrelated determinants of regional competitiveness:

- **Factor Conditions** – refers to the factors of production such as land, resources, labour and infrastructure and their relative quality, accessibility and suitability;
- **Demand Conditions** – refers to the state of the domestic market for the goods and services. Strong local domestic markets with sophisticated and quality focused consumers provide businesses with incentive to innovate and grow into exporting firms while access to enabling infrastructure (ports, airports) provides businesses with access to regional and international markets;
- **Related & Supporting Industries** – refers to the depth and diversity of businesses that input into the supply chain of the principal activity. Can include direct inputs to production as well as activities that enhance business performance and operation (e.g. a high amenity location that supports the attraction and retention of skilled labour);
- **Firm Strategy, Structure and Rivalry** – represents the impact of local competition on propensity of businesses to innovate and the suitability of their strategies and corporate structures to facilitate this innovation; and
- **Innovation** – includes core facilities, technologies, processes and services that support innovation by industry such as proximity to research and development capacity (like a university), access to quality telecommunications technology and the emergence of new business models (such as ecommerce, crowd sourced financing and cloud computing).

Government also plays an important role in supporting and facilitating the economic competitiveness of an area. The preparation of this Economic Development Plan by the Shire of Toodyay represents a fundamental role of government in the local economy.

The assessment of the competitiveness of the Toodyay economy is outlined in the diagram over the page. A summary of key issues are listed below.

Competitive advantages include:

- Established and intensifying agricultural production profile;
- Significant colonial heritage;
- Access to local and regional natural amenities of significance
- Established and growing presence as a lifestyle destination;
- Growing residential population projected to continue into the future;
- Relative proximity to Perth;

Constraints and challenges include:

- Lack of population critical mass;
- Strong population ageing profile
- Small tourism market with established day trip reputation and feasibility and critical mass issues with accommodation supply
- Connectivity to Perth by road and rail increasingly constrained;
- Affordability issues may impact accessibility of new residents to the housing market;
- Established brand

	ADVANTAGES	CHALLENGES
FACTOR CONDITIONS	<ul style="list-style-type: none"> Significant broadacre agriculture and emerging horticulture production Growing population and labour force High amenity natural environment Defined colonial heritage and history Above average resilience to climate change 	<ul style="list-style-type: none"> Telephone coverage poor in parts Climate change still expected to impact local agricultural production Unemployment rate currently rising Population ageing may constrain labour force growth Perth to Toodyay connection increasingly an issue for education and industry
DEMAND CONDITIONS	<ul style="list-style-type: none"> Growing population, generating demand for education, health, retail and recreation services. Ageing population, generating demand for health, medical, recreation and social assistance services Increasing incomes, particularly among wage and salary earners Peri-urban location/proximity to Perth Recovering day trip tourism market 	<ul style="list-style-type: none"> Population lacks critical mass to support significant service offering Quality of health services regarded as poor Lack of tourist accommodation scale and diversity seen as constraining tourism sector growth Housing affordability issues in the Shire likely to constrain population growth in the near term Construction costs impacting house prices
RELATED & SUPPORTING INDUSTRIES	<ul style="list-style-type: none"> Tourist events within the Shire and in the broader Avon provides major attraction for tourists Availability of land supports recreation and sporting activities Frontage to the Avon river provides amenity Rudimentary walking trail exists 	<ul style="list-style-type: none"> Food outlets/ restaurant offering in town limited, impacting attractiveness of community to new residents, visitors and investors Feasibility issues with tourist accommodation construction and operation an constraint on growing overnight market
FIRM STRATEGY, STRUCTURE & RIVALRY	<ul style="list-style-type: none"> Regional competition provides basis for productivity and innovation; Toodyay's economy is more diversified than many others in the Wheatbelt Defined role and function within tourism market 	<ul style="list-style-type: none"> Small local market Impacts of emerging trends on farm ownership in Shire may effect viability of businesses in Town Brand in the tourism market as a daytrip or stopover destination only Decreased connectivity to Perth (road congestion and rail services) may impact competitiveness of local businesses
INNOVATION	<ul style="list-style-type: none"> Current NBN rollout favourable for Toodyay in the short-term Strong community culture Establishing a clear vision for the local economy and tourism market 	<ul style="list-style-type: none"> Uncertainty regarding NBN Presence of new technology does not guarantee take up or commercial utilisation

Figure 20 Competitiveness and Comparative Advantage Assessment, Shire of Toodyay

4.2 Economic Development Lifecycle

Life cycle analysis, common in assessing local tourism markets, is equally applicable for local economies. The rate, extent and diversity of economic development varies for a location depending on its position on the lifecycle. Determining and understanding the characteristics of a location's position in the economic development lifecycle is critically important to understand the initiatives and actions needed to sustain economic growth and prosperity for residents in the future.

The lifecycle of a local economy follows a traditional S Curve along which local economies exhibit different characteristics. The S Curve is characterised by 4 phases of economic development including:

- **Establishment** – the local economy is establishing during this phase. The industry structure is likely a mono-economy centred on the foundation industry (e.g. agriculture) with other industries primarily providing support to the foundation industry. Population growth is slow but steady with the rate of growth determined by the prospects of the foundation industry and the progress of the local population and economy to reaching a critical mass for this lifecycle.
- **Growth** – the local economy enters a high growth phase post establishment. Increased critical mass of activity supports a diversification of the economy and increased service provision that attracts new businesses and residents at an accelerated rate. A population serving economy emerges with retail, health and education emerging as major employers. New infrastructure and capacity established during this phase fuels economic development. Construction is often the largest contributor to employment and value add, reflecting the focus on development. Growth pressures begin to emerge for the local economy with supply chains, labour/skills availability, and cost of living and affordability issues emerging. Conflicts between economic, social and environmental objectives also emerge.
- **Maturity** – the rate of economic and population growth begins to slow as the location gets larger and is growing off a more significant base. Cost of living, affordability and other price pressures begin to constrain growth. The local economy reaches maximum diversity for this lifecycle with greater shares of professional and knowledge intensive services, tourism and export-oriented activity. This phase sees focus shifting from aggregate economic expansion to improvements in productivity, income growth, local profiling and branding and sustainability and quality of life factors.
- **Renewal/Decline** – post maturity, the local economy has the opportunity to enter the next lifecycle. Over the medium term, mature economies begin to lack their dynamism and competitiveness and require renewal in order to maintain and grow the prosperity of residents and prevent a decline in local economic fortunes.

An illustration of the lifecycle and associated economic development phases is outlined below. Toodyay’s current position is also identified.

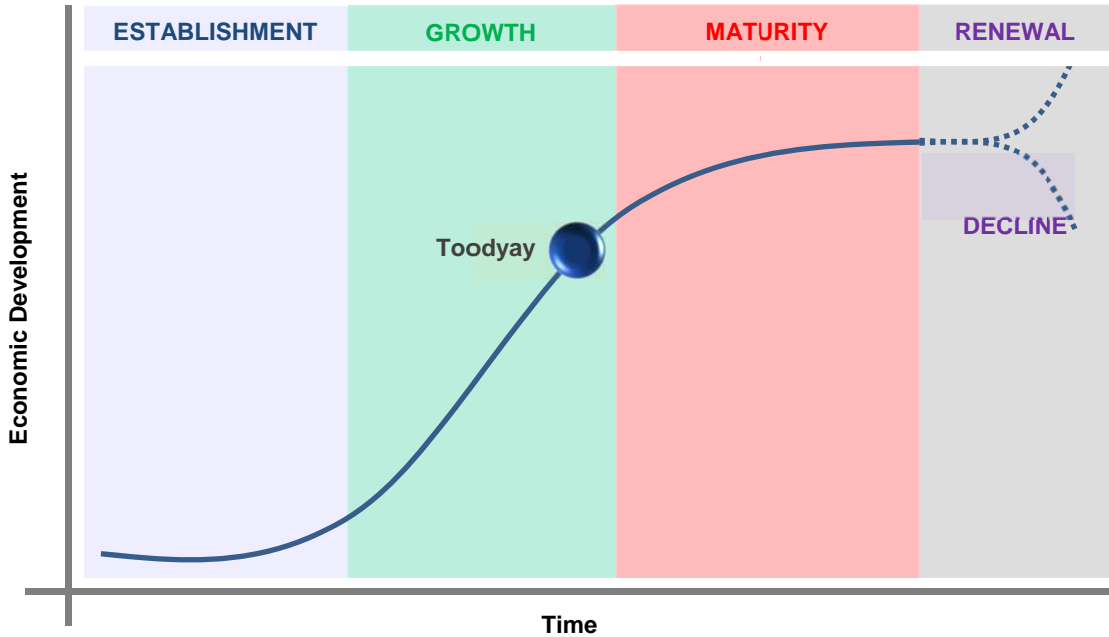


Figure 21 Economic Development Lifecycle

Based on a review of the economic and social drivers in section 3.0 of this Plan, RPS considers the Toodyay economy to be towards the end of the Growth Phase in its current lifecycle. This reflects:

- Moderate but positive population growth over the past decade;
- The predominant role of construction in local value adding;
- Unemployment starting to rise;
- Population ageing accelerating;

- Incomes accelerating; and
- Housing prices stabilising while sales and approvals are declining structurally.

This means this Plan is required to support and facilitate the transition of Toodyay into a mature economy and prepare for it to enter a period of renewal into the next lifecycle in 10-15 years. Key factors for consideration therefore include:

- Increased diversification of the economy, with a focus on knowledge intensive service sectors;
- Enhancing productivity and maximising income growth;
- Maintain and enhancing the local quality of life and prosperity; and
- Increasing the profile of Toodyay as a place to live, work, visit and investment.

4.3 Local Benchmarking

A review has been undertaken of benchmark locations around Australia. Local benchmarking and case study analysis is an effective analysis tool as it allows for the characteristics of Toodyay to be compared and contrasted, providing important context. It also provides the opportunity for the lessons learnt in the economic development of other location to be identified and those relevant to Toodyay to be adapted and applied. This will allow Toodyay to appropriately position itself to capture the opportunities and manage the challenges that future growth brings.

The locations selected for analysis include:

- Chittering, WA;
- Sunshine Coast Hinterland, Qld;
- Yarra Valley, Vic; and
- Bathurst, NSW.

These locations were selected as they all have larger populations and more diversified economies than Toodyay and therefore represent potential growth profiles for the local economy. Each location also shares a range of characteristics similar to Toodyay including:

- Comparable position from their respective capital cities;
- Agriculture foundations with increasingly diversified food production;
- Recognised day trip and overnight tourism destinations; and
- Non-coastal hinterland locations.

A summary of key indicators for Toodyay and comparable Benchmark Locations are outlined in the table below.

Key findings from the above indicators include:

- Population growth in Toodyay over the past decade has been moderate but has been behind Chittering and Sunshine Coast Hinterland over the same period;
- Toodyay has an older population than all locations, except Sunshine Coast;
- Employment generation and self-sufficiency are low in Toodyay, though unemployment is also below average;
- Toodyay's economy is less diverse than other economies, even when size differences are accounted for. Education, Health and Accommodation & Food are expected to be emerging industries over the next decade;
- Total visitor numbers to Toodyay are comparable with Chittering, though is lower in terms of overnight visitors. All other regions have significant higher visitor numbers and more established markets, though they continue to have primarily domestic daytrip focus (supplemented by greater levels of domestic overnight); and
- Agricultural production value (total and per hectare) are lower in Toodyay reflecting continued focus on broad acre coarse grain cropping. Similar characteristics to Bathurst, though on a smaller scale. Increased intensification and emergence of high value added food production needed to diversify agriculture production into the future.

Table 7 Key Indicators, Benchmark Locations

Indicator	Toodyay (WA)	Chittering (WA)	Yarra Valley (Vic)	Bathurst (NSW)	Sunshine Coast Hinterland (Qld)
Population 2012	4,616	4,703	16,259	45,452	48,394
Population Growth (% since 2001)	13.0%	59.5%	2.1%	11.4%	29.8%
Share of Population Aged 65+	16.3%	13.4%	13.6%	14.8%	17.3%
Number of Jobs	784	1,205	2,977	17,265	11,299
Jobs per 100 Residents	17.3	26.6	18.2	38.2	23.7
Employment Self-Sufficiency	41.3%	57.3%	41.1%	87.0%	55.9%
Largest Employment Industries	Agriculture, Retail Trade, Construction	Agriculture, Manufacturing, Construction, Education	Education, Retail, Health Care, Construction, Accommodation & Food	Education, Manufacturing, Health Care, Retail Trade	Retail Trade, Agriculture, Construction, Education, Health
Unemployment Rate June 2013	3.0%	2.0%	9.4%	4.5%	6.5%
Number of Visitors Year Ending June 2013	164,305	176,710	391,686	868,747	1,023,396
Overnight share of Visitors	7.5%	10.6%	16.3%	41.5%	25.8%
Gross Value Agriculture Production 2010/11	\$17.8m	\$29.5m	\$72.5	\$86.9m	\$137.5m
Agriculture GVA per Hectare 2010/11	\$255	\$472	\$9,932	\$224	\$2,501

This benchmarking indicates that effort is required to:

- Increase the employment generation propensity of the local Toodyay economy;
- Attract more working age residents, to balance the age profile of the local labour force;
- Further diversify the industry base of the economy, with emphasis on population and professional services;
- Increase the capacity of the local tourism market to accommodate domestic overnight visitors; and
- Intensify and diversify local agricultural production to increase the value added per hectare.

4.4 Opportunities & Challenges Summary

Toodyay possesses a range of significant drivers and competitive advantages that have the potential to underpin growth and expansion of the local economy in the medium term. These include:

- Moderate population growth with an ageing population profile;
- Low unemployment;
- Strong lifestyle and amenity characteristics and attractors
- Increasingly diversified local economy;
- Peri-urban location adjacent metropolitan Perth;

However, the Shire's development is expected to be confronted by a range of challenges and constraints that may impede these drivers being leveraged. These include:

- A lack of population critical mass, though this is achievable in the long-term based on projected growth rates;
- Small local tourism market requiring full integration with sub-regional and regional offerings;

- Proximity to metropolitan Perth makes overnight tourist visitation challenging;
- Low levels of employment generation and self-sufficiency; and
- Rapidly ageing population presents challenges to labour force and income growth.

5.0 Economic Vision & Local Imperatives

5.1 Vision Statement

The following Vision Statement is proposed for the Toodyay economy:

TOODYAY – THE AVON’S LIFESTYLE ECONOMY

Toodyay is recognised nationally as an attractive, high amenity and aspirational residential and business location within the Wheatbelt and regional Western Australia. It has a dynamic, integrated lifestyle-based economy that generates high income, knowledge intensive service sector jobs for residents.

Older residents, attracted to Toodyay by its quality lifestyle and natural environment, remain active in the workforce and the community, drawing upon state-of-the art technologies and innovative business practices to transition into retirement. These residents are supported by quality local health services, tailored housing product and experiential services in retail, food, sport and recreation.

Toodyay is regarded as a premier peri-urban destination by domestic and international tourists alike, fully integrated within the broader Avon and Wheatbelt tourist markets. Toodyay offers a diverse range of quality natural, historical, adventure and experiential attractions to visitors, who use Toodyay as a base to explore the broader region.

The objective of this Economic Development Plan is therefore to facilitate the achievement of this Vision in the medium to long-term and support Toodyay’s aspiration to be the **Avon’s Lifestyle Economy**.

5.2 Strategic Themes

Achieving this Vision will be guided by an understanding and appreciation of a number of Strategic Themes, including:

- **Protecting the Environment & Natural Amenity** – the capacity of Toodyay to attract new residents, tourist, skilled workers and investment is contingent on the maintenance of the natural environment. This Plan recognises that the area’s environmental attributes are a fundamental economic assets and development that is conducive to the sustainability of the natural environment in the long-term should be encouraged.
- **Diversifying the Economy** – actions and initiatives will seek to diversify the local economy through a combination of value adding to foundation industries and establishment of new, innovative and knowledge-intensive sectors.
- **Growing Incomes** – tourism and agricultural sectors are historically regarded as low-income sectors. Value adding to these sectors, increasing the skills profile of the labour force and diversifying the economy into knowledge intensive industries is critical to growing incomes and maintaining and enhancing the purchasing power of households.
- **Generating Employment** – growing local employment is critical to attracting younger residents and increasing overall housing incomes. An older age profile means that average household income levels will remain below average in the medium term (due to the fixed nature of incomes) unless local generation of high income, service sector employment accelerates;
- **Maximising Economic Dynamism** – lifestyle based economies often exhibit passive characteristics, relying on the natural environment, heritage and other static amenities to support economic activity. This lack of dynamism exposes lifestyle economies to the risks of external market volatility and reduces the capacity of local industry and business to capture benefits of evolving mega trends. Maximising economic dynamism therefore requires a more balanced age profile, adoption and use of new technologies and enhancing local entrepreneurship.
- **Maximising Older Resident Participation** – over the past decade there has been an increasing trend towards people reaching retirement age to transition into retirement. This includes moving from full-time to part-time work. Given the critical mass of older residents, now and in the future, in Toodyay, increasing the economic participation of these residents could potentially contribute significantly to local economic activity. Efforts are required to facilitate this continued participation, including use of new technologies and business practices to support telecommuting, e-commerce and other virtual service sector delivery models.

- **Preserving Affordability** – attracting new residents and households requires improvements in housing affordability and cost of living to be achieved and enhanced over time, through effective land and housing supply and increases in household purchasing power (i.e. incomes).
- **Maximising Private Sector Investment** – identifying opportunities for private sector investment to contribute to the achievement of the Vision is critical to the success of the Plan. This requires profiling and analysing these opportunities and communicating them to national and international markets and investors.

5.3 Local Imperatives

Four Local Imperatives have been identified as central to the future economic development and prosperity of Toodyay. These include:

- Premium Food Production;
- Overnight Experiential Tourism;
- Community and Aged Services; and
- Knowledge Intensive Professional and Creative Services.

These Imperatives represent those broad areas or sectors of the economy to which economic development actions and initiatives should focus. They represent the greatest potential for the prosperity, dynamism and sustainability of the Toodyay economy to be fostered in the medium term and facilitate the transition of Toodyay along the economic development lifecycle.

These Imperatives are profiled in detail below. This includes consideration of the following relevant factors:

- Relevant Strategic Themes;
- Relevant mega-trends;
- The local economic characteristics and drivers;
- Identification of base and aspirational opportunities; and
- Identification (where relevant) of national examples.

