



Ordinary Council Meeting

Minutes

17 December 2019

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 a separate attachment to these Minutes with the exception of Confidential Items.

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

Unconfirmed Minutes

These minutes were approved for distribution on 18 December 2019.

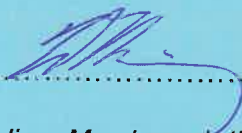


Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 28 January 2019.

Signed:



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

Council Meeting Information Sheet



Council Meetings are held in the Shire of Toodyay Administration Offices (Council Chambers) located at 15 Fiennes Street, Toodyay WA 6566. They commence at 4.00pm.

Dates for 2020 Ordinary Council Meetings are below:

January to June	July to December
28/01/2020	28/07/2020
25/02/2020	25/08/2020
24/03/2020	22/09/2020
28/04/2020	27/10/2020
26/05/2020	24/11/2020
23/06/2020	15/12/2020

Agenda Briefings are held in Council Chambers at 4.00pm, one week prior to the Council Meeting.

Agenda Briefings are not decision making meetings. No decisions will be made, and there is to be no debate on matters contained in the Agenda.

Agenda Briefings provide an opportunity to Councillors to ask questions, clarify any issues and ask for additional information relevant to Agenda Items before Council.

The Shire President presides at Council Meetings in accordance with the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.

Council Meeting Attendance

The public are encouraged to attend Agenda Briefings and Council Meetings on the proviso that there is no expression of dissent or approval, conversation, or interruption to Council proceedings.

In the event of such a disruption, the Shire President may use their discretion and without a vote of the Council, require those interrupting to withdraw. The person or persons concerned shall immediately withdraw from the Council Chambers.

It is also important to turn off mobile phones and refrain from talking while the business of Council is being discussed as it may at times be distracting for Council.

Standing Orders Local Law 2008

Standing Orders provide for orderly conduct of Council and Committee meeting (and debating) procedures, as well as prescribing ways in which members of the public can contribute to the meeting, herein outlined.

Council Meeting Agenda

In accordance with Standing Order 4.1 (1) No business is to be transacted at an OCM other than what is specified in the Agenda without the approval of Council.

The Agenda, including attachments, are made available at least 72 hours prior to the meeting.

The agenda is free to download from the Shire of Toodyay [Agendas, Minutes & Notes Page](#). A hardcopy can be viewed at the Shire Offices between 8.30am-4.30pm (M-F) or at the Toodyay Public Library.

What if I have an Application before Council?

You may make a public submission. Any statement or intimation of approval made by a Councillor or Admin Officer during or after the meeting is not intended to be and is not to be taken as notice of approval from Council.

Applicants should only rely on written confirmation of the outcome of the application from the Shire which will include the decision made by Council.

How to make a Public Submission to Council

The *Shire of Toodyay Standing Order Local Law 2008* prescribes the manner in which submissions are made.

Prior written notice to the CEO of the text or substance of a submission is preferred by completing a [Public Submission Registration Form](#) and submitting it by midday on the day of a scheduled meeting.

Any matter which is the subject of a submission to Council is not to be decided by Council until after the submission has been made, in accordance with Standing Orders.

How to make a Presentation to Council

Email the Shire on records@toodyay.wa.gov.au if you wish to make a presentation to Council or bestow a gift, award, or publication to Council at a Council Meeting.

How to Ask a Question

The *Local Government Act 1995*, *Local Government (Administration) Regulations 1996* and *Shire of Toodyay Standing Orders Local Law 2008* prescribe procedures in respect to Public Questions.

Council or Committee, by resolution, may agree to extend public question time.

Questions are not to contain defamatory remarks, offensive language nor question the competency of Staff, Council Members or the Shire.

Opening statements should be brief and not contain opinion, statement of fact, or other comment, except so far as may be necessary to explain the question.

Each person has four minutes in which to ask two questions before the Presiding Member invites other people present to ask questions.

An Officer or Councillor may be nominated to respond to a question. No debate or discussion is allowed to take place on any question or response. If questions are repetitive in nature the Presiding Member may refer to a previous answer given.

Minutes will contain a summary of each question and the response given.

Prior written notice of questions is preferred by emailing our Records Officer on records@toodyay.wa.gov.au by midday on the day of a scheduled meeting.

Ad-hoc questions may be taken on notice if a response cannot be provided. In these instances, the response will be provided in writing and included in the agenda for the next Council Meeting.

How to make a Petition to Council

The *Shire of Toodyay Standing Orders Local Law 2008* prescribes the manner in which formal petitions are to be accepted by Council from members of the Community.

Petitions to Council are to:

- be addressed to the Shire President and Councillors;
- be made by electors of the district;
- contain a concise statement of facts and the action sought on the front page of the petition;
- contain the names, addresses and signatures of the elector(s) making the request, and the date each elector signed; and
- State the name and address of the person whom arranged the petition for correspondence to be delivered to, as correspondence is not sent to all the signatures on the petition.

A Councillor will present and read out the petition and, if necessary, request that it be referred for an Officer's report.

If a petition does not relate to or conform to the above it may be treated as an 'informal' petition and the CEO may, at his discretion, forward the petition to Council accompanied by an officer report.

How to arrange a Deputation to Council

A person or group wishing to be received by Council or Committee as a deputation must submit a deputation application to the CEO for approval 5 working days before a meeting. The deputation must include information to be raised by a deputation in concise terms, but in sufficient detail to provide a general understanding of the deputation's purpose.

Shire of Toodyay Standing Orders Local Law 2008 prescribes that the CEO provides a copy of summary of the application to the Presiding Member together with a recommendation and reasons whether or not the application should be approved. The Presiding Member may then either grant or refuse the application, with or without conditions; or refer it to the Council or Committee (as the case may be) for a determination. If the application is refused, a report to the next Council or Committee meeting is to be made including application details and the reason for refusal.

Unless the Council or Committee resolves otherwise, a deputation invited to attend a Council or Committee meeting:

- is not to exceed three persons;
- may address the Council or Committee for up to five minutes each (or for up to ten minutes if only one person speaks), unless the time is extended by the Council or Committee; and
- May also respond to questions from Members.

For the purpose of determining who may address the Council or Committee on an issue, all those people either in favour of or opposed to an item for consideration are deemed to comprise a single deputation.

Any matter which is the subject of a deputation to the Council or Committee is not to be decided by the Council or Committee until the deputation has completed its presentation.

Minutes of Meetings

Minutes are available ten days after Council Meetings, and five days after Committee Meetings. Minutes are 'unconfirmed' until the next meeting where they are 'confirmed' subject to any amendments made by Council or Committee (as the case may be). The confirmed minutes, including relevant attachments, are signed by the Presiding Person and made available ten days after the Council or Committee Meeting.

Essential Committees of Council

Council Committees have no delegated authority, and their purpose will vary in accordance with terms set by Council. All committees report on their activities and make recommendations to Council for consideration at Council Meetings.

Committees open to the public are:

- Local Emergency Management Committee
- Bush Fire Advisory Committee
- Museum Advisory Committee
- Environmental Advisory Committee

Committees closed to the public are:

- Audit Committee
- Local Recovery Committee

Advisory Groups

Council may establish Advisory Groups to undertake specific tasks and research. Their meetings will not be opened to the public. These groups have no delegated authority, and their purpose will vary in accordance with Council Policy and Terms of Reference set by Council at the time of establishment.

Further Queries regarding above information

Please contact the Executive Services Team on (08) 9573 9305 or via email at records@toodyay.wa.gov.au

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ATTACHMENTS *with separate index follows Item 16.*

Shire of Toodyay

ORDINARY COUNCIL MEETING – 17 DECEMBER 2019

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 4.05pm.

The Shire President advised those present that all mobile phones and recording devices be switched off and advised that the recording of any part of the meeting was not allowed.

The Shire President advised those present the location of the exit doors in case of an emergency.

2. RECORDS OF ATTENDANCE

Members

Cr B Manning	Shire President
Cr R Madacsi	Deputy Shire President
Cr B Bell	
Cr T Chitty	
Cr P Greenway	
Cr P Hart	
Cr S Pearce	
Cr B Rayner	
Cr B Ruthven	

Staff

Mr S Scott	Chief Executive Officer
Ms A Bell	Manager Community Development
Mr K Nieuwoudt	Manager Planning & Development
Mr S Patterson	Manager Works and Services
Mrs N Rodger	Acting Manager Corporate Services
Mrs M Rebane	Executive Assistant

Visitors

M Wood	E Twine	M Sinclair-Jones
M Leggett	J Hart	P Ruthven
R Pearce		

2.1 APOLOGIES

Nil

2.2 APPROVED LEAVE OF ABSENCE

Cr Pearce - 13 January 2020 to 27 January 2020.

2.3 APPLICATIONS FOR LEAVE OF ABSENCE

Cr Bell requested that he be granted a Leave of Absence from 27 January 2020 to 14 February 2020 inclusive.

MOTION/COUNCIL RESOLUTION NO. 311/12/19

MOVED Cr Bell

That Cr Bell be granted a Leave of Absence from 27 January 2020 to 14 February 2020 inclusive.

MOTION CARRIED 9/0

3. DISCLOSURE OF INTERESTS

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

4. PUBLIC QUESTIONS

4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Ordinary Meeting of Council held on 26 November 2019 there were no questions taken on notice.

4.2 PUBLIC QUESTION TIME

E Twine

Summary of Question One

The Council Members who were elected at the October 2019 Ordinary local government election were elected on the premise of being more open and transparent and working as a team. If that is the case, can you please explain why there are no minutes or records of attendance for the meeting reported to be held via Facebook on 20 October 2019 and why, if you are working as a team; why the three standing Councillors were not informed of this meeting?

The Shire President stated that "that was not a meeting of Council and that the only meetings put on the Council website are official council and committee meetings.

5. CONFIRMATION OF MINUTES

5.1 Ordinary Meeting of Council held on 26 November 2019

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO.
312/12/19**

MOVED Cr Hart

SECONDED Cr Pearce

That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 26 November 2019 be confirmed.

MOTION CARRIED 9/0

5.2 Agenda Briefing held on 10 December 2019

OFFICER'S RECOMMENDATION

That the Notes of the Agenda Briefing held on 10 December 2019 be received.

Cr Chitty moved the Officer's Recommendation.

Cr Greenway seconded the motion.

Clarification was sought.

The motion was put.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO.
313/12/19**

MOVED Cr Chitty

SECONDED Cr Greenway

That the Notes of the Agenda Briefing held on 10 December 2019 be received.

MOTION CARRIED 9/0

5.3 Confidential Items

The Shire President ruled that in accordance with Standing Order 4.6 that Council could consider business for adoption by exception.

The CEO advised the Shire President that he had collated the Council Meeting Running Sheets and the items to be considered were as follows:

- 5.3.1 Unconfirmed Confidential Minuted Items 14.1, 14.2 and 14.3 from the Ordinary Meeting of Council held on 26 Nov 2019;
- 9.1.1 Policy 0.3 Museum Interpretation and Exhibition Policy;
- 9.1.2 Policy 0.4 Museum Collection and Conservation Management – Strategic Planning – Museum; and
- 9.3.1 Single Lane Bridges – Regulatory Control.

Cr Rayner moved a motion as follows:

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

5.3.1 Unconfirmed Confidential Minuted Items 14.1, 14.2 and 14.3 from the Ordinary Meeting of Council held on 26 Nov 2019;

9.1.1 Policy 0.3 Museum Interpretation and Exhibition Policy;

9.1.2 Policy 0.4 Museum Collection and Conservation Management – Strategic Planning – Museum; and

9.3.1 Single Lane Bridges – Regulatory Control

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.

MOTION/ADOPTION BY EXCEPTION COUNCIL RESOLUTION NO. 314/12/19

MOVED Cr Rayner

SECONDED Cr Pearce

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

5.3.1 Unconfirmed Confidential Minuted Items 14.1, 14.2 and 14.3 from the Ordinary Meeting of Council held on 26 Nov 2019;

9.1.1 Policy 0.3 Museum Interpretation and Exhibition Policy;

9.1.2 Policy 0.4 Museum Collection and Conservation Management – Strategic Planning – Museum; and

9.3.1 Single Lane Bridges – Regulatory Control

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

MOTION CARRIED 9/0

5.3.1 Ordinary Meeting of Council held on 26 November 2019

**OFFICER'S RECOMMENDATION/ADOPTION BY
EXCEPTION COUNCIL RESOLUTION NO. 314/12/19**

MOVED Cr Rayner **SECONDED** Cr Pearce

That the Unconfirmed Confidential Minuted Items listed as follows:

- 14.1 2020 Governor's Australia Day WA Citizen of the Year Awards Report;
- 14.2 CEO Recruitment; and
- 14.3 Sport and Recreation Precinct Update

from the Ordinary Meeting of Council held on 26 Nov 2019 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

Nil

7. BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED)

Nil.

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER (without discussion)

The Shire President did not make an announcement in accordance with the *Shire of Toodyay Standing Orders Local Law 2008* (Section 4.3)/

The Shire President took the opportunity to wish Councillors, Staff and the Community a Merry Christmas and a safe and prosperous holiday period.

9. REPORTS OF COMMITTEES AND EMPLOYEE REPORTS

9.1 COMMUNITY DEVELOPMENT

9.1.1. Policy 0.3 Museum Interpretation and Exhibition Policy

Date of Report:	29 November 2019
Applicant / Proponent/s:	Shire of Toodyay - Museum
File Reference:	HER 5
Author:	A Bell – Manager Community Development
Responsible Officer:	A Bell – Manager Community Development
Previously Before Council:	19 June 2012
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1 Extract of 17 Aug 2017 MAC Minutes; 2 REVISED Policy 0.3 Museum Interpretation and Exhibition Policy.
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

To continue planning for the Museum's future by reviewing the Museum's Interpretation and Exhibition Policy.

BACKGROUND

In 2017 the Museum Advisory Committee undertook several workshops to complete a 5 year Strategy along with updates to the two Shire Policies 0.3 & 0.4 which relate to the Museum and its workings.

Policy 0.3 is the primary policy which guides the Museum on its Interpretation of stories and its exhibitions.

CONSULTATION IMPLICATIONS

Two strategic planning workshops were held in 2017 with the Museum Advisory Committee and Joanne Hyland the Facilitator who had been engaged to assist with the strategy process.

On 17 August 2017 the Museum Advisory Committee reviewed the policy amendments and put forward their recommendations. This information is reflected in (**Attachments 1 & 2** being the copy of MAC minutes 17/8/17 & updated draft Policy 0.3).

STRATEGIC IMPLICATIONS

In older strategic documents, the importance of the Shire's Museums has been stated as follows:

The Shire's rich cultural history is preserved and insight is provided into the region's past via two museums – Old Goal Museum and Connors Mill.

Museums are the Shire's heritage facilities. In the Shire's current Corporate Business Plan, the Shire aims to support the development of arts, culture, heritage and environmental tourism by developing the convict depot walk and reviewing the heritage strategy, which will have the effect of enhancing the community amenity of the Old Gaol Museum Precinct.

As part of the Shire's economic services an objective is to promote the Shire and improve its economic well-being. The activities used to achieve this objective are the regulation and provision of tourism, area promotion, economic development, and building control.

POLICY IMPLICATIONS

Policy 0.3 Museum Interpretation and Exhibition policy to be reviewed and adopted by Council.

FINANCIAL IMPLICATIONS

There are no adverse financial implications envisaged from this report.

LEGAL AND STATUTORY IMPLICATIONS

There are no adverse legal nor statutory implications envisaged from this report.

RISK IMPLICATIONS (including DAIP)

There are no adverse risk implications envisaged from this report.

SOCIAL IMPLICATIONS

There are no adverse social implications envisaged from this report.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

ECONOMIC IMPLICATIONS

There are no adverse economic implications envisaged from this report.

OFFICER COMMENT / DETAILS

A modification of the current policy was felt to be appropriate rather than the compilation of a new policy.

Changes to the revised Policy 0.3 are hi-lighted in **Attachment 2**.

OFFICER'S RECOMMENDATION/ADOPTION BY EXCEPTION COUNCIL RESOLUTION NO. 314/12/19

MOVED Cr Rayner

SECONDED Cr Pearce

That Council adopt Policy 0.3 Museum Interpretation and Exhibition Policy as amended in **Attachment 2** to this report.

MOTION CARRIED 9/0

**9.1.2 Policy 0.4 Museum Collection and Conservation Management –
Strategic Planning - Museum**

Date of Report:	29 November 2019
Applicant / Proponent/s:	Shire of Toodyay - Museum
File Reference:	HER 5
Author:	A Bell – Manager Community Development
Responsible Officer:	A Bell – Manager Community Development
Previously Before Council:	19 June 2012
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1 Extract MAC Minutes 16 Feb 2017; and 2 REVISED Policy 0.4 Museum Collection and Conservation Management.
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

To continue planning for the Museum's future by reviewing the Museum's Collection and Conservation Management Policy 0.4.

BACKGROUND

In 2017 the Museum Advisory Committee undertook several workshops to complete a 5 year Strategy including updates to the two Shire Policies 0.3 & 04 which relate to the Museum and its workings.

Policy 0.4 is the primary policy which guides the Museum on its Collections. This policy defines the specific collection themes (or areas) the Museum will address.

CONSULTATION IMPLICATIONS

Two strategic planning workshops were held in 2017, with the second one being held on 9 Feb 2017 with the Museum Advisory Committee and Joanne Hyland the Facilitator who had been engaged to assist with this strategy process.

On 16 Feb 2017 the Museum Advisory Committee reviewed the policy amendments and put forward their recommendations. This information is reflected in (**Attachments 1 & 2**) being the copy of MAC minutes 16/2/17 & updated draft Policy 0.4).

STRATEGIC IMPLICATIONS

In older strategic documents, the importance of the Shire's Museums has been stated as follows:

The Shire's rich cultural history is preserved and insight is provided into the region's past via two museums – Old Goal Museum and Connors Mill.

Museums are the Shire's heritage facilities. In the Shire's current Corporate Business Plan, under Recreation and Culture, the objective is to establish and manage efficiently, infrastructure and resources which will help the social wellbeing of the community. The activities used to achieve this is the maintenance of halls, recreation facilities and reserves, operation of libraries, heritage facilities and cultural activities.

POLICY IMPLICATIONS

Policy 0.4 Museum Collection and Conservation Management to be reviewed and adopted by Council.

FINANCIAL IMPLICATIONS

There are no adverse financial implications envisaged from this report.

LEGAL AND STATUTORY IMPLICATIONS

There are no adverse legal nor statutory implications envisaged from this report.

RISK IMPLICATIONS (including DAIP)

There are no adverse risk implications envisaged from this report.

SOCIAL IMPLICATIONS

There are no adverse social implications envisaged from this report.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

ECONOMIC IMPLICATIONS

There are no adverse economic implications envisaged from this report.

OFFICER COMMENT / DETAILS

A modification of the current policy was felt to be appropriate rather than the compilation of a new policy. It was generally felt the collection themes in Section 1 of the Policy (see **Attachment 2**) were too restrictive, and did not encompass all of Toodyay's unique history, particularly in regard to the 20th & 21st centuries, the environment and the Indigenous experience after European settlement. Joanne Hyland – our Facilitator felt that our primary themes should reflect the two iconic buildings being used as Museum sites, i.e. Law & Order, and Flour Milling/Agriculture.

On 16 February 2017 the Museum Advisory Committee reviewed the suggested amendments to Policy 0.4 – Museum Collection and Conservation Management which were discussed at the workshop held on 9 February 2017.

Changes to the revised Policy 0.4 are highlighted in **Attachment 2**.

OFFICER'S RECOMMENDATION/ ADOPTION BY EXCEPTION COUNCIL RESOLUTION NO. 314/12/19

MOVED Cr Rayner

SECONDED Cr Pearce

That Council adopt Policy 0.4 – Museum Collection and Conservation Management, as amended.

MOTION CARRIED 9/0

9.2 PLANNING AND DEVELOPMENT

9.2.1 Request to close portion of unmade public road in Morangup.

Date of Report:	22 November 2019
Applicant / Proponent/s:	C. SINCLAIR & M. FITZPATRICK
File Reference:	ICR63694/A3546/200COB
Author:	H. de Vos – Planning Officer
Responsible Officer:	K. Nieuwoudt – Mgr. Planning & Development
Previously Before Council:	Nil
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Quasi-judicial
Attachments:	1. Map; and 2. Road closure application.
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

Council is requested to consider the permanent closure of a portion of the unmade public road reserve.

The request has been submitted by C. Sinclair and M. Fitzpatrick.

The road is proposed to be closed as part of a concurrent lot consolidation process which is involving the amalgamation of numerous parcels of land which were fragmented when the railway was put through the area.

BACKGROUND

On 13 November 2019, the Shire of Toodyay received correspondence from Ms Sinclair formally applying to have a portion of unmade public road reserve closed.

The portion of the road proposed to be closed is:

- An unconstructed portion of public road.
- Polygon Number: 11528562
- Land ID: 3559944
- Land area: 4,037.46m²

The parcel is located adjacent to railway land and Cobbler Pool Road.

For more details please refer to **Attachment 1** and **Attachment 2**.

CONSULTATION IMPLICATIONS

In accordance with Council's Policy M.2 – Public Consultation Formal Matters, consultation on the proposed road closure requires that it is advertised in accordance with Level E. The application is also advertised in accordance with section 58 of the *Land Administration Act 1997*.

STRATEGIC IMPLICATIONS

There are no adverse strategy implications envisaged from this report.

POLICY IMPLICATIONS

There are no adverse policy implications envisaged from this report.

FINANCIAL IMPLICATIONS

There are no adverse financial implications envisaged from this report.

LEGAL AND STATUTORY IMPLICATIONS

Road closures are regulated by Section 58 of the *Land Administration Act 1997*. In accordance with the Land Administration Act and Regulations, there are four main steps involved in closing a road:

1. The Local Government needs to decide whether it is willing to initiate the road closure request.
2. The Local Government must then advertise the proposed road closure to adjoining landowners and servicing authorities in accordance with Section 58 of the Land Administration Act and Regulation 9 of the *Land Administration Regulations 1998*.
3. The Local Government then considers submissions received during the advertising period and must resolve to close the road and request the Department of Planning, Lands and Heritage to proceed with the road closure.
4. The Minister is then to choose whether to grant a request and if granted the land can be purchased by private parties or can become Unallocated Crown Land.

At this point in time Council is requested to consider Stage 1 of the process.

RISK IMPLICATIONS (including DAIP)

There are no adverse risk implications envisaged from this report.

SOCIAL IMPLICATIONS

There are no adverse social implications envisaged from this report.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

ECONOMIC IMPLICATIONS

There are no adverse economic implications envisaged from this report.

OFFICER COMMENT / DETAILS

The proposed permanent closure of the portion of unmade public road reserve can be initiated by the Council. If it is initiated the road closure will be advised for

public comment including notification to adjoining land owners, advertisements in the newspapers and consultation with servicing authorities.

Once the consultation period concludes, Council will consider the proposed road closure in light of any submissions received. The ultimate decision on whether the road would be closed rests with the Minister of Planning, Lands and Heritage.

It is therefore recommend that Council resolve to initiate the process for the permanent closure of the portion of road reserve as outlined in the attachments.

OFFICER'S RECOMMENDATION

That Council:

1. initiates a road closure for the portion of Murray Walkway shown in Attachment No. 1 & 2; and
2. Authorises the CEO to advertise the Council's intentions, in accordance with Section 58 of *Land Administration Act 1997* to permanently close the portion of road reserve identified in Attachment No.1 & 2.

Cr Rayner moved a motion as follows:

That Council:

1. **initiates a road closure for the portion of an unmade road shown in Attachment No. 1 & 2; and**
2. **Authorises the CEO to advertise the Council's intentions, in accordance with Section 58 of Land Administration Act 1997 to permanently close the portion of road reserve identified in Attachment No.1 & 2.**

Cr Pearce seconded the motion.

Clarification was sought.

The motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. 315/12/19

MOVED Cr Rayner

SECONDED Cr Pearce

That Council:

1. initiates a road closure for the portion of an unmade road shown in Attachment No. 1 & 2; and
2. Authorises the CEO to advertise the Council's intentions, in accordance with Section 58 of Land Administration Act 1997 to permanently close the portion of road reserve identified in Attachment No.1 & 2.

MOTION CARRIED 9/0

Note: The words "an unmade Road" replaced the words "Murray Walkway" because at the Agenda Briefing held on 10 December 2019 it was pointed out that the Road Closure at Point 1 of the Officer's Recommendation was incorrect.

9.2.2 Request to Adopt for Advertising Draft Local Planning Policy No. 23 – Extraction of Basic Raw Materials

Date of Report:	4 December 2019
Applicant / Proponent/s:	Shire of Toodyay
File Reference:	PLA1/EXT1
Author:	H. de Vos – A/Mgr. Planning and Development
Responsible Officer:	S. Scott – Chief Executive Officer
Previously Before Council:	Nil
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Quasi-judicial
Attachments:	1. Draft Local Planning Policy No. 23 – Extraction of Basic Raw Materials
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

Council is asked to adopt for advertising Draft Shire of Toodyay Local Planning Policy No.23 – Extraction of Basic Raw Materials ('the Policy' – Draft LPP23). It follows a notice of motion provided by Councillor Manning at the April 2019 Ordinary Council Meeting.

BACKGROUND

On 29 April 2019 Cr Manning provided the Chief Executive Officer notification of a notice of motion for the 28 May 2019 Ordinary Council Meeting as follows:

"That a draft Local Planning Policy on Basic Raw Materials and Extractive Industries be prepared and presented to Council for consideration by 31 December 2019."

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

CONSULTATION IMPLICATIONS

Should Council resolve to commence advertising, the Local Planning Policy will be advertised in accordance with Council's Policy M2 Public Consultation – Formal Matters Policy at 'Level F'.

STRATEGIC IMPLICATIONS

In the *Shire of Toodyay Community Strategic Plan 2028* a key result area is governance. The SCP states that the way the Shire will lead and operate will be through their strategic outcome which states *"a Council that engages with the community and provides good governance on behalf of the community."*

An objective to achieve this strategic outcome is to "Provide accountable and transparent leadership for the community by completing (Ref. S1.2) the

development of a new Local Planning Scheme and related Local Planning Policies.

Shire of Toodyay Local Planning Strategy 2018 (LPS)

The LPS articulates that extractive industries are important to the growth and economy of Toodyay; however, appropriate strategic planning and management in regards to these activities is essential. The LPS also considers that where basic raw materials are present, it is important to consider the zoning and land use of the area, and provisions for the protection, access and use of the resources.

POLICY IMPLICATIONS

This policy has to be read with Council's Local Planning Policy No. 7 – Road Maintenance Contributions (LPP7).

FINANCIAL IMPLICATIONS

There will be approximately \$400 of advertising costs.

LEGAL AND STATUTORY IMPLICATIONS

Statutory basis for preparation of local planning policies

Local Planning Policies are provided for in Part 2, Division 2, Clause 3 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* ('the Regulations').

Clause 3(1) states that a local government may prepare a local planning policy in respect of any matter relating to the planning and development of the Scheme area. In accordance with clause 3(2) of the Regulations a local planning policy –

- (a) may apply generally or in respect of a particular class or classes of matters specified in the policy; and
- (b) May apply to the whole of the Scheme area or to part or parts of the Scheme area specified in the policy.

In accordance with clause 3(3) of the Regulations a local planning policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies.

Clause 3(4) of the Regulations gives the local government the ability to amend or repeal a local planning policy and clause 3(5) determines that the local government must have regard to each local planning policy to the extent that the policy is consistent with the Scheme.

Procedure for making local planning policy

If a local government resolves to prepare a local planning policy, the local government must follow the procedure under clause 4(1) up to and including clause 4(6) of the Regulations as follows:

- 1) *If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows –*
 - (a) *publish a notice of the proposed policy in a newspaper circulating in the Scheme area, giving details of –*
 - i. *the subject and nature of the proposed policy; and*

- ii. *the objectives of the proposed policy; and*
 - iii. *where the proposed policy may be inspected; and*
 - iv. *to whom, in what form and during what period submissions in relation to the proposed policy may be made;*
 - v. *if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;*
 - vi. *Give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.*
- 2) *The period for making submissions in relation to a local planning policy must not be less than a period of 21 days commencing on the day on which the notice of the policy is published under sub-clause (1)(a).*
- 3) *After the expiry of the period within which submissions may be made, the local government must —*
 - (a) *review the proposed policy in the light of any submissions made; and*
 - (b) *resolve to —*
 - i. *proceed with the policy without modification; or*
 - ii. *proceed with the policy with modification; or*
 - iii. *Not to proceed with the policy.*
- 4) *If the local government resolves to proceed with the policy, the local government must publish notice of the policy in a newspaper circulating in the Scheme area.*
- 5) *A policy has effect on publication of a notice under sub-clause (4).*
- 6) *The local government-*
 - (a) *must ensure that an up-to-date copy of each local planning policy made under this Scheme is kept and made available for public inspection during business hours at the offices of the local government; and*
 - (b) *May publish a copy of each of those local planning policies on the website of the local government.”*

RISK IMPLICATIONS (including DAIP)

There are no adverse risk implications envisaged from this report.

SOCIAL IMPLICATIONS

There are no adverse social implications envisaged from this report.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

ECONOMIC IMPLICATIONS

There are no adverse economic implications envisaged from this report.

OFFICER COMMENT / DETAILS

The Policy has been designed to:

- (a) Assist officers in assessing proposals for the extraction of basic raw materials such as sand, limestone, clay and hard rock on land in the Shire's jurisdiction area;
- (b) Outline the information to be submitted with an application for an extractive industry;
- (c) Outline the matters Council will have regard for when considering an application;
- (d) Advise proponents of the requirement to apply for an Extractive Industry Licence under the provisions of Council's Extractive Industries Local Law 1999 once Development Approval had been granted;
- (e) Provide guidelines for:
 - Boundary setbacks;
 - Buffers;
 - Compliance with mine safety requirements;
 - The requirement to obtain Vegetation Clearing Permits;
 - The requirement to obtain relevant licences under EPA legislation;
 - Environmental protection;
 - Weed and disease management;
 - Site Rehabilitation; and
 - Security for Site Restoration and Reinstatement.

It is recommended Council adopts the draft policy for public advertising as required by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

OFFICER'S RECOMMENDATION

That Council endorses Local Planning Policy No.23 'Extraction of Basic Raw Materials' for the purposes of advertising for public comment under Part 2, Division 2, sub-clause 4(1)(a) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* in accordance with **Attachment 1**, as attached.

Cr Chitty moved the Officer's Recommendation as follows:

That Council endorses Local Planning Policy No.23 'Extraction of Basic Raw Materials' for the purposes of advertising for public comment under Part 2, Division 2, sub-clause 4(1)(a) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* in accordance with Attachment 1, as attached.

Cr Rayner seconded the motion.

Clarification was sought.

Cr Pearce moved an amendment to the motion as follows:

That the words “subject to the amendments below:

That in the model conditions under the heading Traffic and Roads (xix) the operating hours for cartage shall be limited to 7.00am to 5.00pm Monday to Friday be inserted after the words “as attached”

Cr Ruthven seconded the amendment.

Debate commenced.

The amendment was put.

AMENDMENT/COUNCIL RESOLUTION NO.316/12/19

MOVED Cr Pearce

SECONDED Cr Ruthven

That the words “subject to the amendments below:

That in the model conditions under the heading Traffic and Roads (xix) the operating hours for cartage shall be limited to 7.00am to 5.00pm Monday to Friday”

be inserted after the words “as attached”

AMENDMENT CARRIED 8/1

The Shire President read out aloud the substantive motion.

Debate commenced.

The substantive motion was put.

OFFICER’S RECOMMENDATION/COUNCIL RESOLUTION NO. 317/12/19

MOVED Cr Chitty

SECONDED Cr Rayner

That Council endorses Local Planning Policy No.23 ‘Extraction of Basic Raw Materials’ for the purposes of advertising for public comment under Part 2, Division 2, sub-clause 4(1)(a) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* in accordance with **Attachment 1**, subject to the amendments below:

That in the model conditions under the heading Traffic and Roads (xix) the operating hours for cartage shall be limited to 7.00am to 5.00pm Monday to Friday.

MOTION CARRIED 9/0

9.2.3 Lot 20 Wattening Road – Combined Ancillary Dwelling and Shed

Date of Report:	4 December 2019
Applicant / Proponent/s:	B. Heiderich
File Reference:	A3310/20WAT/IPA63240
Author:	H. de Vos – A/Mgr. Planning & Development
Responsible Officer:	S. Scott – Chief Executive Officer
Previously Before Council:	Nil
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Quasi-judicial
Attachments:	1. Map; and 2. Application plans.
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

Council is requested to consider an application for a combined ancillary dwelling/shed development at Lot 20 Wattening Road in Wattening. Under PD3 (1)(a) of the Shire of Toodyay's Delegation Register no delegated authority exists for applications involving variations to Local Planning Policy No. 2 – Ancillary Accommodation.

BACKGROUND

Lot 20 Wattening Road is a 46.6ha property in Wattening which is situated approximately 22km north of the Toodyay townsite. It is zoned Rural under the Shire of Toodyay's Local Planning Scheme No. 4 ('the Scheme' or 'LPS4'). Wattening Road is a gravel, minor local road running off Telegraph Road which itself is local and gravel surfaced. The only traffic anticipated is the local traffic of residents and the occasional farm vehicle. For more details please refer to **Attachment 1 – Map**.

The Shire of Toodyay has received an application for development approval for a combined ancillary dwelling and shed. Please refer to **Attachment 2 – Application Plans**

This application requires development approval for two reasons.

Boundary Setback

The development proposes a boundary setback of 34.02m in lieu of the 50m required. Council is not required to determine this aspect as it can be determined under delegated authority.

Variation to Local Planning Policy No. 2 – Ancillary Accommodation

The proposal does not comply with the following provisions of the policy:

- c) be located within 20m of the main house;

- e) be a similar design and appearance as the existing house;
- h) Where reticulated water supply is not provided, the ancillary accommodation unit must be provided with an additional 22,500 litre potable water supply in addition to the 92,000 litre potable water supply of the existing residence.

The application was received by the Shire on 31 October 2019.

This application must be determined within 90 days in accordance with Clause 75(1) (a) of the *Planning and Development (Local Planning Schemes Regulations) 2015* – which is by **29 January 2020**.

MATTERS TO BE CONSIDERED BY LOCAL GOVERNMENT

Section 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* outlines the range of matters to be considered by local governments in determining applications for development approval.

Clause	Comment
(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;	This development is consistent with the aims of the Scheme and requires a variation to the boundary setback requirements.
(b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> or any other proposed planning instrument that the local government is seriously considering adopting or approving;	There are no current Scheme amendments affecting this property. The new draft Scheme does not propose any zoning changes.
(c) any approved State planning policy;	SPP 3.7 – Planning for Bushfire Prone Areas. The BAL returned is 12.5 and therefore no further planning consideration is required.
(d) any environmental protection policy approved under the <i>Environmental Protection Act 1986</i> section 31(d);	None identified
(e) any policy of the Commission;	None identified
(f) any policy of the State;	None identified
(g) any local planning policy for the Scheme area;	LPP.02 – Ancillary Accommodation
(h) any structure plan, activity centre plan or local development plan that relates to the development;	None identified

MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN SHIRE OF TOODYAY COUNCIL CHAMBERS ON 17 DECEMBER 2019

Clause	Comment
(i) any report of the review of the local planning scheme that has been published under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> ;	The current work on the draft Scheme proposes no zoning changes.
(j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;	Not applicable
(k) the built heritage conservation of any place that is of cultural significance;	None identified
(l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;	None identified
(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;	The development will be compatible with the Rural character.
(n) the amenity of the locality including the following — <ul style="list-style-type: none"> (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development; 	The amenity will not be impacted.
(o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;	No impact identified
(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;	No landscaping required.
(q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil	The land is suitable

MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN SHIRE OF TOODYAY COUNCIL CHAMBERS ON 17 DECEMBER 2019

Clause	Comment
erosion, land degradation or any other risk;	
(r) the suitability of the land for the development taking into account the possible risk to human health or safety;	No risk to human health and safety identified. Have received advice from Environmental Health Officer that a septic system will need to be installed. A condition has been added.
(s) the adequacy of — <ul style="list-style-type: none"> (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles; 	The access is adequate for the development.
(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;	Traffic will be local traffic only.
(u) the availability and adequacy for the development of the following — <ul style="list-style-type: none"> (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); (v) access by older people and people with disability; 	Not relevant in this case
(v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;	None identified
(w) the history of the site where the development is to be located;	None identified
(x) the impact of the development on the community as a whole notwithstanding	No impact identified.