5.3.1 Premium Food Production



Agriculture and food production is the core foundation industry of the Toodyay economy. Opportunities exist to reinforce the competitive advantage of the Toodyay economy by enhancing the innovation, intensification, diversification and value adding of local food production.

The following table profiles the Local Imperative in more detail.

Relevant Strategic Themes	<ul style="list-style-type: none"> ▪ Protecting the Environment & Natural Amenity ▪ Diversifying the Economy ▪ Maximising Economic Dynamism ▪ Maximising Private Sector Investment
Mega Trends	<ul style="list-style-type: none"> ▪ Global food demand projected to grow strongly on back of increased population and average calorie intake. ▪ Food demand is expected to become more diverse, with greater focus on protein and horticultural products and reduced role of broad acre coarse grains. ▪ Food prices increasingly volatile on the back of global demand and biofuel production. ▪ Climate change expected to impact productivity of many globally significant agricultural regions and undermine certainty of supply.
Local Economic Characteristics	<ul style="list-style-type: none"> ▪ Currently recognised as a major broad acre coarse grain production area within the Avon region. ▪ Increased diversification and intensification of production through greater value adding. ▪ Small winery cluster with potential opportunities in olives, fruits and other higher intensity activity. ▪ Close proximity to a major domestic market (Perth). ▪ Development in Perth pushing intensive agriculture into Toodyay.
Base Opportunities	<ul style="list-style-type: none"> ▪ Agri-Tourism <ul style="list-style-type: none"> - Farm stays - food-related events and festivals (e.g. Toodyay International Food Festival) - farmers markets. ▪ Increased intensive agriculture with focus on more unique crop offerings (e.g. olives, wineries). ▪ Agriculture production profiles and information, available on the Shire's website. ▪ Toodyay Agriculture & Food Strategy provide a framework. ▪ Encourage participation in Fresh Food Link by smaller landholders. ▪ Participation by the Shire in Austrade events, particularly to Asian countries. ▪ Clear food/agriculture brand for Toodyay, possibly in partnership with Wheatbelt Councils with strong intensive agriculture production/potential

	<p>(Chittering, Gingin etc.)</p> <ul style="list-style-type: none"> ▪ Pop up outlet/shopfront selling Toodyay food products in Perth CBD ▪ Toodyay Farm Food Trail (including App) ▪ Toodyay Agriculture & Food Production Investment Profile – providing information on investing in intensive agriculture, food production and manufacturing in Toodyay. ▪ Host an annual dinner with senior representatives of Government, community and other decision makers relevant to Toodyay agriculture, celebrating Toodyay food
Examples	<ul style="list-style-type: none"> ▪ “Genuinely Great Southern” (http://www.southernforestsfood.com/) ▪ Manjimup Agriculture & Food Strategy (http://www.manjimup.wa.gov.au/library/file/council/Public%20Comment/Agriculture%20Strategy/Manjimup%20AgricStragegy%20DRAFT_LowRes.pdf) ▪ Mornington Peninsula Wine Food Farm Gate Trail (http://www.winefoodfarmgate.com.au/) ▪ Gascoyne Horticulture Investment Profile (http://www.gdc.wa.gov.au/uploads/files/HORTICULTURE%20profile%20sheet%20WEB.pdf)

5.3.2 Overnight Experiential Tourism



Toodyay is an established peri-urban day trip tourist destination. This provides the base for an opportunity to intensify and grow tourism activity, with a focus on attracting and retaining overnight visitation. This will require a coordinated, regional approach to tourism management as well as investment in enabling infrastructure, accommodation, activities and attractions.

The following table profiles the Local Imperative in more detail.

Relevant Strategic Themes	<ul style="list-style-type: none"> ▪ Protecting the Environment & Natural Amenity ▪ Diversifying the Economy ▪ Growing Incomes ▪ Generating Employment ▪ Maximising Economic Dynamism ▪ Maximising Private Sector Investment
Mega Trends	<ul style="list-style-type: none"> ▪ International tourist visitation has continued to grow strongly in Australia despite high Australia dollar. ▪ International market segments increasingly seeking experiential product in the Australian market. ▪ New flights between Western Australia and China expected to drive growth in tourists from China. ▪ Quality of tourism offering requires improvement in WA to meet needs of emerging international tourism segments. ▪ Viability of hotel/serviced development in regional Australia difficult, though resort style product attractive to high end overnight visitors. ▪ Tourism product in regional Australia requires packaging to attract overnight tourists.
Local Economic Characteristics	<ul style="list-style-type: none"> ▪ Tourism visitation in Toodyay has been volatile over the past decade, in response to changing national and state market conditions and the small size of the market. ▪ Over 90% of visitors to Toodyay are day trip with small numbers of domestic and international overnight visitors. ▪ Natural amenities and cultural heritage represent the major attractors for tourists to Toodyay. These are supplemented by a small cluster of wineries, minor agri-tourism, and outdoor adventure activities. ▪ Current tourist accommodation offering geared towards Bed and Breakfast and Guesthouse style accommodation with limited hotel style accommodation. ▪ Lack of critical mass means Toodyay requires full integration with sub-regional and regional tourism markets to reach its potential.
Opportunities	<ul style="list-style-type: none"> ▪ Assess the feasibility and promote development of tourist accommodation in the Shire. ▪ Expand use of QR Codes ▪ Establishment of a Sub-Regional Tourism Organisation in partnership with surrounding LGAs. ▪ Integrate tourism offering with broader region ▪ Provide suitable bus parking space for tour buses

	<ul style="list-style-type: none"> ▪ Develop a self-drive tour with associated supporting information and technology. ▪ Maximise value of Toodyay built heritage. ▪ Resident artist concept ▪ Aboriginal Cultural Centre and activation of the Burial Grounds for indigenous tourism development in the long-term. ▪ Development of a Wikipedia town site for Toodyay ▪ Develop investment profile for tourism accommodation and attractions. ▪ Enhance access to and the amenity of the Avon River as a major attraction of the town.
<p>Examples</p>	<ul style="list-style-type: none"> ▪ Geographe Bay Sub-Regional Tourism Association (http://www.geographebay.com/) ▪ Freopedia (http://en.wikipedia.org/wiki/Wikipedia:WikiTown/Freopedia)

5.3.3 Community and Aged Services



Toodyay is experience a rapidly ageing population. Coupled with positive population growth, strong lifestyle-based migration and its peri-urban locations, Toodyay has and will continue to experience strong demand for community and aged services. Effective delivery of the quantum and quality of community services is critical to attracting and retaining younger workers to support business establishment and growth, while improved health and aged care services are required to meet the needs of older residents.

The following table profiles the Local Imperative in more detail.

Relevant Strategic Themes	<ul style="list-style-type: none"> ▪ Diversifying the Economy ▪ Growing Incomes ▪ Generating Employment ▪ Maximising Economic Dynamism ▪ Maximising Older Resident Participation ▪ Preserving Affordability ▪ Maximising Private Sector Investment
Mega Trends	<ul style="list-style-type: none"> ▪ Inner-regional/peri-urban areas of Western Australia experienced faster population growth than the State average over the past decade. ▪ Increased population growth places pressures on the agricultural, environmental and social characteristics of peri-urban areas, necessitating effective growth management. ▪ Increases in the critical mass of peri-urban locations can assist to decentralise WA’s population, justifying greater local service delivery and increasing residential choice for residents.
Local Economic Characteristics	<ul style="list-style-type: none"> ▪ Toodyay have experienced moderate population growth over the past decade, which is projected to continue in the medium term. ▪ Population in Toodyay is ageing at a faster rate than regional or State averages. ▪ Household incomes are low by state standards, even when major mining communities are accounted for. Reflects concentration of fixed income households (retirees with annuities or pensions) in the community. ▪ Wage and salary household incomes are broadly comparable with the State average, having closed the gap over the past 5 years. ▪ Employment growth has been limited in recent years, with only 40 net additional jobs created. This reflects structural declines in agricultural employment. ▪ Strong growth in recent years in health-related employment in response to ageing. ▪ Agriculture and tourism sectors traditionally low wage industries. Value adding in these sectors and diversification required to support local wage and salary offering. ▪ Lack of population critical mass undermines viability of local service delivery.

<p>Opportunities</p>	<ul style="list-style-type: none"> ▪ Improve and expand water supplies, particularly into new residential areas to support growth. ▪ Expand energy infrastructure. ▪ Assess viability of expanding and intensifying retail floorspace in the town centre ▪ Survey visitors and residents on the level of satisfaction of the town centre. ▪ Protect and expand employment lands in the long-term to accommodation local services (plumbing, mechanics) and support the construction sector. ▪ Promote youth events and services to improve youth retention ▪ Expand local health services ▪ Encourage investment in aged care and retirement village accommodation in the Shire.
<p>Examples</p>	<p>NA</p>

5.3.4 Knowledge-Intensive Professional & Creative Services



The ageing of the workforce and the peri-urban lifestyle-based attraction of Toodyay, coupled with the role out of new telecommunication technologies (namely the NBN) presents Toodyay with the opportunity to develop a knowledge intensive professional and creative services sector. Such services are based on innovation and value-adding and have the potential to not only support the existing comparative advantages of Toodyay economy – agriculture, tourism – but also form an export sector unto itself.

The following table profiles the Local Imperative in more detail.

Relevant Strategic Themes	<ul style="list-style-type: none"> ▪ Diversifying the Economy ▪ Growing Incomes ▪ Generating Employment ▪ Maximising Economic Dynamism ▪ Maximising Older Resident Participation ▪ Maximising Private Sector Investment
Mega Trends	<ul style="list-style-type: none"> ▪ Ageing of Baby Boomers, under-superannuation and generational preferences will support transition-based approach of older professionals from the workforce. ▪ E-commerce and web presence among Australian businesses are below average. ▪ Innovation and productivity growth required to support prosperity in the medium term²³. ▪ Development of NBN to provide improved access in regional areas to high speed broadband. ▪ Need for regional towns to be “web-enabled”
Local Economic Characteristics	<ul style="list-style-type: none"> ▪ Professional services are an emerging sector in the Toodyay economy in recent years. ▪ Professional, Scientific and Technical Services experienced moderate employment growth between 2006 and 2011 ▪ ESS rates for professional and other service sectors are slightly below average, indicating an existing trend for skilled workers to use Toodyay as a residential base for lifestyle reasons and travel to their employment elsewhere. ▪ The most recent NBN rollout plan prioritises Toodyay, which would substantially increase telecommunication capacity and enable greater levels of e-commerce, telecommuting, telehealth and other innovative and entrepreneurial initiatives.
Opportunities	<ul style="list-style-type: none"> ▪ Establish a workers hub with coworking space to attract and foster innovative small businesses.

²³ MGI (2012) Beyond the Boom: Australia’s Productivity Imperative, McKinsey Global Institute, Sydney

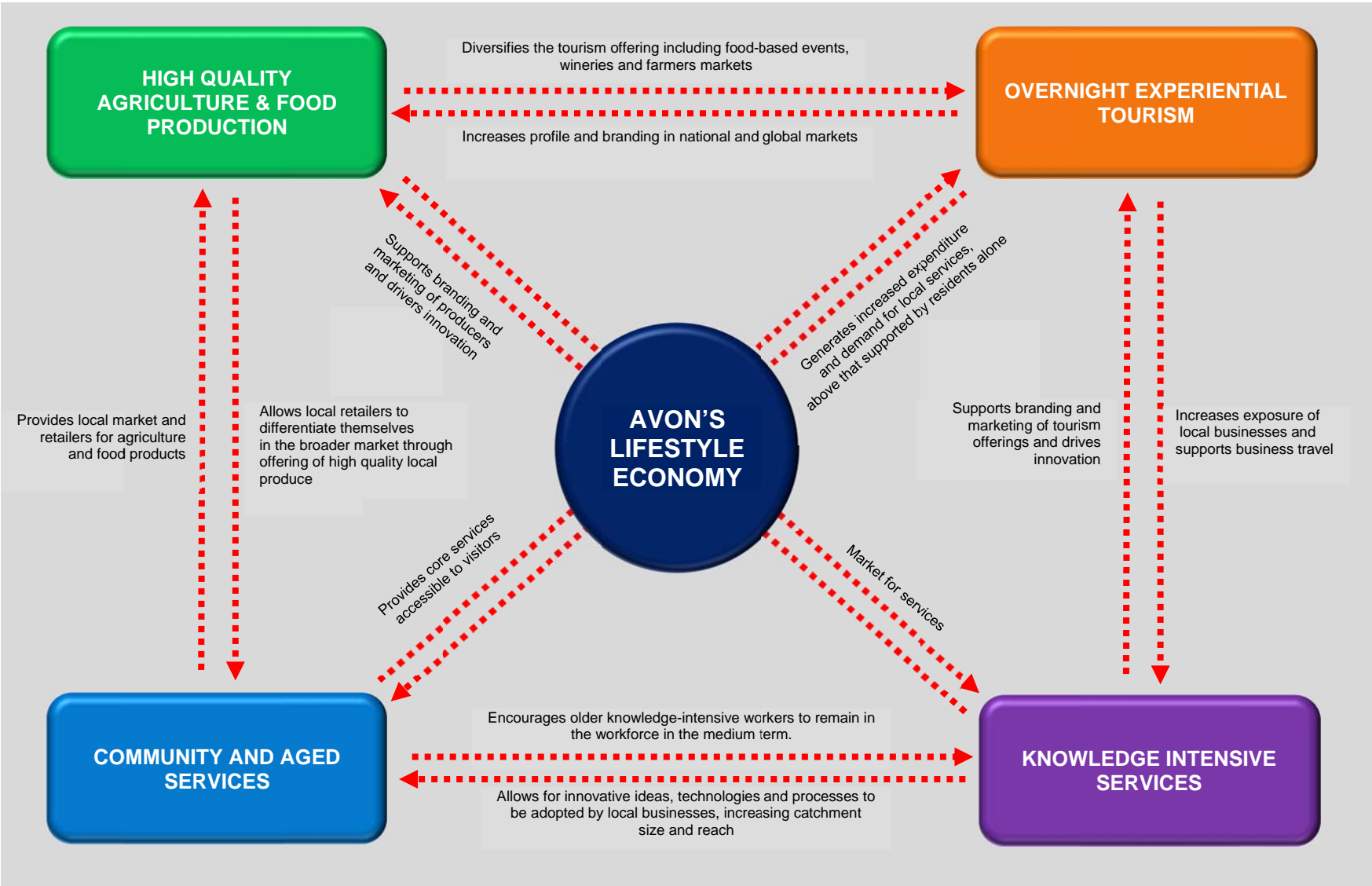
	<ul style="list-style-type: none"> ▪ Develop capability register for businesses to support major projects within and around the Shire. ▪ Investigate opportunities presented by NBN investment including e-commerce, telecommuting, coworking, freelancing and emerging business and employment trends ▪ Maximise older resident participation in the workforce by encouraging a transition into retirement in Toodyay. ▪ Commercial office floorspace expansion
Examples	<ul style="list-style-type: none"> ▪ Spacecubed (http://www.spacecubed.com/) ▪ Pilbara Capability Register (http://epilbara.com/)

5.4 Imperative Relationships

The Local Imperatives identified in this Plan are highly interrelated, sharing similar drivers and having flow-on effects to one another. Making Toodyay the Avon’s Lifestyle Economy, and achieving the Plan’s Vision will require an integrated development and implementation of these Imperatives. These interrelationships are illustrated in the following figure.



Table 8 Imperative Relationship Matrix



6.0 Action Plan

6.1 Approach

The following Action Plan lists a range of actions, initiatives and investments, identified by the Shire and RPS required to meet the aspiration for the Toodyay economy outlined in section 5.0. Initiatives are broken down by Local Imperative (where applicable) and include the following information:

- Name of the initiative
- Brief description of the initiative
- Identification of relevant Local Imperatives and Strategic Themes
- Indication of its timing (0-1 Year, 1-3 Years, 3-5 Years, 5 Years +)
- Identification of primary and secondary stakeholders
- Indication of its level of importance/priority (high, medium or low).

Initiatives identified in this Action Plan include those outlined in the Avon Sub-Regional Economic Strategy for Toodyay, the Toodyay Community Strategic Plan as well as other Council documents, policies, strategies and plans. Where an existing initiative has been included in this Action Plan, RPS has undertaken a critical review of the Initiative and has incorporated recommended changes and amendments to the Initiative to maximise its impact on the Toodyay economy and better align it with the Local Imperatives.

It should be noted that identified actions are subject to council's budget processes and in some cases availability of support from partner agencies or funding bodies.



6.2 Implementation & Action Plan

Table 9 Implementation & Action Plan

LOCAL IMPERATIVE	INITIATIVE NUMBER	INITIATIVE	DESCRIPTION	RELEVANT THEMES	TIMING	PRIMARY STAKEHOLDER	SECONDARY STAKEHOLDERS	PRIORITY
Knowledge Intensive Professional and Creative Services	1	Worker Hub	Integrated service office and coworking space suitable for micro and small professional services businesses. Can support small business incubation activities.	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Economic Dynamism 	1-3 Years	Shire of Toodyay	Small Business Development Corporation	High
Community and Aged Services	2	Retirement and Aged Care	Investigate the market for additional aged care and retirement village developments in the Shire to accommodate existing and new older residents.	<ul style="list-style-type: none"> Generating Employment Population Critical Mass Maximising Older Resident Participation Preserving Affordability Maximising Private Sector Investment 	Ongoing	Retirement Village and Aged Care Providers	Shire of Toodyay, Local Health Service Providers	High
All	3	Industry Investment Profiles	Preparation of industry specific investors profiles for inclusion on Shire of Toodyay website. Include information of the scale and nature of investment opportunities in the sector and the potential for growth.	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Economic Dynamism Maximising Private Sector Investment 	0-1 Year	Shire of Toodyay	Austrade, Department of State Development	High
Other	4	Major Project Capability Register and Portal	Run survey of local businesses to identify and capture capabilities to service major projects (including mining) in the Shire. Compile into online register for ease of access for major project proponents.	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Economic Dynamism Maximising Private Sector Investment 	0-1 Year	Shire of Toodyay	Industry Capability Network, BRL	High

LOCAL IMPERATIVE	INITIATIVE NUMBER	INITIATIVE	DESCRIPTION	RELEVANT THEMES	TIMING	PRIMARY STAKEHOLDER	SECONDARY STAKEHOLDERS	PRIORITY
Overnight Experiential Tourism	5	Expand use of QR Codes	Expand the current use of QR codes in the Newcastle Gaol Museum to other heritage and amenity based attractions within the Toodyay townsite. Provide supporting	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Economic Dynamism Maximising Private Sector Investment 	1-3 Years	Shire of Toodyay	Tourism WA	Medium
Overnight Experiential Tourism	6	Sub-Regional Tourism Organisation	Partner with and lead surrounding LGAs to form a sub-regional tourism organisation under the auspices of Experience Perth Regional Tourism Organisation. Consider partnerships with LGAs in Avon and Chittering Valleys.	<ul style="list-style-type: none"> Protecting the Environment & Natural Amenity Generating Employment Maximising Private Sector Investment 	3-5 Years	Shire of Toodyay, Surrounding Councils	Experience Perth RTO, Tourism WA	Medium
Premium Food Production	7	Toodyay Agriculture and Food Strategy	Integrated strategic planning document that outlines the vision for food production in the Shire and mechanisms and programs for targeting major national and export markets.	<ul style="list-style-type: none"> Growing Incomes Generating Employment Maximising Economic Dynamism Maximising Private Sector Investment 	1-3 Years	Shire of Toodyay	DAFWA Toodyay Agricultural Alliance Toodyay Famers Market	Medium
Overnight Experiential Tourism	8	Toodyay Hotel Feasibility Study	Commission a study to test the feasibility of tourist accommodation development in the Shire. Publish results online to promote and encourage investment in feasible product types.	<ul style="list-style-type: none"> Growing Incomes Generating Employment Maximising Economic Dynamism Maximising Private Sector Investment 	1-3 Years	Shire of Toodyay	Tourism WA	Medium
ALL	9	Trade Mission Participation	Identify potential trade missions for Toodyay representatives to attend and participate. Undertaken subsequent to development of Investment Profiles	<ul style="list-style-type: none"> Maximising Private Sector Investment 	3-5 Years	Shire of Toodyay	Austrade, Department of State Development	Medium
Premium Food Production	10	Food Brand	Establish a distinct food brand for Toodyay, potentially in partnership with surrounding Shires with similar production. Use brand to market Toodyay	<ul style="list-style-type: none"> Growing Incomes Generating Employment Maximising Economic Dynamism Maximising Private Sector Investment 	1-3 Years	Shire of Toodyay	DAFWA	Medium

LOCAL IMPERATIVE	INITIATIVE NUMBER	INITIATIVE	DESCRIPTION	RELEVANT THEMES	TIMING	PRIMARY STAKEHOLDER	SECONDARY STAKEHOLDERS	PRIORITY
Overnight Experiential Tourism	11	Toodyay Self-Drive Tour and App	Identify potential self-drive tour route with links to major tourist attractions in Toodyay and the surrounding region. Publish in an interactive website and supporting App. Target at Grey Nomads.	<ul style="list-style-type: none"> ▪ Growing Incomes ▪ Generating Employment ▪ Maximising Economic Dynamism 	1-3 Years	Shire of Toodyay, Private Tourism Operators	Experience Perth RTO, Tourism WA	Medium
Premium Food Production	12	Perth Pop-Up Shop	Develop a small pop-up shop concept selling Toodyay related food and goods in the Perth CBD at key times during the year. Include marketing and branding material as a form of active marketing.	<ul style="list-style-type: none"> ▪ Growing Incomes ▪ Generating Employment ▪ Maximising Economic Dynamism 	3-5 Years	Toodyay businesses	Shire of Toodyay	Medium
ALL	13	Annual Toodyay Dinner	Host of high end dinner for senior representatives of Government and Business in Toodyay to promote Toodyay and maximise exposure to key decision makers.	<ul style="list-style-type: none"> ▪ Maximising Private Sector Investment 	1-3 Years	Shire of Toodyay		Medium
Community and Aged Services	14	Improved Local Health Services	Partner with health service providers to enhance offering in the Shire. Include use of technology to	<ul style="list-style-type: none"> ▪ Population Critical Mass 	Ongoing	Shire of Toodyay, Local Health Service Providers	WA Health	High
Community and Aged Services Overnight Experiential Tourism	15	Retail Floorspace Need Assessment	Commission an assessment of retail floorspace need in the Toodyay town site with emphasis on Stirling Terrace. Publish findings in an information memorandum and distribute to small and medium retail developers to encourage investment.	<ul style="list-style-type: none"> ▪ Generating Employment ▪ Maximising Economic Dynamism ▪ Population Critical Mass ▪ Maximising Private Sector Investment 	0-1 Year	Shire of Toodyay	Private Developers	High
Community and Aged Services	16	Maximise Volunteer Participation	Develop strategies and programs to maximise the participation of volunteers in the community. Emphasis should be on older residents, to increase social participation.	<ul style="list-style-type: none"> ▪ Maximising Older Resident Participation 	Ongoing	Shire of Toodyay	Volunteer groups and associations	Medium
Community and Aged Services	17	Recreation Land Expansion	Identification of potential land for expansion of recreational facilities in the medium term, owing to the constrained nature of current Showgrounds precinct. Encourage consolidation of recreation facility offering in the long-term through this expansion.	<ul style="list-style-type: none"> ▪ Maximising Older Resident Participation 	3-5 Years	Shire of Toodyay	Department of Sport and Recreation	Medium

LOCAL IMPERATIVE	INITIATIVE NUMBER	INITIATIVE	DESCRIPTION	RELEVANT THEMES	TIMING	PRIMARY STAKEHOLDER	SECONDARY STAKEHOLDERS	PRIORITY
Overnight Experiential Tourism	18	Aboriginal Cultural Centre	Development of a small Aboriginal Cultural Centre celebrating local aboriginal heritage. Develop as an Aboriginal business, potential collocated with the Burial Grounds.	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Economic Dynamism 	5 Years +	Shire of Toodyay, The Ballardong Working Party	Department of Indigenous Affairs, Indigenous Business Australia	Medium
Community and Aged Services	19	Water Mains Expansion into New Residential Sub-Division	Toodyay's water mains distribute between the higher density residential and commercial lots. The new residential subdivision, North East of the town centre has been partially connected to the system. Expansion of this water mains system into new residential areas is critical to support expected population growth into the Shire.	<ul style="list-style-type: none"> Preserving Affordability 	0-1 Years	WaterCorp	Shire of Toodyay	High
Knowledge Intensive Professional and Creative Services	20	NBN Utilisation Strategy	Develop a strategy to identify opportunities for the community and business to utilise the NBN. Develop a supporting series of workshops for local business on e-commerce potential.	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Economic Dynamism Maximising Older Resident Participation Maximising Private Sector Investment 	0-1 Years	Shire of Toodyay	NBN Co, Department of State Development	High
ALL	21	Power System Capacity Upgrades	Current electricity system capacity in Toodyay has been identified as a constraint on development and growth. The provision of bulk supply from the transmission line and further sub-stations are required	<ul style="list-style-type: none"> Preserving Affordability 	0-1 Years	Western Power	Shire of Toodyay	High
Other	22	Asset Management Plan	Develop an Asset Management Plan to maximise the value of Council's property asset portfolio. Include a strategy recommending potential actions for different land holdings.	<ul style="list-style-type: none"> Maximising Private Sector Investment 	0-1 Years	Shire of Toodyay	Department of Local Government	Medium
Overnight Experiential Tourism	23	Toodyay Heritage Tour	Establish a tour of Toodyay's built heritage. Use Heritage Master Plan 2012 as basis of tour destinations.	<ul style="list-style-type: none"> Growing Incomes Generating Employment 	1-3 Years	Shire of Toodyay	Experience Perth, Tourism WA	Low

LOCAL IMPERATIVE	INITIATIVE NUMBER	INITIATIVE	DESCRIPTION	RELEVANT THEMES	TIMING	PRIMARY STAKEHOLDER	SECONDARY STAKEHOLDERS	PRIORITY
Overnight Experiential Tourism	24	Utilisation of Syred's Cottage	Identify potential temporary use for Syred's cottage including as resident artist accommodation and gallery.	<ul style="list-style-type: none"> Maximising Economic Dynamism Maximising Older Resident Participation 	1-3 Years	Shire of Toodyay		Low
Overnight Experiential Tourism Population Services	25	Avon River Access Enhancement	Improve and enhance access to the Avon River and foreshore through development of dedicated walkways. Additional opportunity to link Duidee Park with the Nardie Cemetery.	<ul style="list-style-type: none"> Protecting the Environment & Natural Amenity 	1-3 Years	Toodyay Friends of The River group	Shire of Toodyay, The Water and Rivers Commission, River Conservation Society, Water Corporation, Associated Catchment Groups and Balladong Working party	Medium
Population Services	26	Old Depot Site Development	Development of Harper Road and Clinton Street depot sites, now replaced by the multi-functional depot site east of town site. Investigate affordable higher density housing options.	<ul style="list-style-type: none"> Preserving Affordability Maximising Private Sector Investment 	1-3 Years	Shire of Toodyay	Private Developers, Department of Housing	Medium
Overnight Experiential Tourism Population Services	27	Town Centre Satisfaction Survey	Undertake a survey of residents and visitors of their satisfaction with the town centre, its function, form and facilities. Use results to guide refurbishment, renewal and redevelopment.	<ul style="list-style-type: none"> Maximising Private Sector Investment 	Ongoing	Shire of Toodyay		Low
Knowledge Intensive Professional and Creative Services	28	Commercial Office Development Feasibility Assessment	Commission an assessment of the feasibility of commercial office development, either standalone or as part of mixed use development, in the town centre.	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Private Sector Investment 	1-3 Years	Shire of Toodyay	Private Developers	Medium
Other	29	Protection of Employment Lands	Incorporate into the Local Planning Strategy protections for existing employment lands in the Shire and seek to expand the provision of employment lands (particularly light industrial land) in the long-term in line with market demand.	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Economic Dynamism Maximising Private Sector Investment 	5 Years +	Shire of Toodyay		Medium

LOCAL IMPERATIVE	INITIATIVE NUMBER	INITIATIVE	DESCRIPTION	RELEVANT THEMES	TIMING	PRIMARY STAKEHOLDER	SECONDARY STAKEHOLDERS	PRIORITY
Overnight Experiential Tourism	30	Burial Grounds Activation	Development of activation infrastructure and supporting tourism opportunities for the Aboriginal Burial Grounds, upon relocation of the Hockey Grounds.	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Economic Dynamism Population Critical Mass 	5 Years +	Shire of Toodyay, The Ballardong Working Party	Department of Indigenous Affairs, Indigenous Business Australia	Medium
Community and Aged Services	31	Increased Youth Development Services	Youth Development services provide programs and activities for young people to develop their resilience, team work, self-esteem, confidence, problem solving skills and leadership.	<ul style="list-style-type: none"> Diversifying the Economy 	1-3 Years	Community groups - Girl Guides/ Scouts	Dept of Local Government and Communities	Medium
Overnight Experiential Tourism	32	Toodyay-pedia	Investigate the development of a Freopedia style Wiki Town project for Toodyay.	<ul style="list-style-type: none"> Maximising Economic Dynamism 	1-3 Years	Local Community Groups	Shire of Toodyay, State Records Office,	Medium
Premium Food Production	33	Participation in Fresh Food Link	Encourage small farmer participation in Fresh Food Link to increase access to markets, processors, value-adders and consumers.	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Private Sector Investment 	Ongoing	DAFWA	Shire of Toodyay, Agricultural Society Toodyay Agricultural Alliance Toodyay Famers Market	Medium
ALL	34	Business Toodyay website	A website that profiles businesses registered in Toodyay, providing information and access to websites of individual businesses Link to Major Project Capability Register and Portal	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Private Sector Investment 	0-1 Years	Shire of Toodyay	Local Business Community	Medium
Overnight Experiential Tourism	35	Annual Events Calender	Publish and Distribute in Perth an Annual Calendar of Events	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Private Sector Investment 	Ongoing	Shire of Toodyay Visitor Centre	Toodyay Tourism Community Toodyay Chamber of Commerce Tourism WA	Medium

LOCAL IMPERATIVE	INITIATIVE NUMBER	INITIATIVE	DESCRIPTION	RELEVANT THEMES	TIMING	PRIMARY STAKEHOLDER	SECONDARY STAKEHOLDERS	PRIORITY
Overnight Experiential Tourism	36	Secondary Conference / Corporate Incentive Destination	Establish Toodyay as a high amenity, peri urban secondary conference and corporate incentive travel destination in Western Australia.	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Maximising Economic Dynamism 	5 Years +	Tourism groups	Shire of Toodyay Convention Bureau, Tourism WA	Low
Overnight Experiential Tourism Population Services	37	Maintain Avon Link Services	Support the continuation of the Avon Link rail service through promotion and marketing, community services and corporate travel.	<ul style="list-style-type: none"> Diversifying the Economy Maximising Economic Dynamism Maximising Older Resident Participation 	Ongoing	Trans WA	Shire of Toodyay Avon Link Supporters Group Wheatbelt Development Commission	High

7.0 Conclusion

The Toodyay economy has the potential to leverage its competitiveness and comparative advantages in premium food production and experiential tourism to drive local business growth and the quality of life of residents and the community. Opportunities also exist in the ageing of the local population and the broader need for a diverse range of services and facilities to cater to the needs to new and existing residents.

Realising these opportunities and associated benefits, requires a collaborative approach to economic and community development. This includes Local, State and Federal Government agencies, community groups, business and industry associations, Aboriginal groups and the general public. Only through the collaboration of all the stakeholders of the Toodyay economy, can the economic potential of the Shire be realised and the prosperity and quality of living of residents be maximised.

Cr Rayner accepted the amendment.

S Scott, CEO, Shire of Toodyay and T Bendtsen, Department of Fire and Emergency Services (DFES) both expressed their personal thanks to Mr McBride for the ten years of service he had provided to the Shire of Toodyay.

The motion was put.

MOVED Cr Rayner

The Bush Fire Advisory Committee recommends to Council the following:

That Council:

1. Recognise M Brigg's work as a Deputy Chief Bush Fire Control Officer; and
2. Recognise M McBride for his ten years of service to the Shire of Toodyay.

MOTION CARRIED

MOVED Cr Lloyd

The Bush Fire Advisory Committee recommends to Council the following:

That a formal recognition take place at a Council Meeting in regard to recognition of M McBride's years of service.

MOTION CARRIED

Matters to be reported

C Munson

- Trucks in and weighbridge being used – the trucks are on the edge of the limit. Proposed that housecleaning of the truck cabs be performed as a measure to ensure that the weight of the truck is kept under the limit;
- Undertaken maintenance as per usual;
- Mitigation – Department of Parks and wildlife have advised that they have canned the burning program in the Shire of Toodyay / Avon Valley Region and are heading south. There will be, due to the approaching summer, limited prescribed burning opportunities

DFES Representative

- Avon Valley Bush Fire Response Plan up for review. M Bowen asked for a desktop exercise to be written to test the plan that will involve many volunteers;
- The Bush Fire Risk is high to very high in some areas. DFES will be requesting volunteers and brigades to assist in mitigation.

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4.2 PUBLIC QUESTION TIME

Nil

5. CONFIRMATION OF MINUTES

5.1 Works Advisory Committee Meeting held on 31 July 2014

MOVED Cr B Lloyd

That the Unconfirmed Minutes of the Works Advisory Committee Meeting held on 31 July 2014 be confirmed.

CARRIED

5.2 Matters arising from previous minutes

5.2.1 Safety Audit by Shawmac

All requests have been approved by Main Roads and work will commence in the next week or two.

5.2.2 Geothermal Presentation to Council

A report was completed and has been taken to Council.

5.2.3 Charcoal Lane Carpark

Plants will be discussed once work has been commenced.

5.2.4 Bejoording Rural Numbering

Gloria Robinson organised and attended a community meeting and this will be discussed at the next Council meeting.

5.2.5 Flora Signs

MOVED Cr Lloyd

That Council develops:

1. an information pamphlet relative to the Flora Road drive; and
2. the provision of stopping points be investigated on the Flora Roads.

CARRIED 4/0

**9.2.2 Clackline Toodyay Road, Hoddys Well and Stirlingia Drive,
Toodyay – Proposed Designation of Flora Road**

Date of Report:	26 April 2012
Applicant:	Avon Valley Environmental Society Inc.
File Ref:	00CLAC and 00STID
Senior Officer:	Kirsten Wood – Manager Planning & Development
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

INTRODUCTION

Council is requested to consider a request from the Avon Valley Environmental Society Incorporated (AVES) to support its nomination for the sections of Clackline Toodyay Road, Hoddys Well and Stirlingia Drive, Toodyay to be designated as Flora Roads by the Roadside Conservation Committee (RCC).

BACKGROUND

The Flora Roads program was initiated by the RCC (a committee appointed by the Minister of Environment) in order to encourage road managers to protect and conserve roadside vegetation that is considered to have high conservation value. Flora Roads are defined by the Roadside Conservation Committee (RCC) as "those roads which have conservation value owing to the vegetation growing within the reserve". The RCC states that Flora Roads are designated in order to highlight a road's conservation values and to encourage best practice management for the vegetation in the road reserve, while still enabling a road reserve to carry out its transportation functions. This may be achieved by the creation of a Flora Road Management Plan that is prepared by the managing authority and the RCC, though a Flora Road Management Plan is optional.

If a Flora Road is declared, the RCC will provide two Flora signs at each end of the nominated area at no charge to the Shire. The Shire will be responsible for erecting and maintaining the signs, as well as providing the sign posts. The signs will highlight the high conservation and scenic value of that part of the road and can form part of a tourist drive or scenic wildflower route. In agreeing to the nomination of a Flora Road, it is assumed that the Shire will maintain the road reserve to ensure high conservation values of the site while still undertaking its required road maintenance responsibilities.

The Avon Valley Environmental Society has chosen to nominate the sections of Clackline Toodyay Road and Stirlingia Drive located in the Shire of Toodyay as Flora Roads. For this to be achieved, AVES is required to obtain permission from the Shire of Toodyay to allow for the designation of these two sections of

road to be declared a Flora Road. If the Shire consents to the designation of the Flora Roads, the AVES will nominate to the RCC for these two road sections to be designated as a Flora Road.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

The Shire of Toodyay Thoroughfares and Trading in Thoroughfares and Public Places Local Law contains provisions in relation to Flora Roads. Part 5 Division 2 of the Local Law sets out that the Local Government may declare a thoroughfare which has in the opinion of the Local Government, high quality roadside vegetation. It details that any construction and maintenance work carried out with a flora road is to be in accordance with the Code of Practice for Roadside Conservation and Road Maintenance (now the Handbook of Environmental Practice for Road Construction and Maintenance Works) prepared by the Roadside Conservation Committee.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

There will be a small financial cost in providing for the sign posts and man power to erect the signage.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

The designation of a Flora Road would legally require the Shire of Toodyay to ensure that the roadside vegetation has minimal disturbance and is maintained in line with the Handbook of Environmental Practice for Road Construction and Maintenance Works, in order to ensure that the community's expectations of the significant ecological value of the Flora Roads is maintained.