Clause	Comment
the impact of the development on particular individuals;	
(y) any submissions received on the application;	None received
(z) the comments or submissions received from any authority consulted under clause 66;	Not applicable
(aa) Any other planning consideration the local government considers appropriate.	None

CONSULTATION IMPLICATIONS

As a result of the setback variation proposed, the application was advertised in accordance with a Level C process of the Shire of Toodyay's M.2 Public Consultation – Formal Matters Policy. The application was advertised to the adjoining neighbour on the affected boundary for a period of 14 days. This period ended on 18 November 2019 and no submissions were received.

STRATEGIC IMPLICATIONS

There are no adverse strategic implications envisaged from this report.

POLICY IMPLICATIONS

Local Planning Policy No. 2 – Ancillary Accommodation

The proposal does not comply with the following provisions of the policy:

- c) be located within 20m of the main house;
- e) be a similar design and appearance as the existing house;
- h) Where reticulated water supply is not provided, the ancillary accommodation unit must be provided with an additional 22,500 litre potable water supply in addition to the 92,000 litre potable water supply of the existing residence.

Under Section 3.0 of the policy:

Council may vary the requirements of this local planning policy LPP.2 – Ancillary Accommodation where it is considered that full compliance is impractical or where it's warranted due to the circumstances of the case.

FINANCIAL IMPLICATIONS

Should Council resolve to refuse or conditionally approve the proposal, the applicant has a right of review through the State Administrative Tribunal (SAT) which will incur legal costs.

LEGAL AND STATUTORY IMPLICATIONS

The proposal constitutes development under the *Planning and Development Act 2005* and requires planning approval under the Shire's *Local Planning Scheme No. 4 (LPS4)*.

RISK IMPLICATIONS (including DAIP)

As noted above, should Council resolve to refuse or conditionally approve the proposal, the applicant has a right of review through the State Administrative Tribunal (SAT) which will incur legal costs.

SOCIAL IMPLICATIONS

There are no adverse social implications envisaged from this report.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

ECONOMIC IMPLICATIONS

There are no adverse economic implications envisaged from this report.

OFFICER COMMENT / DETAILS

In consideration of the variations being sought – the following observations are made:

Located beyond the 20m from the existing dwelling.

The intent of this clause is to show there is a relationship between the two structures. The ancillary dwelling should be subservient to the main dwelling. This aspect is to do with visual amenity and is more relevant in higher density residential settings than on isolated rural properties. In this instance there is no distinct advantage in enforcing this requirement as the development is going to be predominantly viewed by the residents.

Be a similar design and appearance as the existing house.

As per above, the intent of this is to show a relationship between the two structures. The Shire could impose a condition requiring the applicant to supply modified drawings showing works to improve the synergy between the two structures. Normally it would be recommended that this is the correct course of action. This application is unique however, in that the proposal is for an ancillary dwelling to be combined with a shed. The structure itself is in keeping with the rural character and amenity and therefore no further modification is warranted.

Additional 22,500 litre potable water supply

As a result of consultation with the applicant, the Shire of Toodyay has been advised that the existing tank on the property is less than the minimum 92,000L as specified. The applicant has given an undertaking that they will supply additional water capacity to meet this shortfall. An appropriate condition is as follows:

“Prior to occupation, the applicant must install and provide an additional potable water supply to that existing in order that a combined total of at least 114,500L is achieved to service the existing residence and the ancillary dwelling to the satisfaction of the Shire of Toodyay.”

It is recommended that the development be approved with conditions.

OFFICER'S RECOMMENDATION

That Council grants development approval to Ms Maria Bernadine Heiderich for a combined shed and ancillary dwelling at Lot 20 Wattening Road in Wattening subject to the following conditions:

1. The development hereby permitted must substantially commence within two years from the date of this decision.
2. The development hereby permitted taking place in accordance with the approved plans dated 17 December 2019.
3. The stormwater shall be discharged in a manner so that there is no discharge onto the adjoining properties to the satisfaction of the local government.
4. Prior to occupation, the development hereby permitted shall be connected to an approved effluent disposal system.
5. Prior to occupation, the applicant must install and provide an additional potable water supply to that existing in order that a combined total of at least 114,500L is achieved to service the existing residence and the ancillary dwelling to the satisfaction of the Shire of Toodyay.

Advice Notes:

1. Where approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
2. A building permit being obtained prior to commencement of any building works.
3. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination. Please refer to: <http://www.sat.justice.wa.gov.au/>

Cr Pearce moved the Officer's Recommendation.

Cr Hart seconded the motion.

Clarification was sought.

The motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. 318/12/19

MOVED Cr Pearce

SECONDED Cr Hart

That Council grants development approval to Ms Maria Bernadine Heiderich for a combined shed and ancillary dwelling at Lot 20 Wattening Road in Wattening subject to the following conditions:

1. The development hereby permitted must substantially commence within two years from the date of this decision.
2. The development hereby permitted taking place in accordance with the approved plans dated 17 December 2019.
3. The stormwater shall be discharged in a manner so that there is no discharge onto the adjoining properties to the satisfaction of the local government.
4. Prior to occupation, the development hereby permitted shall be connected to an approved effluent disposal system.
5. Prior to occupation, the applicant must install and provide an additional potable water supply to that existing in order that a combined total of at least 114,500L is achieved to service the existing residence and the ancillary dwelling to the satisfaction of the Shire of Toodyay.

Advice Notes:

1. Where and approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
2. A building permit being obtained prior to commencement of any building works.
3. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination. Please refer to: <http://www.sat.justice.wa.gov.au/>

MOTION CARRIED 9/0

9.3 WORKS AND TECHNICAL SERVICES

9.3.1 Single Lane Bridges – Regulatory Control

Date of Report:	19 November 2019
Applicant / Proponent/s:	Shire of Toodyay
File Reference:	BR4083, BR4084, BR4085, BR4087 AND BR4088
Author:	S Patterson – Manager Works & Services
Responsible Officer:	S Patterson – Manager Works & Services
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none">1. Concept design of regulatory control for Bridge 4084; and2. Concept design of regulatory control for Bridge 4085.
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

Approval is sought to support a request to Main Roads WA to investigate and install regulatory control at several single lane bridges within the Shire.

BACKGROUND

Shire Officers have identified a potential safety hazard at both Bridge 4084 (Dumbarton Bridge) and Bridge 4085 (Slaughterhouse Bridge) due to the lack of regulatory controls in place.

Consultation with Main Roads Officers have also identified three other single lane bridges within the Shire that would benefit from regulatory control in the way of give-way signage. These bridges are located along Woodendale Road (Bridge 4083), Hall Road (Bridge 4087) and Coondle West Road (Bridge 4088).

Main Roads WA require support from council before proceeding with the investigation and potential installation of regulatory control, hence, the presentation of this report.

The conceptual drawings (**Attachment 1 and 2**) produced by Shire Officers show the likely outcome of regulatory control that would be installed at Bridge 4084 and 4085. However, Main Roads are the deciding body and this may change although unlikely to be substantially different.

CONSULTATION IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

A key objective of the *Shire's Strategic Community Plan 2028* is to ensure safe and sustainable transport options (Built Environment: Objective 1).

The proposed outcome of this report is to better define the traffic priorities on the approaches to these bridges with a goal to improve road safety.

POLICY IMPLICATIONS

There are no adverse policy implications envisaged from this report.

FINANCIAL IMPLICATIONS

There are no adverse financial implications envisaged from this report.

LEGAL AND STATUTORY IMPLICATIONS

There are no adverse legal nor statutory implications envisaged from this report.

RISK IMPLICATIONS (including DAIP)

There are no adverse risk implications envisaged from this report.

SOCIAL IMPLICATIONS

There are no adverse social implications envisaged from this report.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

ECONOMIC IMPLICATIONS

There are no adverse economic implications envisaged from this report.

OFFICER COMMENT / DETAILS

The current road signage and line marking at Bridge 4084 and Bridge 4085 does not provide clear direction to road users. The proposed regulatory control will provide clear guidance and will ensure the appropriate direction of travel has the priority. Bridges 4083, 4087 and 4088 will also benefit from the installation of simple regulatory control.

The proposed regulatory control will improve road safety and would bring the signage and line marking in line with current Australian Standards which is highly recommended by Shire Officers.

OFFICER'S RECOMMENDATION/ ADOPTION BY EXCEPTION COUNCIL RESOLUTION NO. 314/12/19

MOVED Cr Rayner

SECONDED Cr Pearce

That Council:

1. Support the installation of regulatory control at Bridge 4083, Bridge 4084, Bridge 4085, Bridge 4087 and Bridge 4088.
2. Authorise the CEO to request Main Roads WA to investigate with a view to install regulatory control at Bridge 4083, Bridge 4084, Bridge 4085, Bridge 4087 and Bridge 4088.

MOTION CARRIED 9/0

9.4 CORPORATE SERVICES

9.4.1 List of Payments – November 2019

Date of Report:	10 December 2019
Name of Applicant / Proponent/s:	Shire of Toodyay
File Reference:	FIN6
Author:	C Murcott – Accounts/Payroll Officer
Responsible Officer:	N Rodger – Acting Manager Corporate Services
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Review
Separate attachment:	1. List of Payments.
Voting Requirements:	Simple majority

PURPOSE OF THE REPORT

To present the cheques and electronic payments raised during the month of November 2019.

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

There are no adverse consultation implications envisaged from this report.

STRATEGIC IMPLICATIONS

There are no adverse strategic implications envisaged from this report.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no adverse financial implications envisaged from this report.

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)

There are no adverse risk implications envisaged from this report.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

SOCIAL IMPLICATIONS

There are no adverse social implications envisaged from this report.

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.

OFFICER'S RECOMMENDATION

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

1. Trust Fund Cheques \$756.50;
2. Electronic Fund Transfers (EFT) payments numbered EFT 27117 to EFT 27319 and Municipal Fund Cheques numbered 12695 to 12703 amounting to \$1,469,073.42;
3. Direct Debits numbered IPV655 to IPV656 and BPV4181 to BPV4220 amounting to \$233,202.66; and
4. Super Direct Debits totalling \$40,391.29 and Loan Direct Debits totalling \$66,832.82 as being paid

Cr Rayner moved the Officer's Recommendation.

Cr Greenway seconded the motion.

Clarification was sought.

The motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. 319/12/19

MOVED Cr Rayner

SECONDED Cr Greenway

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

1. Trust Fund Cheques \$756.50;

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2. Electronic Fund Transfers (EFT) payments numbered EFT 27117 to EFT 27319 and Municipal Fund Cheques numbered 12695 to 12703 amounting to \$1,469,073.42;
3. Direct Debits numbered IPV655 to IPV656 and BPV4181 to BPV4220 amounting to \$233,202.66; and
4. Super Direct Debits totalling \$40,391.29 and Loan Direct Debits totalling \$66,832.82;

as being paid.

MOTION CARRIED 9/0

9.4.2 Monthly Financial Reports – November 2019

Date of Report:	10 December 2019
Name of Applicant / Proponent/s:	Shire of Toodyay
File Reference:	FIN24
Author:	N Rodger – Acting Manager Corporate Services
Responsible Officer:	N Rodger – Acting Manager Corporate Services
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Review
Separate Attachments:	<ol style="list-style-type: none"> 1. Monthly Financial Statements including Outstanding Rates Debtors and Outstanding Sundry Debtors for month ending 30 Nov 2019; 2. Bank Reconciliations for month ending 30 Nov 2019.
Voting Requirements:	Simple majority

PURPOSE OF THE REPORT

To accept the Monthly Financial Statements, Outstanding Rates and Outstanding Sundry Debtors Information and the Bank Reconciliations for the period ending 30 November 2019.

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 –

- Presented at an ordinary meeting of the council within two months after the end of the month to which the statement relates; and*
- 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

There are no adverse consultation implications envisaged from this report.

STRATEGIC IMPLICATIONS

There are no adverse strategic implications envisaged from this report.

POLICY IMPLICATIONS

There are no adverse policy implications envisaged from this report.

FINANCIAL IMPLICATIONS

There are no adverse financial implications envisaged from this report.

LEGAL AND STATUTORY IMPLICATIONS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires 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)

There are no adverse risk implications envisaged from this report.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

SOCIAL IMPLICATIONS

There are no adverse social implications envisaged from this report.

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 2019.

OFFICER'S RECOMMENDATION

That Council accept the monthly Financial Statements, Outstanding Rates and Outstanding Sundry Debtors Information and Bank Reconciliations for the period ending 30 November 2019.

Cr Greenway moved the Officer's Recommendation.

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Cr Chitty seconded the motion.

Clarification was sought.

Note: the header in the financial statements that stated 2018/2019 Annual Budget needs to be amended to read 2019/2020 Annual Budget.

The motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. 320/12/19

MOVED Cr Greenway

SECONDED 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 2019.

MOTION CARRIED 8/1

9.5 EXECUTIVE SERVICES

9.5.1 Disability Access and Inclusion Plan 2020-2025

Date of Report:	29 November 2019
Applicant / Proponent/s:	Department of Communities
File Reference:	DSB2
Author:	Mrs M Rebane – Executive Assistant
Responsible Officer:	Mr S Scott – Chief Executive Officer
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. DRAFT Disability Access and Inclusion Plan; and 2. APM Communities Submission.
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

To consider endorsing the DRAFT Disability Access and Inclusion Plan (DAIP) for advertising to all disability service providers, community organisations, and the like for their comment in order to get feedback from a wide variety of sources and cross-sections of the community.

EXECUTIVE SUMMARY

The progress report for July 2019 was submitted to the Department of Communities on 24 July 2019. At the time the Senior Policy and Planning Officer of the Disability Services section from the Department of Communities provided the Shire of Toodyay with an extension by which to submit to their department a DRAFT DAIP.

Consultation was sought prior to this document being presented to Council from two sources (refer to the Consultation section of this report).

BACKGROUND

Section 28 of the *Disability Services Act 1993* (DSA) requires that the Shire of Toodyay must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule 2 of the *Disability Services Act 1993* (refer to the attachments to **Attachment 1**).

The DRAFT DAIP outlines the ways in which the Shire of Toodyay will ensure that people with disability have equal access to its facilities and services.

CONSULTATION

The Policy and Planning Officer from the Department of Communities was sent a copy of the DRAFT DAIP and advised as follows:

“Council hopefully will endorse the recommendation to allow the draft plan to be advertised to the community and comments to be submitted by the first week in February 2020 (this would allow for people going on holidays, etc. in the community).

Then the plan would be taken to the Councils Strategic Forum on 11 Feb 2020, followed by Agenda Briefing (18 Feb 2020) and OCM on 25 Feb 2020 for final adoption.”

The Senior Policy and Planning Officer from the Department of Communities provided the following comments:

“Thanks to you and your team for all the work on the draft DAIP.

It is excellent that you have linked the DAIP in the broader strategies and plans of the Shire, this is encouraged and some authorities have found that this helps carry weight internally. The DAIP is quite long which is not an issue for compliance but potentially may be an issue for readability and impact. Up to you though, some authorities take the view that it should be very detailed as an educational tool and this does come across in the DAIP. You may also wish to cast the lens on what information is more important internally and what the public facing priorities are.

The timeline for February is fine. Your DAIP should be 2020-2025 as there is a 5 year maximum term.

Happy to discuss further, but overall thanks for preparing a very comprehensive and well thought out DAIP.”

Councillors will remember that at their Strategic Council Forum held on 12 November 2019, Kerry Stopher (National Manager of Community Capacity Building for APM Communities) presented with Simon Kincart (Regional Manager), through connection made by Wheatbelt Staff, Katie Leeder from APM Communities, in relation to the National Disability Insurance Scheme (NDIS) and the services that APM Communities provides to the community.

A copy of the DRAFT DAIP was provided to APM Communities who advised that they consider the DAIP to have *“been written with diligence and thoroughness and certainly not a tick and flick exercise; well done.”* They also provided the attached submission (**Attachment 2**).

At the Agenda Briefing held on 10 December 2019 the Author of the report advised Council that they had undertaken training in respect to what is required to be included in a Disability Access and Inclusion Plan. The Principal Policy Officer from the Department of Communities indicated at the training session that the strategies contained in the DAIP are meant to be broad, as are the actions marked against the strategies. This is in addition to the comments noted above.

In relation to the submission made by APM Communities, the Shire already engages with community and cultural groups living in the Shire. Our Community Development Team also engage with the youth and aged persons as well in respect to addressing access and inclusion measures for the community.

STRATEGIC IMPLICATIONS

The Community Strategic Plan (CSP) of the Shire of Toodyay (Toodyay 2028) is an overarching strategic document that identifies what the community aspirations are for the Shire of Toodyay.

The Corporate Business Plan sits underneath the CSP, setting out how the Shire of Toodyay will achieve the objectives and actions listed in the CSP.

The long-term financial plan then maps out the Council's budget for the next ten years in order to fund what is contained in the CSP.

All other plans, such as the Disability Access and Inclusion Plan fall underneath that umbrella.

Local Governments are **required** to develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in which they will ensure that people with disability have equal access to its facilities and services.

The CSP states that the Shire's Disability Access and Inclusion Plan seeks to ensure equality of access by people with disabilities to services and events, buildings and facilities, information in accessible formats, Shire services, complaint processes, public consultation and employment.

POLICY IMPLICATIONS

Council Policy M2 Public Consultation – Formal Matters Policy clearly defines the various levels of consultation required to meet the statutory and 'standard' consultation requirements for the range of Council functions. This consultation provides the community with adequate and appropriate opportunity to:

- Respond and comment on issues and proposals;
- Be informed on current issues and proposals that may potentially affect them;
- Provide support and gain a sense of ownership of key Council functions and activities.

For the DAIP to be an effective plan it must be put out to the community for comment (and ownership) so that the community is not only aware of the importance of the principles under the *Disability Services Act 1993*, but is also cognisant of the fact that the Shire of Toodyay has a plan to meet those principles and objectives, in accordance with their Community Strategic Plan.

FINANCIAL IMPLICATIONS

There are no adverse financial implications envisaged from this report.

LEGAL AND STATUTORY IMPLICATIONS

Section 28 of the *Disability Services Act 1993* (DSA) requires that the Shire of Toodyay must have a disability access and inclusion plan.

For the purposes of Section 28 of the *Disability Services Act 1993*, regulation 7 of the *Disability Services Regulations 2004* the Disability Access and Inclusion Plan

is developed by the Shire of Toodyay to ensure people with disabilities have the same opportunities as other people to:

- Access any events organised by the Shire;
- Access the buildings and other facilities within the Shire's district;
- Access the services of the Shire and receive the same level and quality of service from Councillors, Staff and Contractors of the Shire of Toodyay.
- Access information in a format that will enable them to access the information as readily as other people are able to access it
- Access to the Shire of Toodyay in order to make complaints, provide feedback and participate in public consultation processes undertaken by the Shire.
- Obtain and maintain employment.

Local Governments also have an obligation under:"

- the *Equal Opportunity Act 1984* to actively promote the principles of equity and diversity in the workplace; and
- Section 5.40 of the *Local Government Act 1995* in respect to its employees and in particular s.5.40 (d) states that "there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the *Equal Opportunity Act 1984* or on any other ground."

RISK IMPLICATIONS (including DAIP)

There are no adverse risk implications envisaged from this report.

SOCIAL IMPLICATIONS

A message from Hon Stephen Dawson MLC, Minister for Disability Services was published on 3 December 2019 relating to an Action Plan to improve WA Public Sector Employment Outcomes 2020-2025.

The strategies contained in the Shire of Toodyay DAIP 2020-2025 will address what is required of our local government agency in respect to "Bringing together all planning for better access and inclusion for people with disability".

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

ECONOMIC IMPLICATIONS

There are no adverse economic implications envisaged from this report.

OFFICER COMMENT / DETAILS

Council might well question who put this plan together. This plan was created by the Executive Services Team using two important references as follows:

1. The requirements on the DSC website through the following links:
 - <http://www.disability.wa.gov.au/business-and-government1/business-and-government/disability-access-and-inclusion-plans/> ;

- <http://www.disability.wa.gov.au/business-and-government1/business-and-government/disability-access-and-inclusion-plans/daip-initiatives-and-examples/>
- 2. Requirements legislatively (i.e. The *Disability Services Act 1993* and the Disability Services Regulations 2004) that was obtained from the following link: <https://www.legislation.wa.gov.au/>

The DAIP Plans of the City of Bunbury and City of Stirling were used as a guiding point for what they should look like as a strategic document. The team is aware, through its dealings with the Department of Local Government that both those local governments have very good governance practices.

Further to this the following was utilised:

- our Strategic Community Plan;
- our Economic Development Plan;
- Our Age Friendly Community Plan;
- Our Tourism Strategy;
- Our Youth Strategy;
- Our Corporate Business Plan;
- The survey results and the comments raised;
- The Australian Bureau of Statistics site for demographic information; and
- The report for July 2019 that was submitted to the Department of Communities.

At the Strategic Council Forum the CEO reported that the DAIP was being progressed and mentioned to APM Communities that Sam Connor, a member of the community, had provided assistance in the writing of previous version of the DAIP in 2015.

Once Council endorses the new DRAFT DAIP for advertising it will be sent to all disability service providers, community organisations, and the like for their comment. Sam Connor would also be provided with a copy and given an opportunity to make a submission to Council.

What is important in relation to the final adoption of the DAIP is that Council seeks feedback from a variety of sources and cross-sections of the community in order to not only promote the fact that the Shire has a DAIP but also in order to make the plan be effective. This can only be achieved through collection a wide variety of views from the community.

Taking the Department of Communities views into consideration, for the advertisement of the DAIP all the attachments could be included so the community would have the following information available to them:

1. Excerpt from the Disability Services Act 1993;
2. DAIP Survey 2019;
3. DAIP Survey Results 2019; and
4. Progress Report July 2019

However, once the advertising period has ended, the DRAFT DAIP would be amended to remove the above attachments, thereby making the plan itself to be adopted by Council a concise document with references to the Disability Services Act 1993 only and the withdrawal of the attachments and references to those attachments for the plan.

OFFICER'S RECOMMENDATION

That Council:

1. endorse the DRAFT Disability Access and Inclusion Plan (DAIP) for advertising to the general public as well as all disability service providers, community organisations, and the like for their comment in order to get feedback from a wide variety of sources and cross-sections of the community;
2. Authorise the CEO to bring back submissions made to the DAIP at its February 2020 Strategic Forum; and
3. Authorise the CEO to bring the DAIP, as amended, to the February 2020 Ordinary Council Meeting for final adoption.

Cr Ruthven moved the Officer's Recommendation.

Cr Madacsi seconded the motion.

Clarification was sought.

Debate commenced.

The motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. 321/12/19

MOVED Cr Ruthven

SECONDED Cr Madacsi

That Council:

1. endorse the DRAFT Disability Access and Inclusion Plan (DAIP) for advertising to the general public as well as all disability service providers, community organisations, and the like for their comment in order to get feedback from a wide variety of sources and cross-sections of the community;
2. Authorise the CEO to bring back submissions made to the DAIP at its February 2020 Strategic Forum; and
3. Authorise the CEO to bring the DAIP, as amended, to the February 2020 Ordinary Council Meeting for final adoption.

MOTION CARRIED 7/2

9.5.2 CEO Recruitment

Date of Report:	29 November 2019
Applicant / Proponent/s:	Council
File Reference:	HR317
Author:	M Rebane – Executive Assistant
Responsible Officer:	S Scott – CEO
Previously Before Council:	Council Meeting Dates: 22/01/19, 26/03/19, 23/4/19, 28/5/19, 25/6/19, and 27/08/19.
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. Advertisement for Tender; and 2. Tender 2019.
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

To consider the draft Advert and Tender document to be used in order to implement Resolution No. 308/11/19.

EXECUTIVE SUMMARY

Council resolved (Resolution No. 303/11/19) at their Ordinary Council Meeting held on 26 Nov 2019 the following:

That Council not appoint a committee to assist with the CEO Recruitment process, and that the process be managed by Council with the assistance of a Recruitment Consultant.

Council further resolved (Resolution No. 308/11/19):

- 1. That Council invite tenders for the supply of services in relation to the recruitment and appointment of the CEO.*
- 2. That the criteria for deciding which tender to accept shall be (a) scope of services; (b) experience, (c) personnel and (d) pricing.*
- 3. The CEO be authorised to prepare a Tender Specification for the selection of a Recruitment Consultant to bring back to Council for the December 2019 Ordinary Council Meeting.*

CONSULTATION

This matter was discussed at the Agenda Briefing held on 10 December 2019.

BACKGROUND

At a Special Council Meeting held on 26 March 2019, Council resolved as follows:

That Council:

1. *Not offer a new contract of employment to the CEO from the expiry date of the current contract; and*
2. *Authorise the Shire President and Deputy Shire President to obtain a minimum of three quotes from a suitable recruitment firm for the recruitment of a new CEO to present to Council at the April 2019 Ordinary Council Meeting.*

At an Ordinary Council Meeting (OCM) held on 28 May 2019, Council resolved as follows:

That the CEO, Stan Scott, be offered a twelve month appointment as temporary CEO for the period 23 July 2019 until 22 July 2020, the terms of which to be approved by Council.

Prior to Mr Scott's temporary appointment the Shire had sought quotes from several consultants with experience in CEO Recruitment. Four quotes were obtained and these were confirmed as still being current prior to the November 2019 Ordinary Council Meeting.

At the request of individual Councillors three more quotations were sought.

The Australian Institute of Company Directors which conducted the CEO's last performance evaluation confirmed that they are not involved in executive recruitment.

The decision to go to public tender for recruitment consultants was predicated on information that the Shire of York had successfully engaged a recruitment consultant through a public tender process. York in fact used a request for quotation process, not a formal tender.

STRATEGIC IMPLICATIONS

A key point of the *Shire's Strategic Community Plan 2028* is to ensure that the Council provides good governance on behalf of the community.

POLICY IMPLICATIONS

There are no adverse policy implications envisaged from this report because the policy for appointment of CEO's is contained in relevant local government legislation.

FINANCIAL IMPLICATIONS

Council has budgeted \$20,000 for a Recruitment Consultant in the Annual Budget 2019/20. Council has a GL for advertising (GL 10412140). We have included as an attachment to this report, a copy of the proposed advert. The cost estimate for one edition of a state-wide newspaper (lineage with logo) is \$973.41.

In terms of Tenderlink, the cost to put up the Tender and related documents is approximately \$180, written against GL10412140.

LEGAL AND STATUTORY IMPLICATIONS

The Local Government Act 1995 states the following in respect to Tenders:

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

The *Local Government (Functions and General) Regulations 1996* provide guidance on processes for public tenders. Based on the quotations already provided this contract is well below the tender threshold. If Council does invite public tenders the provisions of Regulation 13 apply:

13. Requirements when local government invites tenders though not required to do so

If a local government, although not required by this Division to invite tenders before entering into a contract for another person to supply goods or services, decides to invite tenders, the tenders are to be publicly invited according to the requirements of this Division.

Regulation 11 (1) requires that tenders are invited for contracts over \$150,000. However if tenders are formally requested all the compliance obligations set out in Regulations 14 to 17 apply.

Council can use a request for quotation which is advertised in the same way as a tender, lodged through the portal and with a formal selection criteria without all of the other compliance obligations.

There are a range of requirements which are specific to the employment of a CEO or designated senior employee. There are specific advertising requirements including some mandatory information that needs to be included in the advertisement space. There are specific obligations on Council in relation to this process. All of this information is set out in the Guideline "appointing a CEO" which forms part of the tender package.

RISK IMPLICATIONS (including DAIP)

It has been said in numerous forums that the most important decision a Council will make is the appointment of a CEO. The risks in the selection of a recruitment consultant include:

- CEO recruitment is heavily regulated, and consultant needs to be well versed in these requirements;
- There are a number of mandatory and best practice checks to be conducted prior to final appointment and it needs to be clear who will undertake these checks;
- The consultant needs sufficient skills and experience to guide Council in both the preparation for and the execution of the recruitment process.

SOCIAL IMPLICATIONS

There may be adverse social implications envisaged from this report.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

ECONOMIC IMPLICATIONS

There are no adverse economic implications envisaged from this report.

OFFICER COMMENT / DETAILS

The request for tender is based in the requirements set out in the Council resolution. In addition the Request for Quotation documents used by the Shires of Irwin and York have been reviewed.

It is not uncommon for the terminology of requests for expressions of interest, quotations, or tenders to be used interchangeably in conversation, but they mean very different things.

For the purpose of clarity the following definitions are provided to Council for their future reference:

An invitation for a company to submit an ***expression of interest*** is used to develop a list of potential contractor who may be invited to submit a formal offer. An EOI process may be used to establish a short list.

A ***request for quotation*** (RFQ) is a document that an organisation submits to one or more potential suppliers eliciting quotations for a product or service. Typically, an RFQ for service will set a selection criteria in the same way as a tender.

A ***request for Tender*** is a formal, structured invitation to suppliers to submit a bid to supply products or services. Tenders are heavily regulated.

The proposed request for tender document could be easily adapted as a request for quotation. It is designed to allow proponents to recommend the best approach to Council achieving its objectives. Timelines for intermediate steps have been omitted to allow proponents to recommend their preferred approach.

It is notable that it is proposed that the selection be finalised by 21 April 2020 to allow a sufficient period between offer and commencement. Any delay in the process may result in a later start date.

OFFICER'S RECOMMENDATION

That Council:

1. Approve the advertisement as attached;
2. Endorse the Tender document as attached; and
3. Authorise the CEO to publicly invite tenders from executive recruitment specialists to assist in the process of appointing a new CEO.

Cr Madacsi moved the Officer's Recommendation.

Cr Pearce seconded the motion.

Clarification was sought.

Debate commenced.

The motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. 322/12/19

MOVED Cr Madacsi

SECONDED Cr Pearce

That Council:

1. Approve the advertisement as attached;
2. Endorse the Tender document as amended; and
3. Authorise the CEO to publicly invite tenders from executive recruitment specialists to assist in the process of appointing a new CEO.

MOTION CARRIED 5/4

In accordance with Section 5.21(4)(b) of the Local Government Act 1995, Cr Chitty requested that the vote of all members present be recorded. Councillors Madacsi, Manning, Hart, Ruthven and Pearce voted for the motion. Councillors Chitty, Bell, Rayner and Greenway voted against the motion.

9.6 COMMITTEE REPORTS

Nil

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 Councillor Bell (NOM) Review of Policy M3

Date of Report:	29 November 2019
Applicant / Proponent/s:	Councillor Bell
File Reference:	MTG7
Author:	S Scott – CEO
Responsible Officer:	S Scott – CEO
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. Notice of Motion from Cr Bell; and 2. Policy M3. - Member Sitting Fees & Reimbursable Expenses.
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

To consider the following notice of motion provided by Councillor Bell:

That the:

- (a) Shire of Toodyay's Policy M.3 (Member Sitting Fees and Reimbursable Expenses) is reviewed, and
- (b) Then proposed updated Policy M.3 is brought to the January 2020 Ordinary Meeting of Council.

BACKGROUND

Policy M3. - Member Sitting Fees & Reimbursable Expenses was first adopted in 2007 and sought to provide clear guidance on how member sitting fees and reimbursements are determined. It sought to establish a benchmark expressed as a percentage of the amount determined by the Salaries and Allowance Tribunal Policy that could be applied to determining the amounts paid to Councillors. This was intended to make the process a little more arm's length than Councillors imply determining their own fees.

Council is guided by, but not bound by its policies. The policy as it stands is not being fully applied. The Presidents and Deputy President's allowances as set by Council in its annual budget are less than is set out in the policy.

CONSULTATION IMPLICATIONS

There is extensive consultation on the annual budget each year.

STRATEGIC IMPLICATIONS

Council needs to balance the costs of Council allowances and fees with the demands that are placed on Councillors by the role they undertake.

POLICY IMPLICATIONS

It is proposed that the policy be reviewed.

FINANCIAL IMPLICATIONS

While the policy provides guidance to Council it is not bound by it.

LEGAL AND STATUTORY IMPLICATIONS

The Shire of Toodyay Standing Orders Local Law prescribes the manner in which motions of notice are to be given. The provision of notice by Councillor Bell is in accordance with said requirements.

RISK IMPLICATIONS (including DAIP)

The risk in association with determining Council Fees are largely reputational. Constituent's views of Council can be affected by these decisions. However Council sitting fees can affect whether or not people would consider standing for Council.

SOCIAL IMPLICATIONS

There are no adverse social implications envisaged from this report.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

ECONOMIC IMPLICATIONS

There are no adverse economic implications envisaged from this report.

OFFICER COMMENT / DETAILS

The policy as it stands does not reflect current practice and it is appropriate to undertake a review.

Cr Bell to move the following motion.

COUNCILLOR BELL'S NOTICE OF MOTION

That the:

- (a) Shire of Toodyay's Policy M.3 (Member Sitting Fees and Reimbursable Expenses) is reviewed, and
- (b) The proposed updated Policy M.3 is brought to the January 2020 Ordinary Meeting of Council.

Cr Bell moved his Notice of Motion.

Cr Greenway seconded the motion.

Cr Bell spoke to the motion.

Debate commenced.

Clarification was sought.

The motion was put.

COUNCILLOR BELL'S NOTICE OF MOTION/COUNCIL RESOLUTION NO. 323/12/19

MOVED Cr Bell

SECONDED Cr Greenway

That the:

- (a) Shire of Toodyay's Policy M.3 (Member Sitting Fees and Reimbursable Expenses) is reviewed, and
- (b) The proposed updated Policy M.3 is brought to the January 2020 Ordinary Meeting of Council.

MOTION CARRIED 7/2

In accordance with Section 5.21 (4) (b) of the Local Government Act 1995, Cr Greenway requested that the vote of all members present be recorded. Councillor Manning, Rayner, Bell, Chitty, Greenway and Hart voted for the motion. Cr Madacsi and Cr Pearce voted against the motion.

The Shire President adjourned the meeting at 5.36pm.

The Shire President resumed the meeting at 5.43pm.

10.2 Councillor Bell (NOM) Legal Action on Behalf of Council

Date of Report:	29 November 2019
Applicant / Proponent/s:	Councillor Bell
File Reference:	MTG7
Author:	S Scott – CEO
Responsible Officer:	S Scott – CEO
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. Notice of Motion from Cr Bell.
Voting Requirements:	Simple majority

PURPOSE OF THE REPORT

To consider the following notice of motion provided by Councillor Bell:

That the CEO inform Council, in writing, prior to the CEO or Shire of Toodyay initiating any legal action on behalf of the local government.

BACKGROUND

On 26 November 2019 Councillor Bell provided the Chief Executive Officer notification of a notice of motion for the December 2019 Ordinary Council Meeting as follows:

That the CEO inform Council, in writing, prior to the CEO or Shire of Toodyay initiating any legal action on behalf of the local government.

The reason provided by Councillor Bell for this Notice of Motion is as follows:

- The community does not differentiate legal action undertaken by the CEO, the Shire of Toodyay or the Council.
- This Notice of Motion is designed to ensure that Council remains informed about the legal action the Shire proposed to commence before such action is initiated
- It should be noted that this Notice of Motion in no way proposes or contemplates that Council will have any say in whether a given legal action should be pursued by the CEO or Shire. (Rather, this Notice of Motion simply proposes that Council is informed before such legal action is initiated).

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

There is a substantial range of legal action that may be taken on behalf of the Local Government much of which does not involve Council and is routine in nature. This includes:

- Finance Policy F5 sets out the process to be followed when recovering monies owed by Sundry Debtors. This includes issuing summons and seeking judgement when other actions have been unsuccessful;
- The same policy provides for the process to be followed to collect outstanding rates in accordance with the provisions of the Act. This can and does include legal action for unpaid rates; and
- The Shire issues infringements from time to time under a range of different authorities including the Planning and Development Act (such as enforcing Council decisions), Shire of Toodyay Local Laws; Local Government Act and Local Government (Miscellaneous Provisions) Act, Dog Act, Cat Act and the Bush Fires Act. Each of these Acts have different provisions but generally if fines are unpaid they will be referred to the Fines Enforcement Agency, except if the affected person opts to contest the matter in Court.

Council is not generally involved in these matters and they are properly dealt with by Administration. Whether or not we take enforcement or recovery action should not be a political decision.

It is a different matter if it is proposed to mount civil action which is by its nature discretionary.

CONSULTATION IMPLICATIONS

There are no notable consultation implications.

STRATEGIC IMPLICATIONS

There are no notable strategic implications.

POLICY IMPLICATIONS

Enforcement actions may arise from implementing Council policies, particularly planning policies, local laws and legislation and regulations that are the responsibility of Local Government.

FINANCIAL IMPLICATIONS

Legal expenses in relation to the recovery of rates are fully recoverable except for the GST component. Enforcement and prosecution in other areas usually cost Council money, but from a public policy viewpoint are important to ensure that people will pay infringements.

LEGAL AND STATUTORY IMPLICATIONS

The delegation register for the Shire of Toodyay makes a note of the delegations made to the CEO from External Agencies. There is legislation that has prescribed that decision-making powers and duties are to be performed (or delegated to) a CEO, President, Elected Member, EHO, Building Surveyor or Returning Officer. Council cannot make any further directives or make amendments to the decision-making powers and/or duties prescribed by legislation to these officeholders.

The CEO of the Shire of Toodyay is charged with implementing its responsibilities under various pieces of legislation.

Councillors are forbidden from undertaking a task that contributes to administration under the *Local Government (Rules of Conduct) Regulations 2007*. This proposed action would encourage Councillors to become involved in matters contrary to that requirement.

RISK IMPLICATIONS (including DAIP)

For people to pay infringements or obey lawful directions there needs to be a reasonable perception that failure to pay or comply will have consequences.

SOCIAL IMPLICATIONS

There are no adverse social implications envisaged from this report.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

ECONOMIC IMPLICATIONS

There are no adverse economic implications envisaged from this report.

OFFICER COMMENT / DETAILS

The proposed motion would require Councillors to be informed before legal action is commenced. It has the following implications:

- Unless this occurred via email notification would significant constrain time sensitive processes.
- Council has no role to play in these matters and informing Council beforehand would imply that Council has the power to intervene or in some way influence the process. Even creating this impression is undesirable.
- It would encourage Councillors to seek information to which they are not entitled.
- It would require a significant change of procedure across and a significant cost in time. Given that Councillors have no role to play this would not be a good use of resources.

If Council did wish to have a role in this space the appropriate role would be in policy development. Council already has comprehensive policy in the use of legal action in debt recovery. Council could develop a policy in relation to legal action. This could include for example:

- Support enforcement of Council decisions and the provisions of its local laws;
- Support for the Shire defending infringements in Court when the evidence supports it;
- Guidance to indicate in what circumstances the Shire may choose not to pursue a prosecution; and
- Setting out public policy objectives supported by legal action.

The CEO recommends that Council not support the proposed Notice of Motion.

COUNCILLOR BELL'S NOTICE OF MOTION

That the CEO inform Council, in writing, prior to the CEO or Shire of Toodyay initiating any legal action on behalf of the local government.

Note: This Notice of Motion was requested to be moved to February 2020 at the Agenda Briefing held on 10 December 2019 therefore it will reappear in the Agenda for February 2020.

10.3 Councillor Bell (NOM) 2020/21 Annual Budget

Date of Report:	3 December 2019
Applicant / Proponent/s:	Councillor Bell
File Reference:	FIN28
Author:	C Luangala – Manager Corporate Services
Responsible Officer:	S Scott – Chief Executive Officer
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. Notice of Motion.
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

To consider a notice of motion provided by Councillor Bell.

BACKGROUND

On 26 November 2019 Councillor Bell provided the Chief Executive Officer notification of a notice of motion for the December 2019 Ordinary Council Meeting as follows:

That the CEO advise staff the draft budget for 2020/21 should be prepared and presented to Council at the appropriate time on the basis of no net increase in Rates revenue over current levels and that this draft 2020/21 budget should not include any reduction in the level of services provided by the Shire to the Toodyay community.

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

CONSULTATION IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

The Community Strategic Plan (SCP) Toodyay 2028 is delivered through a four year Corporate Business Plan, an Annual Budget cycle and a series of Informing Strategies.

Rate setting forecasts were provided within the SCP for the year 2020/21.

The long-term financial plan contains the ten year forecast. It is in essence a ten year budget that sets out year-by-year costs attached to Council’s decisions. This includes the cost of building, maintaining and repairing assets, or staffing resources attached to Council decisions or facilities. It also sets out how

decisions will be funded through rates, fees, grants or borrowings and the impact of these decisions on the Shire's long-term financial position.

POLICY IMPLICATIONS

There are no adverse policy implications envisaged from this report.

FINANCIAL IMPLICATIONS

There are no adverse financial implications envisaged from this report.

LEGAL AND STATUTORY IMPLICATIONS

The Shire of Toodyay Standing Orders Local Law prescribes the manner in which motions of notice are to be given. The provision of notice by Councillor Bell is in accordance with said requirements.

Clause 4.4(6) of the Shire of Toodyay Standing Orders Local Law states,

'A motion of which notice has been given is to lapse unless:

- (a) The Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
- (b) The Council on a motion agrees to defer consideration of the motion to a later stage or date.

RISK IMPLICATIONS (including DAIP)

Council should consider the ramifications of not following the rate setting contained within the Community Strategic Plan and the long-term financial plan and other corporate integrated planning documents.

The biggest risk will be that of reputation. Creating an expectation of a zero rate increase in the current environment would be irresponsible and create an unrealistic community expectation.

SOCIAL IMPLICATIONS

It is financially irresponsible for local government to reduce its rates at the detriment of its service provision for one cannot exist without the other.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

ECONOMIC IMPLICATIONS

The new sport and recreation facilities were predicated on a positive impact on the local economy. More visitation during the offseason and attracting and retaining young people. Operating these facilities has a budget impact – they cost money to run.

There is an argument that governments including local governments should run a counter cyclic budget strategy. That is spending more in a downturn and less in a boom. In some ways that is what Toodyay did in building reserves during a boom and spending them when the economy is low. That also requires smaller rate rises during a downturn, and that is what has occurred. However we must still be fiscally responsible.

OFFICER COMMENT / DETAILS

The Annual Budget of Council is set out in the act with a range of statutory deadlines. The budget decided upon by Council, giving consideration to its strategic objectives contained in the Community Strategic Plan and other Integrated Planning documents including the long term financial plan.

Council is scheduled to consider its long term financial plan in a two day workshop on 9 and 10 December 2019. This is an appropriate means for Council to work through its long term financial plans, including Council's financial obligations services and funding.

2019/2020 is not business as usual. Council is building a new aquatic facility and recreation precinct. As has been discussed on many occasions all country swimming pools run at a loss. We are still modelling the actual costs. We are establishing new sporting fields and landscaped areas that new to be mowed, watered and maintained. Each of the sporting facilities include sports lighting. While there will be some offsets these are new Council services and will generate new costs.

While Council will always attempt to minimise any rate increase, it must be done in the context of good governance and sound asset management. If rates are suppressed at the expense of maintaining our assets we will create a maintenance debt for future generations.

If Council wishes to reduce services to deliver lower rates, that also needs to be transparent. What is clear though is it is impossible to achieve a zero rate increase, no reduction in services and operate a new suite of recreation facilities. There is no magic pudding.

Any decision on Council direction in relation to its rating strategy needs to be in the context of sound information and long term financial planning. If adopted this resolution would be a motherhood statement that will be impossible to achieve. The CEO strongly recommends that Council not support the proposed motion.

COUNCILLOR BELL'S NOTICE OF MOTION

That the CEO advise staff the draft budget for 2020/21 should be prepared and presented to Council at the appropriate time on the basis of no net increase in Rates revenue over current levels and that this draft 2020/21 budget should not include any reduction in the level of services provided by the Shire to the Toodyay community.

Cr Bell moved his Notice of Motion.

The motion was lost for want of a seconder.

10.4 Councillor Ruthven (NOM) Additional information on payment lists

Date of Report:	4 December 2019
Applicant / Proponent/s:	Councillor Ruthven
File Reference:	LAW1
Author:	S Scott – Chief Executive Officer
Responsible Officer:	S Scott – Chief Executive Officer
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. Notice of Motion.
Voting Requirements:	Absolute Majority

PURPOSE OF THE REPORT

To consider a notice of motion provided by Councillor Ruthven

BACKGROUND

On 20 November 2019 Councillor Ruthven provided the Chief Executive Officer notification of a notice of motion for the December 2019 Ordinary Council Meeting as follows:

That Council directs the CEO to modify the monthly Payment Lists to show:

- 1. An additional column which provides the general ledger number for each payment on the list, and*
- 2. Details of the individual components of payments with multiple parts.*

CONSULTATION IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

There are no notable strategic implications.

POLICY IMPLICATIONS

The proposed motion would in effect be a policy decision imposing a greater compliance burden on staff than is contemplated in the regulations.

FINANCIAL IMPLICATIONS

The report proposed cannot be automatically generated by the system. We have approached IT Vision to see if it is possible to produce a custom report, but they have not yet provided a quotation for this work.

Producing the proposed report manually will take an estimated 4 days of staff time and one day for a managers time each month. This would equate to an annual cost approximating \$25,000, or a 0.4% rate increase.

LEGAL AND STATUTORY IMPLICATIONS

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* require the CEO to provide council with sufficient information to identify the payment including the payee, amount and date of payment.

The Shire of Toodyay Standing Orders Local Law prescribes the manner in which motions of notice are to be given. The provision of notice by Councillor Ruthven is in accordance with said requirements.

Clause 4.4(6) of the Shire of Toodyay Standing Orders Local Law states,

'A motion of which notice has been given is to lapse unless:

- (a) The Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or*
- (b) The Council on a motion agrees to defer consideration of the motion to a later stage or date.*

RISK IMPLICATIONS (including DAIP)

Regulation 13 requires that the list be presented to the **next Ordinary Council Meeting after the list is prepared**. Given the additional time that will be required to prepare the list it is possible that on some occasions the list will not be available until the following Council meeting.

SOCIAL IMPLICATIONS

There are no adverse social implications envisaged from this report.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

ECONOMIC IMPLICATIONS

There are no adverse economic implications envisaged from this report.

OFFICER COMMENT / DETAILS

The Shire of Toodyay general ledger runs to 5,000 lines. Many of the payments each month will have multiple general ledger numbers. For example:

- A monthly account from a local hardware store may include 30 separate items of nominal value, each allocated to a different job.
- A parks and gardens staff member over the course of a fortnight might work on every park or greenspace in Toodyay. Multiply this by Toodyay's 50+ employees and wages alone will take several pages.
- Using Activity Based Costing some staff members' time is allocated via a formula across multiple schedules and GLs.

This means that each month the list of payments could run to hundreds of pages. This additional information would not contribute to more effective decision making and would represent a significant waste of resources.

Each year the Shire is subject to external audit. As part of the audit process the auditor forms an opinion as to whether the Shire's finances are accurately reflected in the Shire's financial statements. For the last 2 years this process has

been subject to oversight by the Auditor General. Each year the Shire of Toodyay achieves unqualified audits.

The CEO Strongly recommends that Council not support the proposed Notice of Motion.

COUNCILLOR RUTHVEN'S NOTICE OF MOTION

That Council directs the CEO to modify the monthly Payment Lists to show:

1. An additional column which provides the general ledger number for each payment on the list, and
2. Details of the individual components of payments with multiple parts.

Note: Cr Ruthven sought to withdraw the motion by not moving it.

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

Nil

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

Nil

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

13.1 MEMBERS

13.1.1 Cr Ruthven – Revocation of Motion – New business of an urgent nature

Cr Ruthven advised of new business of an urgent nature, regarding a Revocation motion that she wished to introduce by decision of the meeting.

Cr Ruthven moved a motion as follows:

That Council considers Item 13.1.1 Revocation of Motion as new business of an urgent nature.

The Shire President read out from the Standing Orders Section 4.5 in respect to the submitted Notice of Motion and sought to interpret the definition of cases of extreme urgency.

The Shire President ruled that proper notice had not been given in respect to this Notice of Motion, nor did he consider it a matter that was urgent in accordance with Standing Orders. If this matter is to proceed then proper notice is to be given.

13.2 EMPLOYEES

Nil

14. CONFIDENTIAL BUSINESS

Nil

15. NEXT MEETINGS

Environment Advisory Committee	14 January 2020
Agenda Briefing	21 January 2020
<i>Australia Day Breakfast Function</i>	<i>26 January 2020</i>
Council Meeting	28 January 2020

16. CLOSURE OF MEETING

The Shire President declared the meeting closed at 5.54pm.

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Ordinary Council Meeting

Tuesday 17 Dec 2019

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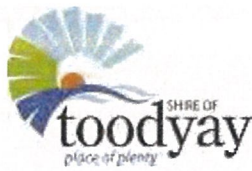
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Agenda Briefing Notes

10 December 2019

Unconfirmed Notes

These notes were approved for distribution on 12 December 2019.

Stan Scott
CHIEF EXECUTIVE OFFICER

When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

At the next Ordinary Meeting of Council the Notes will be received, subject to any amendments made by the Council.

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

Attachments that formed part of the Agenda, in addition to those tabled at the Agenda Briefing are put together as attachments to these Notes with the exception of Confidential Items.

Confidential Items or attachments that are confidential are compiled as part of the Ordinary Council Meeting, in a separate Confidential Minuted Item (CMI).

Received Notes

These notes were received at an Ordinary Council Meeting held on 17 December 2019.

Signed:

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

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SHIRE OF TOODYAY
AGENDA BRIEFING NOTES
FROM MEETING HELD ON 10 DECEMBER 2019

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The **ATTACHMENTS** to these notes were the attachments to the
Ordinary Council Meeting dated 17 December 2019

SHIRE OF TOODYAY
AGENDA BRIEFING NOTES
FROM MEETING HELD ON 10 DECEMBER 2019

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Toodyay for any act, omission or statement or intimation occurring during the Agenda Briefing meeting or during formal/informal conversations with staff.

The Shire of Toodyay disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Agenda Briefing meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Toodyay during the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Toodyay.

The Shire of Toodyay warns that anyone who has an application lodged with the Shire of Toodyay must obtain and only should rely on **WRITTEN CONFIRMATION** of the COMMENT: of the application, and any conditions attaching to the decision made by the Shire of Toodyay in respect of the application.

Shire of Toodyay

AGENDA BRIEFING – 10 DECEMBER 2019

NOTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr Manning, Shire President, declared the meeting open at 4.05pm.

2. RECORDS OF ATTENDANCE/APOLOGIES

Cr B Manning	Shire President
Cr R Madacsi	Deputy Shire President
Cr B Bell	
Cr T Chitty	
Cr P Greenway	
Cr S Pearce	
Cr B Rayner	
<u>Staff</u>	

Ms A Bell	Manager Community Development
Mrs C Luangala	Manager Corporate Services
Mr K Nieuwoudt	Manager Planning & Development
Mr H de Vos	Planning Officer
Mr S Patterson	Manager Works and Services
Mrs M Rebane	Executive Assistant

Visitors

Mr R Pearce

2.1 APOLOGIES

Cr P Hart

Cr B Ruthven

Mr S Scott Chief Executive Officer

2.2 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Cr Pearce – 13 Jan 2020 to 27 Jan 2020.

2.3 APPLICATIONS FOR LEAVE OF ABSENCE

Name	Date from	Date To
Cr Bell	27 Jan 2020	14 Feb 2020

3. DISCLOSURE OF INTERESTS

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

SHIRE OF TOODYAY
AGENDA BRIEFING NOTES
FROM MEETING HELD ON 10 DECEMBER 2019

4. PUBLIC QUESTIONS

4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Ordinary Meeting of Council held on 26 November 2019, no questions were taken on notice.

4.2 PUBLIC QUESTION TIME

Nil

5. CONFIRMATION OF MINUTES

5.1 Ordinary Meeting of Council held on 26 November 2019

OFFICER'S RECOMMENDATION

That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 26 November 2019 be confirmed.

5.2 Agenda Briefing held on 10 December 2019

OFFICER'S RECOMMENDATION

That the Notes of the Agenda Briefing held on 10 December 2019 be received.

5.3 Confidential Items

5.3.1 Ordinary Meeting of Council held on 26 November 2019

A typographical amendment was pointed out for Item 5.3.1 regarding who voted for a motion which has been since fixed post Agenda Briefing on all current versions of the minutes.

OFFICER'S RECOMMENDATION

That the Unconfirmed Confidential Minuted Items listed as follows:

- 14.1 2020 Governor's Australia Day WA Citizen of the Year Awards Report;
- 14.2 CEO Recruitment; and
- 14.3 Sport and Recreation Precinct Update

from the Ordinary Meeting of Council held on 26 Nov 2019 be confirmed.

6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

6.1 PETITIONS

Nil

6.2 DEPUTATIONS

Nil

6.3 PRESENTATIONS

Nil

6.4 SUBMISSIONS

Nil

7. BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED)

Nil

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER (without discussion)

The Shire President did not make an announcement in accordance with the Shire of Toodyay Standing Orders Local Law 2008 (Section 4.3).

9. REPORTS OF COMMITTEES AND EMPLOYEE REPORTS

9.1 COMMUNITY DEVELOPMENT

9.1.1 Policy 0.3 Museum Interpretation and Exhibition Policy

Clarification sought in respect to the policy being placed on the website once adopted.

9.1.2 Policy 0.4 Museum Collection and Conservation Management – Strategic Planning - Museum

Questions and Points raised as follows:

- The Museum Advisory Committee reviewed this policy;
- The delay in this policy coming to Council had to do with the implementation of the Document Information Management Project;
- Point 8 – review by the MAC – consider just saying that the policy would be reviewed every three years.

Question

When the themes exist in Item 1 of the policy statement there is a reference to indigenous culture with reference to a period, and environmental history. There seems to be no reference to agriculture in the area however the Officer's Comments stated that the Facilitator advised that the term agriculture be referenced given the

importance. Was that a conscious decision to leave that out?

There were a number of different discussions held over a couple of days. Exploration and settlement encompasses a lot more than just agriculture. We aimed at broadening that a bit more to include reference to the indigenous story that is starting to build now with further conversations with the local indigenous corporation. They are looking at building on the current exhibition and sharing information.

9.2 PLANNING AND DEVELOPMENT

9.2.1 Request to close portion of unmade public road in Morangup

Questions and Points raised as follows:

- Is “Murray Walkway” the name of the road that is being closed?

It is a portion of an unnamed road in Morangup. In the Officer’s Recommendation we would need to rectify that.

- There is nothing in the report indicating we no longer have any reason for keeping it as a road reserve. Does that go without saying? Or do we need to explain that?

Council does not see any use for this piece of land. There are quite a few of these types of reserves in our Shire and we do not have plans to construct roads in the future. It is historical.

9.2.2 Request to Adopt for Advertising Draft Local Planning Policy No. 23 – Extraction of Basic Raw Materials

Questions and Points raised as follows:

- On page 48 at xix (under the heading Traffic and Roads) Different applications have already been approved up till now so would this point be consistent with what is happening now?

I believe there had been a workshop with Mr J Algieri who is a Town Planner specialising in Planning Law and at that particular workshop Council discussed one of the topics raised was the transport of basic raw materials on weekends that was in conflict with tourism commuting between Perth and Toodyay. I think at the time Council was of a mind that it would be more appropriate to restrict the hours of operation to Monday to Friday. It would be very difficult to alter existing approvals but this policy is a checkpoint for us so that if we receive a new proposal

SHIRE OF TOODYAY
AGENDA BRIEFING NOTES
FROM MEETING HELD ON 10 DECEMBER 2019

those would be one of the standard conditions included in the Council Recommendation. Operating hours for the extractive industries (Quarry) does include Saturdays.

- In respect to the hours of operation being 6.00am to 5.00pm is that right, considering that a typical application was 7.00am?

The time for normal operation in a quarry pit would be 7.00am. That is when the noise regulations kick in. The 6.00am time slot is only for cartage.

- Does this allow trucks to drive there at 5.30am or 5.15am? Mightn't it be better to have the time for haulage be 7.00am to 5.00pm?

If Council feels comfortable with that we can change that with the agreement of Council.

- Is it possible to get an email of the times for the last couple of extractive industries we have agreed upon?

Yes that will be provided.

- Can the times be left blank so there is flexibility when the applications come to Council for Council to decide upon the time dependent upon location?

We can consider that.

- If Council is silent on the times in the policy could it be argued that an extractive industries operation could run for 24 hours?

Yes it would be better to have some indication of times. A 6.00am start is the norm.

- Can I have an explanation of RAV Requirements as mentioned at xxii and how that impacts on school bus hours?

Main Roads have developed guidelines for standard Restricted Access Vehicle Route Assessments to assist local government.

These guidelines are available at the following link:

[https://www.mainroads.wa.gov.au/Documents/Standard%20Restricted%20Access%20Vehicle%20\(RAV\)%20Route%20Assessment%20Guidelines%20-%20As%20at%20September%202018.RCN-D18%5E23803147.PDF](https://www.mainroads.wa.gov.au/Documents/Standard%20Restricted%20Access%20Vehicle%20(RAV)%20Route%20Assessment%20Guidelines%20-%20As%20at%20September%202018.RCN-D18%5E23803147.PDF)

- Is that enough to cover school bus times?

Yes.

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- If this is a part of the policy is it consistent to say that the cartage hours are from the 6.00am starting time?

The Public Transport Authority have prepared guidelines for the design of stopping locations and turnarounds for rural contract school bus services at the following link:

<https://www.mainroads.wa.gov.au/Documents/COPY%20of%20DESIGN%20OF%20STOPPING%20LOCATIONS%20AND%20TURNAROUNDSFOR%20RURAL%20CONTRACT%20SCHOOL%20BUS%20SERVICES%20-%20from%20PTA.RCN-D16%5E23235032.PDF>

There are guidelines in place that prevent extractive industry trucks from operating on a school bus route. The Public Transport Authority and Main Roads are the source of those guidelines.

- Is there any way that can be better defined?

The applicant may establish a level of communication with the Public Transport Authority.

- How does the Shire account for when bus routes change?

The Public Transport Authority usually advise the Shire when school bus routes change.

- Why do you have specifically Morangup Road?

This road was chosen as just an example. It will be rectified. When these model conditions were put together the idea was that we would use this agenda briefing session to go through the conditions so now is the time to finely tune them.

- Because these are model conditions applied to anywhere can you put square brackets roads relevant to the Shire of Toodyay?

Yes. These are just a guide for Council who should interpret these conditions as a guide only. They may vary in the context of a particular proposal. We don't know where the next extractive industry is going to be. We may still have to fine tune these model conditions but they would serve as a guide for Council, the Officers and Applicants. Conditions have to fulfil a planning function and have to be relevant to a planning condition.

- Is it appropriate to take out the words "Morangup road" in that model?

Yes. We will modify it and highlight it in yellow.

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- In relation to the attachments to the policy there are a series of maps that are described as atlas policy areas. Where did you get the maps from?

We generated these maps in house.

- What information did you use to identify the resource areas?

The Key resource areas are taken directly from the Shire's local planning strategy. The heavy haulage routes are identified as well as zones where extractive industries can be considered. The reason why it is provided as an atlas is to be clearer for Applicants and Council.

- The actual wording in the policy does not refer specifically to either of the appendices.

In fact it does. There are two notes already provided in the policy however these notes can be duplicated on page 25 if that is the preference.

- Can you put wording in about the model conditions?

Yes.

- On page 39 the shaded area next to Lot 11 which is the clay and next door there is a large area put down as gravel. Why is that identified as gravel?

The State Government mapping source identified that area as gravel. We can cross check it but that was given to us from the State Government and it was included in our local planning strategy by the State Government.

9.2.3 Lot 20 Wattening Road – Combined Ancillary Dwelling and Shed

Questions and Points raised as follows:

- It said that a proposal was sent out to neighbours for comment and 14 days was given. Is that enough time?

That is within statutory limits and that is what our policy says so that is what we use.

- Is Advice Note 3 needed?

Yes. We always include that as an advice note because we need to advise applicants that if they are dissatisfied with one of the conditions we do that as a courtesy and if we don't use it there is a possibility it may come back to bite us.

9.3 WORKS AND TECHNICAL SERVICES

9.3.1 Single Lane Bridges – Regulatory Control

Questions and Points raised as follows:

- Is it Main Roads that actually approves it?
Yes. Main Roads stated that they would not do anything unless Council endorsed it. They are the body who decides the exact treatment.
- Who puts the signage up?
Main Roads. They decide on the treatment, install it and maintain it, etc.
- We have a problem with the Dumbarton Bridge at the moment and a weight carrying problem. Will that continue to be a two tonne bridge?
The fact that it is currently a two tonne bridge is because the bridge is under repair. The weight restriction rating is a temporary measure until the work has been completed; after which the load on the bridge will return to what it was.

9.4 CORPORATE SERVICES

9.4.1 List of Payments – November 2019

- Reports will come with Agenda Proper.

9.4.2 Monthly Financial Reports – November 2019

- Reports will come with Agenda Proper.

9.5 EXECUTIVE SERVICES

9.5.1 Disability Access and Inclusion Plan 2020-2025

Questions and Points raised as follows:

- On page 89 does this plan have to be factual? Talks about the swimming pool loan. My understanding is that Council borrowed 4.5million. Is that correct?
That information will be checked by the Manager Corporate Services (on page 89) and fixed.
- On page 26 (Page 97) how does this relate to providing employment for people with disabilities.
This section is all to do with what initiatives that the Shire of Toodyay has implemented in order to achieve the DAIP Outcome No. 7 which states that "This outcome is focused on your organisation's activity in directly employing people with disability; including considering

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the environment, culture and processes which support the maintenance of employment.”

A more thorough explanation can be included in the DAIP to address that Outcome and to explain the Shire’s responsibilities with respect to being an advocate for small business and improving economic development within the community that will impact upon employment opportunities for all people in the community.

- In respect to page 107 and the DAIP Outcome No. 7 are there opportunities for people to work at these places, considering our amenities and access?

The DAIP Outcome is very broad. It is the Shire of Toodyay that has legal obligations under the Equal Opportunity Act 1984 to actively promote the principles of equity and diversity in the workplace.

The Department of Communities have indicated that our DAIP Plan 2020-2025 is compliant, as per the comments made in the consultation section of the Officer Report.

In respect to the information on page 26 for initiatives undertaken during the period 2015 to 2019, this section will be expanded upon.

9.6 COMMITTEE REPORTS

Nil.

10. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 Councillor Bell (NOM) Review of Policy M3

No comments or questions.

10.2 Councillor Bell (NOM) Legal Action on Behalf of Council

Questions and Points raised as follows:

- If it is not simply an enforcement action for breach of legislation if the report meant that civil actions would be brought back to Council for approval what then?

The answer is at the second dot point on page 33.

- What is the intention of the Notice of Motion?

There are two types of legal action. One is civil and reading the Officer’s Report it suggests in any case that civil matters need to be put before Council. If there are legislative matters, then they will not come to Council so it seems there are two separate types of legal action.

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Perhaps before this comes to Council the report needs to flesh out what the Notice of Motion means with regard to Civil Action? It is a little ambiguous about what the Officer means with respect to civil action in the report.

Clarification was sought in relation to the Standing Orders and the Notice of Motion if the word “civil” was included before the words “legal action” in Cr Bell’s Notice of Motion.

Cr Bell requested that the word “civil” be included before the words “Legal action” and if not for this meeting, the notice of motion item be moved to February 2020 for consideration if there is an issue.

10.3 Councillor Bell (NOM) 2020/21 Annual Budget

Questions and Points raised as follows:

- Do you have any alterations ready to make to this after today’s discussion?

No.

Clarification was sought on whether to continue with this Notice of Motion.

- What will be achieved by voting for this motion at the next Council Meeting?

The President ruled that out of order as an invalid question.

10.4 Councillor Ruthven (NOM) Additional information on payment lists

Questions and Points raised as follows:

Clarification was sought in relation to the notice of motion.

Cr Ruthven, not being in attendance, was unable to respond.

- *Cash flow is the list of payments meaning that that is money moving out of the Shire and then there is a commitment or obligation. We don’t have a system that captures the job numbers.*
- Would it be possible to have a column showing which ledgers those payments went to because without the ledger, we go through pages and pages to find out where the breakdown came from and went to.

What do you want to achieve? Commitment accruals and movement of cash. Payment can happen at any time. It may relate to that month, part of a month or two months ago. You will not be able to compare even if a general ledger was given for that payment you don’t have that information through the budget. You need the actual expenditure to date. You need to

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keep track of the commitment. It is a cash vs. accruals. It is not like for like.

- Where one payment is made and there are four listings of what the payment related to can it be itemised?

That is not really possible.

- If an account is paid for hardware relating to items purchased for different departments are the broken down portions of that expenditure transferred to each of those relevant departments?

Yes it is, but it happens at the point of expenditure. Whether it is paid this month, next month or the month after that, I cannot back track it. The operating report is based on the timing of the transaction.

- How would you follow it through?

By knowing which area it went into, but it would be up to three months apart, maybe more. The Financial statements come in two parts. One part is based on accruals whether it has been paid or not. Material variances are also reported. There is a difference between accruals and cash-flow. The account can be for purchases made over several months. The list of payments is not the correct area to look at. You need the monthly operating report where it will show YTD actual and material variances.

The Shire President asked the Manager Corporate Services to speak with Cr Ruthven before next Tuesday about the Notice of Motion to get a better understanding of what is being requested.

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

11.1 North Street

Points raised as follows:

- Cr Bell put this request in for the February 2020 Council Meeting.

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

Note: This section refers to Standing Orders 6.1 Questions on notice by Members.

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

13.1 MEMBERS

Nil

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13.2 EMPLOYEES

Nil

14. CONFIDENTIAL BUSINESS

14.1 CEO Recruitment

Clarification was sought.

Points raised as follows:

- On page 18 the weight terms don't add up.
We will fix them.
- Page 5 the Officer's Recommendation Point No. 3 – specifying "executive" recruitment specialists instead of just "recruitment specialists."
- Consider the moving of the words "The contract will include provisions for the development within a reasonable period, not exceeding 3 months, agreed Key Result Areas for the position" as they need to be included before appointment, not after.

15. NEXT MEETINGS

Environment Advisory Committee	14 January 2020
Agenda Briefing	21 January 2020
Council Meeting	28 January 2020

16. CLOSURE OF MEETING

There being no further business, the Shire President, declared the meeting closed at 6.00pm.

MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 17 AUGUST 2017

8.3 Strategic Planning, review of Policy 0.3 Museum Interpretation and Exhibition

Date of Report:	25 July 2017
File Reference:	COC10
Author:	M. Eberle – Museum Curator, Cultural Heritage Officer
Responsible Officer:	A Bell - Manager Community Development
Attachments:	0.3 Museum Interpretation and Exhibition Policy

PURPOSE

To continue planning for the museum's future by reviewing the Museum's Interpretation and Exhibition Policy 0.3

BACKGROUND

After the review of Policy 0.4 Museum Collection and Conservation Management was completed it was felt that it would be appropriate for the second policy pertaining to the management of the museum, Policy 0.3 Museum Interpretation and Exhibition, also be reviewed.

OFFICER COMMENT

The following review has been based on sentiments expressed during discussions with community members at two museum planning workshops about our Vision and Mission Statements and the Museum Collections Policy.

The most significant change, compared to the existing Policy, is the removal of Policy Statement 1. "The Shire of Toodyay Museum Collection is to be central to interpretation in the Museum and associated buildings." A review of the objects in the museum collection - presented to the second of the museum planning workshops mentioned above - indicates a high proportion of domestic equipment artefacts in the collection that are not reflective of five out of the six themes identified in the Museum Collection and Conservation Management Policy 0.4. It was felt that allowing the objects to primarily determine the types of exhibitions may be too restrictive at the present time.

The other changes reflect the thematic changes in the updated Museum Collection and Conservation Management Policy 0.4, and the addition of a Policy Review section.

The Committee should note that Council is undertaking a comprehensive review of its document management processes including its policy manual. This may include:

- Determining which policies have a strategic intent and need to be Council Policies;
- Identifying policies that are more operational and need not be considered by Council;
- Separating procedural elements of policies; and
- New templates for policies and version control.

As a result it may be several weeks or even months before the proposed policy is considered by Council.

An update of Policy O.3: Museum Interpretation and Exhibition is proposed as follows:-

STATEMENT OF INTENT

This policy aims to guide the interpretation of materials within the Shire of Toodyay collection.

OBJECTIVES

1. To create entertaining, educational and interactive displays within the Museum that appeal to the target audiences.
2. To design a style, use of space and branding appropriate to the theme of the individual exhibition, without being detrimental to the existing exhibitions.

TERMINOLOGY

Interpretation: the act of providing information or conveying knowledge about an object or theme. The physical evidence of this including wall panels, information sheets, text labels and diagrams.

Thematic interpretation: the method of interpreting objects by historic themes as opposed to general classification

TARGET AUDIENCE

Previous studies of visitor data has shown they key visitation demographics to be people visiting from out of town fitting the following groups:

- Parents with young families;
- Semi-retirees (age demographic of 50+);
- Retirees (65+);
- Primary school groups; and
- Social groups (usually 65+)

Interpretation and exhibitions should be designed with this audience in mind. Displays should always be designed to also appeal to the local community. In future efforts could be made to attract young couples and individuals aged 18-35.

POLICY STATEMENT

1. The Museum aims to create displays and interpretation of a high professional standard.
2. Permanent displays are to interpret the main themes of collection as stated below;
 - 2.1 Those objects that relate to the Indigenous cultural history of the Shire of Toodyay
 - 2.2 Those objects that document or relate to the exploration and settlement of the Shire of Toodyay
 - 2.3 Those objects that relate directly to law and order, law enforcement, convictism in the region, the Police Force in the region and those relating directly to imprisonment, life and conditions in the Newcastle Gaol or the region to become the Shire of Toodyay

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- 2.4 Those objects that relate directly to Connor's Mill in its usage as a mill and power station
- 2.5 Those objects that relate to Toodyay's involvement in military conflict
- 2.6 Those objects that relate to the environmental history of the Shire of Toodyay
3. Thematic interpretation principles are to be used as the best practice for displays and displays should be created with meaningful context.
4. Interpretation of objects on display is not to compromise the conservation considerations of an object. It is recognised that deterioration of objects may occur within the course of normal museum use however interpretation should never increase risk to an object's condition.
5. All interpretation is to be based on the best research available and be as accurate and accessible as possible.
6. The museum is to use a range of interpretive strategies to appeal to the diversity of the target audience and encourage visitor and community participation. Each should be designed in a format and media appropriate to the target audience.
7. Exhibitions and displays are to be designed in a manner that best facilitates public access to the displays, within the constraints of the buildings.

POLICY REVIEW:

This policy should be reviewed every three years in line with Shire of Toodyay guidelines

OFFICER'S RECOMMENDATION

That the Museum Advisory Committee:

1. Recommends that Council endorses the update of Policy O.3 Museum Interpretation and Exhibition; and
2. Notes that an extensive review of policies is underway and the policy may not be considered immediately.

Ms Bell clarifies the policy review process being undertaken by the Shire of Toodyay and comments that the existing O.3 Museum Interpretation and Exhibition Policy remains the same with the exception of a change which reflects themes and removal of Policy Statement 1.

MOTION/MUSEUM COMMITTEE RESOLUTION NO 07/05/17

MOVED J. Edgecombe

SECONDED: D. Pike

The Museum Advisory Committee recommend:

1. Recommends that Council endorses the update of Policy O.3 Museum Interpretation and Exhibition; and
2. Notes that an extensive review of policies is underway and the policy may not be considered immediately.

MOTION CARRIED

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Museum Interpretation and Exhibition Policy

STATEMENT OF INTENT

This policy aims to guide the interpretation of materials within the Shire of Toodyay collection.

APPLICATION

This policy applies to all employees at the Shire of Toodyay and it is a requirement that all employees adhere to this Policy. Breaches of this Policy may result in disciplinary action.