If the two roads are designated as Flora Roads, there will be management implications for the Shire of Toodyay. The Shire of Toodyay's Works Manager has stated that these roads already present some difficulties in maintenance. Clackline Toodyay Road constantly requires tree lopping and drainage works and the designation of this road as a Flora Road will reduce the amount of additional maintenance allowed. This will have safety implications for the road, which currently services two school buses and a number of extractive industries and is a road that often has cars hitting or nearly hitting kangaroos. Stirlingia Drive has steep embankments and poor drainage, which require two to four

times more space for drainage management and maintenance. The space for maintenance would be decreased if the road was designated as a Flora Road.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

It is considered that Council should not support the nomination by the Avon Valley Environmental Society Inc. to declare Clackline Toodyay Road, Hoddys Well and Stirlingia Drive as Flora Roads. The declaration of a Flora Road will mean that the Shire of Toodyay would be required under the Local Laws to abide by the Handbook of Environmental Practice for Road Construction and Maintenance Works in regards to verge maintenance. This will have implications on the amount of vegetation that can be cleared and cut back by the Shire of Toodyay's Works Maintenance crews in order to ensure that drainage, sightlines and potential crash hazards (i.e. trees) are maintained to an acceptable standard, which in turn ensures the safety of the roads in the Shire of Toodyay. The Works Manager has given several reasons why it is considered that the two roads should not be designated Flora Roads, which are discussed below:

Clackline Toodyay Road:

It is considered by the Works Manager that if maintenance works on Clackline Toodyay Road was reduced by the designation of the road as a Flora Road, Clackline Toodyay Road would become more dangerous. Clackline Toodyay Road constantly requires tree lopping and drainage works and is also a road where vehicles often hit or nearly hit kangaroos on the road. The road services a number of extractive industries (making the road a busy route in terms of truck movements) as well as two school buses. It should be noted that the section from the Shire boundary to Hoddys Well Road is programmed to have the shoulders widened and sealed next year, which would involve additional clearing that is contrary to the Handbook of Environmental Practice for Road Construction and Maintenance Works.

Stirlingia Drive

It is considered by the Works Manager that if maintenance works on Stirlingia Drive was reduced by the designation of the road as a Flora Road, this winding road that is the main thoroughfare throughout Majestic Heights would become more dangerous. The Works crews often require two to four more times the space to do maintenance on the verges and drainage because of the rocks in the drains and the steep embankments so is considered to be counterproductive if there were restrictions on this placed by the legal requirements of a Flora Road.

OFFICER'S RECOMMENDATION

It is recommended that Council advise the Avon Valley Environmental Society Inc. that it is not willing to support the nomination of the section of Clackline Toodyay Road, Hoddys Well within the Shire of Toodyay and Stirlingia Drive as a Flora Road to the Roadside Conservation Committee due to the restrictions in maintenance that the designation of a Flora Road would have on the two roads, which will impact on the two roads' drainage and safety.

Cr Craddock moved a motion as follows:

- 1. Council advise the Avon Valley Environmental Society Inc. that it supports the nomination of the section of Clackline Toodyay Road, Hoddys Well within the Shire of Toodyay and Stirlingia Drive as a Flora Road to the Roadside Conservation Committee.**
- 2. The Roadside Conservation Committee be contacted to establish the effect of Flora Roads on safety and maintenance.**

Cr Prater declared a financial interest in Item 9.2.2 - Clackline Toodyay Road, Hoddy's Well and Stirlingia Drive, Toodyay – Proposed Designation of Flora Road as he lives in Sandplain Road, one of the roads on the list within the Officer's Report.

Cr Prater departed Council Chambers at 8.44pm.

Cr Lloyd moved an amendment to the motion as follows:

- 1. That Point 2 be deleted.**
- 2. That a Point 2 be reinserted as follows:**

Council nominates Sandplain Road, Plunkett Road, Keating Road, Old Plains Road and Bindoon Dewars Pool Road for assessment as a Flora Road to the Roadside Conservation Committee.

Cr Craddock objected to the amendment.

Cr Madacsi seconded the amendment.

Debate ensued.

Cr Lloyd moved a motion as follows:

That the motion be now put.

The Shire President advised Cr Lloyd that in accordance with Standing Order 10.3, Cr Lloyd would be unable to move that motion.

Debate ensued.

COUNCIL AMENDMENT

MOVED Cr Lloyd

SECONDED Cr Madacsi

1. That Point 2 be deleted; and
2. That a Point 2 be reinserted as follows:
 - “2. Council nominates Sandplain Road, Plunkett Road, Keating Road, Old Plains Road and Bindoon Dewars Pool Road for assessment as a Flora Road to the Roadside Conservation Committee.”

MOTION CARRIED 7/1

The substantive motion was put.

COUNCIL RESOLUTION NO 147/05/12

MOVED Cr Craddock

That:

1. Council advise the Avon Valley Environmental Society Inc. that it supports the nomination of the section of Clackline Toodyay Road, Hoddys Well within the Shire of Toodyay and Stirlingia Drive as a Flora Road to the Roadside Conservation Committee.
2. Council nominates Sandplain Road, Plunkett Road, Keating Road, Old Plains Road and Bindoon Dewars Pool Road for assessment as a Flora Road to the Roadside Conservation Committee.

MOTION CARRIED UNANIMOUSLY 8/0

Cr Prater returned to the Council Chambers at 8.55pm. The Shire President read aloud resolution 147/05/12 for the benefit of Cr Prater.

The Shire President adjourned the meeting for seven minutes at 8.56pm.

The Shire President resumed the meeting at 9.07pm.

Cr Firms and Cr Jackson were not present upon resumption.

Ref: MH: LV/ICR27501/OCR20890

2 October 2014

Gillian Stack
Roadside Conservation Committee
Locked Bag 104
Bentley WA 6983

Administration Centre

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PO Box 96
TOODYAY WA 6566

T (08) 9574 2258

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Re: Flora Road Recommendations, Shire of Toodyay

The Shire of Toodyay wishes to thank you for your recommendation to declare seven (7) roads as Flora Roads. We would like to proceed with the recommendation by your committee for the Flora Signs on the roads listed below:

- Beach Road;
- Forrest Road;
- Keating Road;
- Morangup Road;
- Plunkett Road;
- Sandplain Road and
- Stirlingia Road.

The Shire of Toodyay understands it is our responsibility to erect and maintain these signs.

Please feel free to give me a call if I can be of any further assistance.

Regards



Les Vidovich
Manager of Works and Services



Your ref:

Our ref:

Enquiries: Gillian Stack

Phone: 9334 0423

Fax: 9334 0199

Email: rcc@dpaw.wa.gov.au

Mr Stan Scott
Shire of Toodyay
PO Box 96
Toodyay WA 6566

SHIRE OF TOODYAY
Record Number: ICR 29464
20 OCT 2014
Officer / Dept: MWS
File Number: ENVI / TEC 17

Dear Mr Scott,

DECLARATION OF FLORA ROADS – SHIRE OF TOODYAY

I refer to Mr Vidovich's recent correspondence dated 2 October 2014 in relation to the declaration of the following roads as Flora Roads:

- Beach Road;
- Forrest Road;
- Keating Road;
- Morangup Road;
- Plunkett Road;
- Sandplain Road; and
- Stirlingia Road.

The Roadside Conservation Committee is delighted that the high conservation and landscape value of these roads has been recognised by Council. RCC will supply your shire with two signs for each road to indicate their status, and thereby raise awareness of the values among road users and managers.

If you wish, the RCC can assist with the development of a Flora Road Management Plan for these roads.

If you have further questions relating to this matter or general questions regarding roadside vegetation please contact me on (08) 9334 0423 or e-mail rcc@dpaw.wa.gov.au.

Yours sincerely,

Gillian Stack
Executive Officer
Roadside Conservation Committee

13 October 2014

Community Outcomes

These are the outcomes that the Council has identified to meet the aspirations for Toodyay as a liveable and thriving Shire.

Healthy, safe and cohesive community	Prosperous and diverse local economy	Balanced development	Healthy natural and rural environment
Responsible and responsive civic leadership			

The Council activities that contribute to these outcomes are outlined below. Note that many services contribute to more than one outcome. Indeed the outcomes themselves are inter-related. Roads, for example, contribute to social and economic outcomes and they should be managed with due care for the natural environment. The Council is very mindful of this and actively seeks to achieve multiple outcomes where possible.

Community services	Economic services	Planning and transport services	Environmental services	Governance services
<ul style="list-style-type: none"> ■ Sport and recreation facilities and programs ■ Bushfire management ■ Library Services ■ Museums ■ Community centre ■ Youth Services ■ Events ■ Arts and culture ■ Community sponsorship ■ Facilitating services provided by others (e.g. health, medical, aged care etc.) 	<ul style="list-style-type: none"> ■ Marketing and visitor information services ■ Identification of land for industrial and commercial development ■ Business facilitation 	<ul style="list-style-type: none"> ■ Local Planning Strategy, Local Planning Scheme, and Policies. ■ Heritage and Special Design Control Precincts ■ Roads, footpaths and cycleways 	<ul style="list-style-type: none"> ■ Preservation of road-side vegetation ■ Waste management ■ Sustainable operating practices 	<ul style="list-style-type: none"> ■ Sound governance, community leadership and engagement, and advocacy ■ Local Laws and Policies

MOVED Cr McCann

1. That the Committee put on hold any further deliberations in regard to the Bush Fire Brigade Local Law until the finalisation of the review in regard to Emergency Management Legislation.
2. That the draft Bush Fire Brigade Local Law be redrafted into an Operating Procedure and be considered at the next Local Laws Advisory Committee Meeting.

MOTION CARRIED

7.2 Review of Extractive Industry Local Law

Requesting additional information.

7.3 Review of Cat Model Local Law

Discussion points:

- Upload the "Cat Act 2011: A Guide for Local Governments" to dashboard
- Investigate if the Local Government Department is creating a Cat Model Local Law
- Change meaning of "keeper"
- Change meaning of "nuisance"
- Should breeders be included in the local law

MOVED Cr Firms

Defer this matter to the next meeting pending further information as discussed.

MOTION CARRIED

7. REPORTS OF OFFICERS

7.1 Cat Local Law

Date of Report:	3 October 2014
Name of Applicant / Proponent/s:	Local Laws Advisory Committee
File Reference:	LAW1
Author:	Stan Scott – Chief Executive Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Previously Before Council:	Not applicable.
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Advocacy
Attachments:	1. Cat Act Handbook for Local Governments; and 2. Cat Local Law Guidelines.
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

The purpose of this report is to inform further deliberations by the committee on the need for a Cat Local Law.

CONSULTATION

The CEO sought further information published by the Department, and in particular whether there was a model local law.

The CEO discussed the Cat Local Law with the Minister's advisor at the opening of the Toodyay Cat Management Facility.

Officers Comment

The Department has not published a model Local Law, instead publishing a guide setting out the types of provisions that a Local Government may wish to consider. The Local Law is additional to the *Cat Act 2011*, *Cat Regulations 2012*, and the *Cat (Uniform Local Provisions) Regulations 2013*.

The Guide says in particular that:

For some local governments the Act and Cat Regulations 2012 may provide sufficient powers for the control of cats without the need for a local law. Others may find targeted education campaigns and policies in particular areas may be all that is needed to supplement the legislation.

Don't have a local law unless you need one is very good advice. Perhaps this would be an opportunity for a community led consultation process. Rather than developing and publishing a Local Law, perhaps we could publish a brief discussion paper, based on the material produced by the Department, and seek the community's views on the need for a Local Law.

OFFICER RECOMMENDATION

That the CEO prepare a discussion paper based on the Cat Act Handbook and Cat Local Law Guideline to seek the communities views on the need for a Local Law.

ALTERNATIVE RECOMMENDATION

That Council not pursue a Cat Local Law at this time.

MOVED Cr McCann

That the CEO prepare a discussion paper based on the Cat Act Handbook and Cat Local Law Guideline to seek the communities views on the need for a Local Law.

MOTION CARRIED

The CEO took the following question on notice.

Cr Firms questioned whether delegation D.26 is sufficient for Council to delegate its powers under the Cat Act to the CEO. The delegation allows the CEO to appoint authorised officers but does not explicitly delegate the other powers to the CEO.

7.2 Extractive Industry Local Law

Date of Report:	3 October 2014
Proponent:	Local Laws Advisory Committee
File Ref:	LAW1
Author:	Stan Scott – Chief Executive Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. Update Report on Council Forum of Feb 2012
Voting Requirements:	Simple Majority

INTRODUCTION

The purpose of this report is for Local Laws Advisory Committee to consider discussions held to date on the Review of the Extractive Industry Local Law.

BACKGROUND

The Extractive Industry Local law has been identified by Council as a matter for the committee to consider for review or update.

The most recently Gazetted Local Law in this area was produced by Busselton. It is not substantially different from the Toodyay Local Law, so the option of adopting by reference is not really satisfactory. We will need instead to consider changes to the present Local Law.

CONSULTATION

There has been no substantial consultation, but Extractive Industry applications consistently result in action in SAT so there is a case for making the Local Law clearer.

STATUTORY ENVIRONMENT

Sections 3.11 to 3.20 of the Local Government Act 1995 set out the framework for the making of Local Laws.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

Providing clarity of the intent and the regulatory regime for this industry should help reduce the conflict presently inherent in considering new applications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any direct environmental implications, though the Local Law itself does have an environmental facet.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

The comments arising from the most recent detailed discussion of the provisions of the Extractive Industry Local Law at a Council Forum in February 2012 are detailed below:

Extractive Industry Local Law

- Was agreed that a new local law would be made.

Following questions were raised from Councillors that they want legal clarification on:

- Can the local government include provisions within the Local Law to charge for compliance officer to review the operation of an extractive industry?
- Can provisions be included in the local law to prohibit an extractive industry from being rehabilitated with landfill i.e. prohibit the void that is created from being used as a landfill site?
- Under 'Advertising Proposal Section' refers to 'giving notice'. Is there anything that prescribes what minimum standard of giving notice is?

Requested changes prior to final drafting:

- Currently references through local law are inconsistent. In some areas it refers to local government, some areas refer to CEO and other areas Authorised Person. Needs to be consistent throughout and can it be changed to Authorised Person.
- 2.3 (1) (v) needs to state 'the location of existing and proposed **internal** roads...'.
• Additional subclauses need to be included under 2.3 (1) to include the following:
 - a. Location, depth and quality of underground water and underlying hydrology of the site.
 - b. Landscape impact assessment showing locations that the extraction area will be visible from.
- To include the following words at the end of 2.4 (1) (b) 'and has supplied all information required under Clause 2.3'.
- To delete Clause 2.4 (2) as it is already specified in 2.4 (1).
- Council raised concern with 2.4 (3) regarding who advertising is to occur. Council want it clearly specified so that consultation occurs with the following people in the following manner:
 - All properties within 1000m of the property boundary;

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- All property owners that adjoin the proposed transportation routes to the nearest main road;
 - All property owners which could potentially view the site;
 - Sign on site;
 - Notice in the newspaper; and
 - Notice displayed on Council's website.
- Clause 3.1 (2B) – suggest that wording is amended to 'the local government after giving notice of the proposal under clause 2.4 must give consideration to any submissions received and - ...'. Concern is raised that the present wording implies that opportunity to approve or refuse an application would only arise if objections or representations are made??
 - Council wants matters to be taken into consideration in determining an application to form part of the local law. Is this necessary, when this forms part of the planning approval?
 - Clause 2.3 (5) (q) rather than reading 'including for example' it is amended to read 'including but not limited to...'
 - Council wants points listed under Clause 2.3 (5) expanded to include matters such as dust and noise control, separation between underground water sources is included.
 - Clause 3.3 with respect to road maintenance – Council would like this so that it reads 'estimated by the local government from time to time' so that it can be reviewed and any additional maintenance costs can be charged.
 - Clause 5.1 (1) – Council wants from 'time to time' to be deleted from this clause as it is set as a condition at the outset of the granting of the licence.
 - Clause 6.2 (a) to deleted the letter 's' off the end of trees and shrubs – so the removal of each tree or shrub is an offence.
 - Clause 6.2 (g) reference is to be made to the rehabilitation and decommissioning program.
 - Can the penalties listed all be increased? Council wants it to the maximum amount.
 - Clause 7.1 (1) can it be amended so that the liability be determined from 'time to time' so that Council can increase the minimum public liability requirements?
 - Clause 7.1 (2) (b) should read 'within 14 days'...
 - Clause 7.2 (2) refers to EP Act include all subsidiary legislation – why does it refer to subsidiary legislation here and not everywhere else. If no specific reason – refer when referencing an act also state subsidiary legislation.
 - Clause 7.4 (a) this needs to refer to correct terminology used in local law 'rehabilitation and decommissioning programme'.
 - Schedule – prescribed offences – amend description relative to Clause 6.2 (a) – 's' off the end of trees and shrubs.

Also attached is a revised draft Extractive Industry Local Law which includes recommended revisions which was produced in 2009 with input from McLeod's Solicitors. Before embarking on a complete rewrite of the Local Law it may be worth considering this previously reviewed version.

It would appear that the comments recorded at the February Forum relate to the 2009 draft, not the Local Law as it stands.

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The Committee may choose to defer this item to the next meeting to allow members more time to consider the draft Local Law and the Forum comments.

MOVED Cr McCann

That the Local Laws Advisory Committee

1. Considers the 2009 Draft Local Law and the comments from the 2012 Forum;
2. Identifies which of the proposed changes it would like included; and
3. Presents the revised draft Local Law to Council to consider its adoption.

MOTION CARRIED

7.2 Bush Fire Brigade Policy

Date of Report:	7 October 2014
Proponent:	Local Laws Advisory Committee
File Ref:	LAW1
Author:	Stan Scott – Chief Executive Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

INTRODUCTION

The purpose of this report is to provide a draft policy for consideration and reference to Council as requested at the last Local Laws Advisory Committee Meeting.