OBJECTIVES:

1. To create entertaining, educational and interactive displays within the Museum that appeal to the target audiences.
2. To design a style, use of space and branding appropriate to the theme of the individual exhibition, without being detrimental to the existing exhibitions.
3. To improve the aesthetic appearance of the museum internally.

TERMINOLOGY

Interpretation:	The act of providing information or conveying knowledge about an object or theme. The physical evidence of this including wall panels, information sheets, text labels and diagrams.
Thematic Interpretation:	The method of interpreting objects by historic themes as opposed to general classification.

TARGET AUDIENCE

Previous studies of visitor data has shown the key visitation demographics to be people visiting from out of town fitting the following groups;

- Parents with young families
- Semi-retirees (age demographic of 50+)
- Retirees (65+)
- Primary school groups
- Social groups (usually 65+)

Interpretation and exhibitions should be designed with this audience in mind. Displays should always be designed to also appeal to the local community. In future efforts could be made to attract young couples and individuals aged 18 - 35.

18/12/2019

V.04 Policy 0.3 Museum Interpretation and Exhibition

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Policy Statement

1. The Museum aims to create displays and interpretation of a high professional standard.
2. Permanent displays are to interpret the main theme of collection as stated below;
 - 2.1 Those objects that relate to the Indigenous cultural history of the Shire of Toodyay.
 - 2.2 Those objects that document or relate to the exploration and settlement of the Shire of Toodyay
 - 2.3 Those objects that relate directly to law and order, law enforcement, convictism in the region, the Police Force in the region and those relating directly to imprisonment, life and conditions in the Newcastle Gaol or the region to become the Shire of Toodyay.
 - 2.4 Those objects that relate directly to Connor's Mill in its usage as a Mill and a Power station.
 - 2.5 Those objects that relate to Toodyay's involvement in military conflict.
 - 2.6 Those objects that relate to the environmental history of the Shire of Toodyay.
3. Thematic interpretation principles are to be used as the best practice for displays and displays should be created with meaningful context.
4. Interpretation of objects on display is not to compromise the conservation considerations of an object. It is recognised that deterioration of objects may occur within the course of normal museum use however interpretation should never increase risk to an objects condition.
5. All interpretation is to be based on the best research available and be as accurate and accessible as possible.
6. The museum is to use a range of interpretive strategies to appeal to the diversity of the target audience and encourage visitor and community participation. Each should be designed in a format and media appropriate to the target audience.
7. Exhibitions and displays are to be designed in a manner that best facilitates public access to the displays, within the constraints of the buildings.

POLICY REVIEW:

This policy should be reviewed every three years.

Reference Information

Related Documents Museum Strategy

Related Legislation *Local Government Act 1995 (WA)*

Associated Forms and Attachments

Version Control Information

Version No.	Issue Date	Nature of amendment	Developed By	Approved By
V4	18/12/2019	Amended	MCD	Council

Document Control Information

Document Theme	Governance
Document Category	Services to the Community
Document Title	Museum Interpretation and Exhibition
Document ID	0.3
Document Owner (position title)	Manager Community Development
Author (position title)	Manager Community Development
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Access restrictions	Nil
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Date of last review	02/12/2019
Date of next review	02/12/2021
Archived antecedent documents and previous versions	Reviewed Council Meeting 21 May 2009 Amended Council Meeting 13 May 2010 Amended Council Meeting 12 June 2012 Amended Council Meeting December 2019

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8.2 Strategic planning, review of Policy O.4: Museum Collection and Conservation Management

Date of Report:	13 February 2017
File Reference:	COC4
Author:	M Eberle – Museum Curator, Cultural Heritage Officer
Responsible Officer:	A Bell - Manager Community Development
Attachments:	1. 0.4 Museum Collection and Conservation Management

PURPOSE

To continue planning for the Museum's future by reviewing the Museum's Collection and Conservation Management Policy O.4.

BACKGROUND

Now that Vision and Mission Statements for the Museum have been adopted the next step in planning for the Museum's future was seen to be a review of the Museum's Policies to ensure they reflect these statements.

The most important single policy was determined to be the Collections Policy defining the specific collection themes (or areas) of the Museum.

OFFICER COMMENT

A second strategic planning workshop was held on 9th February at the Museum workshop on the Newcastle Gaol Museum site under the guidance of facilitator Jo Hyland. Attendees were Audrey Bell (Manager Community Development), Margie Eberle (Museum Curator, Cultural Heritage Officer), Beth Frayne, Sheena Hesse, Jenny Edgecombe, Sally Craddock (Councillor), and Maddie Ross (Community Development AO, recorder).

The goal was to review the Museum's Collection Policy within the broader strategic environment of the Museum and the Shire of Toodyay

Initial discussions pertained to the current Museum collection. Discussion topics included the following:-

- Every object in the collection must tell a story;
- Need to decide whether the collection leads the theme, or the themes lead the collection;
- The buildings (Old Gaol, Connor's Mill) should be considered the most important objects in our collection;
- Only approximately 50% of the current collection has well documented provenance; and
- Recently accessioned items (from the last 20 years) are well documented.

Discussions then focussed on the current Museum Collections Policy. A modification of the current policy was felt to be appropriate rather than the compilation of a new policy. Attention was directed to Section 1 of the Policy Statement: Acceptance of Material into the Collection.

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It was generally felt the collection themes in this section were too restrictive, and did not encompass all of Toodyay's unique history, particularly in regard to the 20th & 21st centuries, the environment and the Indigenous experience after European settlement.

Discussions then addressed specific themes included in the current Policy.

1.1.1 Concerns regarding the interpretation of Indigenous artefacts. If no provenance, then that can still be secondary objects for educational purposes. There are currently a small number of objects in the collection. Can also use plants and gardens that are relevant.

1.1.2 It is ideal that items exhibit a strong provenance with Toodyay.

1.1.3 Wording remains the same

1.1.4 The current objects in the collection are from Northam – they are relevant as they are industry items.

1.1.5 Generally items from this theme are souvenirs as opposed to authentic local items.

1.1.6 With the change to "environmental" history the objects can relate to fires, floods etc.

1.1.7 Wording remains the same, simply moved to the last point. This is an example of the milling machinery in Connor's Mill.

Facilitator Jo felt that our primary themes would probably reflect the two iconic buildings being used as Museum sites, i.e. Law & Order, and Flour Milling / Agriculture.

An update of Policy O.4: Museum Collection and Conservation Management was arrived at as follows:-

STATEMENT OF INTENT:

Remain the same as earlier version

OBJECTIVES:

Remain the same as earlier version

VISION STATEMENT: *Insert*

The Museum is a welcoming place where the community conserves and shares Toodyay's unique heritage

MISSION STATEMENT: *Change to following wording*

The Museum conserves, interprets and promotes Toodyay's unique cultural and environmental heritage by using a range of technologies and active public programs to attract and engage visitors of all ages.

TERMINOLOGY:

Remain the same as earlier version

MUSEUM ADVISORY COMMITTEE:

Remain the same as earlier version

POLICY STATEMENT:

1. Acceptance of Material into the Collection

*Wording in this section revised as following – additions noted in **bold italics** and deletions noted as ~~strikethroughs~~. Note: changed order of 1.1.6 and 1.1.7*

1.1 One of the following themes

- 1.1.1 Those objects that relate to the ***Indigenous*** cultural history of the Shire of Toodyay ~~prior to European settlement.~~
- 1.1.2 Those objects that document or relate to ***the exploration and*** ~~European~~ settlement of the **Shire of Toodyay** ~~region with an emphasis on the periods of development from 1830 to 1900.~~
- 1.1.3 Those objects that relate directly to law and order, law enforcement, convictism in the region, the Police Force in the region and those relating directly to imprisonment, life and conditions in the Newcastle Gaol or the region to become the Shire of Toodyay
- 1.1.4 ***Those objects that relate*** ~~Objects / documents / materials relating directly to Connor's Mill in its usage as a mill and power station; to any of the families that lived there; and work, working conditions or life in the mill.~~
- 1.1.5 Those objects that relate to Toodyay's involvement in military conflict ~~with a particular emphasis on World War I and World War II.~~
- 1.1.6 Those objects that relate to the ***environmental*** ~~natural~~ history of the Shire of Toodyay
- 1.1.7 Objects that fall outside of the region but are relevant to one of the above criteria may be considered for acquisition in to the primary collection. Alternatively, they may be documented, photographed and returned to the donor, or used in a secondary collection (e.g. for educational purposes).

2 through to 7

Remain the same as earlier version

8. Policy Review

Insert new section, possible wording could be:

Policy to be reviewed by the Museum Advisory Committee every three years in line with Shire of Toodyay guidelines

Margie expressed some reservation about the broad nature of the themes with regards to having clear guidelines to the type of objects that could be accepted into the collection. Jo indicated the guidelines included in the Collections Policy under Section 2. Acquisition of Objects clearly indicate the standards that should also be applied to objects that have been offered for donation.

Discussion then continued on broader strategic matters that could be seen to impact upon the future plans of the Museum.

MUSEUM DIRECTION

1. What do we know about our community or region – the children, families, residents, and community's well-being – over the next 10-15 years that will affect the Museum?
 - Target audience: Primary – Tourists; Secondary – Locals
 - Demographic data can be sourced from the Shire of Toodyay Strategic Plan
 - Generally younger families or seniors in Toodyay, missing the middle age brackets
 - Lots of "migrants" who move up to Toodyay and stay for many years
 - For future planning will need dollar figures and attendance numbers, especially to take to Council to get future support
2. What positive change do we, along with our stakeholders and partners, believe is possible for the community and its families/children/citizens/etc. over the next generation?
 - Private events locations
 - Photo locations (Weddings etc.)
 - Public event locations
3. What distinct and valued contributions can our Museum make to help realise this change?
 - Presence in the new Sport & Rec Centre to reach a broader audience
4. Who must we serve deliberately and well to make progress towards this purpose and be a valued community resource
 - Both the tourists and local residents of Toodyay
5. What experiences, environments, and opportunities that bring distinctive value to our audience do we need to provide?
 - Take opportunities as they arrive
 - Venue hire, and hosting of events
 - Facebook
 - Free entry to locals
 - School groups and resources
6. What are the foremost capabilities and resources we must have to make achieving our programmatic efforts possible?
 - Send exhibition brochure with rates notices "Get Into Gaol Free"
 - Create interactive displays. Start with simple displays and work towards more in-depth ones.

Future strategic development could examine how to deliver the services of the Museum, and address such areas as workforce (including volunteers), facilities, policies, action plan and yearly schedule of Museum program (yearly planner) including strategic objectives (projects).

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The next specific step in strategic planning could be a review or development of further policies in areas such as Display, Public Programs and Education, and Disaster Preparedness.

The development of strategic priorities (3?) could be determined before the review of further policies.

OFFICER'S RECOMMENDATION

The Museum Advisory Committee recommends to Council the following:

That Council:

1. Endorses the amendments to Policy 0.4 Museum Collection and Conservation Management as noted in the Officers Report 8.2 of the Museum Advisory Committee Meeting held on 16 February 2017.

Clarification was sought on the wording relating to the timeframe of the Shire of Toodyay's review policies relating to point 8. Policy Review.

The Committee agree to accept the change of wording to align with the Shire of Toodyay guidelines/policies.

Ms Bell also commented that Mr Scott, notes he would like to amend the Museum brainstorming notes from 9 February 2017 to include the wording "Sport and Recreation Precinct", instead of 'Rec Precinct'.

MOTION/MUSEUM COMMITTEE RESOLUTION NO 02/02/17

MOVED Cr S. Craddock

SECONDED: B. Frayne

That the Museum Advisory Committee recommends that Council endorse the amendments to Policy 0.4 Museum Collection and Conservation Management as noted in the Officers Report 8.2 of the Museum Advisory Committee Meeting held on 16 February 2017. The timeframe noted to review the policy is to align with the Shire of Toodyay's review policies/guidelines.

MOTION CARRIED 6/6

Action 1: Ms Bell to update the Policy 0.4 Museum Collection and Conservation Management and put forward a report to next Council Meeting for endorsement.

Clarification was sought regarding the desired purpose of the next Museum Brainstorming Session. Discussions will include:

- Creation of a Strategic Plan for forward planning of the Museum; and
- Review and development of further Museum policies.

The Committee agree that forming a Strategic Plan and developing policies will lift the profile of the Museum.

Ms Bell commented that in regards to the Shire of Toodyay Corporate Business Plan, Museum and Heritage are hitting all the right targets.

0.4 Museum Collection and Conservation Management Policy

Introduction

This policy aims to guide the management of the Shire of Toodyay collections and the environments in which it is stored or displayed. The objective of this policy is to provide guidelines for correct documentation, exhibition, storage and conservation of the Shire of Toodyay collection.

Application

This policy applies to all employees at the Shire of Toodyay and it is a requirement that all employees adhere to this Policy. Breaches of this Policy may result in disciplinary action.

VISION STATEMENT:

The Museum is a welcoming place where the community conserves and shares Toodyay's unique heritage.

MISSION STATEMENT:

The Museum conserves, interprets and promotes Toodyay's unique cultural and environmental heritage by using a range of technologies and active public programs to attract and engage visitors of all ages.

TERMINOLOGY

Collection:	Refers to the significant objects, photographs, artworks, documents and books that represent the history and people of the Shire of Toodyay.
Preventive Conservation*:	The process of reducing rates of deterioration for a whole collection to minimize further damage (Western Australian Museum).
Provenance:	Refers to the confirmable history of the ownership and usage of an object.
Patina of age:	Physical signs of age that contribute to the significance of an object.
Interventive Conservation*:	The process of intervening with individual objects that have sustained damage in order to halt and prevent further damage (Western Australian Museum).
Restoration*:	The process of not only intervening but repairing the damaged object (Western Australian Museum)

**Note: Preventive Conservation is the optimum way to treat objects in the collection followed by Interventive Conservation. Restoration should only be considered in extreme circumstances.*

Museum Advisory Committee

The Museum Advisory Committee is to be consulted on acquisition and deaccession of objects to and from the Museum.

POLICY STATEMENT

1. Acceptance of Material into the Collection

Acceptance into the collection will be subject to:

1.1. One of the following themes:

- 1.1.1. Those objects that relate to the Indigenous cultural history of the Shire of Toodyay.
- 1.1.2. Those objects that document or relate to the exploration and settlement of the Shire of Toodyay.
- 1.1.3. Those objects that relate directly to law and order, law enforcement, convictism in the region, the Police Force in the region and those relating directly to imprisonment, life and conditions in the Newcastle Gaol or the region to become the Shire of Toodyay.
- 1.1.4. Those objects that relate directly to Connor's Mill in its usage as a mill and a power station;
- 1.1.5. Those objects that relate to Toodyay's involvement in military conflict;
- 1.1.6. Objects that fall outside the region but are relevant to one of the above criteria may be considered for acquisition into the primary collection. Alternatively they may be documented, photographed and returned to the donor, or used in a secondary collection (eg. For educational purposes).
- 1.1.7. Those objects that relate to the ~~natural~~ environmental history of the Shire of Toodyay.

1.2. Whether objects are considered, upon assessment, to be significant to the Shire of Toodyay, where significant refers to the historic, aesthetic, scientific and social values of an object.

1.3. Objects will only be accepted into the museum in accordance with the Museums Australia Inc. Code of Ethics, 1999, which supports the "international efforts of UNESCO, ICOM and other organisations to control and eliminate international trafficking in stolen and/or illegally exported works of art (particularly of indigenous peoples), antiquities, endangered or protected animal and plant species, and any other museum object". Objects must also be accepted in accordance with Local, State and Federal laws regarding our National Heritage (see Australian Government's *Environment Protection and Biodiversity Conservation Act 1999* at <http://www.environment.gov.au/epbc/>)

2. Acquisition of Objects

- 2.1. Objects will be acquired by donation, purchase or bequest.
- 2.2. No object will be acquired that is constrained by any limitations.

- 2.3. The intending donor must have legal title to the object, and be willing to pass legal title to the Museum.
- 2.4. Acquisition should not duplicate materials already in the collection unless for the exceptional purposes of education, comparison or condition.
- 2.5. Objects shall be collected only if in manageable condition and it is deemed possible for the Museum to safely document, conserve, preserve, store, display or interpret the objects without duress to its resources. This includes provenance of the object as well as physical condition.
- 2.6. All objects accepted into the collection will be accessioned, by the Curator or appointed Shire of Toodyay staff, in accordance with the Shire of Toodyay Procedural Manual for Collection Management of the Toodyay Museum Collection.

3. Object Storage

- 3.1. All objects are to be stored in accordance with the Shire of Toodyay Procedure Manual for Collections Management.

4. Safe Handling of Objects

- 4.1. Objects will be handled in accordance with the Museums Australia Inc Museum Methods practical manual extract.

5. Loans (Incoming and Outgoing)

- 5.1. Loans shall be processed in accordance with the Shire of Toodyay Procedural Manual for Collection Management of the Toodyay Museum Collection.
- 5.2. Objects will not be accepted on a short term loan for purposes other than for an event, exhibition or research.
- 5.3. Long term loans are unacceptable to the Museum. Three options exist for long term loans:
 - 5.3.1. The owner offers the object by donation;
 - 5.3.2. The owner bequest the object; or
 - 5.3.3. The object is documented, photographed and entered on the database, then returned to the owner.
- 5.4. Proper documentation shall accompany all incoming and outgoing loans.

6. Deaccession of Objects

- 6.1. Deaccession may only be undertaken due to duplication, condition, or irrelevance to the collection.
- 6.2. Deaccession by sale is only acceptable if the proceeds contribute to the conservation aims of the collection.
- 6.3. Disposal of the object must comply with the Museums Australia Inc. Code of Ethics.

6.4. Deaccession will take place in accordance with the Shire of Toodyay Procedural Manual for Collection Management.

6.5. Full documentation of all deaccessions will take place.

7. Conservation

7.1. Conservation and conservation practice must be the primary concern when using the collection particularly in reference to exhibition and display.

7.2. Only staff and volunteers that have been trained in Safe Handling Procedures will be allowed access to the collection.

7.3. Conservation treatment or restoration of objects will only be conducted by, or under the supervision of, a qualified conservator.

7.4. Any conservation treatment of object/s should be done in such a way that retains the significance, patina of age and evidence of use of the object/s. wherever possible, conservation treatments should be reversible.

7.5. The Museum will take every precaution to avoid accidental damage or loss to the collection through fire, flood, water damage, theft, vandalism, accident and damage from environment. Guidance is to be taken from Be Prepared: Guidelines for Small Museums for Writing a Disaster Preparedness Plan, Museum Methods: a Practical Guide to Managing Small Museums and Recollections: Caring for Collections across Australia.

7.6. The public will not be allowed to physically handle the collection unless under the direct supervision of the Curator.

8. Policy Review

Policy to be reviewed every three years.

Reference Information

Related Documents Museum Strategy

Related Legislation Local Government Act 1995 (WA)

Associated Forms and Attachments

Version Control Information

Version No.	Issue Date	Nature of amendment	Developed By	Approved By
V4	18/12/2019	Amended	MCD	Council

Document Control Information

Document Theme	Governance
Document Category	Community Development
Document Title	Museum Collection and Conservation Management
Document ID	O.4
Document Owner (position title)	Manager Community Development
Author (position title)	Manager Community Development
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Access restrictions	Nil
Date Published	20/03/2020
Date of last review	02/12/2019
Date of next review	02/12/2021
Archived antecedent documents and previous versions	Amended OCM 21 May 2009 Reviewed OCM 13 May 2010 Amended OCM 19 June 2012 Amended OCM December 2019

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Proposed permanent closure of road portion.

Legend

- Cadastre
- Minor Roads



1: 4,013



0.2 0 0.10 0.2 Kilometers

Date produced: 22-Nov-2019

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

An unconstructed portion of a public road.

Polygon Number: 11528562

Land ID: 3559944

Land area: 4.037.46m²

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SHIRE OF TOODYAY
Record Number: <u>ICR63694</u>
13 NOV 2019
Officer / Dept: <u>DSO</u>
File Number: <u>A3546/200COB</u>

6 November 2019

Hugo de Vos
 PLANNING OFFICER
 Shire of Toodyay
 PO Box 96
 TOODYAY WA 6566
records@toodyay.wa.gov.au

ROAD CLOSURE APPLICATION - #306 Cobbler Pool Road, Morangup

Dear Mr de Vos,

I am the registered proprietor of #306 Cobbler Pool Road, Morangup being Lot 99 On Deposited Plan 45871. This property has been owned and farmed by my family since the early 1950s.

In the 1960s Lot M1379 was fragmented by the resumption of land for the Midland-Toodyay standard gauge railway line and Cobbler Pool Road. At this time the remainder of our land holding was designated Lot 99.

I have made application to WAPC to subdivide Lot 99 to:

- Consolidate fragmented portions of Lot 99 north of Cobbler Pool Road into one title
- Separate the portion of Lot 99 south of Cobbler Pool Road into a separate title
- This application has been prepared on our behalf by Samudra Sarubin (Licensed Surveyor) of RM Surveys

As part of this lot consolidation, but separate to the WAPC application, we make request to the Shire to close the gazetted road marked 'E' on the attached plan.

This 4,035m² section of road has never been constructed, and possibly never will as it is isolated by the railway, river and freehold land.

Should the road closure be completed, we will apply to the Department of Planning Lands & Heritage to purchase that parcel from the crown.

Completing these two processes will allow us to join together our Lot 99 portions 'A', 'B', & 'C' into one contiguous parcel of land.

Please advise if you require any further information from me to initiate the road closure process. I understand I am required to pay a \$300 fee, plus cost of advertising the closure in the newspaper.

Yours Sincerely,

C. V. Sinclair

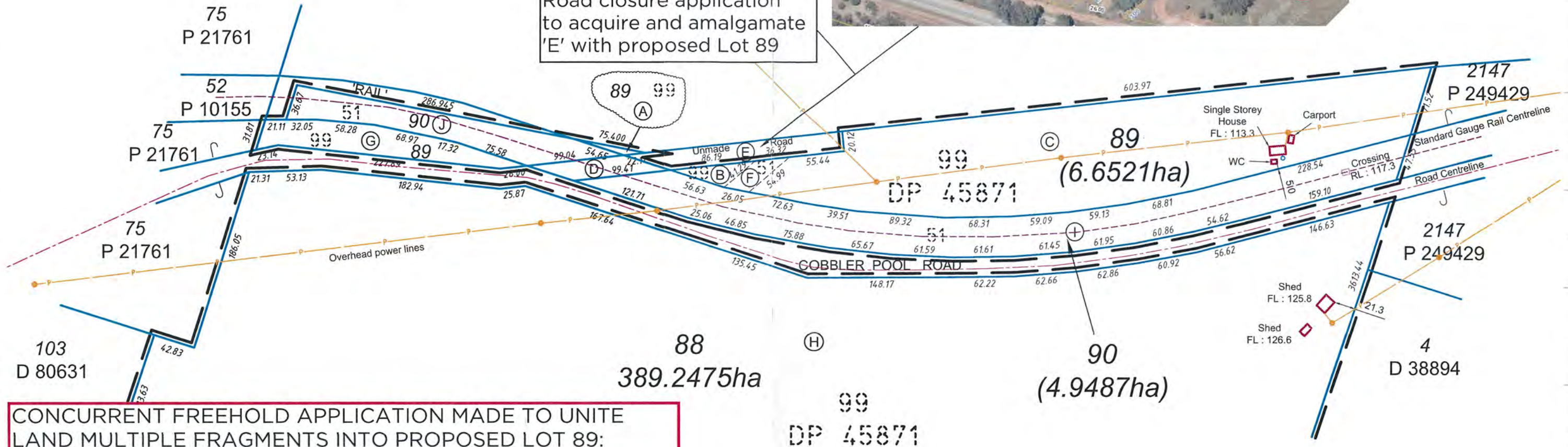
Cheryle Vicky Sinclair
 PO Box 184
 Darlington WA 6070
holmesdale@bigpond.com
 0407 614 449

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Enlargement of unmade road 'E'



Road closure application to acquire and amalgamate 'E' with proposed Lot 89



CONCURRENT FREEHOLD APPLICATION MADE TO UNITE LAND MULTIPLE FRAGMENTS INTO PROPOSED LOT 89: (WAPC application is a separate process from this road closure)

Land portion	area m ²	area ha	Current lot	Current owner	Proposed lot	Proposed use
A	244	0.0244	99	Sinclair	89	Sinclair landholding
B	985	0.0985	99	Sinclair	89	Sinclair landholding
C	57,851	5.7851	99	Sinclair	89	Sinclair landholding
F	968	0.0968	51	State (PTA)	89	Sinclair landholding
G	6,473	0.6473	99	Sinclair	89	Sinclair landholding
H	3,892,475	389.2475	99	Sinclair	88	Future sale of large lot
I	40,627	4.0627	51	State (PTA)	90	Same use - rail
J	8,860	0.8860	51	State (PTA)	90	Same use - rail

D	1,995	0.1995	'RAIL'	Crown (PTA)	unchanged	continued use as railway
E	4,035	0.4035	'ROAD'	Crown	See note	See note above

See Fitsinc-Cobb-01 for parent plan.

Subsurface Utility Information

Present on this drawing?	Method of Location	Classification of Subsurface Utility Information AS 5488 2013	Potential Risk of Utility Damage
	DBYD plans or unknown source	Quality "D" (i.e. V. Unknown)	High
✓	Visual utility identification (visible and surveyed)	Quality "C" (i.e. 100mm V-1000mm)	High
	Utilities located and marked (Electro/GPR) or potholed only	Quality "B" (i.e. 100mm V-1000mm)	Medium
	Utilities potholed and traced/sighted or surveyed at installation	Quality "A" (i.e. 100mm V-1000mm)	Low

Note: Dimensions shown are subject to final survey.

Note: This drawing does not show all subsurface utilities. Current Dial Before You Dig (DBYD) information should be obtained and due diligence exercised before commencing any excavation works.



PHONE: 08 9457 7900 EMAIL: INFO@RMSURVEYS.COM.AU WEBSITE: RMSURVEYS.COM.AU



0 40 80 120 160 200 240 280 320
SCALE 1:4000
ALL DISTANCES IN METRES

Surveyor SS
Survey Date 01/10/19
Vertical Datum AHD
Horizontal Datum Aglume94

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PAPER SIZE A3



Client
Mark Fitzpatrick

Initial Issue
Description
AC SS SS 10/10/19
Rev

APPLICATION FOR ROAD CLOSURE
306 Cobbler Pool Road
Morangup

Job No. FITSINC-COBB
Drawing No. FITSINC-COBB-03
Revision 0

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Extraction of Basic Raw Materials Policy

1. HEAD OF POWER

1.1 Authority to prepare and adopt a Local Planning Policy

Schedule 2, Part 2, clause 3(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) allows Council to prepare a Local Planning Policy in respect of any matter related to the planning and development of the Shire's Local Planning Scheme No.4 (the Scheme) area, and will be made effective once Council has completed the process stipulated in clause 4(1) up to and including clause 4(4) of the Regulations.

If a provision of this policy is inconsistent with the Scheme, the Scheme prevails.

This policy is not part of the Scheme and does not bind Council in respect of any application for development approval. However, Council shall have due regard to the provisions of the policy and the objectives which the policy is designed to achieve before making its determination.

1.2 Relationship of this Policy to the Shire of Toodyay Extractive Industries Local Law 1999 and Shire of Toodyay Local Planning Policy No. 7 'Extractive Industries – Road Contributions'

The Shire of Toodyay requires an extractive industry licence to be issued under the provisions of the *Shire of Toodyay Extractive Industries Local Law 1999* (the 'EILL') together with a land use planning (development) approval before extraction can take place.

An application for an extractive industry licence should be applied for at the same time as the development application.

If a provision of this policy is inconsistent with a provision of the EILL, the policy prevails to the extent of the inconsistency.

This policy must be read with *Shire of Toodyay Local Planning Policy No. 7 'Extractive Industries – Road Contributions'*.

2. PURPOSE & OBJECTIVES

2.1 Purpose

The Shire of Toodyay is in an area geologically abundant in basic raw materials. The Shire's proximity to the Perth metropolitan area and transportation routes have made it a key resource area for extraction, transportation and supply of these materials. Extractive industries of various scales have been operating in the Shire for many years and are predicted to do so for many more.

By their nature, extractive industries have the potential for incompatibility with other land uses. This is of particular concern to sensitive land uses such as dwellings, tourist accommodation and tourist-oriented land uses located

throughout the Shire. Noise, dust, visual impact and road usage impacts from operational extractive industries have the potential to adversely affect the enjoyment of these facilities.

The transportation of basic raw materials from extractive industry sites to their final destination can also affect the levels of service, efficiency and safety enjoyed by local road-users, as well as significantly impacting the infrastructure planning operations of the Shire.

Therefore, it is important to regulate such activities to ensure they are able to operate in a safe and desirable manner with impacts managed and ameliorated appropriately.

The purpose of this policy is to –

- (a) provide development controls for the establishment, operation and rehabilitation of extractive industries in the 'Rural' zone, 'Rural Living' zone and 'Special Use' zone No. 14 (Lot 11 Chitty Road, Hoddys Well) as identified by the Scheme;
- (b) ensure that extractive industries are suitably located where they will not cause disruption to amenity, the environment or the proper functioning of the transport network;
- (c) protect and maintain, wherever reasonable, the existing landscape character and general amenity of the Shire by the appropriate location and operation of extractive industries;
- (d) control and minimise the operational impacts of extractive industry including dust, noise, spread of weed/dieback, vibration, drainage and land clearing on neighbouring land uses by the application of development standards, conditions of approval and operational requirements;
- (e) ensure that extractive industry does not have an unacceptable impact on the environmental attributes of an area and, to the greatest extent possible, environmental attributes are improved or maintained during and at completion of the extractive industry operations; and
- (f) encourage extractive industries in areas of the Shire where the road infrastructure is compatible with the expected road usage resulting from the land use, or the road network can be upgraded by the proponent to meet appropriate standards prior to the use commencing

2.2 Objectives

The primary objectives of this policy are to –

- (a) assist Council in determining applications for extractive industries by providing general guidelines and outlining matters Council will have regard for in assessing applications;
- (b) outline the information to be provided by applicants when requesting development approval for extractive industry;

- (c) provide for appropriate 'buffers' between Extractive Industries and sensitive land uses;
- (d) protect and maintain the existing landscape character, native vegetation, productive agricultural uses and general amenity of the Shire;
- (e) ensure those portions of Shire-controlled roads affected by the activities relating to extractive industries are maintained to a minimum acceptable standard at no extra burden of cost to Council;

3. SCOPE

3.1 Exemptions

This policy is applicable to all proposals for extraction of basic raw materials on suitably zoned land, with the exception of –

- (a) commercial extraction of minerals for which the approval of the Department of Mines Industry Regulation and Safety (DMIRS) under the Mining Act 1978 (as amended) is required;
- (b) extraction of basic raw materials ancillary to normal rural activity, where for use on the same site and where –
 - i. no processing (i.e. crushing / screening) of the material is required; and
 - ii. the general amenity of the locality is preserved (i.e. no undue disruption and/or unacceptable impact on nearby sensitive land uses through the emission of dust, noise and vibration); and
- (c) Extraction of basic raw material as per the meaning given to the term 'public work and work' in the *Public Works Act 1902*.

Note 1: *Notwithstanding that there is no requirement to obtain development approval for a public work, it must be undertaken in accordance with the requirements of the Scheme and this policy.*

Note 2: *An Atlas of the policy area is contained as Appendix A at the end of this policy.*

3.2 Council Development Approval required for new applications

Proposals for the extraction of basic raw materials, including proposals to increase the size of an existing extractive industry over what was originally approved, will require development approval by full Council prior to the extractive industry commencing/extending. An Application for Development Approval is required to be lodged in accordance with Council requirements and scheduled fees.

4. INTERPRETATION

Development has the meaning given to it in the *Planning and Development Act 2005*.

Extraction Area means the extent of land proposed to be used for ground-disturbing activities

Extractive Industry means an industry which involves the extraction, quarrying or removal of sand, gravel, clay, hard rock, stone or similar material from the land and includes the treatment and storage of those materials, or the manufacture of products from those materials on, or adjacent to, the land from which the materials are extracted, but does not include industry – mining;

Rehabilitation Plan means a plan which details the developer commitments to rehabilitate/reconstitute the site through landform and vegetation planting measures in order to protect the environment from potential adverse impacts and to improve or maintain ecological processes.

Road means any highway, road or street open to, or used by, the public and includes every carriageway, footway, reservation, median strip and traffic island thereon;

Sensitive land Use has the same meaning as in the Environmental Protection Authority - Guidance Statement 3;

Visual Impact has the same meaning as in the Western Australian Planning Commission manual - Visual Landscape Planning in Western Australia (2007).

5. THE SHIRE'S POSITION

It is the Shire's position that the development of extractive industries that are not covered by the *Mining Act 1978* in the Scheme Area will only be supported by the Council of the Shire of Toodyay under the following circumstances –

- (a) where the extraction of basic raw materials does not unreasonably affect the natural environment or amenity in the locality of the operation during or after excavation;
- (b) where due consideration is given to the rehabilitation and sequential use of extraction areas early in the planning process; and
- (c) where proposals demonstrate compliance with all relevant legislation, the relevant provisions of this policy including the relevant provisions of Council's Local Planning Policy No. 7 'Extractive Industries – Road Contributions', guidelines and codes of practice applicable at the time, including the *Shire of Toodyay Extractive Industries Local Law 1999* (EILL).

6. DEVELOPMENT APPLICATION REQUIREMENTS

All applications for development approval for the establishment of extractive industry operations in the Scheme area must be accompanied by the following material:

- (a) **Two copies of a site plan, including a plan of the area of extraction at a scale of not less than 1:500 that includes the following information –**
 - i. Area depth and volume of extraction (existing and proposed final contours at 1 metre intervals);
 - ii. Distances from lot boundaries and all dwellings and other sensitive uses within a 1km radius of the extraction site;
 - iii. Road frontages and property access;
 - iv. Details of existing and surrounding land uses;

- v. Existing vegetation, wetlands and watercourses, and distance to the proposed area of extraction;
- vi. Area height and volume of material and top soil stockpiles; and
- vii. Site plans, floor plans and elevations of any building(s) associated with the proposal.

(b) A report to accompany the above plans, detailing the following:

- i. Type of material to be excavated;
- ii. Details of methods of extraction, including crushing, blasting or extraction only;
- iii. Hours of operation (including crushing, blasting and excavation);
- iv. Storage of chemicals;
- v. Estimated completion date;
- vi. Type of equipment to be used including size of trucks and machinery;
- vii. Maintenance and any refuelling of trucks on site;
- viii. Number of truck movements per day/week;
- ix. Details of staging;
- x. Proposed haulage routes and destinations;
- xi. Proposed road warning signage;
- xii. Visual impact assessment, with particular reference to major roads, tourist routes/interest points, and surrounding properties/structures;
- xiii. Drainage implications including surface and ground water impacts;
- xiv. Proposed end use of site;
- xv. A detailed rehabilitation plan including types of materials, staging, source of materials, re-contouring, replacement of topsoil, screen planting and re-vegetation (vegetation species and densities);
- xvi. Details of weed and dieback management techniques;
- xvii. Management techniques to address potential conflict with surrounding land uses, protection of visual amenity and environmental attributes;
- xviii. Any other assessment the Shire may require, including Aboriginal and European Heritage considerations if within a known area of concern; and
- xix. Justification for any variation from Shire requirements.

(c) Electronic copies and spatial data

In addition to the hardcopies, it is requested that all application material be supplied on a USB thumb drive or CD. Where possible the Shire also requests mapping spatial data be supplied too. Usually a Shapefile format will suffice.