BACKGROUND

At the 30 September Local Laws Advisory Committee meeting the committee resolved as follows:

That:

- 1. The Committee put on hold any further deliberations in regard to the Bush Fire Brigade Local Law until the finalisation of the review in regard to Emergency Management Legislation.*
- 2. That the draft Bush Fire Brigade Local Law be redrafted into an Operating Procedure and be considered at the next Local Laws Advisory Committee Meeting.*

The attached policy is intended to give effect to that resolution, except that it is presented as Council Policy which gives it some weight.

CONSULTATION

There has been no further consultation.

STATUTORY ENVIRONMENT

Sections 2.7 of the Local Government Act 1995 gives Council the role of setting policies.

POLICY IMPLICATIONS

The proposed policy would serve the purpose of a Local Law until the review of legislation is finalised.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

Bush Fire response is a significant strategic issue for the Shire.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

The proposed policy provides a simple description of Council's expectations of Bush Fire Brigades, and compliments but does not duplicate the comprehensive work done in developing operating procedures.

MOVED Cr Firms

1. The Local Law Advisory Committee advises Council that the Committee has put on hold any deliberations in regard to the Bush Fire Brigade Local Law until the finalisation of the Emergency Management Legislation by the State Government, unless directed otherwise by the Council.
- 2 Council may wish to consider a draft policy prepared by the CEO in consequence of point one.

MOTION CARRIED

8. REPORTS OF COMMITTEE MEMBERS

Nil.

9. NEW BUSINESS OF AN URGENT NATURE

Nil.

10. NEXT MEETING

MOVED Cr Firms

That all future Local Laws Advisory Committee Meetings be held on the first Tuesday of the month at 5.30 pm.

MOTION CARRIED

The next meeting will be on 4 November 2014 at 5.30 pm.

11. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 7.20 pm.

4.2 Matters arising from previous minutes

Nil.

4.3 Review of Local Laws Advisory Committee Status Report

Clarification was sought in relation to:

- Extractive Industry Local Law;
- CAT Act Question taken on notice; and
- Meetings.

MOVED Cr McCann

That Local Law Committee Meetings be held on the Third Tuesday of relevant months, commencing at 5.00 pm.

CARRIED

5. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS (relating to the purpose of the meeting)

5.1 Deputations

Nil.

5.2 Presentations

Nil.

5.3 Submissions

Nil.



Cat Local Law Guideline Notes



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Introduction

Each community has different needs and preferences when it comes to the regulation and control of cats. This guideline has been prepared as an alternative to a Model Cat Local Law, to assist local governments in developing a Cat Local Law that caters for their unique situation. This will allow local governments to address their specific requirements, taking into account their level of resources.

Overview

Section 79 of the *Cat Act 2011* (the Act), provides local governments with the power to make local laws on all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions under the Act.

In particular, without limiting the above, section 79(3) of the Act provides that a Cat Local Law may be made as to one or more of the following —

- (a) the registration of cats;
- (b) removing and impounding cats;
- (c) keeping, transferring and disposing of cats kept at cat management facilities;
- (d) the humane destruction of cats;
- (e) cats creating a nuisance;
- (f) specifying places where cats are prohibited absolutely;
- (g) requiring that in specified areas a portion of the premises on which a cat is kept must be enclosed in a manner capable of confining cats;
- (h) limiting the number of cats that may be kept at premises, or premises of a particular type;
- (i) the establishment, maintenance, licensing, regulation, construction, use, record keeping and inspection of cat management facilities;
- (j) the regulation of approved cat breeders, including record keeping and inspection;
- (k) fees and charges payable in respect of any matter under this Act.

A Cat Local Law does not operate outside the district of the local government for which it is made and is inoperative to the extent it is inconsistent with the Act or any other written law.

It is important to note therefore, that any Cat Local Law currently in existence will also be inoperative to the extent that it is inconsistent with the Act or any other written law.

The need for local law

A local government needs to consider what elements of cat control they wish to regulate and only decide to make a local law if:

- the Act, *Cat Regulations 2012*, the *Cat (Uniform Local Provisions) Regulations 2013* or any other written law do not already cover that matter; and
- there appears a sufficient need for additional regulation in that area.

Through the integrated planning process, the community may advise that there is a need for particular areas of cat control. It is then a matter of deciding that if you need cat control, what exactly you do need.

For some local governments the Act and *Cat Regulations 2012* may provide sufficient powers for the control of cats without the need for a local law. Others may find targeted education campaigns and policies in particular areas may be all that is needed to supplement the legislation.

What does the legislation provide?

Specifically the Act and *Cat Regulations 2012* already provide the following key 'controls' in respect of cats. The following is a brief outline of some sections of the Act dealing with offences and enforcement. You should refer to the relevant section for a full understanding of the provision.

Registration

- S 5 – It is an offence not to register a cat over 6 months unless exempt.
- S 6 – It is an offence for a cat to be in a public place without a registration tag, unless exempt.
- S 7 – It is an offence for a person to remove or interfere with a registration tag worn by a cat.
- S 8 – Outlines the procedure for registering a cat.
- S 9 – Outlines the procedure a local government must follow once they have received an application for the registration of a cat.
- S 10 – Provides for a local government to cancel a registration.

Microchipping

- S 14 – It is an offence not to microchip a cat over 6 months unless exempt.
- S 15 – It is an offence for a microchip implanter to not give notice of the information prescribed to the microchip database company within 7 days of implanting the microchip.
- S 16 – It is an offence for a microchip database company to not keep the information prescribed under section 15.
- S 17 – It is an offence for a person to remove or interfere with a microchip implanted in a cat.

Sterilisation

- S 18 – It is an offence not to sterilise a cat over 6 months, unless exempt.
- S 19 – It is an offence to identify a cat as sterilised that is not.

- S 20 – It is an offence for a veterinarian to not give notice within 7 days of the sterilisation of a cat to the microchip database company.
- S 21 – It is an offence for a veterinarian to not give a certificate of sterilisation to the owner of a cat.

Change of ownership

- S 23 – It is an offence to transfer a cat that is not microchipped or sterilised unless an exemption applies or a sterilisation voucher has been provided.
- S 24 – It is an offence for the seller of a cat to not, within 7 days, give notice to the local government and the microchip database company of the new owner's name and address and any other changes to recorded information.
- S 25 – It is an offence for an owner of a cat to not give notice within 7 days to the local government or the microchip database company of any changes to recorded information.

Management of cats

- S 26 – Provides local governments with the power to issue cat control notices to cat owners.
- S 27 – Provides local governments with the power to seize any cat with the consent of the owner or under a warrant.
- S 30 – It is an offence for the operator of a cat management facility to not make every reasonable attempt to identify the owner of a cat entering the facility.
- S 31 – A cat owner is liable to pay reasonable costs to a cat management facility.
- S 32 – It is an offence for the operator of a cat management facility to not take all reasonable steps to notify a known owner of a cat kept at the facility of the cat's location, that the cat may be rehoused, sold or destroyed, any costs incurred by the owner, and whether the cat is to be microchipped or sterilised.
- S 35 – It is an offence to breed a cat without being an approved cat breeder.
- S 36 – Outlines the procedure for applying for approval to breed cats.
- S 37 – Outlines the procedure a local government must follow once they have received an application for the approval to breed cats.
- S 38 – Provides for a local government to cancel an approval to breed cats.
- S 41 – It is an offence to offer a cat as a prize in a raffle or similar event.

Enforcement

- S 50 – It is an offence for a person who is committing an offence or is reasonably suspected of having committed an offence under the Act to refuse to give their name, address and date of birth to an authorised person.
- S 54 – It is an offence to obstruct or otherwise hinder an authorised person in their duties.
- S 62 – Provides local governments with the power to issue infringement notices.
- S 85 – It is an offence to give false or misleading information to an authorised officer or in relation to an application under the Act.

Schedule 2 of the *Cat Regulations 2012* contains a table listing 14 offences for which infringement notices can be issued and modified penalties imposed.

Current Cat Local Laws

If your local government already has a Cat Local Law in existence, there are some things to consider.

A local law should not reproduce any provision already covered in the Act or *Cat Regulations 2012* either within the content of the local law or within boxed notes.

In its 23rd Report, the Parliament's Joint Standing Committee on Delegated Legislation indicated its concerns in relation to reproducing legislation in boxed notes in local laws.

Repeating the text of sections of other legislation as part of a local law can lead to confusion in cases where the text is later amended in the original legislation. The report can be downloaded from Parliament's website: www.parliament.wa.gov.au

Once gazetted, a local government may choose to include this additional information as part of an administrative version of the local law to assist the public. The administrative version would be available from the local government but would not be the official gazetted version of the local law.

If your local government already has a Cat Local Law in effect, this law should be reviewed and if necessary amended to ensure there are no inconsistencies between it, the Act, the *Cat Regulations 2012* and the *Cat (Uniform Local Provisions) Regulations 2013*. If the local law includes any duplication in provisions already contained in the Act or any other written law or includes any boxed explanatory notes these should be removed via an amendment to the local law.

In order to amend your Cat Local Law you need to follow the process outlined in section 3.12 of the *Local Government Act 1995*.

Developing a new Cat Local Law

If it has been determined that there is a need for a Cat Local Law in your local government district, the following issues should be considered:

A Cat Local Law must be made in accordance with section 3.12 of the *Local Government Act 1995*

While section 79 of the Cat Act provides local governments with the power to make a local law in respect of cats, it is important to note that in making such a local law, local governments must follow the steps outlined in section 3.12 of the *Local Government Act 1995*. Any future amendments to existing or new Cat Local Laws will also need to be done in accordance with the process outlined in this section.

For further information about making a local law under section 3.12 of the *Local Government Act 1995*, please see the Department's Operational Guidelines Number 16 "Local Laws" available on the Department of Local Government and Communities website: www.dlqc.wa.gov.au

Formatting of Cat Local Laws

To help local governments draft local laws and ensure consistency and high quality in local laws throughout the State, it is recommended that local government legislation conform to Parliamentary Counsel's office drafting standards for State legislation. This is also consistent with the approach taken in other jurisdictions.

Queensland's document "Guidelines for drafting of local laws" (1 July 2010) is a good starting point:

www.legislation.qld.gov.au/Leg_Info/publications/Guidelines_Local_Laws.pdf

The Western Australian publication from the Parliamentary Counsel's Office "How to Read Legislation - for Beginners" also contains useful information about using plain English and structuring sections and defined terms:

www.department.dotag.wa.gov.au/files/How_to_read_legislation.pdf

A local law should not reproduce any provision already covered in the Act, *Cat Regulations 2012* or the *Cat (Uniform Local Provisions) Regulations 2013* either within the content of the local law or within boxed notes

When creating a new local law it is important to ensure that the law does not unnecessarily duplicate provisions or requirements already covered in the principal Act or Regulations. Further information on the reasoning for this is covered under the section “Current Cat Local Laws” in this guideline.

The layout of Cat Local Laws and specific matters that Cat Local Laws may include

Below is a suggested example of how a local law could be divided into different Parts and the issues local governments could consider within each Part.

Part 1 - Preliminary matters

This Part usually sets out:

1.1 Citation clause

What is the title of your local law?

For example: This local law may be cited as the *Shire ofCat Local Law 2014*.

1.2 Commencement

The local law may come into effect on the day after gazettal or at some other time after this.

For example: This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Repeal clause

Is the new local law replacing an older local law? If so, the local law being replaced should be repealed in this clause. If there is no previous local law being replaced then this clause is not required.

For example: The *Shire of ...Cat Local Law 2013* published in the *Government Gazette* on [insert date] is repealed.

1.4 Definitions clause (this clause could also be titled 'Terms used')

What terms used within your local law need to be defined?

Note: If a term is already defined in the Act or the *Cat Regulations 2012*, it is not necessary to define the term here.

For example: In this local law unless the context otherwise requires –

Act means the *Cat Act 2011*

CEO means the Chief Executive Officer of [insert local government]

Council means the Council of the [insert local government]

Local Government means the [insert local government]

1.5 Application clause

Where do you want your local law to apply? In most cases this will be simply within the relevant local government district.

For example: This local law applies throughout the district.

Part 2 - Keeping of cats

Under this Part, you can include the specific local laws required in your local government area. This can include one or more of the local laws as provided for under section 79(3) of the Act or other matters necessary to perform functions under the Act (section 79(1)).

2.1 The registration of cats

The Act is comprehensive in its provisions for cat registration. There may not be any local laws you need to make, but if so, the Act provides for a registration of cat local law to be made.

2.2 Removing and impounding cats

- Will there be any fees imposed on the owner if an owned cat is removed and/or impounded?
- Is a register required to be kept? If so, detail the information that should be kept.
- Consider if the public is able to access the Register.
- If you have procedures for the seizing of cats, they could be referred to here.

2.3 Keeping, transferring and disposing of cats kept at a Cat Management Facility (CMF)

- The Act requires that a CMF operator can do all things necessary to ensure that a cat is sterilised and microchipped prior to being released from impoundment. Are there any other areas that you wish to regulate?
- Minimum standards for the keeping of cats at a CMF can be included here, if necessary (storage of food, general requirements about noise and disturbance, cleaning etc.).
- Any general conditions about transferring or rehoming cats could be included here (this could include that a register recording details about the transfer or rehoming of cats is kept).

For example:

The CMF operator is not to release a cat seized and impounded to any person unless that person has produced, to the satisfaction of the operator, the following evidence:

- (a) ownership of the cat or, of her or his authority to take delivery of it; or
- (b) that he or she is the person identified as the owner on the microchip implanted in the cat.

2.4 The humane destruction of cats

- Are there any processes to be followed before the destruction of a cat, e.g. authorisation forms etc.?
- Are there guidelines to be followed for the humane destruction of cats?

- If it is likely the local government will use a local veterinary services exclusively for the humane destruction of cats, this may be reflected in the local law.

2.5 Cats creating a nuisance

- Do provisions about nuisance behaviour of cats need to be included?
- Are they the types of nuisance that should be addressed in a local law?
- Local law provisions should include a definition of 'nuisance' and procedures for dealing with cat related nuisance.

For example:

The owner or occupier of premises on which a cat is ordinarily kept shall prevent the cat from creating a nuisance on other premises, to another person or exposing another person to health and/or safety risks by:

- (a) the noise or odour generated by the presence of the cat/s;
- (b) the aggressive nature of the cat/s or
- (c) a cat that wanders outside the premises where it is ordinarily kept.

2.6 Specifying places where cats are prohibited absolutely.

- Are there any areas within your district where you consider cats should be prohibited absolutely? For example, this could include areas adjacent to nature reserves to protect wildlife.
- For easier understanding, you may wish to include a schedule to your local law. This can be in the form of a map of the district highlighting the area/s where cats are prohibited. Alternatively you can specify (and name) particular areas, such as reserves, foreshores, regional parks etc. You would need to refer to the schedule under this Part.
- What is the procedure for cats found in prohibited areas? Note, cats cannot be prohibited from the entire district and there should be protections for cats currently owned (and registered) to people who live in designated areas.

2.7 Cats to be confined

(Requiring that in specified areas, a portion of the premises on which a cat is kept must be enclosed in a manner capable of confining cats)

- The Act does not provide for the confinement of cats, however you may decide that there is a need to require cats to be confined to the owner's premises.
- If this is the case, consideration should be given to specifying:
 - Whether a portion of land on the premises must be enclosed in a manner capable of confining a cat.
 - The physical requirements of the premises where a cat must be confined.
 - Whether cats should be subject to a curfew, i.e. after dark.

2.8 Limiting the number of cats that may be kept at premises, or premises of a particular type

- The Act does not provide limits on the number of cats that can be kept on premises.
- Limits for the keeping of cats may therefore be determined by the local government and will need to be a compromise between what is seen to be acceptable to the public to prevent nuisance whilst still being feasible for cat fanciers and breeders. The local government should also consider what would be achieved by limiting cat numbers.
- If a local government wishes to limit the number of cats that can be kept on premises; the following issues should be considered:
 - What will be the maximum number of cats that can be kept on premises?
 - Will any exceptions apply to this limitation?
 - Will there be different limits for within or outside a town site?

Note: You should also refer to the *Cat (Uniform Local Provisions) Regulations 2013* regarding cat numbers and protections of existing cats.

For example:

The limit on the number of cats which may be kept on any premises is:

- (a) three cats over the age of six months and the young of those cats under that age if the premise is situated in a townsite; or

- (b) four cats over the age of six months and the young of those cats if the premise is situated outside a townsite.

2.9 Cat Management Facilities

(The establishment, maintenance, licensing, regulation, construction, use, record keeping and inspection of cat management facilities (CMFs)).

In considering local laws for CMFs you may wish to consider:

Establishment, maintenance and use of CMFs

- Are there any conditions about the establishment, maintenance, use etc of CMFs that should be included?
- Consider the manner in which an enclosure is constructed and the area of land required.
- If you have any guidelines or codes of practice with regards the conditions and use of a CMF, you may require written acknowledgement that the applicant agrees to comply with them.
- You may wish to regulate the hours that a CMF can open for the reception and release of cats.
- You may want to specify the hours the operator should be in attendance at a CMF.

Record keeping

- You may require that a CMF operator:
 - (a) Keeps a register of all cats entering and leaving the facility;
 - (b) Keeps the register at a certain place (for example; the local government office). This may only be necessary if the CMF does not have a public office where the register can be viewed.

Inspection

- Will CMFs be subject to inspections? This will generally apply to facilities which are not operated by the local government.

For example:

With the consent of the operator, a local government can enter a CMF for inspection at any time.

2.10 The regulation of approved cat breeders, including record keeping and inspection

- Local governments can introduce conditions in a local law for cat breeders.
- This can include record keeping and inspection.
- Consider what type of records cat breeders need to keep and how often premises are inspected.

For example:

- (a) Breeders are to keep records of purchases/transfer of kittens for two years (including buyer's name, address, cat's microchip number); and
- (a) premises may be inspected every six months.

2.11 Fees and charges payable in respect of any matter under this Act

Fees and charges payable in respect of any matter under the Cat Act could be included here

- You can consider fees and charges (if any) that will you charge for:
 - (a) Removing and impounding the cat;
 - (b) Keeping and caring for the cat;
 - (c) Implanting a microchip;
 - (d) Sterilising the cat;
 - (e) The destruction and disposal of the cat.

Part 3 - Enforcement

Refer to section 84 of the Act – Creating offences and prescribing penalties.

3.1 Penalties

- Will the local law include any additional infringement notices or modified penalties?

- Include standard enforcement provisions, if required.

3.2 Objections

Local governments could consider the following:

- Will there be a form that may be used when lodging an objection to an infringement notice or penalty?
- If so, a time period for lodging the objection should be specified in the form.
- How will the objection be dealt with?
- How will the person lodging the objection be notified of the decision?