7. SITE SELECTION CONSIDERATIONS

The following site selection considerations are to be addressed in all applications:

Site Selection Considerations	
Site Location	
(a)	The site has safe access to major roads, and existing roads are in good condition. The access roads proposed are suitable for the volume of traffic and type of heavy vehicles
(b)	The site has safe access to major roads, and existing roads are in good condition. The access roads proposed are suitable for the volume of traffic and type of heavy vehicles
(c)	The site is not in a visually significant location, such as on a ridge, or visible from major roads
(d)	The site is not situated within 500 metres to 1,000 metres of any sensitive land uses, such as residential development, schools, and hospitals
(e)	The proposed activity is compatible with surrounding land uses
(f)	The proposed activity will not cause disturbance to the amenity of the area
(g)	The site will not have a negative visual impact on major roads, scenic areas or adjoining properties
(h)	The site provides an adequate separation distance to any residential or special rural area, or existing dwelling in a rural area. Typically separation distances should be 500 metres to 1,000 metres
(i)	Operational issues such as hours of operation, noise and dust monitoring and site access are addressed with the view to minimising any potential noise or dust issues for surrounding sites
(j)	Other relevant state and local planning policies and strategies, including but not limited to the following have been addressed: <ul style="list-style-type: none"> • State Planning Policy 2.5 Rural Planning • State Planning Policy 3.7 Planning for Bushfire Prone Areas • State Planning Policy 4.1 State Industrial Buffer Policy • extractive industry local laws • local planning scheme provisions

Site Selection Considerations	
Environmental Attributes	
(a)	The site is not considered priority agricultural land
(b)	The proposal will not involve major disturbance of acid sulphate soils
(c)	The proposal will not involve significant clearing of native vegetation, that is, the site is bare of vegetation from previous uses or does not contain good quality bushland of significant quantity
(d)	The site provides adequate setback to existing wetlands, water courses and drainage lines
(e)	The site is not listed as a Bush Forever area
Planning considerations	
(a)	The nature of the proposed activity is consistent with the current zoning, and any proposed zoning.
(b)	The timeframe for the proposed activity takes into account the long-term impact on the local community.

8. ENVIRONMENTAL REHABILITATION

- 8.1 The rehabilitation works must be completed within the first winter months following the re-establishment of the final contour ground levels and maintained for a period of three years thereafter.
- 8.2 The applicant is required to pay a bond as a performance guarantee against the satisfactory completion of the rehabilitation of the site.
- 8.3 The performance guarantee will be refunded at a rate of 50% following completion of the final stage of rehabilitation works and 50% at the conclusion of the three year monitoring period. The bond is to be accompanied by a bonding agreement and written authorisation from the owner of the land that the Shire may enter the site to complete or rectify any outstanding work.
- 8.4 The Shire will recover the bond, or part thereof as appropriate, for any costs to the Shire in completing and/or rectifying the outstanding works.
- 8.5 The Shire of Toodyay will accept a Bank Guarantee.
- 8.6 The rehabilitation bond is as per the adopted Shire of Toodyay Annual Budget and associated Schedule of Fees and Charges at the time of application.
- 8.7 In the event an application is received to expand an area of operation or to reapply for new development approval, an additional bond will be calculated to cover the new area. In addition to this, the existing bond will be recalculated to

take into consideration any change in the rate per hectare as per the Schedule of Fees and Charges at the time. The applicant will be required to pay this additional bond as a condition of approval.

9. ACKNOWLEDGEMENT

State Planning Policy 2.5 – Rural Planning

State Planning Policy 3.6 – Development Contributions for Infrastructure

State Planning Policy 3.7 - Planning for Bushfire Prone Areas

State Planning Policy 4.1 - State Industrial Buffer Policy

Shire of Toodyay Local Planning Strategy 2017

Shire of Toodyay Local Planning Scheme No. 4

Shire of Augusta Margaret River Local Planning Policy 3 'Extractive Industries'

City of Busselton Local Planning Policy 5A 'Extractive Industries'

Shire of Northam Local Planning Policy No. 21 'Extractive Industry'

10. REVIEW

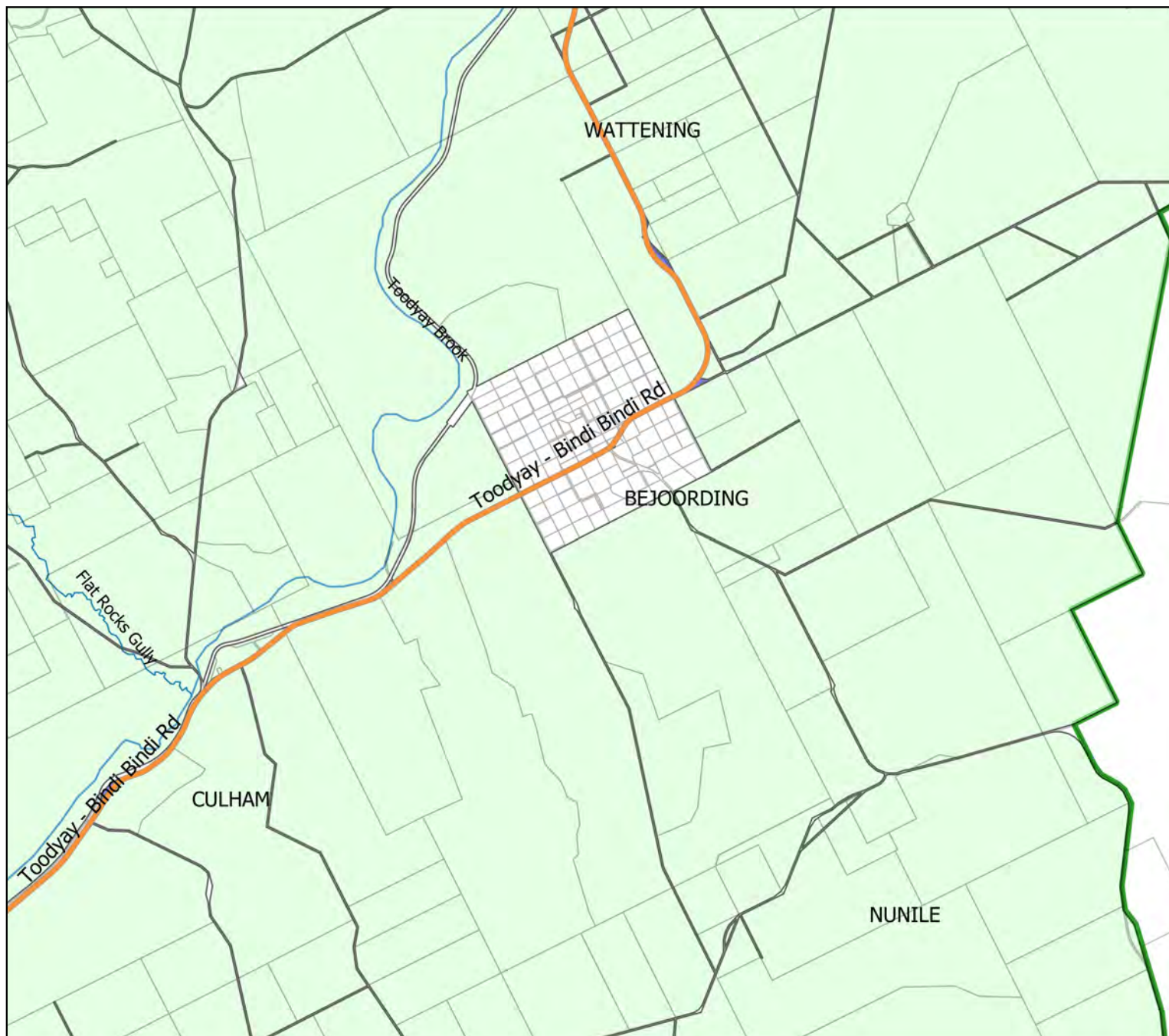
Reviews of this policy should be undertaken every two years to update the Shire's Local Planning Policies and related Council Policies to resolve outdated provisions and to ensure decision-making is consistent with community expectations.

SHIRE OF TOODYAY

LOCAL PLANNING POLICY NO. 23

EXTRACTION OF BASIC RAW MATERIALS

POLICY AREA ATLAS



0 1 2 3 4 km



BEJOORDING

51

— Shire of Toodyay controlled

— Main Roads WA controlled

□ Cadastre

Regionally Significant Basic Raw Materials

▨ Clay

▨ Gravel

▨ Hard-rock aggregate

▨ Rock, dimension stone

▭ Shire of Toodyay Boundary

Local Planning Scheme No. 4

□ Rural

▭ Rural living

▭ Special use

SHIRE OF TOODYAY

LOCAL PLANNING POLICY NO. 23

EXTRACTION OF BASIC RAW MATERIALS

POLICY AREA ATLAS



— Shire of Toodyay controlled

— Main Roads WA controlled

□ Cadastre

Regionally Significant Basic Raw Materials

▨ Clay

▨ Gravel

▨ Hard-rock aggregate

▨ Rock, dimension stone

▨ Shire of Toodyay Boundary

Local Planning Scheme No. 4

▨ Rural

▨ Rural living

▨ Special use

0 1 2 3 4 km



BINDOON TRAINING AREA

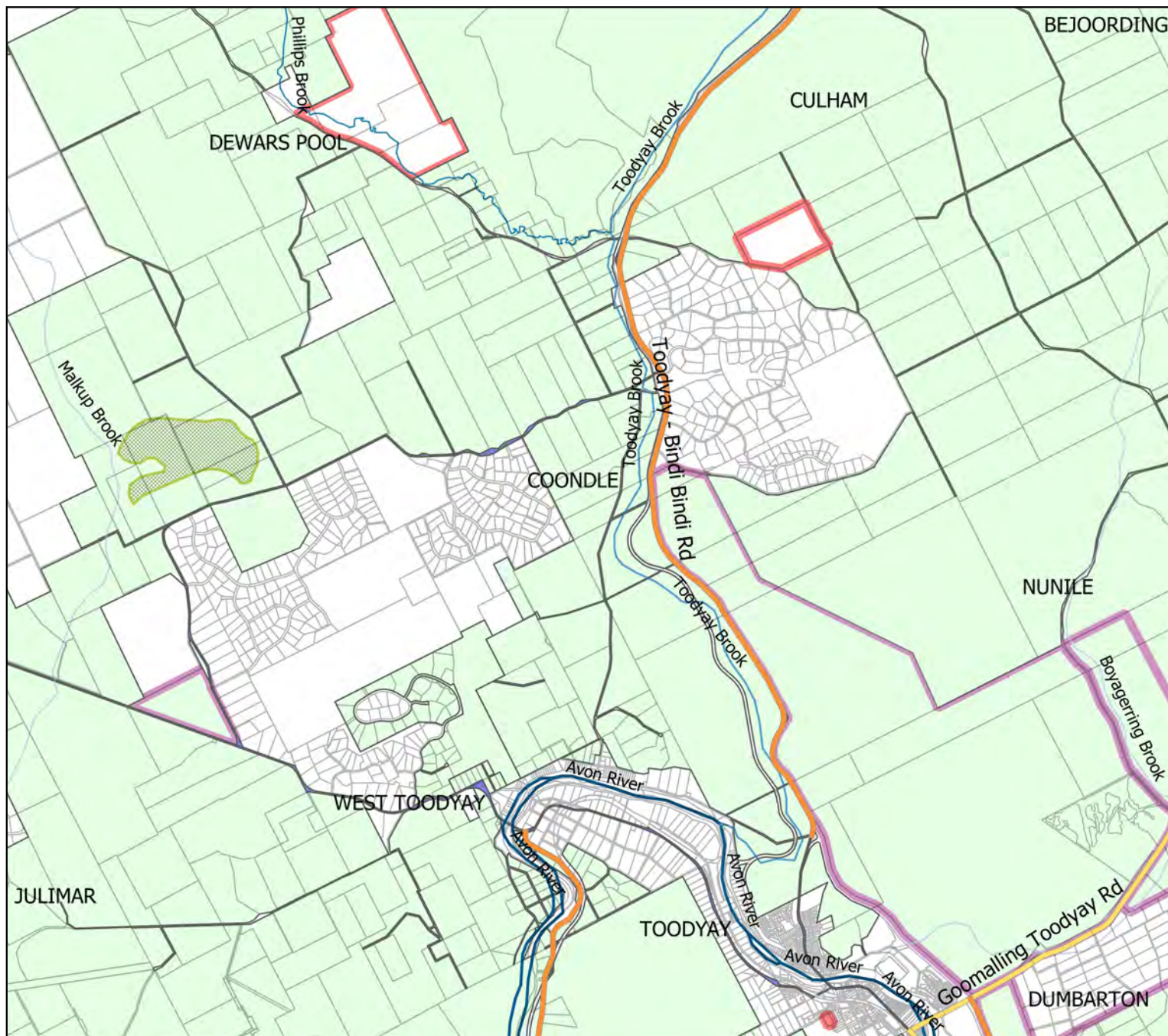
52

SHIRE OF TOODYAY

LOCAL PLANNING POLICY NO. 23

EXTRACTION OF BASIC RAW MATERIALS

POLICY AREA ATLAS



0 1 2 3 4 km



COONDLE

53

— Shire of Toodyay controlled

— Main Roads WA controlled

□ Cadastre

Regionally Significant Basic Raw Materials

▨ Clay

▨ Gravel

▨ Hard-rock aggregate

▨ Rock, dimension stone

▨ Shire of Toodyay Boundary

Local Planning Scheme No. 4

□ Rural

□ Rural living

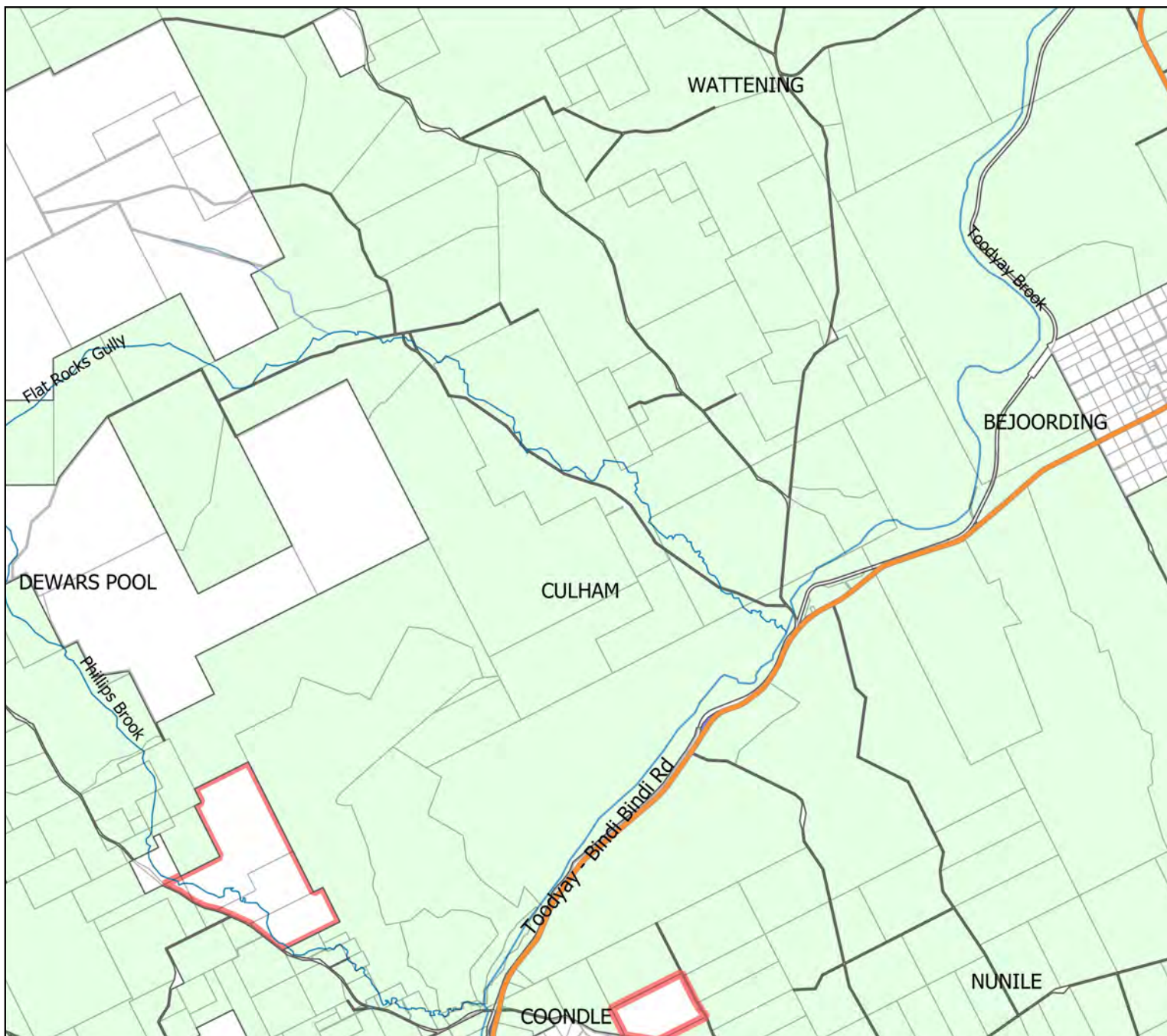
□ Special use

SHIRE OF TOODYAY

LOCAL PLANNING POLICY NO. 23

EXTRACTION OF BASIC RAW MATERIALS

POLICY AREA ATLAS



— Shire of Toodyay controlled

— Main Roads WA controlled

□ Cadastre

Regionally Significant Basic Raw Materials

▨ Clay

▨ Gravel

▨ Hard-rock aggregate

▨ Rock, dimension stone

▨ Shire of Toodyay Boundary

Local Planning Scheme No. 4

□ Rural

□ Rural living

□ Special use

0 1 2 3 4 km

CULHAM

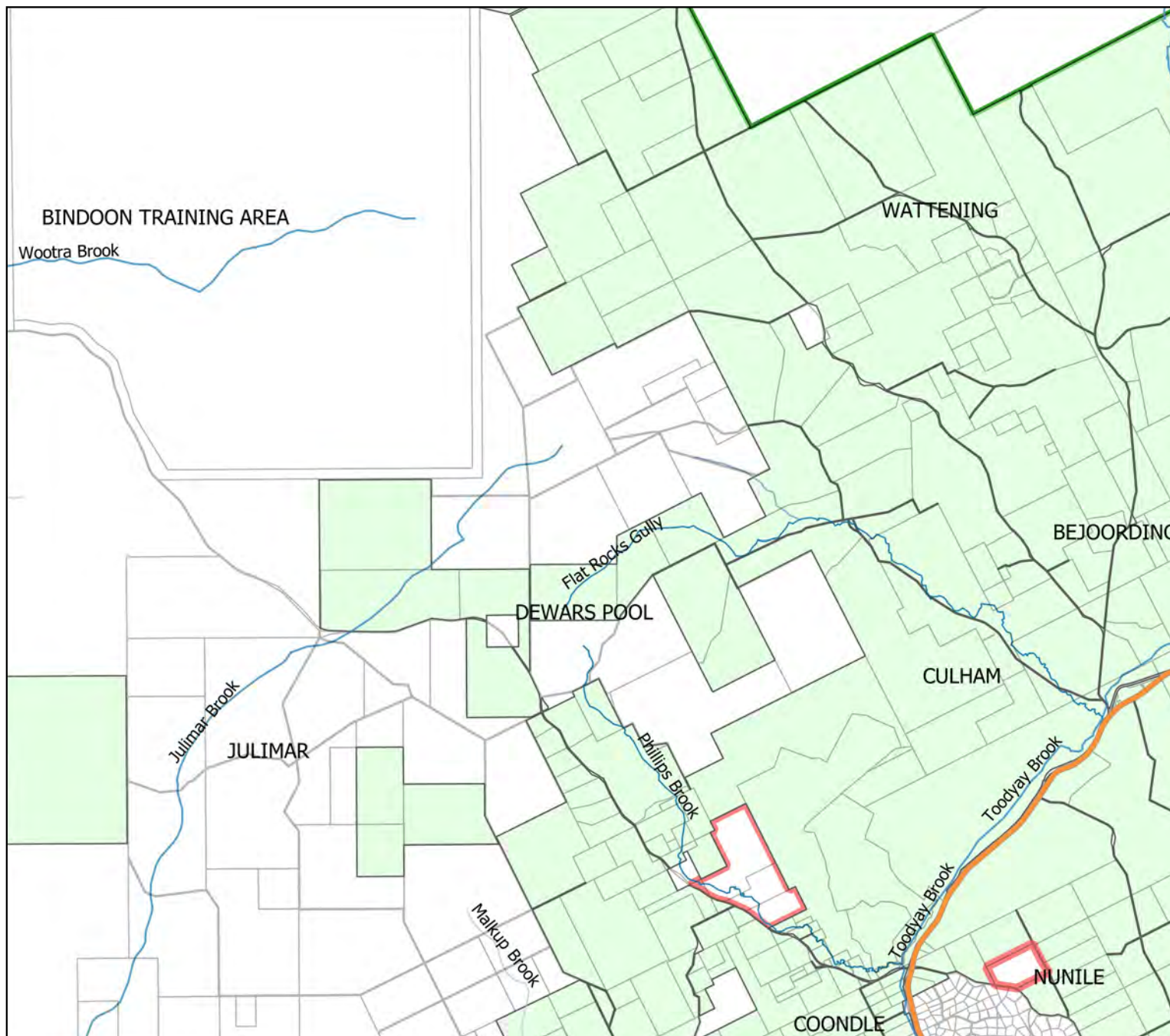
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SHIRE OF TOODYAY

LOCAL PLANNING POLICY NO. 23

EXTRACTION OF BASIC RAW MATERIALS

POLICY AREA ATLAS



0 1 2 3 4 km



DEWARS POOL

55

Shire of Toodyay controlled

Main Roads WA controlled

Cadastre

Regionally Significant Basic Raw Materials

Clay

Gravel

Hard-rock aggregate

Rock, dimension stone

Shire of Toodyay Boundary

Local Planning Scheme No. 4

Rural

Rural living

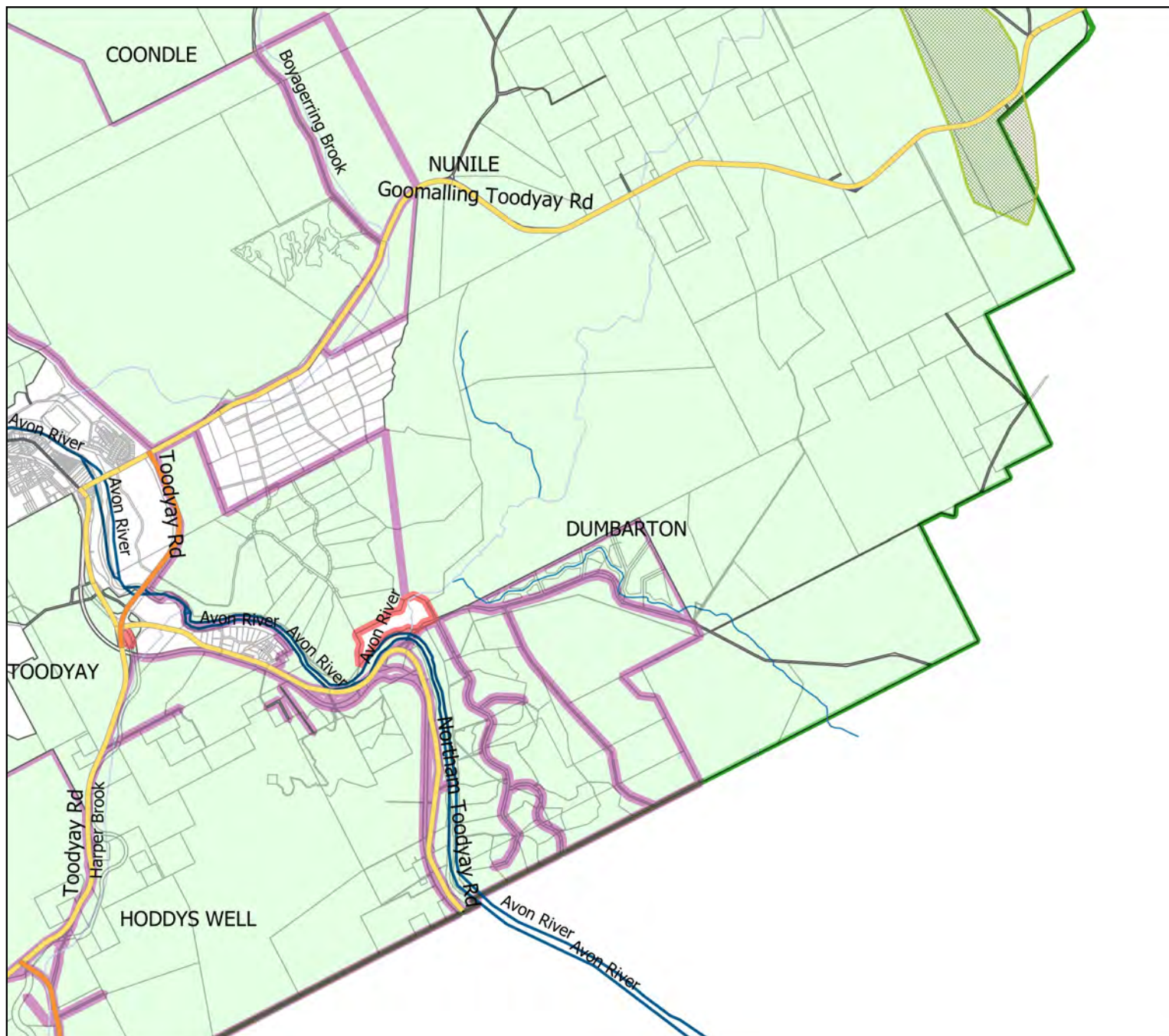
Special use

SHIRE OF TOODYAY

LOCAL PLANNING POLICY NO. 23

EXTRACTION OF BASIC RAW MATERIALS

POLICY AREA ATLAS



— Shire of Toodyay controlled

— Main Roads WA controlled

□ Cadastre

Regionally Significant Basic Raw Materials

▨ Clay

▨ Gravel

▨ Hard-rock aggregate

▨ Rock, dimension stone

▨ Shire of Toodyay Boundary

Local Planning Scheme No. 4

□ Rural

▨ Rural living

▨ Special use

0 1 2 3 4 km



DUMBARTON

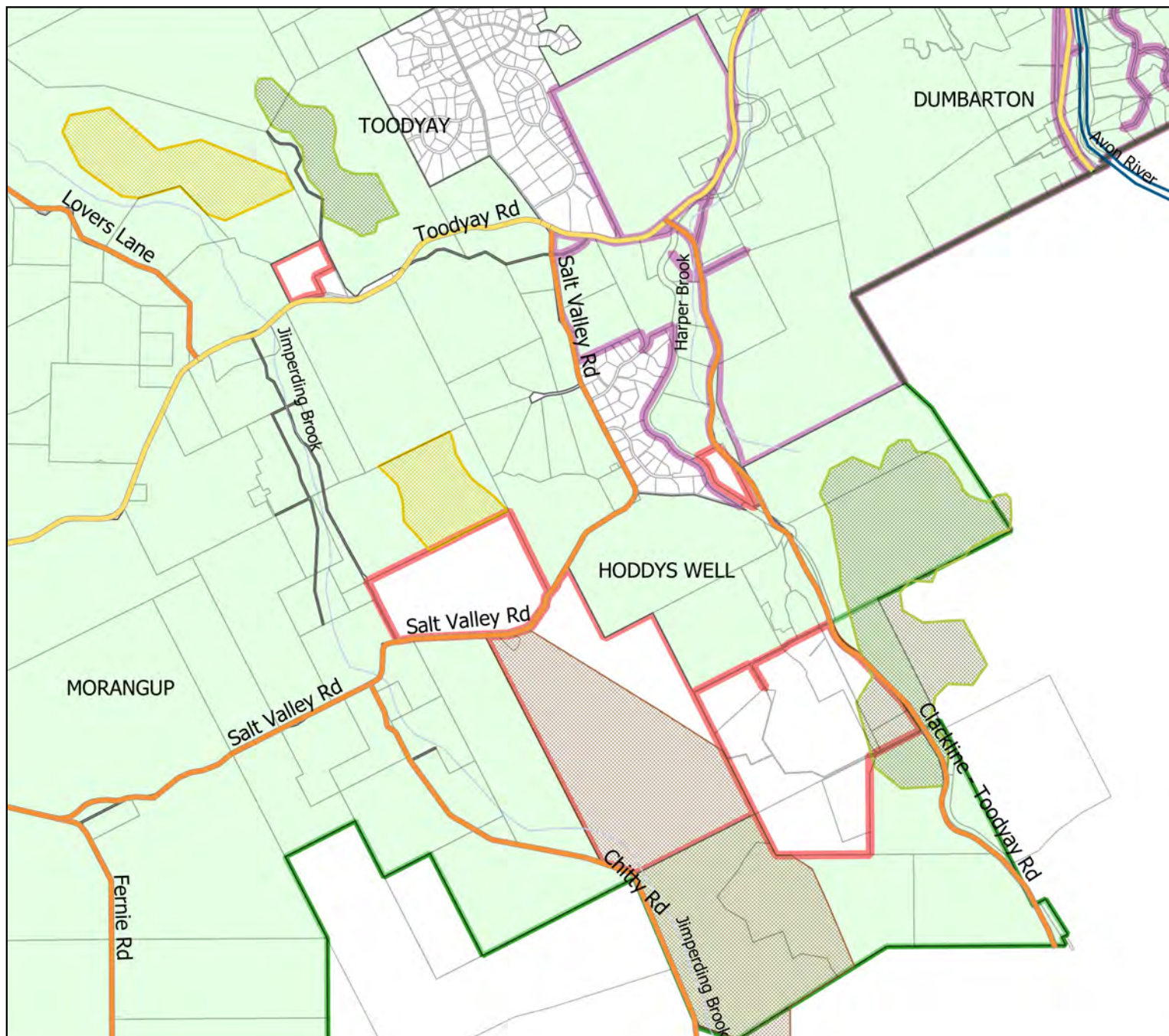
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SHIRE OF TOODYAY

LOCAL PLANNING POLICY NO. 23

EXTRACTION OF BASIC RAW MATERIALS

POLICY AREA ATLAS



0 1 2 3 4 km



HODDYS WELL

57

— Shire of Toodyay controlled

— Main Roads WA controlled

□ Cadastre

Regionally Significant Basic Raw Materials

▨ Clay

▨ Gravel

▨ Hard-rock aggregate

▨ Rock, dimension stone

□ Shire of Toodyay Boundary

Local Planning Scheme No. 4

□ Rural

□ Rural living

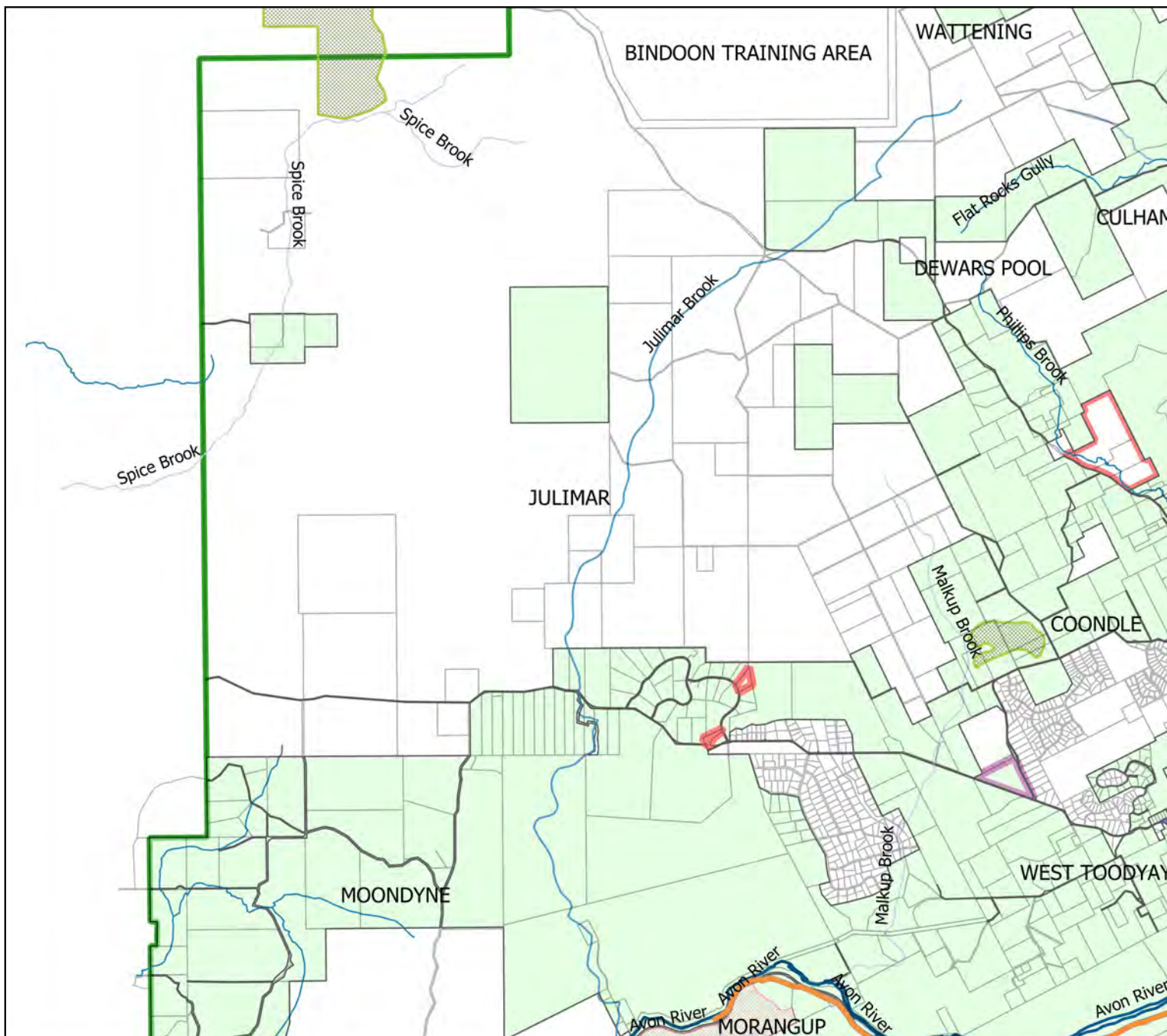
□ Special use

SHIRE OF TOODYAY

LOCAL PLANNING POLICY NO. 23

EXTRACTION OF BASIC RAW MATERIALS

POLICY AREA ATLAS



0 1 2 3 4 km



JULIMAR

58

— Shire of Toodyay controlled

— Main Roads WA controlled

□ Cadastre

Regionally Significant Basic Raw Materials

▨ Clay

▨ Gravel

▨ Hard-rock aggregate

▨ Rock, dimension stone

▨ Shire of Toodyay Boundary

Local Planning Scheme No. 4

□ Rural

▨ Rural living

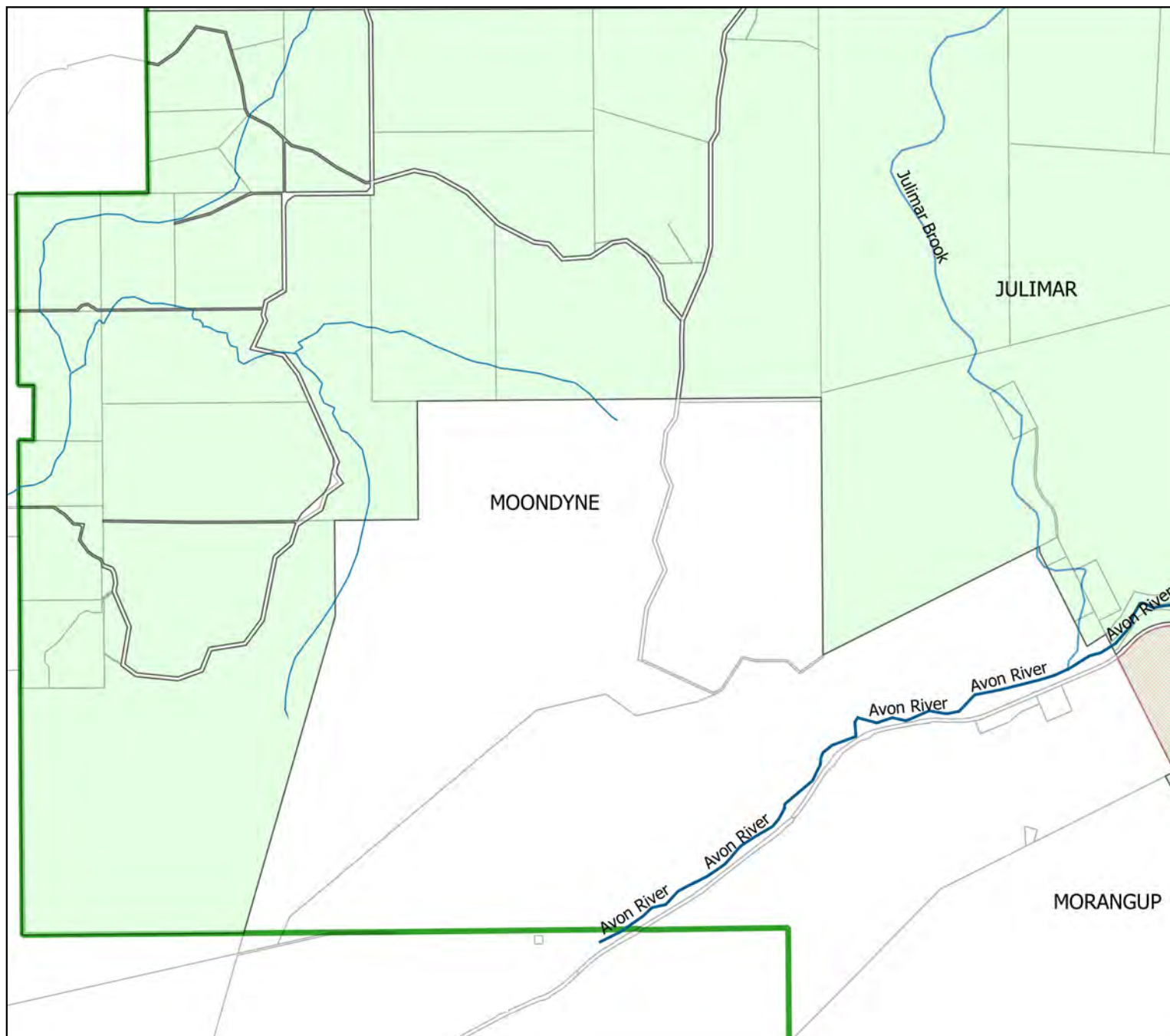
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SHIRE OF TOODYAY