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Cat Local Law Guideline Notes are available for viewing and download from the Department of Local Government and Communities website: www.dlgc.wa.gov.au

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Translating and Interpreting Service (TIS) – Tel: 13 14 50

ADMINISTRATION POLICY

POLICY NO:	A.21
POLICY SUBJECT:	Establishment and Operation of Bush Fire Brigades
ADOPTION DATE:	16 December 2014 (Council Resolution 358/12/14)
LAST REVIEW:	

Objective

To provide guidance for the operation of Volunteer Bush Fire Brigades in the Shire of Toodyay.

Background

The Shire of Toodyay was considering the adoption of a Bush Fire Brigades Local Law when the State Government commenced a review of emergency services legislation. One of the Acts under review is the Bush Fires Act 1954, which would have been the head of power for the Bush Fire Brigades Local Law. The Shire of Toodyay has adopted a series of standard operating procedures. This policy is to supplement those procedures.

Interpretation

In this policy unless the context otherwise requires —

Act means the *Bush Fires Act 1954*;

normal brigade activities has the same meaning as in the Act.

brigade area is the area designated by the Shire as the area of responsibility for that brigade

brigade member means a fire fighting member, auxiliary member or a cadet member of a bush fire brigade;

brigade officer means a person holding a position referred to in clause 1.2

Bush Fire Advisory Committee means a committee set up in accordance with section 67 of the Act;

bush fire brigade is as defined in section 7 of the Act;

Bush Fire Operating Procedures means the operating procedures adopted by the local government;

CEO means the Chief Executive Officer of the local government;

CBFCO means the *Chief Bush Fire Control Officer*

district means the district of the local government;

local government means the Shire of Toodyay;

Presiding Member means the Captain or a the person chairing the meeting as the case may be;

In this policy, unless the context otherwise requires, a reference to —

- a Captain;
- a First Lieutenant;
- a Second Lieutenant;
- any additional Lieutenants;
- an Equipment Officer;
- a Secretary; and
- a Treasurer; or
- a Secretary/Treasurer combined,

means a person holding that position in a bush fire brigade.

1. Establishment of a bush fire brigade

1.1. Establishment of a bush fire brigade

The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities. A bush fire brigade is established on the date of the local government's decision under subclause (1).

1.2. Name and officers of bush fire brigade

On establishing a bush fire brigade the Shire will:

- give a name to the bush fire brigade;
- specify the brigade area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities; and
- appoint —
 - (i) a Captain;
 - (ii) a First Lieutenant;
 - (iii) a Second Lieutenant;
 - (iv) additional Lieutenants if the local government considers it necessary;
 - (v) an Equipment Officer;
 - (vi) a Secretary; and
 - (vii) a Treasurer; or
 - (viii) a Secretary/Treasurer combined.

When considering the appointment of persons to these positions the CEO is to have regard to the qualifications and experience which may be required to fill each position as set out in the Bush Fire Operating Procedures. These are interim appointments and will expire at the first Annual General Meeting of the new brigade.

2. Support for bush fire brigades

2.1. Local government responsible for structure

The Shire will ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

2.2. Officers to be supplied with Act

The Shire will supply each brigade with a copy of the Act and any relevant policies or procedures.

3. Chief Bush Fire Control Officer

3.1. Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.2. Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

3.3. Duties of Chief Bush Fire Control Officer (CBFCO)

The duties of the Chief Bush Fire Control Officer include —

- provide leadership to volunteer bush fire brigades;
- monitor bush fire brigades' resourcing, equipment and training levels and report, with recommendations, to the local government at least once a year;
- liaise with the local government concerning fire prevention/suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers; and
- ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

4. Annual general meetings of bush fire brigades

Each Brigade shall hold an annual general meeting in accordance with the Bush Fire Operating Procedures. The Minutes of the AGM will be forwarded by the Secretary to the CBFCA and will be tabled at the next Bush Fire Advisory Committee Meeting.

5. Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following —

- fire fighting members;
- auxiliary members; and
- cadet members.

The rights and responsibilities of a brigade member are set out in the Bush Fire Operating procedures.

6. Rules governing the operation of bush fire brigades

Bush Fire Brigades will operate in accordance with the Bush Fire Operating procedures.

7. Objectives of bush fire brigade

The objectives of the bush fire brigade are to carry out normal brigade activities as defined in the Act.

8. Objection Rights

Any Brigade Member who is dissatisfied with a decision by the Committee of a Brigade in relation to their rights, responsibilities or membership of the Brigade has the right to seek a review of the decision by the CEO.

In reviewing such decisions the CEO will have regard to the principles of procedural fairness and natural justice. The CEO may choose to engage an independent mediator at his sole discretion. Notwithstanding the rights and responsibilities of an individual member, the CEO will also consider the importance of the effective operation of the Brigade to fulfil its function.

9. Functions of brigade officers

Brigade Officers will fulfil the roles and duties set out in the Bush Fire Operating Procedures.

10. Funds

The funds of the bush fire brigade are to be used solely for the purpose of supporting brigade activities.

11. Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

12. Banking

The funds of the bush fire brigade are to be placed in a bank account in the name of the Bush Fire Brigade and are to be managed in accordance with the requirements of the Bush Fire Operating Procedures.

13. Disclosure of interests

A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.

If a financial interest has been disclosed, then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.

Every such disclosure shall be recorded in the minutes of the meeting of the bush fire brigade or Committee at which the disclosure was made.

Adopted by Council 16 December 2014

Shire of Toodyay Risk Report - November 2014

Staff & Elected Member Training	Jun-15	CEO	Implement Contractor/Site Induction Procedure	Dec-15	MPD/MWS
Review Compliance Framework	Jun-15	CEO			

<u>Providing inaccurate advice / information</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Training Register	Jan-15	MCS	
Workforce Management Plan	Jan-15	MCS	
Review & update of PD's	Jan-15	MCS	

<u>Inadequate Organisation & Community Emergency Management</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Develop Internal Emergency Procedures	Jun-15	CEO	
Develop Bush Fire Management Plan	Jun-15	CESM	
Training of Staff & Elected Members	Jun-15	CEO	
Training Of Emergency Volunteers	Jun-15	CESM	
Develop Communication Policy/Procedure	Jun-15	CEO	

<u>Inadequate Document Management Processes</u>		Risk	Control
		Moderate	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility	
Effective Record Keeping Training	Ongoing	MCS	
Standardisation of Record Management	Dec-15	MCS	
Council Thesaurus implementation	Dec-15	Records Officer	
Implement of Key Words for Council	Dec-15	Records Officer	

<u>Inadequate Project / Change Management</u>		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Develop Project Management Framework (Methodology)	Jun-15	CEO	

<u>Inadequate engagement with Community / Stakeholders / Elected Members</u>		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Communications Policy	Mar-15	CEO	
develop marketing implementation plan			
prepare & complete community engagement policy			

<u>Inadequate Procurement, Disposal or Tender Practices.</u>		Risk	Control
		Low	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility	
Training in procurement/tender/contract	Jun-15	CEO	
Training in Project Management	Jun-15	CEO	
Implement purchase order controls in synergy			

<u>Inadequate Asset Sustainability Practices</u>		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Asset Rationalisation Plan	Mar-15	MPD	
Review Asset Management Plan	Jun-15	CEO	
Update maintenance schedule to ensure all assets are captured	Jun-15	MWS	

<u>Inadequate Stock Management</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Quarterly Stock Takes	Quarterly	MWS	
Annual Stock Takes	Annual	MWS/MCD	

<u>Inadequate Supplier / Contract Management</u>		Risk	Control
		Low	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility	

<u>Ineffective People Management / Employment Practices</u>		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	

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Standardisation of Tender Documents	Jun-15	MCS
Staff training in contracts & procurement	Ongoing	MCS
develop a contract management register		

Training Needs Analysis & Training Register	Mar-15	MCS
Succession Planning	Dec-14	MCS
Policies & Procedures	Ongoing	CEO/MCS
Staff Induction Manual	Dec-14	MDS

<u>Inadequate Environment Management</u>		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Appointment of Environmental Officer	Jan-15	MPD	
Training for relevant staff	Jun-15	MWS	
Waste Management Operations Manual	Jan-15	MWS	
Implement Environmental Strategy	Jun-15	MPD	

<u>Not meeting Community expectations</u>		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Update code of conduct	Mar-15	MCS	
Update Customer Service Charter	Mar-15	MCS	
Training for Staff & Elected Members	Jun-15	CEO	
Create Social Media & Communicaitons Policy	Jun-15	CEO	

<u>Ineffective Management of Facilities / Venues / Events</u>		Risk	Control
		Low	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Booking System	Jun-15	MCS/MCD/MPD	
Develop Community Facilities Plan	Jun-15	MPD/MCD	
Develop Event Policies	Jun-15	MCD	

<u>Inadequate Financial, Accounting or Business Acumen</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Up to date training implemented	Ongoing	MCS	
Implement Staff Attraction & Retention Policies	Jun-15	MCS	
Staff relationship building	Jun-15	MCS	

Providing inaccurate advice / information

May-16

This Risk Theme is defined as:

Incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff. This could be caused by using unqualified, or inexperienced staff, however it does not include instances relating to Misconduct.

Examples include;

- incorrect planning, development or building advice,
- incorrect health or environmental advice
- inconsistent messages or responses from Customer Service Staff
- any advice that is not consistent with legislative requirements, local laws or policies.

Potential causes include;

- Lack of qualified staff
- Long lead times for responses
- Increasing workloads
- Lack of appropriate technical knowledge relevant to the context
- Poor working relationships between internal staff/departments
- Staff exceeding authority

Key Controls	Type	Date	Shire Rating
Staff Training and interaction	Preventative	Sep-14	Adequate
Information sheets / FAQ's	Preventative	Sep-14	Adequate
External consultants such as legal	Preventative	Sep-14	Effective
Regular meetings	Preventative	Sep-14	Effective
Delegation / Authorisation registers	Preventative	Sep-14	Effective
Organisation-wide procedure manual	Preventative	Sep-14	Adequate
Customer Service Charter	Preventative	Nov-14	Adequate

Overall Control Ratings: Adequate

Consequence Category	Risk Ratings	Shire Rating
Reputational / Financial	Consequence:	Minor
	Likelihood:	Possible

Overall Risk Ratings: Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
# Complaints / issues regarding inaccurate advice / information	1		
Threat of litigation	10		
Number of SAT Appeals	5		

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
Training Register	Jan-15	MCS
Workforce Management Plan	Jan-15	MCS
Review & update of PD's	Jan-15	MCS

Incident Management Tracking

Related Incident Details	Date	Impact
None		

Inadequate Asset Sustainability Practices

May-16

This Risk Theme is defined as:

Potential causes include:

- Skill level & behaviour of operators
- Lack of trained staff or contractors
- Outdated equipment
- Unavailability of parts
- Lack of formal or appropriate scheduling (maintenance / inspections)
- Unexpected breakdowns

Key Controls	Type	Date	Shire Rating
Asset Management System (Synergy)	Preventative	Sep-14	Adequate
Asset Management Plan	Preventative	Sep-14	Adequate
Planned Building Maintenance	Detective	Sep-14	Adequate
Planned Replacement Program (Fleet, other)	Preventative	Sep-14	Adequate
Road Asset Management System (ROMANS)	Preventative	Sep-14	Effective

Overall Control Ratings: Adequate

Consequence Category	Risk Ratings	Shire Rating
Financial	Consequence:	Minor
	Likelihood:	Rare

Overall Risk Ratings: Low

Key Indicators	Tolerance	Date	Overall Shire Result
Asset Sustainability Ratio	90%		
Asset Consumption Ratio	50%		
Number of media releases per annum	75% - 95%		
Asset Renewal Funding Ratio			
Breakdowns	2 at any one time		
Notified by member of the public	1		
Accidents and/damage to property	1		

Comments

Current Issues / Actions / Treatments	Due Date	Responsibility
Asset Rationalisation Plan	Mar-15	MPD
Review Asset Management Plan	Jun-15	CEO
ROMANS Training	Jun-15	MWS
Investigate feasibility of an all-inclusive asset management system	Jun-15	MWS
Update maintenance schedule to ensure all assets are captured	Jun-15	MWS

Incident Management Tracking

Related Incident Details	Date	Impact
None		

Business Disruption

May-16

This Risk Theme is defined as:

A local physical event causing the inability to continue business activities and provide services to the community. This may or may not result in Business Continuity Plans to be invoked. This does not include disruptions due to:

- IT Systems or infrastructure related failures should be captured under "Failure of IT Systems and Infrastructure".
- Contractor / Supplier issues should be captured under "Inadequate Supplier / Contract Management".
- People issues should be captured under "Inappropriate People Management".

Potential causes include:

- Cyclone, Storm, Fire, Earthquake
- Terrorism / Sabotage / Criminal Behaviour
- Epidemic / Pandemic
- Extended power outage
- Economic Factors
- Loss of Key Staff

Key Controls	Type	Date	Shire Rating
<i>Business Continuity Framework (Policy & Procedures)</i>	<i>Preventative</i>	<i>Sep-14</i>	Adequate
<i>Business Continuity Plans</i>	<i>Recovery</i>	<i>Sep-14</i>	Adequate
<i>BCP Exercises</i>	<i>Detective</i>	<i>Sep-14</i>	Adequate
<i>Backup Power Supply to Administration & Depot</i>	<i>Recovery</i>	-	Effective
<i>Recovery Packs</i>	<i>Recovery</i>	-	Effective
<i>Offsite Backup and Record Recovery</i>	<i>Recovery</i>	-	Effective

Overall Control Ratings:	Adequate
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Consequence Category	Risk Ratings	Shire Rating
Service Interruption/Continuity	Consequence:	<i>Moderate</i>
	Likelihood:	<i>Rare</i>
Overall Risk Ratings:		Low

Key Indicators	Tolerance	Date	Overall Shire Result

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Develop a Business Continuity Program</i>	<i>Jun-15</i>	<i>CEO</i>

Incident Management Tracking		
Related Incident Details	Date	Impact
<i>None</i>		

Not meeting Community expectations

May-16

This Risk Theme is defined as:

Failure to provide expected levels of service, events and benefit to the community. This includes where precedents have set Community perceptions or where services are generally expected. This will normally result in reputational impacts, however may have financial considerations with re-work, compensations or refunds. Examples include:

- Reducing the number or quality of events.
- Withdrawing support (or not supporting) other initiatives to provide relief/benefits to the Community.
- Loss of new or ongoing funding requirements for projects, events and other initiatives.
- Technology expectations

Potential causes include:

- Conflicting events
- Ineffective complaints management
- Inadequate signage and / or amenities
- Internal Bureaucracy
- Other reputational impacts.

Key Controls	Type	Date	Shire Rating
<i>Outstanding Actions Report</i>	<i>Detective</i>	<i>Sep-14</i>	Adequate
<i>Customer Satisfaction Survey</i>	<i>Detective</i>	<i>Sep-14</i>	Adequate
<i>Integrated Planning Framework</i>	<i>Preventative</i>	<i>Sep-14</i>	Adequate
		<i>Sep-14</i>	

Overall Control Ratings:	Adequate
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Consequence Category	Risk Ratings	Shire Rating
Reputational	Consequence:	<i>Insignificant</i>
	Likelihood:	<i>Possible</i>
Overall Risk Ratings:		Low

Key Indicators	Tolerance	Date	Overall Shire Result
<i>% community satisfaction with Shire performance</i>			
<i>Number of complaints regarding expectations not being met</i>			

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Develop Aged Care Strategy</i>	<i>Dec-15</i>	<i>MCD</i>
<i>Develop Youth Strategy & Policy</i>	<i>Dec-15</i>	<i>MCD</i>
<i>Review Waste Collection Activities & Implement Waste Minimisation Plan</i>	<i>Dec-15</i>	<i>EO/MWS</i>
<i>Update code of conduct</i>	<i>Mar-15</i>	<i>MCS</i>
<i>Update Customer Service Charter</i>	<i>Mar-15</i>	<i>MCS</i>
<i>Training for Staff & Elected Members</i>	<i>Jun-15</i>	<i>CEO</i>
<i>Create Social Media & Communicaitons Policy</i>	<i>Jun-15</i>	<i>CEO</i>

Incident Management Tracking		
Related Incident Details	Date	Impact
<i>None</i>		

Damage to Physical Assets

May-16

This Risk Theme is defined as:

Damage to buildings, property, plant & equipment (all assets) that does not result in a disruption to business objectives (refer Business Disruption). This could be a result of a natural disaster or other events, or an act carried out by an external party (inc. graffiti and / or vandalism).

Potential causes include:

- Cyclone, Storms, Fire, Earthquake
- Graffiti
- Vandalism
- Inappropriate Use

Key Controls	Type	Date	Shire Rating
CCTV in Depot, etc.		Sep-14	Adequate
Asset inventory <\$5K		Sep-14	Adequate
Quarterly stocktakes		Sep-14	Effective
Access controls		Sep-14	Effective
Graffiti trailer	Recovery		Effective

Overall Control Ratings: Adequate

Consequence Category	Risk Ratings	Shire Rating
Financial/Disruption to Services	Consequence:	Moderate
	Likelihood:	Unlikely
Overall Risk Ratings:		Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
Number of Instances of Property Damage	5		
Time taken to complete repairs	5		
Emergency Response	10		

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
Weekend on call arrangements	Dec-14	MWS
Fire Reserves Management Plan	Dec-14	CESM
Improved reporting in cleaning contract	Jan-15	MPD

Incident Management Tracking

Related Incident Details	Date	Impact
None		

Inadequate Document Management Processes

May-16

This Risk Theme is defined as;

Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. This includes:

- Contact lists.
- Procedural documents.
- 'Application' proposals/documents.
- Contracts.
- Forms, requests or other documents.

Potential causes include;

- Spreadsheet/Database/Document corruption or loss
- Inadequate access and / or security levels
- Inadequate Storage facilities (including climate control)
- High Staff turnover
- Outdated record keeping practices / incompatible systems
- Lack of system/application knowledge
- High workloads and time pressures
- Incomplete authorisation trails

Key Controls	Type	Date	Shire Rating
<i>Policy & Procedural Review Process</i>	<i>Detective</i>	<i>Sep-14</i>	Adequate
<i>Records Management Process</i>	<i>Preventative</i>	<i>Sep-14</i>	Effective
<i>Records Management Policy</i>	<i>Preventative</i>	<i>Sep-14</i>	Effective
		<i>Sep-14</i>	

Overall Control Ratings:

Effective

Consequence Category	Risk Ratings	Shire Rating
Compliance / Financial / Reputation	Consequence:	<i>Moderate</i>
	Likelihood:	<i>Possible</i>
Overall Risk Ratings:		Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
<i># Documents not stored electronically or archived off-site</i>			
<i>Number of outstanding records year to date</i>			
<i>% of records actioned within timeframes</i>	<i>95%</i>		
<i>Instances of lost or missing records</i>			

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Effective Record Keeping Training</i>	<i>Ongoing</i>	<i>MCS</i>
<i>Standardisation of Record Management</i>	<i>Dec-15</i>	<i>MCS</i>
<i>Council Thesaurus implementation</i>	<i>Dec-15</i>	<i>Records Officer</i>
<i>Implement of Key Words for Council</i>	<i>Dec-15</i>	<i>Records Officer</i>

Incident Management Tracking

Related Incident Details	Date	Impact
<i>None</i>		

Inadequate Organisation & Community Emergency Management

May-16

This Risk Theme is defined as:

Failure to adequately conduct Prevention, Preparation, Response and Recovery (PPRR) in the organisation structure and community elements, inclusive of the management of all emergencies. This includes;

- Lack of (or inadequate) emergency response plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

(References: AS 3745; AS 1851; AIIMS 4 Management Principles)

Potential causes include:

- Inadequate Communication
- Unplanned human behavioural response
- Inadequate internal emergency management structure
- Inadequate Bushfire Management Plans
- Isolation in location and workplace
- Lack of Community Participation
- Lack of relevant skill and knowledge
- Inadequate Bushfire Mitigation Plans

Key Controls	Type	Date	Shire Rating
Established and Trained Emergency Planning Committee	Preventative	Sep-14	Inadequate
Organisation Emergency Evacuation Management Plan	Preventative	Sep-14	Inadequate
Established and Trained ECO (Fire Wardens / First Aiders)	Preventative	Sep-14	Inadequate
Functional LEMC	Preventative	Sep-14	Adequate
Current LEMA & Recovery Plan	Preventative	Sep-14	Adequate
LEM exercises	Detective	Sep-14	Adequate
Current Bushfire Risk Management Plan	Preventative	Sep-14	Effective
Risk register (fuel loads)	Preventative	Sep-14	Adequate
Plans tested as required	Detective	Sep-14	Adequate
Volunteer Management & Training	Preventative	Sep-14	Adequate

Overall Control Ratings: Adequate

Consequence Category	Risk Ratings	Shire Rating
Health / Property	Consequence:	Catastrophic
	Likelihood:	Rare

Overall Risk Ratings: Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
Missed LEMC Meetings	Min 4		
Exercises Records	1PA		
Plans out of date by more than 12 months	0		
# Serious / Fatal incidents	0		
Number of firebreaks inspections per year	500		
Number of Bushfire Brigade volunteers	250		
Number of Bushfire Brigade training exercises	10		
Number of internal evacuation exercises	2		

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
Develop Internal Emergency Procedures	Jun-15	CEO
Develop Bush Fire Management Plan	Jun-15	CESM
Training of Staff & Elected Members	Jun-15	CEO
Training Of Emergency Volunteers	Jun-15	CESM
Develop Communication Policy/Procedure	Jun-15	CEO

Incident Management Tracking

Related Incident Details	Date	Impact
None		

Inadequate engagement with Community / Stakeholders / Elected Members

May-16

This Risk Theme is defined as:

Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so. For example;

- Following up on any access & inclusion issues.
- Infrastructure Projects.
- Regional or District Committee attendance.
- Local Planning initiatives.
- Strategic Planning initiatives

This **does not** include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.

Potential causes include:

- Budget / funding issues
- Media attention
- Inadequate documentation or procedures
- Short lead times
- Miscommunication / Poor communication
- Relationship breakdowns with community groups

Key Controls	Type	Date	Shire Rating
<i>Community Engagement Framework (Organisational Based)</i>	<i>Preventative</i>	<i>Sep-14</i>	Adequate
<i>Planning based engagement (Consultation Policy)</i>	<i>Preventative</i>	<i>Sep-14</i>	Adequate
<i>Policies & Procedures</i>	<i>Preventative</i>	<i>Sep-14</i>	Adequate
<i>Biennial Customer Satisfaction & Community Needs Survey</i>	<i>Preventative</i>	<i>Sep-14</i>	Adequate

Overall Control Ratings:	Adequate
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Consequence Category	Risk Ratings	Shire Rating
Reputation	Consequence:	<i>Minor</i>
	Likelihood:	<i>Rare</i>

Overall Risk Ratings:	Low
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Key Indicators	Tolerance	Date	Overall Shire Result
<i>% community feeling they have opportunities to participate in planning</i>	<i>>3</i>		
<i>% community satisfaction with the Shire's advocacy and community representation</i>	<i>>3</i>		
<i>Number of media releases per annum</i>	<i>15</i>		
<i>Website Quality Checks</i>	<i>12pa</i>		

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Communications Policy</i>	<i>Mar-15</i>	<i>CEO</i>
<i>Develop a communications/media plan</i>		
<i>combine related policies in community engagement</i>		
<i>develop marketing implementation plan</i>		
<i>prepare & complete community engagement policy</i>		

Incident Management Tracking		
Related Incident Details	Date	Impact
<i>None</i>		

Inadequate environmental management

May-16

This Risk Theme is defined as:

Inadequate prevention, identification, enforcement and management of environmental issues. The scope includes;

- Contaminated sites. / Coastal issues
- Waste facilities (landfill / transfer stations). / Groundwater
- Weed control. / Water Quality
- Illegal dumping.
- Illegal clearing / land use.

Potential causes include:

- Inadequate management of landfill sites
- Inadequate reporting / oversight frameworks
- lack of understanding / knowledge
- Community apathy.
- Inadequate local laws / planning schemes

Key Controls	Type	Date	Shire Rating
Landfill / Waste Management Plans	Detective	Sep-14	Adequate
Supervisory at landfill Sites	Preventative	Sep-14	Adequate
Weed Control Plans	Preventative	Sep-14	Adequate
Support Environmental Group (Blackwood / Sustainability Committee)	Preventative / Detective	Sep-14	Adequate

Overall Control Ratings: Adequate

Consequence Category	Risk Ratings	Shire Rating
Environmental/Compliance	Consequence:	Minor
	Likelihood:	Rare
	Overall Risk Ratings:	Low

Key Indicators	Tolerance	Date	Overall Shire Result
Number of Health risk assessments / inspections completed	100%		
Environmental sampling undertaken in accordance with legislation	100%		
Tonnes per capita waste received at landfill			
Recycling contamination rate			
Tonnes per capita recyclable generation			

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
Appointment of Environmental Officer	Jan-15	MPD
Training for relevant staff	Jun-15	MWS
Waste Management Operations Manual	Jan-15	MWS
Implement Environmental Strategy	Jun-15	MPD

Incident Management Tracking

Related Incident Details	Date	Impact

Errors, Omissions & Delays

May-16

This Risk Theme is defined as:

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process or potentially inadequate resources. This includes instances of;

- Human errors, incorrect or incomplete processing
- Inaccurate recording, maintenance, testing and / or reconciliation of data.
- Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;

- Inaccurate data being used for management decision making and reporting.
- Delays in service to customers
- Inaccurate data provided to customers

This **excludes** process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

Potential causes include:

- Human Error
- Inadequate procedures or training
- Lack of Staff (or trained staff)
- Incorrect information
- Miscommunication

Key Controls	Type	Date	Shire Rating
Staff training	Preventative	Sep-14	Inadequate
Management oversight	Preventative	Sep-14	Adequate
Documented Procedures / Checklists	Preventative	Sep-14	Inadequate
Planning reports	Detective	Sep-14	Adequate
Complaints Register	Detective	Sep-14	Adequate
EOM procedures	Preventative	Sep-14	Adequate

Overall Control Ratings: Adequate

Consequence Category	Risk Ratings	Shire Rating
Reputation / Compliance	Consequence:	Insignificant
	Likelihood:	Unlikely

Overall Risk Ratings: Low

Key Indicators	Tolerance	Date	Overall Shire Result
Number of complaints relating to EOCs (errors)	0		
Average number of days for determining major development applications (delays)	60 Days		
Average number of days for determining minor development applications (delays)	35 Days		
% of planning applications determined within statutory timeframes (delays)	90%		
% of planning applications determined within statutory timeframes	90%		

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
Customer Service Training	Ongoing	MCS
Update and Document Control Procedures/Checklists	Jun-15	MCS
Develop & implement service standards		

Incident Management Tracking		
Related Incident Details	Date	Impact
None		

External Theft & Fraud (inc. Cyber Crime)

May-16

This Risk Theme is defined as:

Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;

- Fraud – benefit or gain by deceit
- Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems
- Theft – stealing of data, assets or information (no deceit)

Examples include:

- Scam Invoices
- Cash or other valuables from 'Outstations'.

Potential causes include:

- Inadequate security of equipment / supplies / cash
- Robbery
- Scam Invoices
- Inadequate provision for patrons belongings
- Lack of Supervision

Key Controls	Type	Date	Shire Rating
Security Access controls at all buildings (eg. Admin / Depot)	Preventative	Sep-14	Adequate
Security access - Admin Building	Preventative	Sep-14	Adequate
Security access - Depot	Preventative	Sep-14	Adequate
Security Monitoring controls	Detective	Sep-14	Adequate
IT Firewall Systems	Preventative	Sep-14	Effective

Overall Control Ratings: Adequate

Consequence Category	Risk Ratings	Shire Rating
Financial/Property	Consequence:	Insignificant
	Likelihood:	Unlikely
Overall Risk Ratings:		Low

Key Indicators	Tolerance	Date	Overall Shire Result
Unauthorised access to buildings	5		
Instances of external theft and fraud	10		
Breach of firewall	10		

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
Updating Key System	Jan-15	MPD
See external advice on IT Security	Dec-15	CEO

Incident Management Tracking

Related Incident Details	Date	Impact
None		

Ineffective Management of Facilities / Venues / Events

May-16

This Risk Theme is defined as:

Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes;

- Inadequate procedures in place to manage the quality or availability.
- Ineffective signage
- Booking issues
- Financial interactions with hirers / users
- Oversight / provision of peripheral services (eg. cleaning / maintenance)

Potential causes include:

- Double bookings
- Illegal alcohol consumption
- Managing bond payments
- Animal contamination.
- Failed chemical / health requirements.
- Access to facilities / venues.

Key Controls	Type	Date	Shire Rating
Event Notification Process	Preventative	Sep-14	Effective
Event Evaluation / Approval Process (Internal)	Detective	Sep-14	Effective
Event Management Process (Monitoring)	Detective	Sep-14	Effective
Booking System (Outlook / Centaman)	Preventative	Sep-14	Effective
Events Policy & Procedure process	Preventative	Sep-14	Adequate
Maintenance Schedules	Detective	Sep-14	Adequate

Overall Control Ratings:

Effective

Consequence Category	Risk Ratings	Shire Rating
Reputational	Consequence:	Insignificant
	Likelihood:	Rare
Overall Risk Ratings:		Low

Key Indicators	Tolerance	Date	Overall Shire Result
Attendance at Arts & Cultural activities			
Complaints			
% Community satisfaction with services and facilities	90%		
% of population using the Shire's Recreation Centres	70%		

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
Review Booking System	Jun-15	MCS/MCD/MPD
Develop Community Facilities Plan	Jun-15	MPD/MCD
Develop Event Policies	Jun-15	MCD

Incident Management Tracking

Related Incident Details	Date	Impact
None		

Inadequate Financial, Accounting or Business Acumen

May-16

This Risk Theme is defined as:

Inadequate identification or quantification of financial exposure or risk associated with decisions to invest in land transactions, financial derivatives or investments or poor long term forecasting / assumptions. Examples include;

- Poor credit management (short or long term borrowing restricting capacity or flexibility).
- Ineffective market analysis (over or under estimating).
- Ineffective Business Planning (poor scope / competition analysis).
- Ineffective financial modelling, forecasting and projection techniques / processes.

Potential causes include:

- Lack of qualified staff
- Lack of appropriate technical knowledge relevant to the context
- Increasing workloads
- Poor working relationships between internal staff/departments

Key Controls	Type	Date	Shire Rating
<i>Audit Committee</i>	<i>Preventative</i>	<i>Sep-14</i>	Adequate
<i>Budget Review & Adoption</i>		<i>Sep-14</i>	Adequate
<i>Audits</i>		<i>Sep-14</i>	Adequate
<i>Long term Plans</i>		<i>Sep-14</i>	Inadequate

Overall Control Ratings: **Adequate**

Consequence Category	Risk Ratings	Shire Rating
Financial/Compliance/Reputational	Consequence:	<i>Moderate</i>
	Likelihood:	<i>Possible</i>
Overall Risk Ratings:		Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
<i>Audits</i>			

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Up to date training implemented</i>	<i>Ongoing</i>	<i>MCS</i>
<i>Implement Staff Attraction & Retention Policies</i>	<i>Jun-15</i>	<i>MCS</i>
<i>Staff relationship building</i>	<i>Jun-15</i>	<i>MCS</i>

Incident Management Tracking

Related Incident Details	Date	Impact
<i>None</i>		

Inadequate safety and security practices

May-16

This Risk Theme is defined as:

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.
- Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.
- Inadequate or unsafe modifications to plant & equipment

Potential causes include:

- Lack of appropriate PPE / Equipment
- Inadequate signage, barriers or other exclusion techniques
- Inadequate first aid supplies or trained staff
- Storage and use of Dangerous Goods
- Rubbish / Litter Control
- Ineffective / inadequate testing, sampling (similar) health based req'
- Inadequate security arrangements
- Lack of mandate and commitment from Senior Management

Key Controls	Type	Date	Shire Rating
Workplace Inspections	Preventative	Sep-14	Adequate
Staff Individual Training Plans	Preventative	Sep-14	Adequate
Hazard Register	Detective	Sep-14	Adequate
OSH Management Framework	Preventative	Sep-14	Adequate
Contractor / Site Inductions	Preventative	Sep-14	Adequate
Staff Inductions	Preventative	Sep-14	Adequate
Regional Risk Coordinator	Preventative	Sep-14	Adequate

Overall Control Ratings: Adequate

Consequence Category	Risk Ratings	Shire Rating
Health	Consequence:	Moderate
	Likelihood:	Possible
Overall Risk Ratings:		Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
Audit Results	60%		
LTI	2pa		
Near misses and feedback at toolbox and staff meetings	<2		
Workers Compensation Laims			

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
Monthly OSH Meetings	Ongoing	CEO
Staff Training	Ongoing	MCS
Implement Contractor/Site Induction Procedure	Dec-15	MPD/MWS

Incident Management Tracking

Related Incident Details	Date	Impact
None		

Failure of IT &/or Communications Systems and Infrastructure

May-16

This Risk Theme is defined as:

Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:

- Hardware &/or Software
- IT Network
- Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management
- Performance Monitoring
- IT Incident, Problem Management & Disaster Recovery Processes

This **does not** include new system implementations - refer "Inadequate Project / Change Management".

Potential causes include:

- Weather impacts
- Power outage at service provider
- Out dated / inefficient hardware
- Incompatibility between operating system and Microsoft
- Power failure
- Infrastructure breakdown such as landlines, radio communications.
- Lack of training
- Software vulnerability (e.g. MS Access)

Key Controls	Type	Date	Shire Rating
Data Back-up Systems	Recovery	Sep-14	Effective
Performance Monitoring	Detective	Sep-14	Effective
Vendor Support (IT Vision)	Recovery	Sep-14	Adequate
PABX System (Panasonic)	Detective	Sep-14	Effective
Disaster Recovery Plan	Detective	Sep-14	Adequate
UPS / Generator entry point	Recovery	Sep-14	Effective
IT Infrastructure Replacement / Refresh Program	Preventative	Sep-14	Effective

Overall Control Ratings: Effective

Consequence Category	Risk Ratings	Shire Rating
Financial/Record Keeping	Consequence:	Moderate
	Likelihood:	Possible

Overall Risk Ratings: Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
System downtime			
Availability of network infrastructure during business hours	100%		
Average outstanding Help Desk support requests	10		

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
IT replacement Program Implemented	Dec-15	MCS
Develop IT Disaster Recovery Plan	Dec-15	MCS
Develop IT Policy	Dec-15	
Implement IT Training	Dec-15	

Incident Management Tracking

Related Incident Details	Date	Impact
None		

Misconduct

May-16

This Risk Theme is defined as:

Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Collusion between Internal & External parties

This **does not** include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

Potential causes include:

- Inadequate induction process
- Changing of job titles
- Delegated authority process inadequately implemented
- Disgruntled employees
- Lack of understanding
- Poor internal checks (PO's and delegated authority)
- Password sharing

Key Controls	Type	Date	Shire Rating
<i>Audit Trails (Payments)</i>	<i>Detective</i>	<i>Oct-14</i>	Effective
<i>Delegation control (Synergy)</i>	<i>Preventative</i>	<i>Sep-14</i>	Adequate
<i>Segregation of Duties (Financial)</i>	<i>Preventative</i>	<i>Sep-14</i>	Adequate
<i>IT Security Access Framework (Profiles and passwords)</i>	<i>Preventative</i>	<i>Sep-14</i>	Adequate
<i>Induction Process (Code of Conduct)</i>	<i>Preventative</i>	<i>Sep-14</i>	Adequate
<i>Procurement Process (Purchase Order Process)</i>	<i>Preventative</i>	<i>Sep-14</i>	Adequate
<i>Financial Interest Return</i>	<i>Recovery</i>	<i>Sep-14</i>	Effective

Overall Control Ratings:

Adequate

Consequence Category	Risk Ratings	Shire Rating
Compliance	Consequence:	<i>Moderate</i>
	Likelihood:	<i>Unlikely</i>
Overall Risk Ratings:		Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
<i>Audits</i>		<i>Oct-14</i>	Excellent
<i>SOP breaches</i>			
Comments			
<i>As rated by Workshop Attendees -</i>			

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Implement Synergy Purchasing system</i>	<i>Dec-15</i>	<i>MCS</i>
<i>Update Induction Manual</i>	<i>Dec-14</i>	<i>MCS</i>
<i>Password Monitoring</i>	<i>Feb-15</i>	<i>MCS</i>
<i>Purchasing Policy & Procedure Training To Relevant Staff</i>	<i>Jun-15</i>	<i>MCS</i>
<i>Creation of Standard Operating Procedures</i>	<i>Jun-15</i>	<i>MCS</i>

Incident Management Tracking

Related Incident Details	Date	Impact
<i>None</i>		

Ineffective People Management / Employment Practices

May-16

This Risk Theme is defined as:

Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are;

- Breaching employee regulations (excluding OH&S).
- Discrimination, Harassment & Bullying in the workplace.
- Poor employee wellbeing (causing stress)
- Key person dependencies without effective succession planning in place.
- Induction issues.
- Terminations (including any tribunal issues).
- Industrial activity.