LOCAL PLANNING POLICY NO. 23

EXTRACTION OF BASIC RAW MATERIALS

POLICY AREA ATLAS



— Shire of Toodyay controlled

— Main Roads WA controlled

□ Cadastre

Regionally Significant Basic Raw Materials

▨ Clay

▨ Gravel

▨ Hard-rock aggregate

▨ Rock, dimension stone

▨ Shire of Toodyay Boundary

Local Planning Scheme No. 4

▨ Rural

▨ Rural living

▨ Special use

0 1 2 3 4 km

MOONDYNE

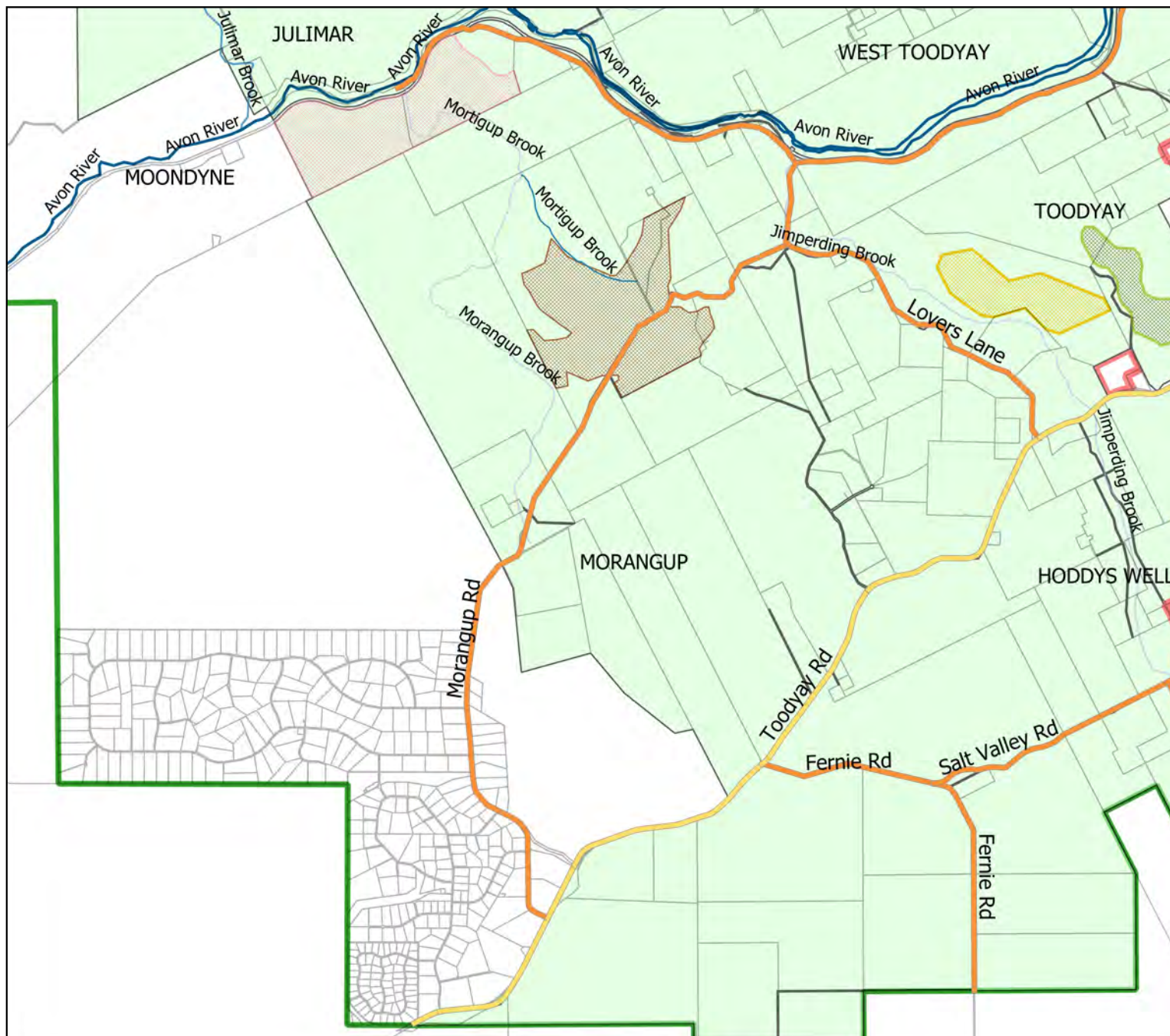
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SHIRE OF TOODYAY

LOCAL PLANNING POLICY NO. 23

EXTRACTION OF BASIC RAW MATERIALS

POLICY AREA ATLAS



0 1 2 3 4 km



MORANGUP

60

— Shire of Toodyay controlled

— Main Roads WA controlled

□ Cadastre

Regionally Significant Basic Raw Materials

▨ Clay

▨ Gravel

▨ Hard-rock aggregate

▨ Rock, dimension stone

□ Shire of Toodyay Boundary

Local Planning Scheme No. 4

□ Rural

□ Rural living

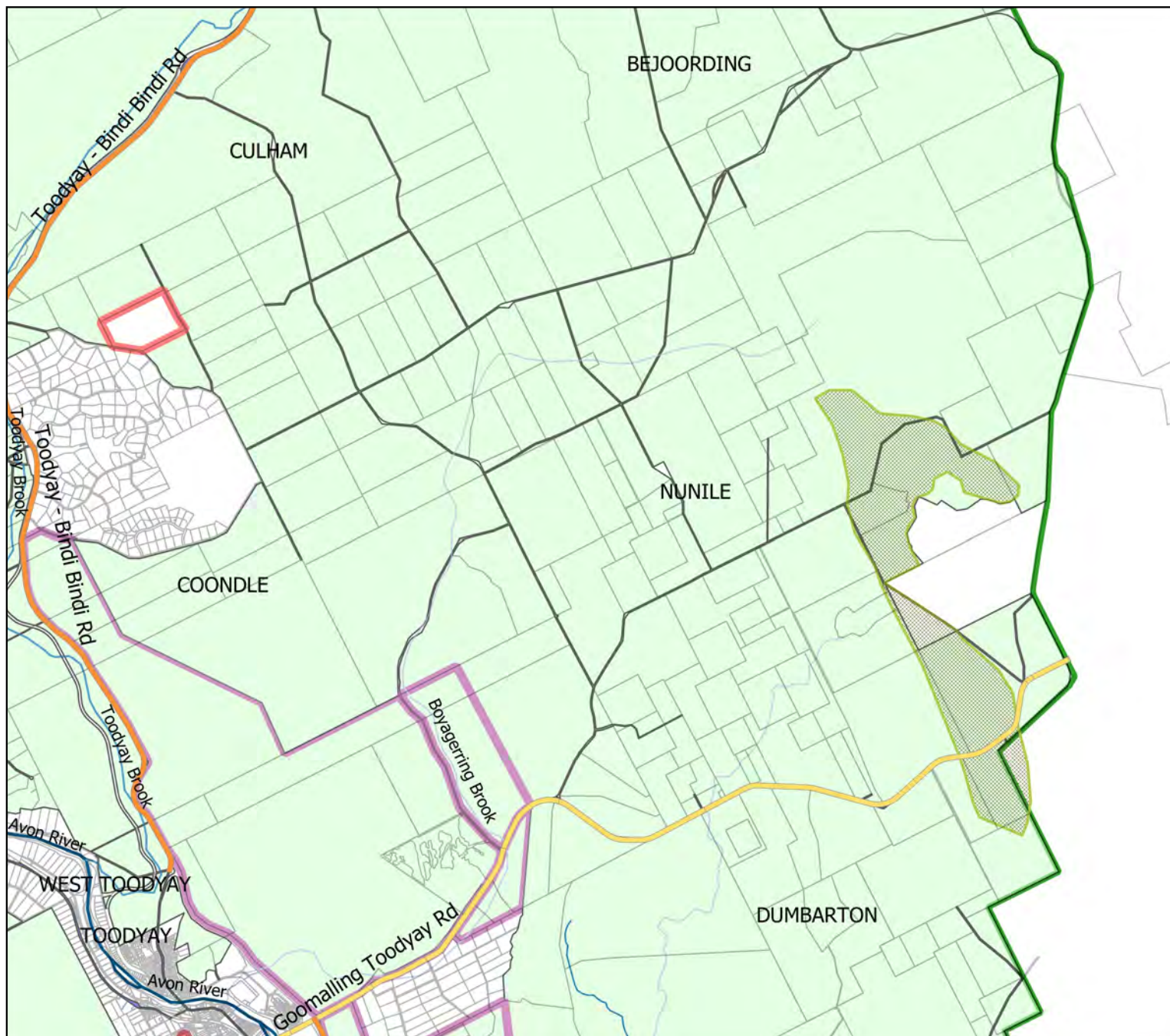
□ Special use

SHIRE OF TOODYAY

LOCAL PLANNING POLICY NO. 23

EXTRACTION OF BASIC RAW MATERIALS

POLICY AREA ATLAS



0 1 2 3 4 km



NUNILE

61

— Shire of Toodyay controlled

— Main Roads WA controlled

□ Cadastre

Regionally Significant Basic Raw Materials

▨ Clay

▨ Gravel

▨ Hard-rock aggregate

▨ Rock, dimension stone

▭ Shire of Toodyay Boundary

Local Planning Scheme No. 4

□ Rural

▨ Rural living

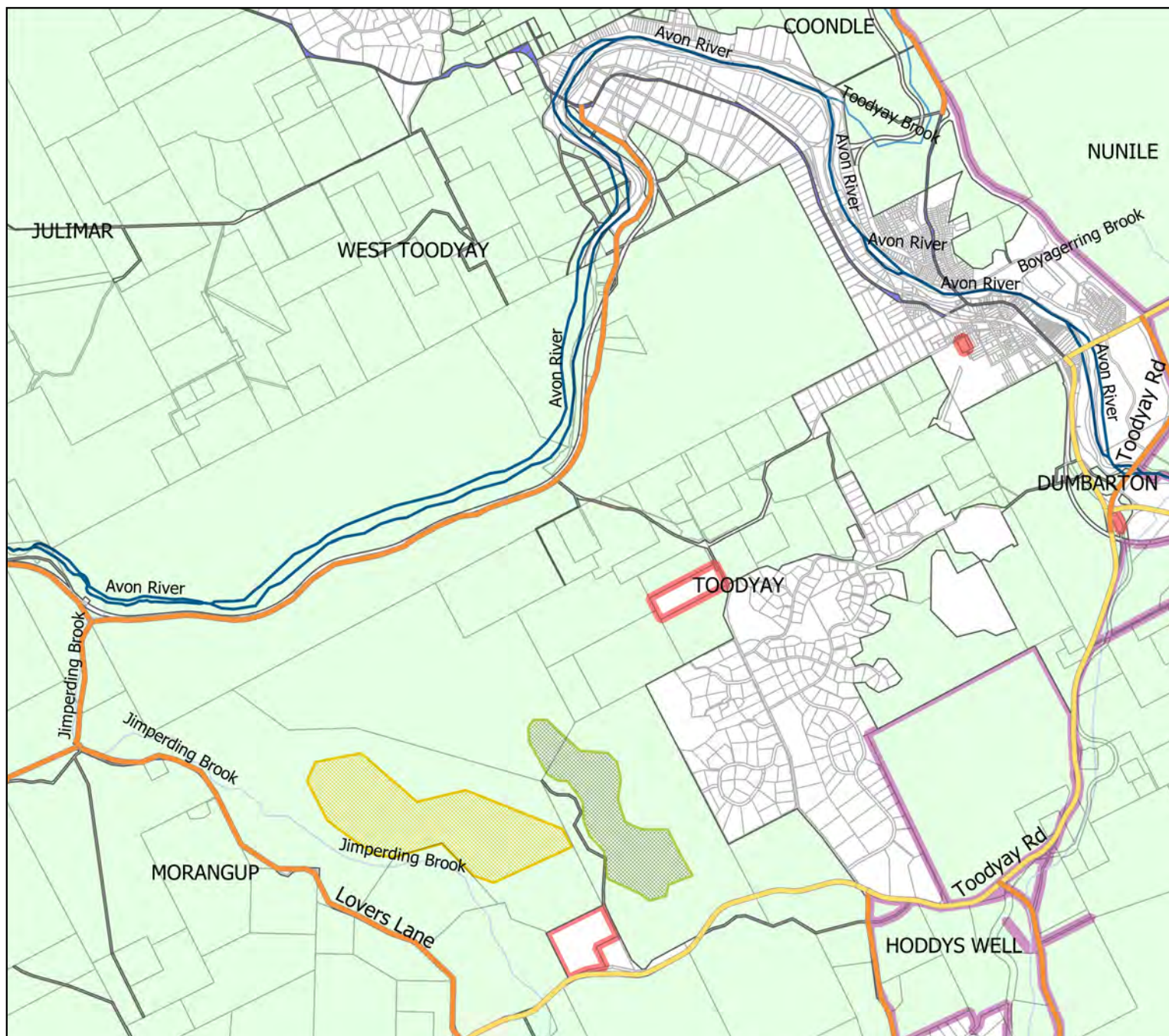
▨ Special use

SHIRE OF TOODYAY

LOCAL PLANNING POLICY NO. 23

EXTRACTION OF BASIC RAW MATERIALS

POLICY AREA ATLAS



0 1 2 3 4 km



TOODYAY
62

— Shire of Toodyay controlled

— Main Roads WA controlled

□ Cadastre

Regionally Significant Basic Raw Materials

□ Clay

□ Gravel

□ Hard-rock aggregate

□ Rock, dimension stone

□ Shire of Toodyay Boundary

Local Planning Scheme No. 4

□ Rural

□ Rural living

□ Special use

SHIRE OF TOODYAY

LOCAL PLANNING POLICY NO. 23

EXTRACTION OF BASIC RAW MATERIALS

POLICY AREA ATLAS



0 1 2 3 4 km



WATTENING

63

— Shire of Toodyay controlled

— Main Roads WA controlled

□ Cadastre

Regionally Significant Basic Raw Materials

▨ Clay

▨ Gravel

▨ Hard-rock aggregate

▨ Rock, dimension stone

▭ Shire of Toodyay Boundary

Local Planning Scheme No. 4

▭ Rural

▭ Rural living

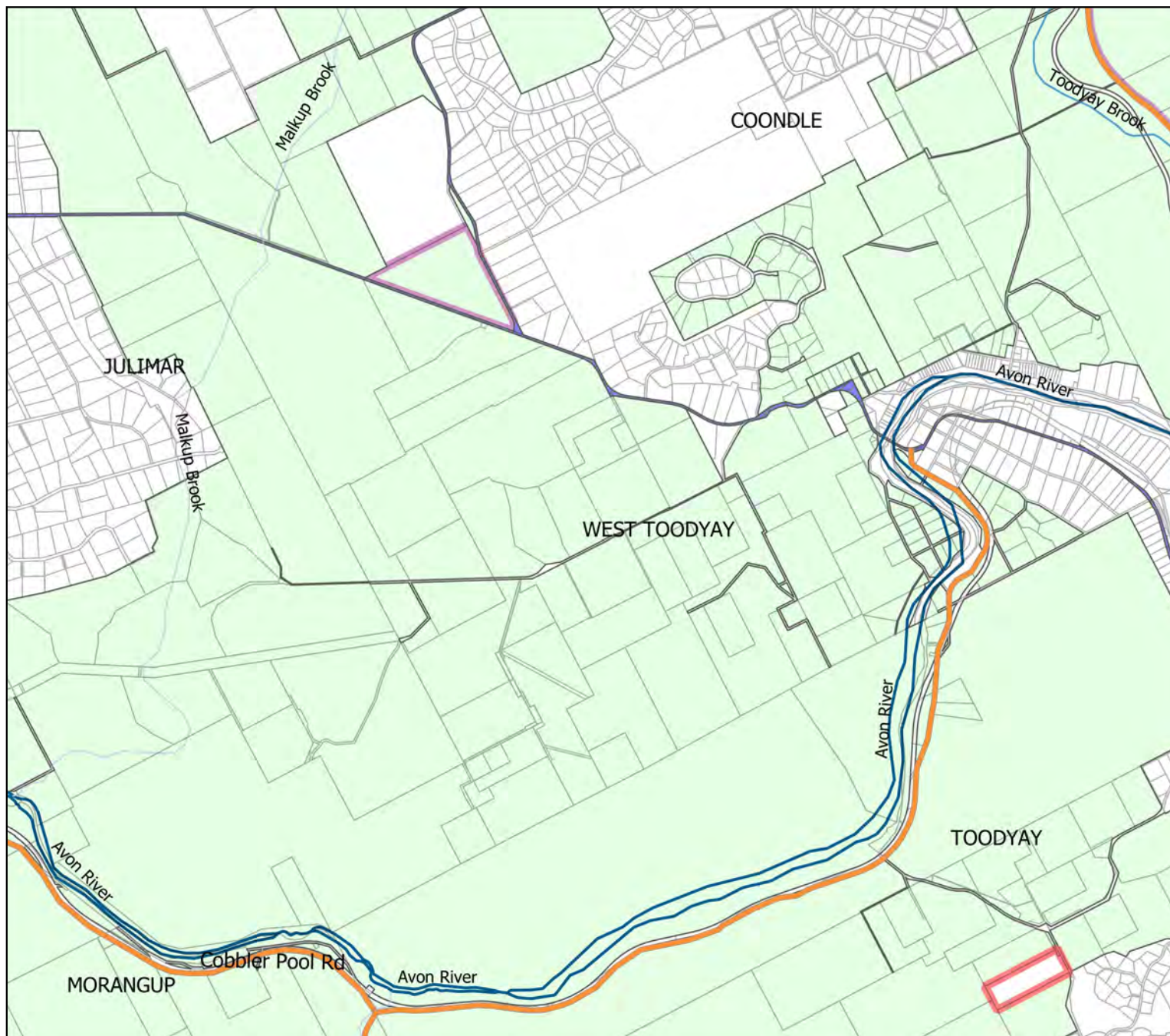
▭ Special use

SHIRE OF TOODYAY

LOCAL PLANNING POLICY NO. 23

EXTRACTION OF BASIC RAW MATERIALS

POLICY AREA ATLAS



— Shire of Toodyay controlled

— Main Roads WA controlled

□ Cadastre

Regionally Significant Basic Raw Materials

▨ Clay

▨ Gravel

▨ Hard-rock aggregate

▨ Rock, dimension stone

▨ Shire of Toodyay Boundary

Local Planning Scheme No. 4

□ Rural

□ Rural living

□ Special use

0 1 2 3 4 km

WEST TOODYAY

64

APPENDIX B - MODEL DEVELOPMENT APPROVAL CONDITIONS – EXTRACTIVE INDUSTRY

- (a) Development is to be in accordance with the approved Extractive Industries Licence Application – **(INSERT PLAN NAME an DATE)**, including any amendments placed thereon by Council and except as may be modified by the following conditions:

Site specific

- i. The location and total area of the excavation is to be limited to **(INSERT AREA IN HECTARES)** as depicted on the application;
- ii. The extraction of material is limited to a depth detailed on the submitted Extractive Industries Licence Application **(INSERT PLAN NAME an DATE)**;
- iii. The maximum permitted extraction is limited to **(INSERT TONNES)** tonnes per annum.
- iv. Extraction is to be undertaken entirely within **(INSERT ADDRESS)** and is to be setback a minimum of 50 metres from the boundary.
- v. Any temporary or permanent structures to be situated on the site will require the issue of a Development Approval and a Building Permit;
- vi. The term of the Development Approval is for **(INSERT DURATION)** years from the date of this approval;
- vii. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development;
- viii. Operating hours within the extraction area shall be restricted to **(INSERT TIMES AND DAYS) (excluding Sundays and public holidays)**;
- ix. The Applicant is required to provide the local government a Surveyors Certificate every two years, prior to the annual renewal fee for that year being payable, to certify the quantity of material extracted and that material has not been excavated below the final contour levels outlined within the approved Extractive Industry Report. At the same time the Applicant will provide an update and forecast on staging for the following two year period;

Environment & Rehabilitation

- x. The excavation site is to be rehabilitated in accordance with the Rehabilitation and Recommissioning Programme specified as part of the Extractive Industries Licence Application **(INSERT PLAN NAME an DATE)** and the Shire of Toodyay's Extractive Industry Local Law or any subsequent programme approved thereafter. The rehabilitation works must be completed within the first winter months following the re-establishment of the final contour ground levels and maintained for a period of three years thereafter;
- xi. **The applicant is required to pay an additional bond of (INSERT REHABILITATION FIGURE) as a performance guarantee against the satisfactory completion of the rehabilitation of the site, as detailed in Condition (vii).** The performance guarantee will be refunded at a rate of 50% following completion of the final stage of rehabilitation works and 50% at the conclusion of the three year monitoring period. The bond is to be

- accompanied by a bonding agreement and written authorisation from the owner of the land that the Shire may enter the site to complete or rectify any outstanding work. The Shire will recover the bond, or part thereof as appropriate, for any costs to the Shire in completing and/or rectifying the outstanding works. The Shire of Toodyay will accept a Bank Guarantee.
- xii. The applicant is required to provide a Dieback Disease Management Plan to the satisfaction of the Shire of Toodyay;
 - xiii. The Applicant is required to obtain approval from the Department of Water and Environment Regulation (DWER) prior to the removal of native vegetation on site;
 - xiv. The applicant is to provide a Bushfire Management Plan in accordance with SPP 3.7 – Planning for Bushfire Prone Areas – to the satisfaction of the Shire of Toodyay.
 - xv. The noise generated by the development is not to exceed the levels as set out under the *Environmental Protection Act 1986* (and the *Environmental Protection (Noise) Regulations 1997*);
 - xvi. Measures are to be taken to minimise the amount of dust pollution associated with the extraction site and are to comply with the *Environmental Protection Act 1986* and Department of Environmental Regulation Guidelines;
 - xvii. The operations are managed in accordance with “*Water Quality Protection Note 15 - Extractive Industries Near Sensitive Water Resources*”;
 - xviii. Any dewatering shall be in accordance with “*Water Quality Protection Note 13 - Dewatering of Soils*”; and

Traffic and Roads

- xix. Operating hours for cartage shall be limited to **6:00am until 5:00pm Monday to Friday**;
- xx. All trucks involved in the project shall comply with the Shire of Toodyay’s Council Administration Policy No. A.8. Oversize Vehicles and shall seek the approval of Main Roads Western Australia as appropriate;
- xxi. All truck loads leaving the site with materials are to be covered.
- xxii. The Applicant shall be responsible for the cost of maintaining and repairing damage to the roads controlled by the Shire which are used by heavy haulage traffic associated with the extractive industry operations to the extent that such traffic contributes to the need for such maintenance and repair. Prior to the commencement of operation of the Facility, a Road Maintenance Plan based on this principle and including the below shall be prepared and implemented, at the cost of the Applicant, throughout the duration of the operation of the development to the satisfaction of the Shire of Toodyay Chief Executive Officer. This is to be done in accordance with the Shire of Toodyay’s Local Planning Policy No. LPP.7 Extractive Industry - Road Maintenance Contributions.
- xxiii. That the Applicant is to establish a level of communication with the Public Transport Authority (PTA) that will enable the Applicant to be aware of any changes to the school bus stop locations on Morangup Road and communicate such changes to all truck drivers involved travelling to and from this site. Council is to also be notified of any changes. No cartage operations from the site during school bus hours in line with RAV requirements;

Insurance

- xxiv. The Applicant must maintain a current public liability insurance policy in which the interests of the Shire of Toodyay are formally noted by the insurer, indemnifying the Applicant and the Shire of Toodyay for a sum of not less than \$20,000,000 in respect of any one claim relating to any of the excavation and transport operations;

APPENDIX C – ROAD MAINTENANCE CONTRIBUTIONS

ROAD REHABILITATION CONTRIBUTION (CAPITAL)

Contributions will be calculated as follows:

Re-Seal of Road (occurs every 15 years)	\$30,000 per km (a)
Reconstruction of road every forty years	\$110,000 per km (b) Total
Whole of Life Road Works per km	\$170,000 per km (c) Annual
cost per kilometre	\$4,250 per km (c / 40)

The proponent's contribution per kilometre will be apportioned according to the percentage of road wear attributable to the proponent's road use.

Examples of the completed calculation for two recent projects are set out below:

ITEM	Company A - Morangup Rd	Company B - Chitty Rd
Annual cost per Km	\$4,250.00	\$4,250.00
Haulage as a proportion of Total Road use	0.4	0.3
Haul Distance	10	8.5
Annual Charge	\$17,000.00	\$10,837.50
Per Tonne Equivalent	\$0.05	\$0.03

ROAD MAINTENANCE CONTRIBUTION (OPERATING)

The maintenance cost attributable to a particular activity can be calculated empirically based on measurable factors and industry standard information. The references detailed at the end of this appendix provide the necessary background information.

The information required to undertake the calculation is as follows:

- The marginal cost of road maintenance calculated as dollars per equivalent standard axle (ESA) per kilometre. For Shire of Toodyay rural collector roads this figure is \$0.080 (8 cents) per ESA / Km (WALGA, 2014). This figure would be adjusted for CPI annually.
- The configuration of the vehicles to be used for the freight task expressed as a number of ESAs. The typical configuration for clay trucks is an eight wheel truck with a 5 axle dog trailer which has an ESA equivalent of 7.59. When the unloaded return journey is taken into account the figure is 8.74 ESAs (ATA, 2010)
- The number of trips required to complete the freight task;
- The haulage distance on Shire of Toodyay local roads.

The required road contribution would then be calculated as Marginal Cost X Vehicle ESA X Trips X Haul; Distance. This figure can then be converted to a charge per tonne, but the charge would vary from project to project depending on the haul distance.

Examples of the completed calculation for two recent projects are set out below:

ITEM	Company A - Morangup Rd	Company B - Chitty Rd
Marginal \$/ESA-km	\$0.080	\$0.080
Truck ESA	8.74	8.74
Number of Loads (Total Freight Task / payload)	8500	2380
Haul Distance	10	8.5
Annual Charge	\$59,432.00	\$14,144.82
Per Tonne Equivalent	\$0.17	\$0.14

References

Australian Trucking Association (2010), *Truck Impact Chart*, Forrest, ACT, Australia.

Austroads (2012), *Preliminary Methodology for Estimating Cost Implications of Incremental Loads on Road Pavements*, AP–R402-12, Austroads, Sydney, New South Wales.

WALGA (2014), *Calculating the Cost of Road Wear on Local Roads*, WALGA, Perth, WA

Reference Information

Related Documents

Related Legislation Planning and Development Act 2005

Associated Forms and Attachments Within the policy

Version Control Information

Version No.	Issue Date	Nature of amendment	Developed By	Approved By
V0	04/12/2019		Planning and Development	

Document Control Information

Document Theme	Governance
Document Category	Planning & Development
Document Title	Extraction of Basic Raw Materials
Document ID	LPP.23
Document Owner (position title)	Manager Planning & Development
Author (position title)	Planning Officer
Date of approval	
Approving authority	
Access restrictions	
Date Published	
Date of last review	
Date of next review	
Archived antecedent documents and previous versions	

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Legend

☐ Cadastre



Proposed Shed and Ancillary Dwelling (Combined)

1: 1,003



0.1 0 0.03 0.1 Kilometers

Date produced: 04-Nov-2019

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

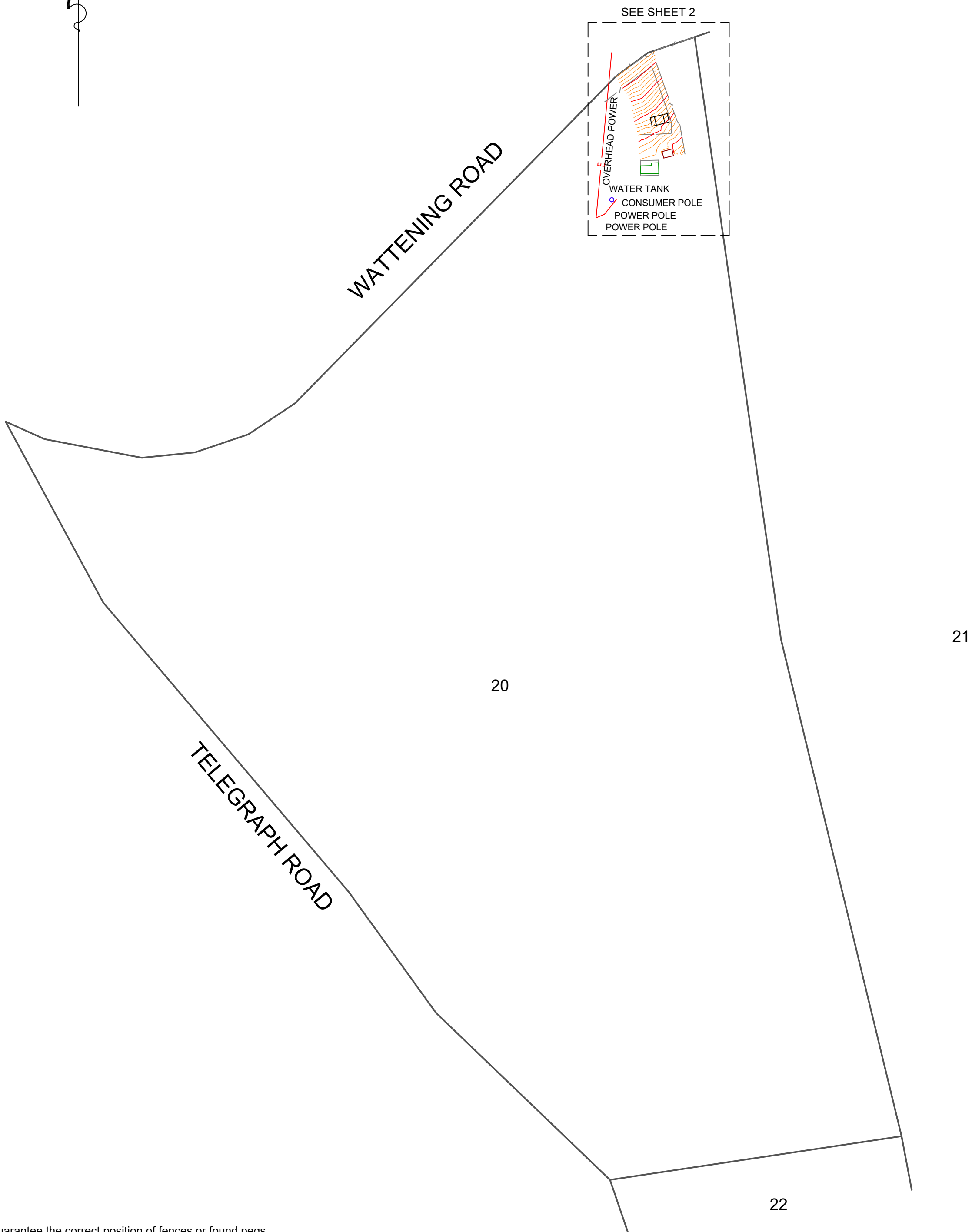
Proposed shed and ancillary dwelling (Combined).
Setback of 34.02m in lieu of 50m Eastern Boundary

**SUBMISSIONS FOR PROPOSED GRANNY FLAT/ANCILLIARY ACCOMMODATION OUTSIDE 20 M
FROM MAIN RESIDENCE**

- [REDACTED]
- [REDACTED]
1. Aesthetically, the proposed new shed when viewed from Wattening Road, Wattening will block the view of the current shed providing both tidiness on the property as well as a level of security and safety should a fire occur.
 2. There are three water courses near the residence and the existing shed which flow either side of the house and flow into a small creek which runs in front of the house to Anvil Gully which flows under Telegraph Road and through the bottom part of the property.

In past years the creek in front of the house and the two water courses flowing along the sides have reached within 10 metres of the front of the house.
 3. The positioning of the proposed granny flat/ancillary accommodation at the furthest side from residence is intended to provide privacy to the respective occupants; enable the safe turning of vehicles (including combination car and horse float between the two sheds for parking in the proposed shed.
 4. The positioning of the proposed granny flat/ancillary accommodation will not result in the occupants looking into the residence of the other.
 5. Facing the east the proposed granny flat/ancillary accommodation will not be subjected to the harsh west facing condition of heat in summer and rain in winter.
 6. The siting of the shed and the view from the main residence is through an open portion of the proposed shed which may be converted to a stable if required. It is safer to have the open portion on this side where working with horses. In addition, manure can be piled further from the house to avoid flies in summer in an area which will not wash towards the house or creeks in winter.
 7. The view from the proposed granny flat/ancillary accommodation will be unobstructed.
 8. Plumbing access to the existing septic is cost efficient.
 9. Power to the proposed granny flat/ancillary accommodation is cost efficient – it is intended to place solar panels in due course.
 10. To move the shed to the right hand side (water tank side) will result in the blocking of the view for both occupants of the residence and the proposed granny flat/ancillary accommodation and place the shed too close to the three phase power line on that side.
 11. To move the shed the other side of the power line will result in a further distance from the main residence and positioning in a seasonal watercourse.
 12. To move the shed position to the left hand side will require considerable site works to build up the floor for concreting.
 13. The combination of the proposed granny flat/ancillary accommodation and shed will eliminate the need for a number of different buildings on the property where it is proposed to have supplementary accommodation.


14. The positioning of the proposed granny flat/ancillary accommodation as shown on the attached plan is intended to provide both amenity and aesthetic balance on the property and a practical solution to the watercourses which seasonally flow through the property, privacy required by the occupants and energy efficiency.