Care should be taken when considering insufficient staff numbers as the underlying issue could be a process inefficiency.

Potential causes include:

- Leadership failures
- Available staff / volunteers are generally highly transient
- Single Person Dependencies
- Poor internal communications / relationships
- Ineffective performance management programs or procedures.
- Ineffective training programs or procedures.
- Limited staff availability - mining / private sectors (pay & conditions).
- Inadequate Induction practices.

Key Controls	Type	Date	Shire Rating
Policy & Procedures	Preventative	Sep-14	Adequate
Training Needs Analysis & Training Register	Preventative	Sep-14	Adequate
Workforce Plan (Succession Planning Component)	Preventative	Sep-14	Adequate
Staff Inductions (Code of Conduct Component)	Preventative	Sep-14	Adequate
Performance Review Process	Detective	Sep-14	Adequate

Overall Control Ratings: Adequate

Consequence Category	Risk Ratings	Shire Rating
Health/Financial	Consequence:	Insignificant
	Likelihood:	Unlikely
Overall Risk Ratings:		Low

Key Indicators	Tolerance	Date	Overall Shire Result
% Staff turnover rate	<10		
Individual Absenteeism rate	7		
Average Absenteeism	<5PA		
Workers Compensation Claims (Stress)	1		
Training cost ratio	>2.5%		

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
Training Needs Analysis & Training Register	Mar-15	MCS
Succession Planning	Dec-14	MCS
Policies & Procedures	Ongoing	CEO/MCS
Staff Induction Manual	Dec-14	MDS

Incident Management Tracking

Related Incident Details	Date	Impact
None		

Inadequate Procurement, Disposal or Tender Practices.

May-16

This Risk Theme is defined as:

Failures in the procurement, acquisition, acceptance or disposal process for assets as governed by the Local Government Act. This risk theme also relates to and includes;

- Lack of formalised process to identify specific requirements prior to procurement.
- Acceptance of assets without reference to a formalised process to ensure correct receipt and / or notification of receipt (transfer of ownership).
- Disposing of P & E (either through sale or decommissioning) that did not meet expectations from either a time or financial perspective.
- Failures in the Tender process from RTF preparation, advertising, due diligence and awarding.

Potential causes include:

- Fluctuating local market
- Open Depot
- Lack of procedural process / short cutting
- Upselling issues
- Biased view of requirement / specifications
- Lack of liaison with operators

Key Controls	Type	Date	Shire Rating
<i>Policy & Procedures</i>	<i>Preventative</i>	<i>Sep-14</i>	Effective
<i>Delegation Register</i>	<i>Preventative</i>	<i>Sep-14</i>	Effective
<i>e-Quotes (WALGA)</i>	<i>Preventative</i>	<i>Sep-14</i>	Effective
<i>Purchase Order System</i>	<i>Preventative</i>	<i>Sep-14</i>	Effective
<i>Purchase Review Process</i>	<i>Detective</i>	<i>Sep-14</i>	Effective

Overall Control Ratings: **Effective**

Consequence Category	Risk Ratings	Shire Rating
Financial	Consequence:	<i>Minor</i>
	Likelihood:	<i>Rare</i>

Overall Risk Ratings: **Low**

Key Indicators	Tolerance	Date	Overall Shire Result
<i>Audits</i>			

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Training in procurement/tender/contract</i>	<i>Jun-15</i>	<i>CEO</i>
<i>Training in Project Management</i>	<i>Jun-15</i>	<i>CEO</i>
<i>Implement purchase order controls in synergy</i>		

Incident Management Tracking		
Related Incident Details	Date	Impact
<i>None</i>		

Inadequate Project / Change Management

May-16

This Risk Theme is defined as:

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.
- Failure to implement new systems
- Failures of IT Project Vendors/Contractors

This includes Directorate or Service Unit driven change initiatives except new Plant & Equipment purchases. Refer "Inadequate Asset Management"

Potential causes include:

- Lack of communication and consultation
- Lack of investment
- Ineffective management of expectations (scope creep)
- Inadequate project planning (resources/budget)
- Shire growth (too many projects)
- Inadequate monitoring and review
- Project risks not managed effectively
- Lack of Project methodology knowledge and reporting requirements

Key Controls	Type	Date	Shire Rating
<i>Project Status Reporting</i>	<i>Detective</i>	<i>Sep-14</i>	Adequate
<i>Risk assessments</i>	<i>Preventative</i>	<i>Sep-14</i>	Inadequate

Overall Control Ratings:	Adequate
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Consequence Category	Risk Ratings	Shire Rating
Financial	Consequence:	<i>Minor</i>
	Likelihood:	<i>Unlikely</i>
Overall Risk Ratings:		Low

Key Indicators	Tolerance	Date	Overall Shire Result
<i>Missed deadlines / milestones</i>			
<i>Budget overrun</i>			
<i>Failed onjectives</i>			
<i>Deviations from the project scope</i>			

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Develop Project Management Framework (Methodology)</i>	<i>Jun-15</i>	<i>CEO</i>

Incident Management Tracking		
Related Incident Details	Date	Impact
<i>None</i>		

Failure to fulfil statutory, regulatory or compliance requirements

May-16

This Risk Theme is defined as:

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes.

This does not include;

- Issues in relation to OH&S – refer "Inadequate employee and visitor safety and security"
- Procurement, disposal or tender process failures – refer "Inadequate Procurement, Disposal or Tender Practices"
- HR based legislation – refer "ineffective People Management"

Potential causes include:

- Lack of training, awareness and knowledge
- Staff Turnover
- Inadequate record keeping
- Ineffective processes
- Lack of Legal Expertise
- Councillor Turnover
- Misunderstanding of delegations
- Ineffective monitoring of changes to legislation

Key Controls	Type	Date	Shire Rating
<i>Compliance Return (DLG)</i>	<i>Detective</i>	<i>Sep-14</i>	Effective
<i>Compliance calendar</i>	<i>Preventative</i>	<i>Sep-14</i>	Effective
<i>Financial Interest Return</i>	<i>Preventative</i>	<i>Sep-14</i>	Effective
<i>External Auditor Reviews (Compliance)</i>	<i>Detective</i>	<i>Sep-14</i>	Effective
<i>Subscriptions (WALGA)</i>	<i>Preventative</i>	<i>Sep-14</i>	Effective
<i>Induction Process - Councillors</i>	<i>Preventative</i>	<i>Sep-14</i>	Adequate
<i>Induction Process - Staff</i>	<i>Preventative</i>	<i>Sep-14</i>	Adequate
<i>Tender process</i>	<i>Preventative</i>	<i>Sep-14</i>	Adequate
<i>WALGA Preferred Suppliers & eQuotes</i>	<i>Preventative</i>		Effective

Overall Control Ratings: **Effective**

Consequence Category	Risk Ratings	Shire Rating
Compliance	Consequence:	<i>Moderate</i>
	Likelihood:	<i>Unlikely</i>
Overall Risk Ratings:		Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
<i>Audits</i>			
<i>SOP breaches</i>			

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Nominated for R4R supported Cr Training</i>	<i>Jan-15</i>	<i>CEO</i>
<i>Staff Attraction & Retention</i>	<i>Mar-15</i>	<i>MCS</i>
<i>Staff & Elected Member Training</i>	<i>Jun-15</i>	<i>CEO</i>
<i>Review Compliance Framework</i>	<i>Jun-15</i>	<i>CEO</i>

Incident Management Tracking		
Related Incident Details	Date	Impact
<i>None</i>		

Inadequate Stock Management

May-16

This Risk Theme is defined as:

Lack of stock to ensure continuity of operations or oversupply of stock resulting in dormant (non-performing) assets. Stock includes, consumables, stationery, spare parts and / or other items used for operational purposes. This could be a result of an ineffective stock management system / processes or the peripheral processes in the issuance and / or recording of 'transactions'.

It does not include theft or loss of stock through ineffective operations; refer;

- Theft – “Misconduct” or “External Theft or Fraud”
- Ineffective operations – “Errors, Omissions or Delays”.

Potential causes include:

- Fluctuating demand
- Communication breakdowns
- Budgetary constraints
- Unavailability of stock
- Procedures not followed

Key Controls	Type	Date	Shire Rating
<i>Stock Control Systems</i>	<i>Preventative</i>	<i>Sep-14</i>	Adequate
<i>Manual Inspections</i>	<i>Detective</i>	<i>Sep-14</i>	Adequate
		<i>Sep-14</i>	

Overall Control Ratings:	Adequate
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Consequence Category	Risk Ratings	Shire Rating
Compliance/Safety	Consequence:	<i>Minor</i>
	Likelihood:	<i>Possible</i>

Overall Risk Ratings:	Moderate
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Key Indicators	Tolerance	Date	Overall Shire Result
<i>Outdated or dormant stock</i>			
<i>Stock written off</i>			

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Quarterly Stock Takes</i>	<i>Quarterly</i>	<i>MWS</i>
<i>Annual Stock Takes</i>	<i>Annual</i>	<i>MWS/MCD</i>

Incident Management Tracking		
Related Incident Details	Date	Impact
<i>None</i>		

Inadequate Supplier / Contract Management

May-16

This Risk Theme is defined as:

Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:

- Concentration issues
- Vendor sustainability

It does not include failures in the tender process; refer "Inadequate Procurement, Disposal or Tender Practices".

Potential causes include:

- Funding
- Complexity and quantity of work
- Inadequate tendering process
- Geographical remoteness
- Inadequate contract management practices
- Ineffective monitoring of deliverables
- Lack of planning and clarity of requirements
- Historical contracts remaining

Key Controls	Type	Date	Shire Rating
Contract & Tender Management System	Preventative	Sep-14	Effective
Regular Inspection of Landfill Sites (Monitor)	Detective	Sep-14	Not Rated
		Sep-14	

Overall Control Ratings:	Effective
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Consequence Category	Risk Ratings	Shire Rating
Financial	Consequence:	Insignificant
	Likelihood:	Rare
	Overall Risk Ratings:	Low

Key Indicators	Tolerance	Date	Overall Shire Result
# Expired Contracts, not yet renewed	0		
Increased costs >CPI			

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
Standardisation of Tender Documents	Jun-15	MCS
Staff training in contracts & procurement	Ongoing	MCS
Implement contract & tender management module in Synergy		
create an internal process to capture mis-service issues with contractors		
develop a contract management register		

Incident Management Tracking		
Related Incident Details	Date	Impact
None		

Internal Audit - Addressing WA Local Government (Audit) Regulations 1996		Audit Start Date: October 2014	Auditor : Stan Scott - Chief Executive Officer	Audit End Date: December 2014
<p>The Local Government Act 1995 (the Act) requires that all local governments establish an audit committee. An audit committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions. The CEO is required to provide Biennial reviews of the appropriateness and effectiveness of the Shire's systems and procedures in regard to risk management, internal control and legislative compliance to the Audit Committee, who will review this along with the results of the annual CEOs report and Compliance Audit Return. The biennial review will require an internal audit carried out by a person who is not involved in the operational management of the Shire or the functions being audited. Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. This tool has been developed in good faith, addressing Appendix 3 of the Local Government Operational Guidelines - Number 9 - Audit in Local Government. This will assist local governments to assess and report on their internal environment, functions and procedures for inclusion in the CEO biennial review, and to support organisational development and continuous improvement. This tool is to be used in conjunction with Section 7 (Internal Control Framework) of the Western Australian Local Government Accounting Manual which provides guidelines on specific areas of controls to review.</p>				

Risk Management

Risk Management Systems and Processes

Internal control and risk management systems and programs are a key expression of a local government's attitude to effective controls. Good audit committee practices in monitoring internal control and risk management programs	Unsure	Not In Place	Planned	Progressing	Not yet Implemented	Partially Implemented	In Place & Embedded	Annually Reviewed	Comments
Does the Shire have a Risk Management Policy, with formal risk appetite and tolerance levels included?						√			Adopted by Council Tuesday 25 November 2014 - first step
Does the Shire have an organisational wide risk management framework in place?			√						This is part of what is planned in the implementation of Risk Management, Internal Control & Legislative Compliance. Whilst the Shire has many policies and procedures along with unwritten ground rules, the next step is to getting them all documented & formalised then embedded into the organisation.
Does the Shire have a risk register that is regularly reviewed to ensure that risks are addressed and closed out?			√						See above
Is this policy communicated to all current staff, and included in induction processes?			√						See above
Has responsibility for risk management been included in the organisational structure with responsibility assigned?				√					See above
Are strategic risks considered, evaluated and reviewed in annual planning processes?			√						See above
Are material operating risks appropriately considered in the Shire?				√					See above
Does risk management form part of the Council agenda item requirements?						√			Has been included in standard Agenda Item template
Is risk management an agenda item at staff or stakeholder meetings?			√						See above
Is risk management a key performance indicator on all senior management position descriptions?			√						See above
Does the Shire have a regular risk identification, review and reporting process overseen by senior management?			√						See above
Does the Shire have a business continuity plan?			√						See above
Is the Business Continuity Plan tested from time to time?			√						See above
Does the Shire have a disaster recovery plan?						√			Included in LEMA
Is the Disaster Recovery Plan tested from time to time?			√						See above
Determining and Managing Material Operating Risks									
Does the Shire have a system or processes to ensure compliance with Legislation, regulations, Standards and Shire Policies?						√		√	Captures most but not all legislative compliance requirements
Does the Shire have a process to address accounting judgements or estimates that prove to be wrong?						√			Budget review process is rigorous, but reporting tools could be improved.
Does the Shire have a formal process to deal with claims and litigations?				√					Process ad hoc and case by case.
Is there a process in place to identify misconduct, fraud or theft risks that includes monitoring, review and a treatment plan should they eventuate?				√					Risk Management process should address.
Does the Shire have systems and processes to prevent or uncover misconduct, fraud and theft?				√					Enforced separation of functions and review of audit logs.
Does the Shire have systems in place to address Occupational Safety and Health risks?						√			
Does the Shire have systems in place to address environmental risks?				√					Environmental Management System embedded in draft Environmental Strategy
Does the Shire have systems and processes in place to address business risks?						√			
Does the Shire have a process to manage insurable risks and ensure the adequacy of insurance?						√		√	Insurance cover, risks and valuations reviewed annually
Does the Shire have formal processes to review the effectiveness of the internal control systems with management, internal and external auditors?						√			Very productive relationship with external auditors.
Does management have controls in place for unusual types of transactions or transactions that may carry more than acceptable degrees of risk?				√					
Does the Shire have a formal tenders and procurement system and process in place with a focus on probity and transparency of policies and procedures?							√		
Does the Shire have a process / checklist approach to ensure the tenders and procurements policies and processes are being applied at all times?						√			

Internal Control

Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government. An effective and transparent internal control environment is built on the following key areas: <ul style="list-style-type: none"> ■ integrity and ethics. ■ policies and delegated authority. ■ levels of responsibilities and authorities. ■ audit practices. ■ information system access and security. ■ management operating style. ■ human resource management and practices. Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.	Unsure	Not in place	Planned	Progressing	Not yet Implemented	Partially Implemented	In place and embedded	Annually reviewed	Comments
Does the Shire have a formal delegation of authority system and process.							√		
Does the Shire have documented policies and procedures?						√			This is well underway with full completion due June 2015. This will then lead to a familiarisation of these with all staff.
Is there an effective process in place for policy and procedure reviews?						√			Currently being reviewed & will be taken to Council in January 2015 for consideration.
Are all Shire staff qualified and trained in the areas of their principal responsibility?						√			Progressing
Are there controls on all formal systems and processes?						√			Progressing
Are regular internal audits carried out?					√				Progressing -no formal internal audit process in place
Are risk identification and assessments activities documented?					√				
Does the Shire have regular liaison with the Shire Auditors?							√		Yes
Does the Shire have regular liaison with legal advisors?						√			Legal advice obtained as required issue by issue.
Is there a process to review the effectiveness of internal controls?						√			Audit logs produced and examined
Is there a process for ensuring separation of roles and functions in processing and authorisation							√		Yes
Is there a process in place for control of approval of documents, letters and financial records?							√		Yes
Is there a process for comparison of internal data with other external sources of information?						√			Sampling and confirmation by external auditors
Is direct physical access to assets and records limited?							√		Yes
Are controls in place relating to computer applications and information system standards?						√			Yes
Is access limited to make changes in data files and systems?							√		Yes
Is there regular maintenance and review of financial control accounts and trial balances?							√		Yes
Is there a process to regularly comparison and analysis of financial results with budgeted amounts?							√		Yes
Is there a process to review the arithmetical accuracy and content of records?							√		Yes
Is there a process to review and report on approval of financial payments and reconciliations?							√		Yes
Is there a process to compare the result of physical cash and inventory counts with accounting records?						√			Ideally inventory would be reconciled more frequently.

Legislative Compliance

The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. Audit committee practices in regard to monitoring compliance programs typically include the following that should be audited.	Unsure	Not in place	Planned	Progressing	Not yet Implemented	Partially Implemented	In place and embedded	Annually reviewed	Comments
Is there a process in place for monitoring compliance with legislation and regulations?							✓		yes
Is there a process in place to review the annual Compliance Audit Return and report to Council the results of that review?							✓		Yes
Is there a process for the audit committee to stay informed on how management is monitoring the effectiveness of its compliance and making recommendations for change as necessary?							✓		Yes
Does the Shire have procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints?						✓			
Is there a process that gives the Audit Committee assurance that adverse trends are identified and reviews management's plans to deal with these?							✓		
Is there a process for the Audit committee review management disclosures in financial reports of the effect of significant compliance issues?							✓		yes
Is there a process to review whether the internal and / or external auditors have regard to compliance and ethics risks in the development of their audit plan and in the conduct of audit projects, and report compliance and ethics issues to the audit committee?		✓							
Is there a process to determine the internal auditor's role in assessing compliance and ethics risks in their plan?			✓						Progressing -no formal internal audit process in place
Is there a process to monitor the Shire's compliance frameworks dealing with relevant external legislation and regulatory requirements?						✓			
Is there a process in place to ensure Audit Committee members are complying with legislative and regulatory requirements imposed on them, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the Shire, and disclosing conflicts of interest?		✓							