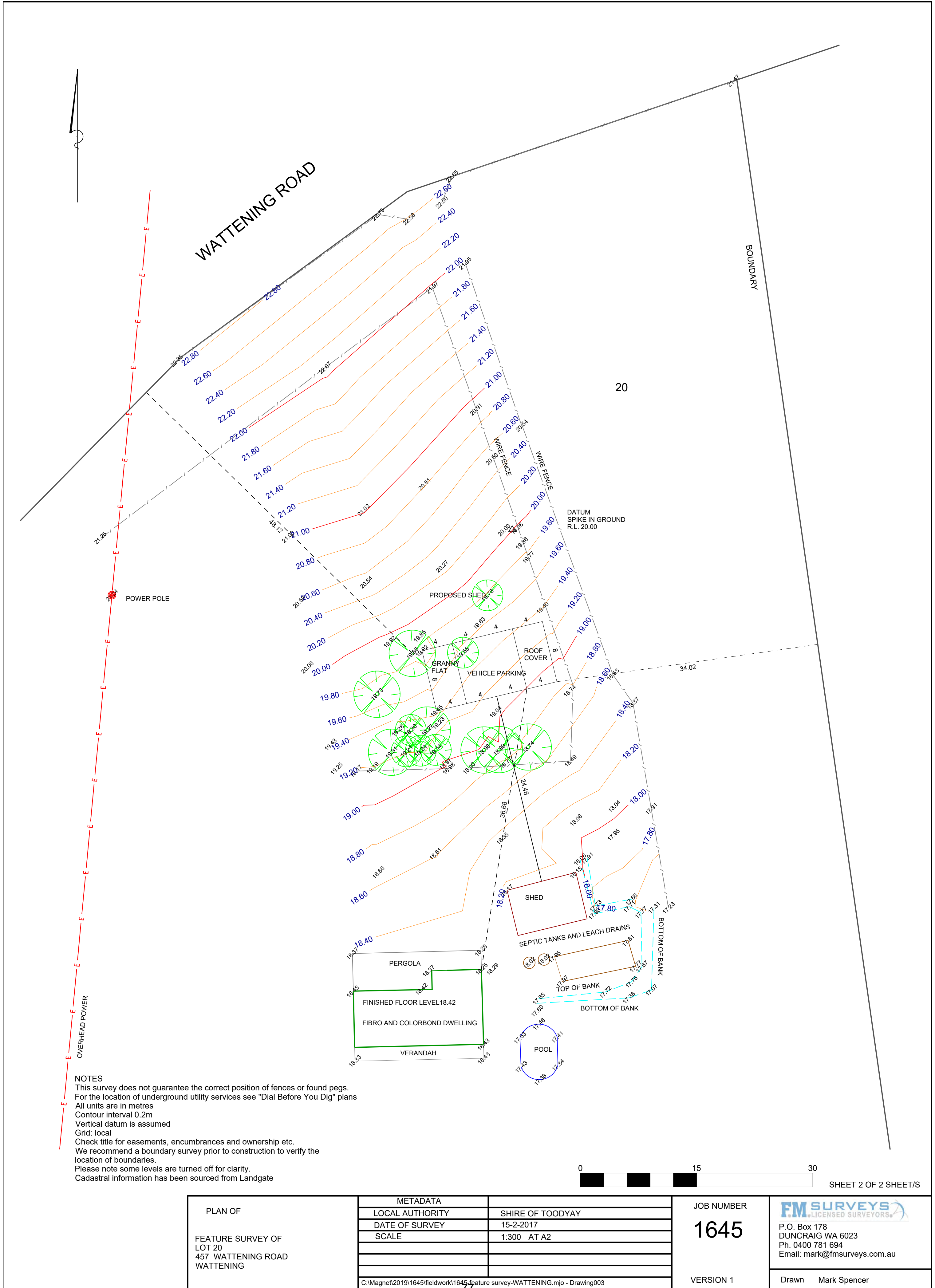



NOTES
This survey does not guarantee the correct position of fences or found pegs.
For the location of underground utility services see "Dial Before You Dig" plans
All units are in metres
Contour interval 0.2m
Vertical datum is assumed
Grid: local
Check title for easements, encumbrances and ownership etc.
We recommend a boundary survey prior to construction to verify the location of boundaries.
Please note some levels are turned off for clarity.
Cadastral information has been sourced from Landgate

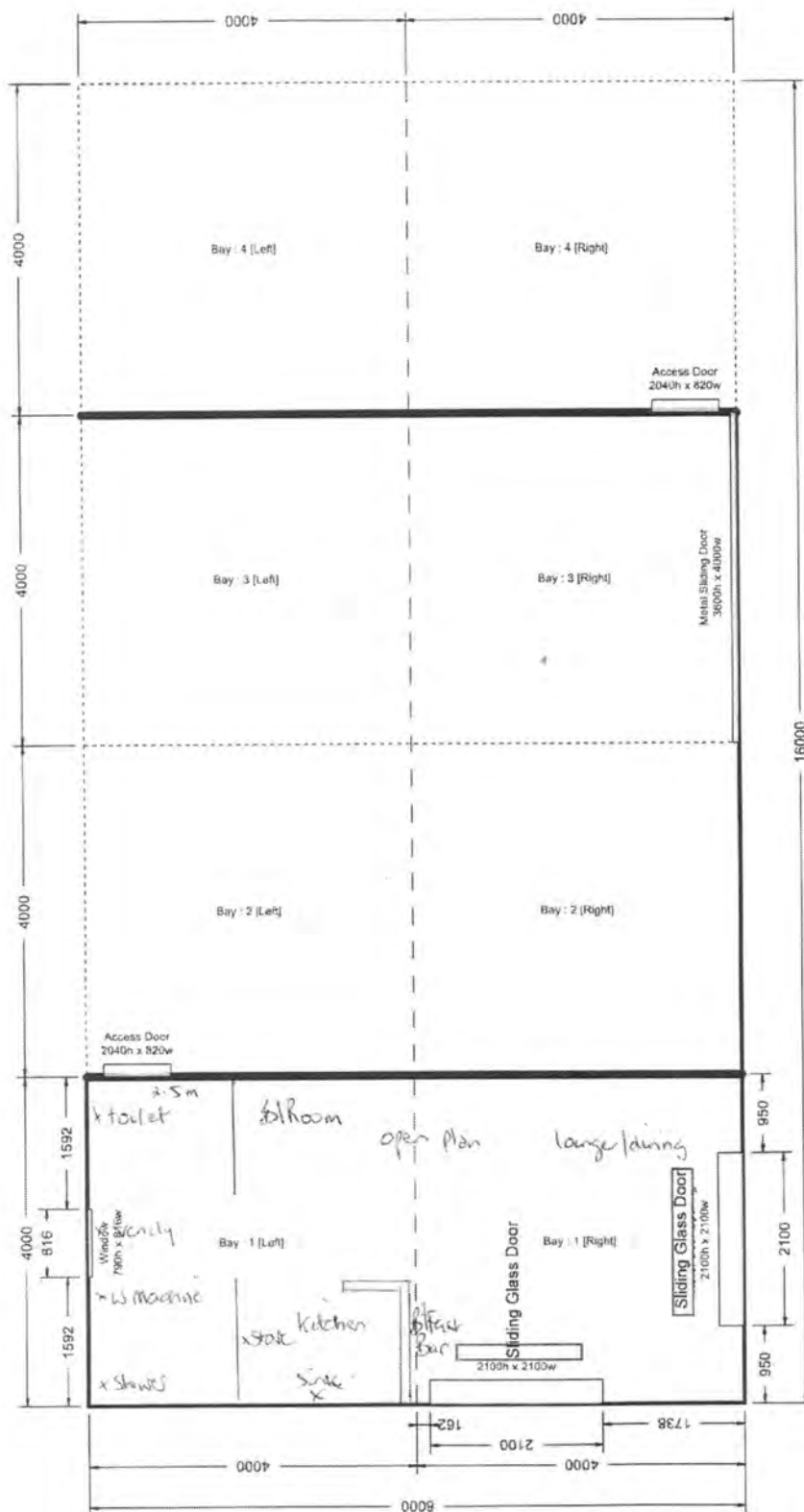


SHEET 1 OF 2 SHEET/S

PLAN OF FEATURE SURVEY OF LOT 20 457 WATTENING ROAD WATTENING	METADATA		JOB NUMBER 1645 VERSION 1	 P.O. Box 178 DUNCRAIG WA 6023 Ph. 0400 781 694 Email: mark@fmsurveys.com.au
	LOCAL AUTHORITY	SHIRE OF TOODYAY		
	DATE OF SURVEY	15-2-2017		
	SCALE	1:3000 AT A2		
	C:\Magnet\2019\1645\fieldwork\1645-feature survey-WATTENING.mjo - Drawing002			
			Drawn	Mark Spencer



PLAN OF FEATURE SURVEY OF LOT 20 457 WATTENING ROAD WATTENING	METADATA		JOB NUMBER 1645 VERSION 1	<div><p>P.O. Box 178 DUNCRAIG WA 6023 Ph. 0400 781 694 Email: mark@fmsurveys.com.au</p></div>
	LOCAL AUTHORITY	SHIRE OF TOODYAY		
	DATE OF SURVEY	15-2-2017		
	SCALE	1:300 AT A2		
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 DRAWING TITLE: **Floor Plan**
 SCALE: **1:76.821**
 DATE: **07-10-2019**
 SITE ADDRESS: **WATTENING ROAD, WATTENING, WA, 6508**
 Job Number: **HIGHLINE-190502150735**
 PHONE:
 EMAIL: **bheiderich@outlook.com**

16 KENT WAY
MALAGA WA 6090
steve.barnes@highline.com.au

16 KENT WAY
MALAGA WA 6090
steve.barnes@highlin

16 KENT WAY
MALAGA WA 6090
steve.barnes@highline.com.au

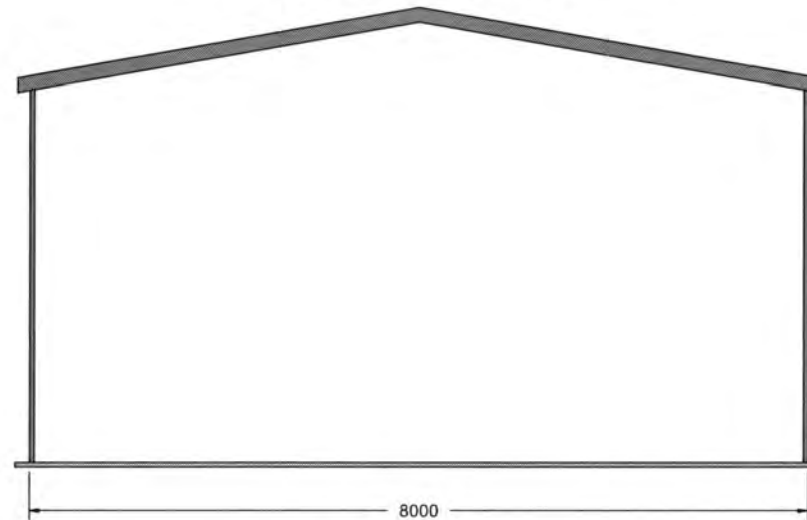
16 KENT WAY
MALAGA WA 6090
steve.barnes@highline.com.au

HIGHLINE

HIGHLIGHT



FRONT ELEVATION



REAR ELEVATION

HIGHLINE
QUALITY • STRENGTH • VALUE

16 KENT WAY
MALAGA WA 6090
steve.barnes@highline.com.au

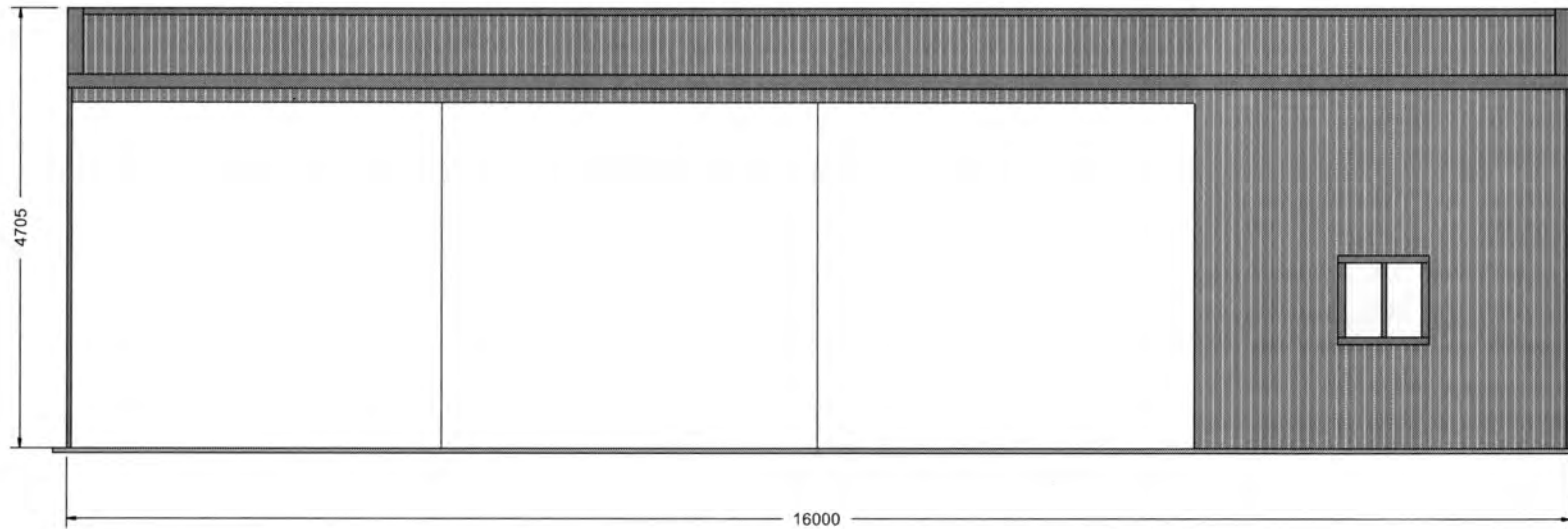
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SITE ADDRESS: WATTENING ROAD, WATTENING, WA, 6568
PHONE:
EMAIL: bheiderich@outlook.com

DRAWING TITLE: End Elevations

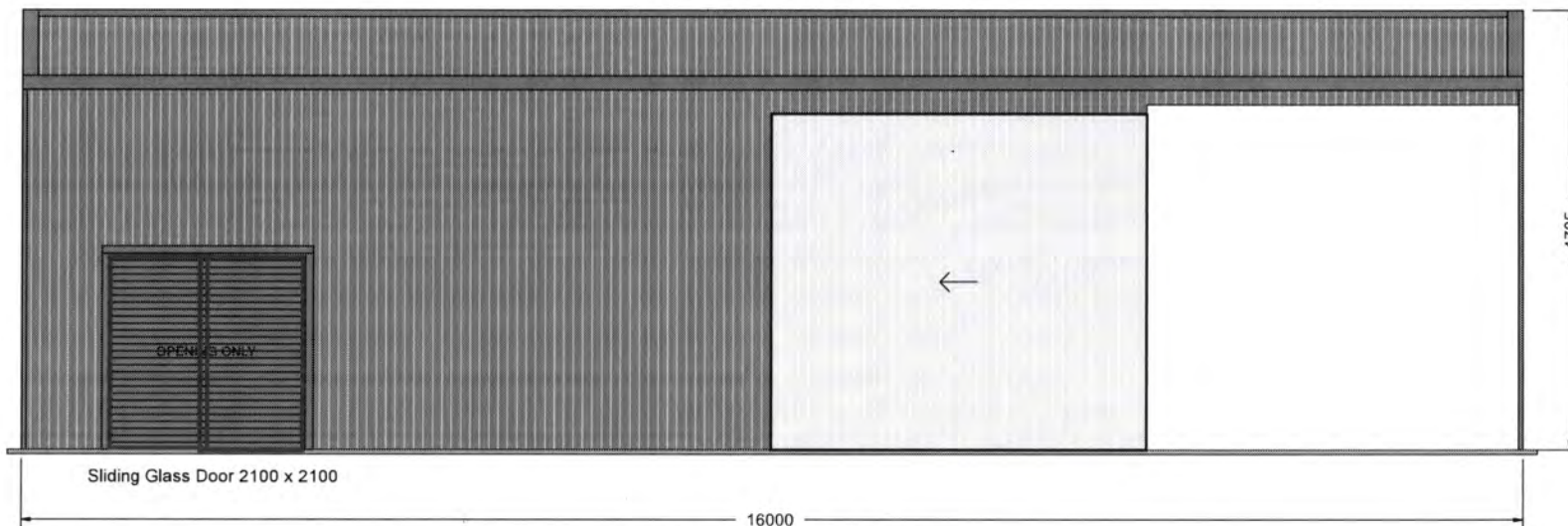
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DATE 07-10-2019

Job Number: HIGHLINE-190502150735



LEFT ELEVATION



RIGHT ELEVATION

HIGHLINE
QUALITY • STRENGTH • VALUE

16 KENT WAY
MALAGA WA 6090
steve.barnes@highline.com.au

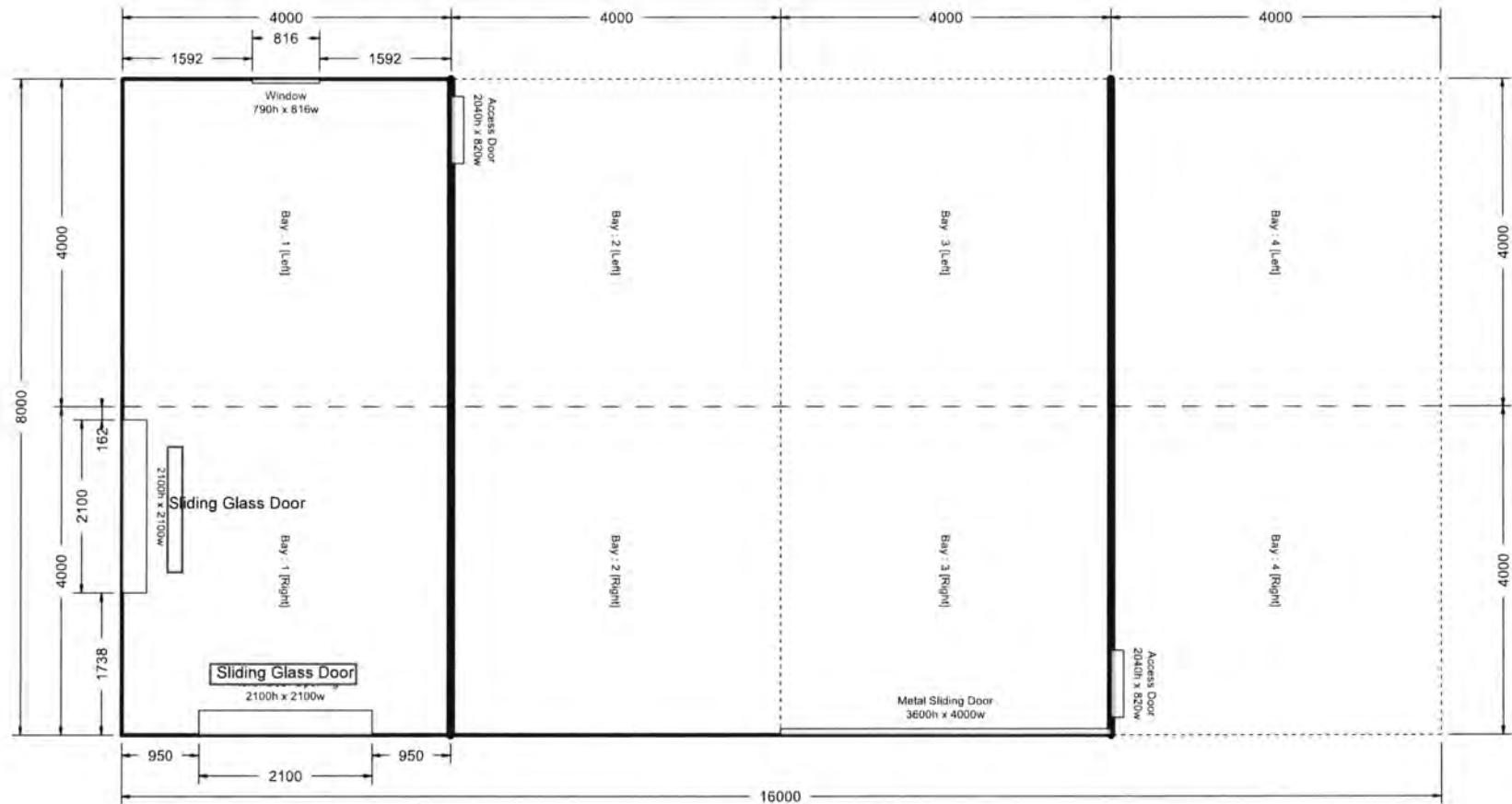
CLIENT: Bernadine Heiderich
SITE ADDRESS: WATTENING ROAD , WATTENING, WA, 6568
PHONE:
EMAIL: bheiderich@outlook.com

DRAWING TITLE: Side Elevations

SCALE 1:72.820

DATE 07-10-2019

Job Number: HIGHLINE-190502150735

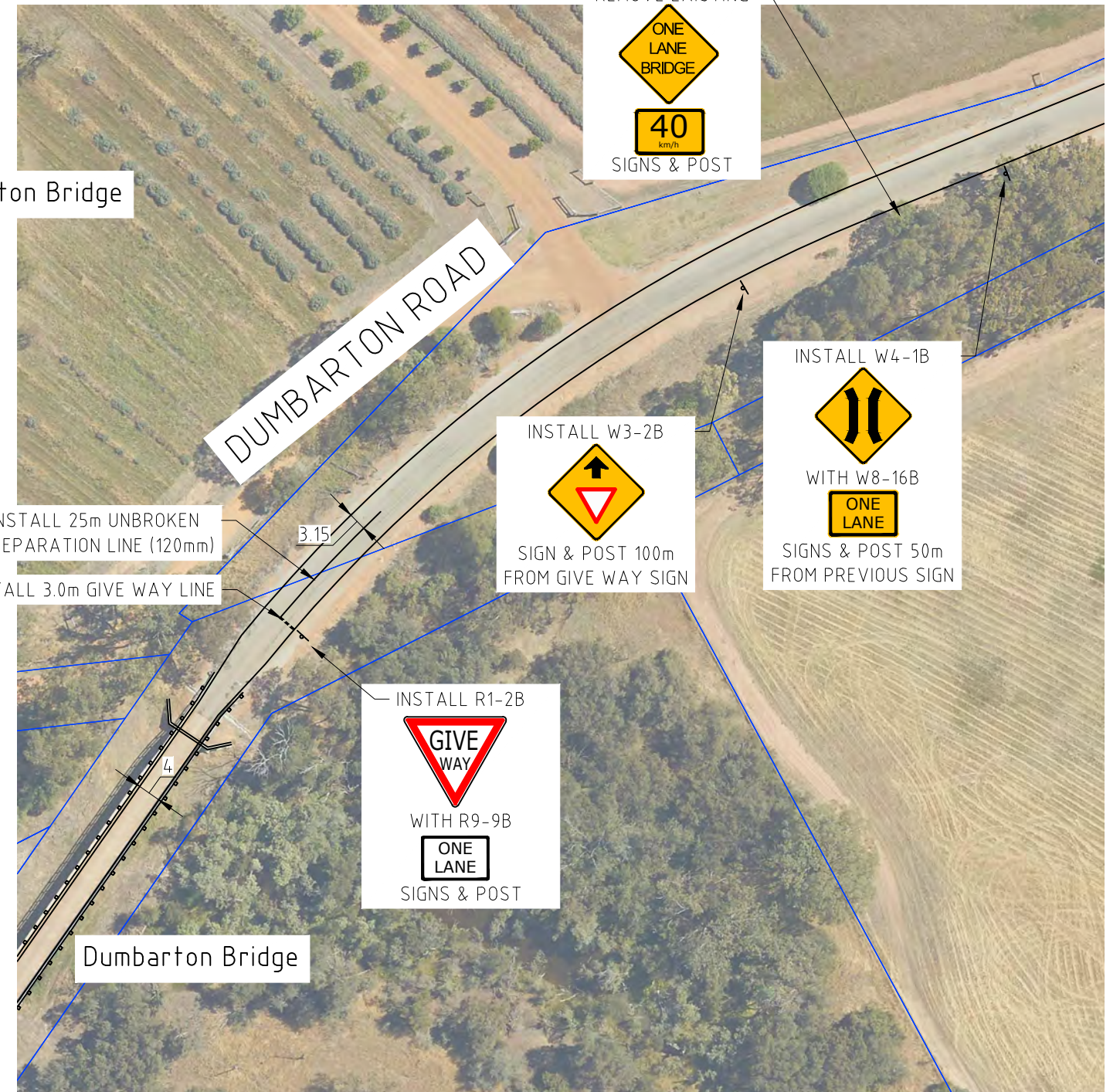


FLOOR PLAN

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PLAN VIEW
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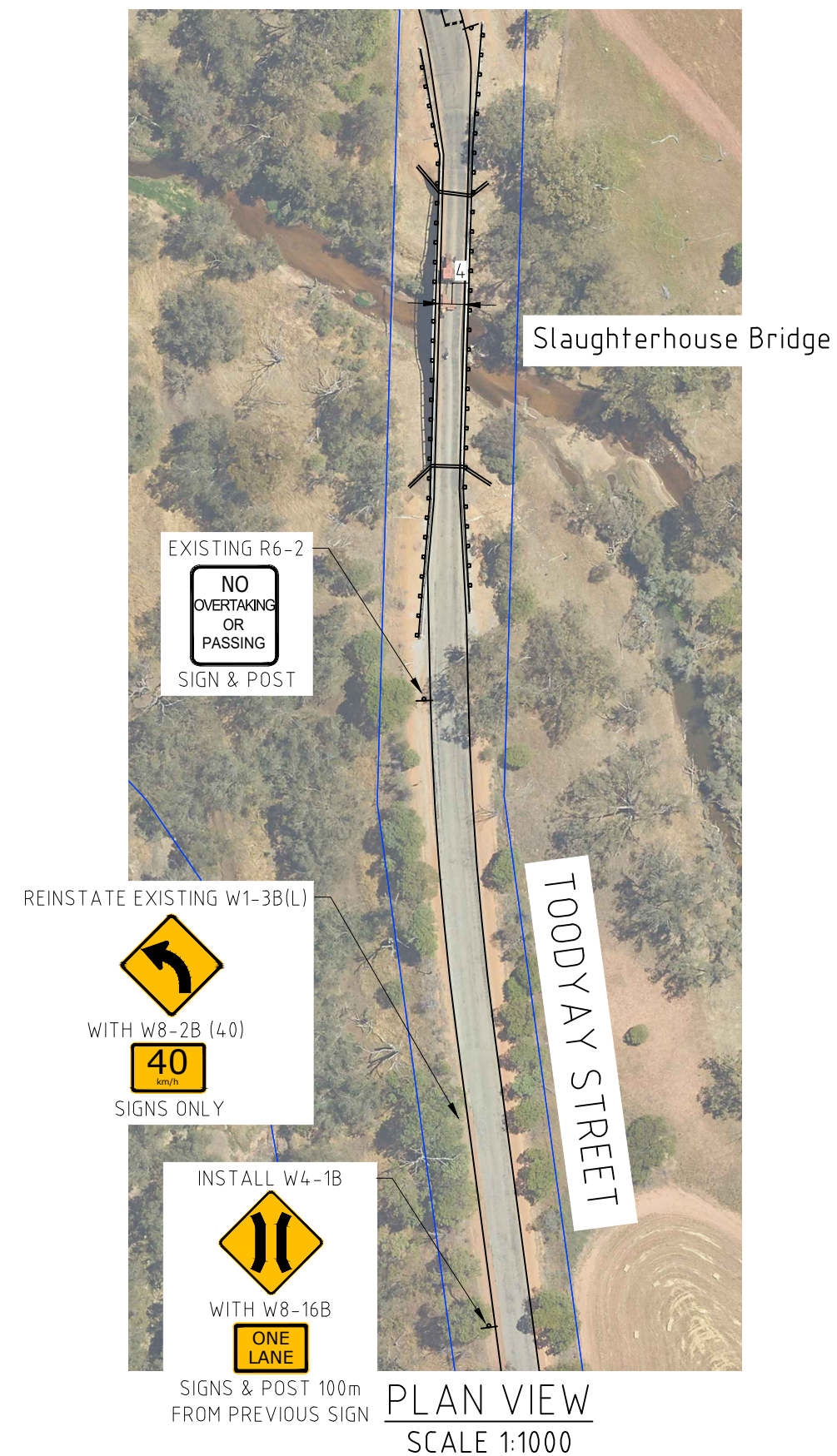
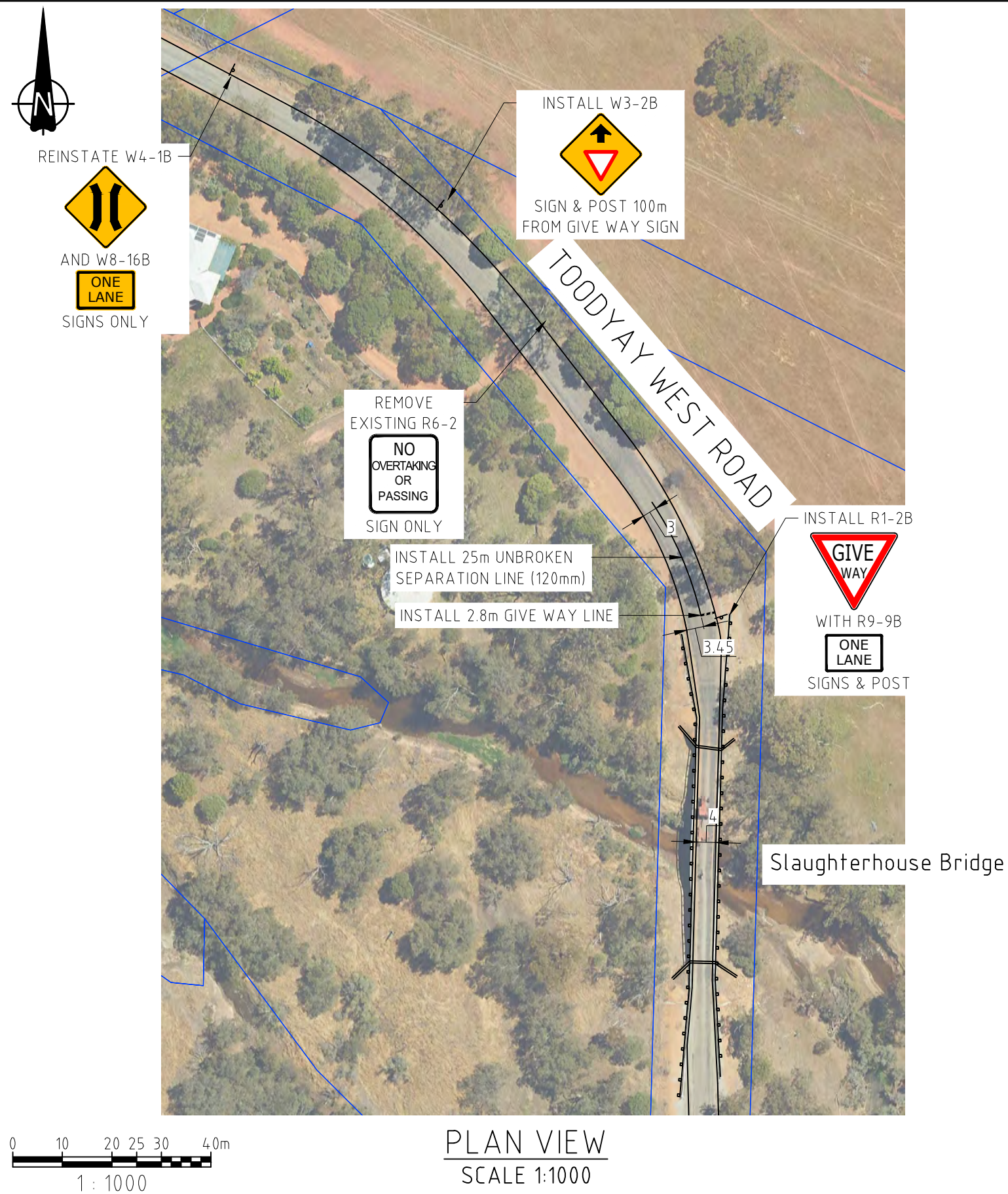
PLAN VIEW
SCALE 1:1000

No.	REVISION	ENGINEER	APPROVED	DATE
0	ISSUED TO MRWA FOR APPROVAL	RN	SP	10/19
A	PRELIMINARY	X	X	X



T : (08) 9574 2258 F: (08) 9574 9360
E : records@toodyay.wa.gov.au
W : www.toodyay.wa.gov.au

Drawn	R. Ness	Design	R. Ness	Project	BRIDGE 4084 DUMBARTON BRIDGE		
Draft Check	S. Patterson	Engineer Check		Title	DUMBARTON ROAD SIGN AND PAVEMENT MARKING IMPROVEMENTS		
Approved				Size	A3	Drg. No.	SK-19-0008-01
Scale	1:1000	Datum	MGA 94, AHD	Rev			0
In the absence of the APPROVED signature this drawing shall be treated as PRELIMINARY.							



No.	REVISION	ENGINEER	APPROVED	DATE
0	ISSUED TO MRWA FOR APPROVAL	RN	SP	10/19
A	PRELIMINARY	X	X	X



T : (08) 9574 2258 F: (08) 9574 9360
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W : www.toodyay.wa.gov.au

Drawn	R. Ness	Design	R. Ness
Draft Check	S. Patterson	Engineer Check	
Approved			
Scale	1:1000	Datum	MGA 94, AHD
In the absence of the APPROVED signature this drawing shall be treated as PRELIMINARY.			

Project	BRIDGE 4085 SLAUGHTERHOUSE BRIDGE		
Title	TOODYAY WEST ROAD SIGN AND PAVEMENT MARKING IMPROVEMENTS		
Size	A3	Drg. No.	SK-19-0011-01
Rev	0		

List of Payments Presented to Council for Period 1 November 2019 to 30 November 2019					
Pay/Type	Date	Name	Description		Amount
IPV655	13/11/2019	Bendigo Bank	Payroll PPE 12/11/2019		105,924.96
IPV656	27/11/2019	Bendigo Bank	Payroll PPE 26/11/2019		107,652.63
1724	15/11/2019	Timothy Francis Hale	Refund Of Councillor Nomination Fee - October 2018		80.00
1725	15/11/2019	Jeffrey Clive Roberts	Refund Of Councillor Nomination Fee - October 2018		80.00
1726	15/11/2019	Andrew Walker	Refund Of Councillor Nomination Fee - October 2018		80.00
1727	29/11/2019	Bruce James Campbell	Refund Of Councillor Nomination Fee - October 2018		80.00
1728	29/11/2019	Shire Of Toodyay	BS Levy Commissions - Jul 19 - Oct 19		436.50
BPV4181	01/11/2019	Bendigo Bank	Bank Fees		10.00
BPV4182	01/11/2019	Bendigo Bank	Bank Fee		10.00
BPV4183	01/11/2019	Bendigo Bank	Bank Fee		21.55
BPV4184	01/11/2019	Bendigo Bank	Bank Fee		0.03
BPV4185	01/11/2019	Bendigo Bank	Bank Fee		3.21
BPV4186	01/11/2019	Bendigo Bank	Bank Fee		11.22
BPV4187	01/11/2019	Bendigo Bank	Bank Fee		0.30
BPV4188	01/11/2019	Westnet	Morangup Library Internet		69.95
BPV4189	25/11/2019	Commonwealth Bank Equigroup	IT Hardware & Software Lease		1,133.64
BPV4190	01/11/2019	Commonwealth Bank	BPay Monthly Fee		453.47
BPV4191	02/11/2019	Commonwealth Bank	Merchant Fee		42.90
BPV4192	04/11/2019	Commonwealth Bank	Merchant Fee		70.15
BPV4193	04/11/2019	Commonwealth Bank	Merchant Fee		538.86
BPV4194	04/11/2019	Commonwealth Bank	Merchant Fee		455.83
BPV4195	05/11/2019	Department Of Justice	Infringement Lodgement Fee		70.00
BPV4196	05/11/2019	Department Of Justice	Infringement Lodgement Fee		70.00
BPV4197	05/11/2019	Department Of Justice	Infringement Lodgement Fee		70.00
BPV4198	05/11/2019	Department Of Justice	Infringement Lodgement Fee		70.00
BPV4199	08/11/2019	Fuji Xerox	Photocopier Lease - V/C, Library & Depot		470.34
BPV4200	12/11/2019	CNH Industrial Capital	Iveco Truck Lease		3,207.70
BPV4201	13/11/2019	Bendigo Bank	Bank Fee		7.48
BPV4202	13/11/2019	Bendigo Bank	Bank Fee		0.11
BPV4203	14/11/2019	Bendigo Bank	Credit Card - CESM		8.35
			<i>Town of Cambridge parking - Morangup Co-location Meeting</i>	4.35	
			<i>Card Fee - October 2019</i>	4.00	
BPV4204	14/11/2019	Bendigo Bank	Credit Card - MCS		682.61
			<i>AIIM Internet - refund of Excel Training fee</i>	-459.00	
			<i>Caltex Yanchep - Fuel T000</i>	71.63	
			<i>Card fee - June 2019</i>	4.00	
			<i>Puma Merriwa - Fuel T000</i>	73.79	
			<i>Card Fee - July 2019</i>	4.00	
			<i>Card Fee - August 2019</i>	4.00	
			<i>Card Fee - September 2019</i>	4.00	
			<i>Silver Sponge Car wash - T000</i>	75.00	

List of Payments Presented to Council for Period 1 November 2019 to 30 November 2019					
Pay/Type	Date	Name	Description		Amount
			<i>Caltex Yanchep - Fuel T000</i>	30.41	
			<i>Public Transport - Butler</i>	8.50	
			<i>Caltex Joondalup - Fuel T000</i>	71.06	
			<i>Local Govt Professionals Training - MCS</i>	531.00	
			<i>Local Govt Professionals Training - CCO</i>	185.00	
			<i>EG FuelCo Joondalup - Fuel T000</i>	75.22	
			<i>Card Fee - October 2019</i>	4.00	
BPV4205	14/11/2019	Bendigo Bank	Credit Card - MPD		1,056.35
			<i>United Mt Barker - Fuel T0000</i>	72.77	
			<i>Local Govt Professionals Training - MPD</i>	531.00	
			<i>Retravisio - Air conditioner - MPD</i>	444.23	
			<i>Town of Cambridge Parking - MPD</i>	4.35	
			<i>Card Fee - October 2019</i>	4.00	
BPV4206	14/11/2019	Bendigo Bank	Credit Card - CEO		322.96
			<i>Coles Express Northam - Fuel T0</i>	101.02	
			<i>J & K Energy House Midland - Phone case</i>	48.00	
			<i>FOI in WA Conference refund - CCO</i>	-218.00	
			<i>Adobe Systems subscription</i>	387.94	
			<i>Card Fee</i>	4.00	
BPV4207	14/11/2019	Bendigo Bank	Credit Card - MWS		38.00
			<i>Toodyay Traders - Expanding Foam</i>	32.00	
			<i>Town of Cambridge Parking - DFES Meeting - MWS</i>	2.00	
			<i>Card Fee - October 2019</i>	4.00	
BPV4208	14/11/2019	Bendigo Bank	Credit Card - MCD		1,342.03
			<i>Kmart Online - Vacuum, Keyboard & Mouse</i>	86.00	
			<i>Fantastic Furniture - Tub chairs for VC</i>	672.00	
			<i>Tent World Midland - 2x Gazebo's for Events</i>	508.90	
			<i>Wilson Parking - State & Public Hub Meeting - MCD</i>	12.15	
			<i>Dymocks Online - Books</i>	58.98	
			<i>Card Fee - October 2019</i>	4.00	
BPV4209	15/11/2019	Commonwealth Bank	BPoint Fee		43.01
BPV4210	15/11/2019	Toyota Finance	BFRMPC Vehicle Lease		1,260.69
BPV4211	15/11/2019	Fuji Xerox	Building And Planning Photocopier Lease		155.10
BPV4212	15/11/2019	Fuji Xerox	Admin Photocopier Lease		370.70
BPV4213	18/11/2019	Bendigo Bank	Bank Fee		0.90
BPV4214	18/11/2019	Bendigo Bank	Bank Fee		10.34
BPV4215	18/11/2019	Komatsu	Grader Lease		4,901.37
BPV4216	27/11/2019	Bendigo Bank	Bank Fee		7.26
BPV4217	22/11/2019	Commonwealth Bank Equigroup	IT Hardware & Software Lease		1,578.56
BPV4218	27/11/2019	Commonwealth Bank Equigroup	IT Hardware & Software Lease		1,048.70
BPV4219	29/11/2019	Bendigo Bank	Bank Fee		1.50

List of Payments Presented to Council for Period 1 November 2019 to 30 November 2019					
Pay/Type	Date	Name	Description		Amount
BPV4220	29/11/2019	Bendigo Bank	Bank Fee		9.90
12695	15/11/2019	Department Of Transport	Vehicle Registration - Shire Roller		250.50
12696	15/11/2019	Optus	Cr Wellburn Wireless Broadband - October 2019		28.95
12697	15/11/2019	Shire Of Toodyay	Library Book Purchases		590.00
12698	15/11/2019	Telstra Corporation Limited	Telephone Charges - Admin, Depot, Gaol, VC and Library		5,552.33
12699	15/11/2019	Water Corporation	Water Rates & Usage Standpipe and Application Fee for Recreation Precinct		33,091.76
12700	15/11/2019	Synergy	Electricity Charges - Street lighting and Brigades		3,859.80
12701	29/11/2019	Department Of Transport	Vehicle Registrations - Various Vehicles		1,592.40
12702	29/11/2019	Telstra Corporation Limited	Telephone Charge - Brigade and Emergency Services		391.16
12703	29/11/2019	Synergy	Electricity Charges - Depot		433.75
EFT27117	06/11/2019	Public Transport Authority	TransWA Ticket Sales - September 2019		774.44
EFT27118	13/11/2019	Shire Of Toodyay Salaries & Wages	Payroll Deductions		1,463.00
EFT27119	15/11/2019	Construction Training Fund	BCTIF Levies		1,036.43
EFT27120	15/11/2019	Craig Brook	Refund Of Councillor Nomination Fee - October 2018		80.00
EFT27121	15/11/2019	Department Mines, Industry Regulation & Safety	BS Levies - October 2019		1,927.91
EFT27122	15/11/2019	John Holland Pty Ltd	Refund Of Standpipe Key Tag #2560646		250.00
EFT27123	15/11/2019	Bill Manning	Refund Of Councillor Nomination Fee - October 2018		80.00
EFT27124	15/11/2019	John Prater	Refund Of Councillor Nomination Fee - October 2018		80.00
EFT27125	15/11/2019	Australia Post	Postage - Dog & Cat Registrations, Rate Instalment Notices & General Postage		2,521.73
EFT27126	15/11/2019	Avon Skip Bins	Empty Front Lift Bin - Memorial Hall, Depot & Sports Ground - October 2019		450.00
EFT27127	15/11/2019	Autopro Northam	Tool Kit, Plant/Vehicle Repair & Service parts		2,598.64
EFT27128	15/11/2019	Ag Implements Merredin P/L	Hydraulic Hoes & fittings for Vehicle repairs		685.00
EFT27129	15/11/2019	Avon Waste	Waste Collection - Domestic and Events		14,193.33
EFT27130	15/11/2019	Avon Service Specialists	Forklift Inspection for Registration		130.90
EFT27131	15/11/2019	ADCO Constructions Pty Ltd	Progress Claim #3 31/11/2019 - Recreation Precinct		587,418.44
EFT27132	15/11/2019	Andrew Carr Welding & Carpentry	Pelham Reserve Maintenance		1,200.00
EFT27133	15/11/2019	Ampac Debt Recovery	Rates Debt Recovery Costs		1,917.37
EFT27134	15/11/2019	Afgri Equipment Australia Pty Ltd	Vehicle Repairs parts		717.64
EFT27135	15/11/2019	Broderick Waste Solutions Pty Ltd	Management Of Waste Transfer Station		11,410.96
EFT27136	15/11/2019	John Butler	VC Floor Stock		30.92
EFT27137	15/11/2019	John Arthur Bennington	Rates Refund		792.00
EFT27138	15/11/2019	Coates Hire	Hire Of 11 KVA Generator - Old Gaol Restoration project		493.53
EFT27139	15/11/2019	Child Support Agency	Payroll Deductions		443.51
EFT27140	15/11/2019	The Cola Cafe	Refreshments		821.00
			<i>BFB Training - 02/11/2019 & 03/11/2019</i>	599.00	
			<i>October OCM</i>	222.00	
EFT27141	15/11/2019	Winc Australia P/L	Stationery - Admin		133.03
EFT27142	15/11/2019	Govt Of Western Australia - Central Regional Tafe	Tafe Course Fees - Apprentice 2019/2020		107.50
EFT27143	15/11/2019	Cameron Chisholm Nicol (WA) Pty Ltd	Architectural Services - Sport & Rec - October 2019		5,566.00
EFT27144	15/11/2019	Clackline Fencing Contractors	Progress Payment - Fencing Upgrade - Showgrounds		4,473.00
EFT27145	15/11/2019	Capture The Light Photographic Tours	VC Floor Stock		16.10

List of Payments Presented to Council for Period 1 November 2019 to 30 November 2019					
Pay/Type	Date	Name	Description		Amount
EFT27146	15/11/2019	Landgate	Slip Subscription - Annual Fee Oct 2019 To Oct 2020		3,030.56
EFT27147	15/11/2019	Dorma Australia Pty Ltd	Annual Service Of all Automatic Doors		891.00
EFT27148	15/11/2019	Datacom Systems WA	Exchange Online (Plan 1) - 1 Month		296.41
EFT27149	15/11/2019	Datacom Solutions (Au) Pty Ltd	Datascape Monthly SAAS Fee - October 2019		3,300.00
EFT27150	15/11/2019	Suzanna Douglas	VC Floor Stock		22.50
EFT27151	15/11/2019	Eastern Hills Liquid Waste	Empty Of Septics & Leach Drains, Pump Out Of 2 Portable Toilets - Duidgee Park		1,600.00
EFT27152	15/11/2019	Easifleet	Payroll Deductions		1,646.28
EFT27153	15/11/2019	Frontline Fire & Rescue Equipment	Bush Fire Brigade PPE & Equipment		14,574.04
EFT27154	15/11/2019	Forth Consulting Pty Ltd	Progress Payment - Sport & Rec - October 2019		1,210.00
EFT27155	15/11/2019	Elizabeth Jane Grice	Rates Refund		792.00
EFT27156	15/11/2019	Great Southern Fuel Supplies	Fuel - Distillate & Unleaded		34,947.43
EFT27157	15/11/2019	Geoff Ninnes Fong & Partners Pty Ltd	Check Of Progressive Structural & Water Treatment Drawings - Sport & Rec		3,949.00
EFT27158	15/11/2019	Grove Wesley Design Art	Aware Grant Clothing, Water Tank Signage & Sign for Mural Wall		253.00
EFT27159	15/11/2019	John Hansen	Reimbursement Of Meals & Equipment		278.55
EFT27160	15/11/2019	Toodyay Hardware & Farm	Toilet Cistern, Lubricants, Plumbing supplies & Keys cut		86.47
EFT27161	15/11/2019	Hydreco Hydraulics (WA) Pty Ltd	Hydraulic Ram for Tipping Trailer		1,595.00
EFT27162	15/11/2019	H & H Architects	Architectural Services - Age Friendly Services - Victoria Plains		610.50
EFT27163	15/11/2019	Kennards Hire	6 Week Hire Of 5 Variable Message Boards - BFB Street Meets		3,850.00
EFT27164	15/11/2019	I & R Repairs & Maintenance	Roofing Repairs - Connors Cottage		3,159.20
EFT27165	15/11/2019	Jason Signmakers	50 Traffic Cones With Reflective Sleeve & BRPC Vehicle magnets		994.40
EFT27166	15/11/2019	Chantelle Jones	VC Floor Stock		13.28
EFT27167	15/11/2019	Lynette Joy Karlovsky-Bridger	Rates Refund		121.00
EFT27168	15/11/2019	Ladelle Pty Ltd	VC Floor Stock		330.20
EFT27169	15/11/2019	Mark Middleton	Painting Police Stables Window		100.00
EFT27170	15/11/2019	Marketforce	Advertising - Proposed Family Day Care		317.71
EFT27171	15/11/2019	Moore Stephens	Audit Fees for Bush Fire Risk Mamangement Grant Funding		990.00
EFT27172	15/11/2019	Julians Pest Control	Pesticide treatment - Old Gaol Museum		2,050.00
EFT27173	15/11/2019	Mountain Park On Avon	VC Floor Stock		96.50
EFT27174	15/11/2019	Multicon Commercial Constructions	Progress Claim - October 2019 - Morangup Colocation Centre		157,174.60
EFT27175	15/11/2019	Micks Stix	VC Floor Stock		31.36
EFT27176	15/11/2019	Minuteman Press - Midland	600 Newsletter Print - November 2019		1,153.90
EFT27177	15/11/2019	NSW Dept Of Planning, Industry & Environment	Reserve Management - Rabbit Control		319.00
EFT27178	15/11/2019	Officeworks	Stationery - Admin and Planning and Development		134.83
EFT27179	15/11/2019	Professional PC Support Pty Ltd	IT Support - Managed ICT Services Agreement		1,179.75
EFT27180	15/11/2019	Pacer Legal Pty Ltd	Bushfire Prosecution Matter - File Opening Fee		2,195.60
EFT27181	15/11/2019	Public Transport Authority	Footbridge Repair - Deck Replacement Contribution and TransWA ticket sales		40,881.61
EFT27182	15/11/2019	Quilts By Robyn	VC Floor Stock		185.00
EFT27183	15/11/2019	Road & Traffic Services	Linemarking Of Stirling Terrace & Piesse Street		3,446.85
EFT27184	15/11/2019	Southern Cross Austereo Pty Ltd	Advertising - Around The Towns Radios Spot - October 2019		88.00
EFT27185	15/11/2019	Misty Rogers	VC Floor Stock		55.29
EFT27186	15/11/2019	Roadline Removal (WA)	Linemarking Removal - Stirling Terrace & Piesse Street		3,310.12

List of Payments Presented to Council for Period 1 November 2019 to 30 November 2019					
Pay/Type	Date	Name	Description		Amount
EFT27187	15/11/2019	Rustic Metal Works	Metal Newcastle Gaol Stencil "For Shingles"		165.00
EFT27188	15/11/2019	Stephanie Slater	VC Floor Stock		10.00
EFT27189	15/11/2019	Stewart & Heaton Clothing Co P/L	Bush Fire Brigade PPE		1,529.53
EFT27190	15/11/2019	Screen Print West	VC Floor Stock		337.70
EFT27191	15/11/2019	Sharons Outback Pottery	VC Floor Stock		40.00
EFT27192	15/11/2019	Michael Sheahan	Reimbursement Of Pre-Employment Medical Check		187.00
EFT27193	15/11/2019	Sheds N Homes Perth	Refund - Planning Approval Not Required		147.00
EFT27194	15/11/2019	Shawmac Pty Ltd	Progress Claim 2 - October 2019 - Civil Works Construction Stage - Sport & Rec		7,185.75
EFT27195	15/11/2019	Sepmar Pty Ltd	Six Monthly Maintenance Service & Test Of Eye Wash Station - Waste Transfer Station		874.83
EFT27196	15/11/2019	EAG Electrical Air-conditioning & Gas	Electrical testing & repairs - Memorial Hall & Newcastle Old Gaol		418.00
EFT27197	15/11/2019	Shearers & Pastoral Workers Social Club Inc	VC Floor Stock		14.00
EFT27198	15/11/2019	Tanya Stuart	VC Floor Stock		84.80
EFT27199	15/11/2019	Toodyay Express	Freight - 6 Boxes Delivered To State Library Of WA		110.00
EFT27200	15/11/2019	Toodyay Traders	Chainsaw Parts, Drill Kit & Drill Bits, Reticulation parts, Various tools, Small plant repair parts		892.20
EFT27201	15/11/2019	Toodyay Pharmacy	2 x Vaccinations		66.60
EFT27202	15/11/2019	Truckline	Relay Valve For Tipper Trailer		99.00
EFT27203	15/11/2019	Toodyay Bakery & Cafe	Refreshments		444.00
			<i>Datascape Implementation</i>	177.50	
			<i>Share Point Training</i>	54.00	
			<i>Ordinary Meeting of Council 24/9/19</i>	70.00	
			<i>Ordinary Meeting of Council</i>	142.50	
EFT27204	15/11/2019	Toodyay Pizza	Catering - BFB Training - 2 Days		288.00
EFT27205	15/11/2019	Deborah Termann	VC Floor Stock		104.00
EFT27206	15/11/2019	Toodyay Tyre & Exhaust	Replacement Tyres - Prime Movers, Trailers, Street Sweeper, Fire Vehilces and Trailers, Batteries - Fire Vehicle, Puncture Repairs - Depot and Fire		9,437.00
EFT27207	15/11/2019	Toodyay Firebreaks	Firebreak Works - Malkup Brook & Sandspring Reserves		1,950.00
EFT27208	15/11/2019	Toll	Freight - Various Items		246.35
EFT27209	15/11/2019	Vernice P/L	Gravel - River Road & Julimar Road		10,993.40
EFT27210	15/11/2019	IT Vision Aust Ltd	Data & File Preparation, Onsite Training For Data Migration		4,125.00
EFT27211	15/11/2019	Veris Australia Pty Ltd	Survey Setout - River Road		7,412.90
EFT27212	15/11/2019	Western Australian Local Government Association	LG Training - Council Member Essentials X 9		9,800.00
EFT27213	15/11/2019	WA Hino Sales & Service	Replacement parts - Hino Truck		338.79
EFT27214	15/11/2019	Wurth Australia P/L	Stores & Safety equipment		685.77
EFT27215	15/11/2019	Despina Weston	Angels & Christmas Windows Workshop - Library		450.00
EFT27216	15/11/2019	WacWil Landscaping & Earthworks Pty Ltd	Bridge Works - Duke Street Footbridge		10,120.00
EFT27217	15/11/2019	Woodlands Distributors & Agencies	2 X Lengths Of Rightwood Composite - Duidgee Park Seating Repairs		349.80
EFT27218	15/11/2019	Wren Oil	Collection Of Waste Oil From Depot		16.50
EFT27219	27/11/2019	Shire Of Toodyay Salaries & Wages	Payroll Deductions		1,563.00
EFT27220	29/11/2019	Construction Training Fund	BCTIF Levy - October 2019		512.30

List of Payments Presented to Council for Period 1 November 2019 to 30 November 2019					
Pay/Type	Date	Name	Description		Amount
EFT27221	29/11/2019	Benjamin Bell	Refund Of Councillor Nomination Fee - October 2019		80.00
EFT27222	29/11/2019	Brian Chambers	Refund Of Councillor Nomination Fee - October 2019		80.00
EFT27223	29/11/2019	Robert Bruce Guthrie	Refund Of Councillor Nomination Fee - October 2019		80.00
EFT27224	29/11/2019	Philip David Hart	Refund Of Councillor Nomination Fee - October 2019		80.00
EFT27225	29/11/2019	Rosemary Madacsi	Refund Of Councillor Nomination Fee - October 2019		80.00
EFT27226	29/11/2019	Bill Manning	Refund Of Councillor Nomination Fee - October 2019		160.00
EFT27227	29/11/2019	Susan Pearce	Refund Of Councillor Nomination Fee - October 2019		80.00
EFT27228	29/11/2019	Beth Ruthven	Refund Of Councillor Nomination Fee - October 2019		80.00
EFT27229	29/11/2019	The Toodyay Community Singers	Refund Of Bond - Toodyay Community Singers - 24 & 25 November 2019		500.00
EFT27230	29/11/2019	Avon Skip Bins	Hire Of Skip Bins For Toodyay Agricultural Show 2019		490.00
EFT27231	29/11/2019	Autopro Northam	Toolboxes & Service parts		4,666.71
EFT27232	29/11/2019	Aquarius Freight	1 X Water Supply To Coondle Fire Shed		315.00
EFT27233	29/11/2019	Avon Waste	Waste Collection		27,326.44
EFT27234	29/11/2019	A2B Water Cartage	Water Cartage Of 9000 Litres To Fill Water Tank - Sport & Rec		180.00
EFT27235	29/11/2019	Afgri Equipment Australia Pty Ltd	Bushes, O-Rings, Seals & Washers		90.22
EFT27236	29/11/2019	Broderick Waste Solutions Pty Ltd	Management Of Waste Transfer Station		5,500.00
EFT27237	29/11/2019	Benjamin Bell	Monthly Members Attendance Allowance - November 2019		1,080.33
EFT27238	29/11/2019	Bunnings Midland	Safety Glasses X 20, Pesticides & Panel door for Depot Workshop		308.95
EFT27239	29/11/2019	Northam Betta Home Living	Appliances - New Coondle Fire Shed & Morangup Colocation Centre		6,822.00
EFT27240	29/11/2019	Benara Nurseries	Plants for Visitor Centre Gardens		175.56
EFT27241	29/11/2019	Glynne Bartlett	VC Floor Stock		50.00
EFT27242	29/11/2019	Borrell Rafferty Associates Pty Ltd	Contract Administration Fees - Sport and Rec Precinct		4,895.00
EFT27243	29/11/2019	Child Support Agency	Payroll Deductions		443.51
EFT27244	29/11/2019	Therese Chitty	Monthly Members Attendance Allowance - November 2019		1,080.33
EFT27245	29/11/2019	The Cola Cafe	Refreshments		1,443.00
			<i>November Agenda Briefing</i>	222.00	
			<i>BFB Training 24 people - 09/11/2019 & 10/11/2019</i>	846.00	
			<i>BFB Catering Inc #458296 - 50 people</i>	375.00	
EFT27246	29/11/2019	Coast To Coast The Golden Roast	Catering - Shire Christmas Function		1,670.00
EFT27247	29/11/2019	Winc Australia P/L	Stationery - VC, Admin, Library, Depot, Planning and Development		1,239.55
EFT27248	29/11/2019	Cundall Johnston & Partners Pty Ltd	Consultants - Sport & Rec Precinct - Administration Fee		693.00
EFT27249	29/11/2019	Charles Service Company	Cleaning - October 2019 & Toodyay Car & Motorcycle Show cleaning		13,110.79
EFT27250	29/11/2019	Judy Dow	Members Telephone Allowance - Oct 2019		16.56
EFT27251	29/11/2019	Datacom Solutions (Au) Pty Ltd	Datascape Implementation - October 2019 & Expense recovery - Travel cost		17,443.55
EFT27252	29/11/2019	Davric Australia Pty Ltd	VC Floor Stock		596.64
EFT27253	29/11/2019	Emerg Solutions Pty Ltd	30 x BART Licences		450.00
EFT27254	29/11/2019	Easifleet	Payroll Deductions		1,646.28
EFT27255	29/11/2019	Frontline Fire & Rescue Equipment	BFB Plant & Equipment		1,953.33
EFT27256	29/11/2019	Fuji Xerox Australia Pty Ltd	Photocopier Readings - Building & Planning		17.66
EFT27257	29/11/2019	Fire Mitigation Services Pty Ltd	BRMP Treatments - 10% Advance Payment		125,628.50

List of Payments Presented to Council for Period 1 November 2019 to 30 November 2019					
Pay/Type	Date	Name	Description		Amount
EFT27258	29/11/2019	Department Of Fire & Emergency Services	ESL Levies - 2nd Quarter 2019/2020		79,017.39
EFT27259	29/11/2019	Fegan Building Surveying	Processing Of Uncertified Building Applications		3,267.50
EFT27260	29/11/2019	Paula Greenway	Monthly Members Attendance Allowance - November 2019		1,080.33
EFT27261	29/11/2019	Government Of WA - Department Of Transport	Disclosure Of Information Fees - Sept & Oct 2019		6.80
EFT27262	29/11/2019	Galaxy Enterprises	VC Floor Stock		366.70
EFT27263	29/11/2019	Vodafone Hutchinson Australia P/L	Pager Charges - October 2019		405.90
EFT27264	29/11/2019	Hills Fire Equipment Service	Replacement Fire Extinguisher - Various Vehicles		284.35
EFT27265	29/11/2019	Toodyay Hardware & Farm	Reticulation Maintenance, Bunting, Star Pickets, small tools		880.73
EFT27266	29/11/2019	Himac Attachments	Rake Bucket for the Posi Track		2,640.00
EFT27267	29/11/2019	Philip David Hart	Members Monthly Attendance Allowance - November 2019		1,080.33
EFT27268	29/11/2019	Kennards Hire	2 Week Hire x 5 Variable Message Boards -BFB Meet & Greet		7,325.17
EFT27269	29/11/2019	Jason Signmakers	Traffic Light		43.73
EFT27270	29/11/2019	Kleenheat Gas	Annual Gas Cylinder Rental - Connors Cottage		87.54
EFT27271	29/11/2019	Cemeteries & Crematoria Assoc Of WA	Membership 2019/2020		125.00
EFT27272	29/11/2019	Kleen West Distributors	Cleaning Products		215.33
EFT27273	29/11/2019	Kott Gunning Lawyers	Professional Fees - SAT: Cr Bell		7,003.92
EFT27274	29/11/2019	Limnios & Johns Pty Ltd	Project Management - Rec Precinct Phase 3 - November 2019		11,874.50
EFT27275	29/11/2019	Rosemary Madacsi	Monthly Members Attendance Allowance - November 2019		1,503.75
EFT27276	29/11/2019	Bill Manning	Monthly Members Attendance Allowance - November 2019		3,366.58
EFT27277	29/11/2019	Midalia Steel P/L	Steel		27.14
EFT27278	29/11/2019	Minuteman Press - Midland	600 Newsletter Print - October 2019		1,153.90
EFT27279	29/11/2019	Applied Industrial Technologies Pty Ltd	Rubber for Box Linings		396.00
EFT27280	29/11/2019	Nov Australia Pty Ltd	Pump - For Oil Seperator Unit		939.40
EFT27281	29/11/2019	Open Systems Supply	Laptop - BRPC		2,348.50
EFT27282	29/11/2019	Open Forms Pty Ltd	59 X Applications For Permits		64.90
EFT27283	29/11/2019	Officeworks	Stationery		25.47
EFT27284	29/11/2019	OCLC (UK) Ltd	Amlib Annual Maintenance & Licences - 19/20		3,171.99
EFT27285	29/11/2019	Susan Pearce	Monthly Members Attendance Allowance - November 2019		1,080.33
EFT27286	29/11/2019	Professional PC Support Pty Ltd	IT Support - Managed ICT Services Agreement - Monitoring & Back Up Service - December 2019		2,805.62
EFT27287	29/11/2019	Prater Carpentry & Construction	Repair Wall after Bee Removal - Medical Centre		600.00
EFT27288	29/11/2019	Professional Lockservice	Keys Cut - Show Grounds & Works Depot		145.75
EFT27289	29/11/2019	E & MJ Rosher P/L	Filters - various Vehilces		170.22
EFT27290	29/11/2019	Reinforced Concrete Pipes Aust (WA) Pty Ltd	Concrete Pipes - River Road		3,223.00
EFT27291	29/11/2019	Beth Ruthven	Monthly Members Attendance Allowance - November 2019		1,080.33
EFT27292	29/11/2019	Brian Rayner	Monthly Members Attendance Allowance - November 2019		1,080.33
EFT27293	29/11/2019	RM Surveys	Subdivision Costs - Lots 46 & 47 Telegraph Road		6,438.30
EFT27294	29/11/2019	1Spatial	FME Licence Renewal 19/20		858.00
EFT27295	29/11/2019	Stewart & Heaton Clothing Co P/L	Bush Fire Brigade - PPE		2,377.57
EFT27296	29/11/2019	Sapio Pty Ltd	Project Works - CCTV		5,880.52

List of Payments Presented to Council for Period 1 November 2019 to 30 November 2019					
Pay/Type	Date	Name	Description		Amount
EFT27297	29/11/2019	Sakal O Maintenance Pty Ltd	Hire Of Amplifier for Memorial Hall		150.00
EFT27298	29/11/2019	Shire Of Beverley	60% - 2020 Perth Caravan & Camping Show - Attendance (Shared With Beverley, Goomalling, York & Northam)		386.65
EFT27299	29/11/2019	Sundowner Souvenirs & Promotions Pty Ltd	VC Floor Stock		315.79
EFT27300	29/11/2019	EAG Electrical Air-conditioning & Gas	Replace Air Con - Museum (Insurance), Lighting - Medical Centre, Cabel Work - Grandstand & Electrical Repairs - VC		5,049.00
EFT27301	29/11/2019	Toodyay Traders	Holesaw, Polesaw and Reticulation Parts		207.43
EFT27302	29/11/2019	Toodyay Herald	Advertising - EOI Council Committees		53.95
EFT27303	29/11/2019	Shire Of Northam	Disposal Of Waste- September 2019		10,545.85
EFT27304	29/11/2019	Toodyay IGA	Staff Amenities - October 2019		1,118.99
			<i>Library - Milk, Coffee, Newspapers, Cleaning products</i>	123.74	
			<i>BFB - Refreshments for Training & Meet & Greets, Cleaning products</i>	583.01	
			<i>Depot - Milk, Coffee, Sugar & Pest spray</i>	27.15	
			<i>Rangers - Disinfectants</i>	50.78	
			<i>Museum - Storage box</i>	20.00	
			<i>Visitor Centre - Milk, Coffee, Stationery, Glad Wrap, snacks for TCP</i>	43.25	
			<i>Admin - Newspapers, Coffee, Milk, Fruit, Cleaning Products, Sugar, Bottled Water</i>	271.06	
EFT27305	29/11/2019	Eric Twine	Members Telephone Allowance - Oct 2019		16.56
EFT27306	29/11/2019	Taylors Engineering & Welding	Refund Of Standpipe Water Usage For Aug 19 & Sept 19 - Incorrectly Charged		5.62
EFT27307	29/11/2019	Tanks For Hire	Hire Of 9000 Litre Water Tank - Water Supply - Sport & Rec		710.05
EFT27308	29/11/2019	Taborda Contracting Pty Ltd	Review Of Traffic Management Plan - Christmas Street Party		165.00
EFT27309	29/11/2019	Toll	Freight - Depot, Rangers, CESM & Museum		712.69
EFT27310	29/11/2019	Vernice P/L	Supply Of Gravel - October 2019 - River Road		15,337.88
EFT27311	29/11/2019	IT Vision Aust Ltd	Travel Expense - On-Site Training For Data Migration 31/10/2019		140.84
EFT27312	29/11/2019	Western Australian Local Government Association	LG Member Training - Meeting Procedures - 29/11/2019		4,000.00
EFT27313	29/11/2019	Wright Express Aust Pty Ltd	SES Fuel Card Admin Fee - October 2019		20.64
EFT27314	29/11/2019	Rob Welburn	Members Telephone Allowance - Oct 2019		16.56
EFT27315	29/11/2019	West Wide Auto Electrics	Antennas - BRPC Vehicle		846.50
EFT27316	29/11/2019	Ron Witt	Reserve Maintenance - Snake Gully, West Toodyay Bridge, Weatherall & Kane Road		200.00
EFT27317	29/11/2019	WA Library Supplies - Canning Vale	1 X Roll Walsco Self-Adhesive Gloss Book Covering		145.00
EFT27318	29/11/2019	WacWil Landscaping & Earthworks Pty Ltd	One Coat Of Spray Seal - Toodyay Showgrounds		3,850.00
EFT27319	29/11/2019	WA Naturally Publications	VC Floor Stock		220.50
DD23694.1	12/11/2019	JAC Retirement Fund	Payroll Deductions		975.33
DD23694.2	12/11/2019	Local Government Superannuation Scheme - Pool A	Superannuation Contributions		558.25
DD23694.3	12/11/2019	Kaszanski Superfund	Superannuation Contributions		43.98
DD23694.4	12/11/2019	BT Super For Life	Superannuation Contributions		61.75
DD23694.5	12/11/2019	Rest Superannuation	Superannuation Contributions		197.42
DD23694.6	12/11/2019	IOOF Pursuit Select Personal Superannuation	Superannuation Contributions		161.34
DD23694.7	12/11/2019	WA Super	Payroll Deductions		13,386.35
DD23694.8	12/11/2019	Hostplus Super	Superannuation Contributions		1,710.50

List of Payments Presented to Council for Period 1 November 2019 to 30 November 2019					
Pay/Type	Date	Name	Description		Amount
DD23694.9	12/11/2019	Australian Super	Superannuation Contributions		1,916.64
DD23713.1	01/11/2019	Western Australian Treasury Corporation	Loan No. 64 Interest Payment - Toodyay Visitor Centre		10,452.22
DD23715.1	22/11/2019	Western Australian Treasury Corporation	Loan No. 69 Interest Payment - Library Upgrade (2)		18,367.07
DD23718.1	24/11/2019	Western Australian Treasury Corporation	Loan No. 72 Fixed Component - Loan No 72 - Land Purchase Rec Facility		38,013.53
DD23720.1	26/11/2019	JAC Retirement Fund	Payroll Deductions		975.33
DD23720.2	26/11/2019	Local Government Superannuation Scheme - Pool A	Superannuation Contributions		394.77
DD23720.3	26/11/2019	BT Super For Life	Superannuation Contributions		30.88
DD23720.4	26/11/2019	Rest Superannuation	Superannuation Contributions		209.30
DD23720.5	26/11/2019	IOOF Pursuit Select Personal Superannuation	Superannuation Contributions		209.60
DD23720.6	26/11/2019	WA Super	Payroll Deductions		13,380.73
DD23720.7	26/11/2019	Hostplus Super	Superannuation Contributions		1,765.05
DD23720.8	26/11/2019	Australian Super	Superannuation Contributions		1,967.88
DD23720.9	26/11/2019	Bendigo Superannuation Plan	Superannuation Contributions		145.50
DD23694.10	12/11/2019	Bendigo Superannuation Plan	Superannuation Contributions		115.88
DD23694.11	12/11/2019	National Mutual Retirement Fund	Superannuation Contributions		335.48
DD23694.12	12/11/2019	AMP Financial	Superannuation Contributions		189.62
DD23694.13	12/11/2019	MLC Superfund	Superannuation Contributions		405.87
DD23694.14	12/11/2019	Hesta	Superannuation Contributions		131.22
DD23720.10	26/11/2019	National Mutual Retirement Fund	Superannuation Contributions		335.48
DD23720.11	26/11/2019	AMP Financial	Superannuation Contributions		221.22
DD23720.12	26/11/2019	MLC Superfund	Superannuation Contributions		410.00
DD23720.13	26/11/2019	Hesta	Superannuation Contributions		155.92
			Total Payments	7,277.29	1,810,256.69

IPV/BPV	233,202.66
Trust Chqs	756.50
EFT	1,423,282.77
DD Super	40,391.29
DD Loans	66,832.82
Muni Chqs	45,790.65
TOTAL	1,810,256.69

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SHIRE OF TOODYAY
MONTHLY FINANCIAL REPORT
For the Period Ended 30 November 2019
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 2019

Note	2019/2020 Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	%	
Operating Revenues						
Governance	49,500	20,620	28,204	7,584	36.78%	▲
General Purpose Funding - Rates	6,542,879	6,542,179	6,409,542	(132,637)	(2.03%)	
General Purpose Funding - Other	966,657	487,338	467,440	(19,898)	(4.08%)	
Law, Order and Public Safety	768,066	114,312	576,332	462,020	404.17%	▲
Health	67,500	49,535	49,735	200	0.40%	
Housing	10,500	4,370	4,395	25	0.58%	
Community Amenities	731,860	694,220	690,627	(3,593)	(0.52%)	
Recreation and Culture	127,250	57,665	216,381	158,716	275.24%	▲
Transport	214,214	169,589	169,672	83	0.05%	
Economic Services	294,164	112,520	103,697	(8,823)	(7.84%)	
Other Property and Services	122,322	50,955	72,514	21,559	42.31%	▲
Total Operating Revenue	9,894,912	8,303,303	8,788,541	485,238		
Operating Expense						
Governance	(837,896)	(426,935)	(359,739)	67,196	15.74%	▲
General Purpose Funding	(380,331)	(142,910)	(144,183)	(1,273)	(0.89%)	
Law, Order and Public Safety	(1,371,427)	(588,102)	(741,208)	(153,106)	(26.03%)	▼
Health	(314,097)	(155,105)	(139,104)	16,001	10.32%	▲
Education and Welfare	(67,858)	(28,255)	(27,546)	709	2.51%	
Housing	(36,562)	(15,235)	(14,152)	1,083	7.11%	
Community Amenities	(1,259,157)	(524,620)	(520,959)	3,661	0.70%	
Recreation and Culture	(1,767,600)	(717,001)	(696,861)	20,140	2.81%	
Transport	(5,376,071)	(2,251,663)	(2,129,180)	122,483	5.44%	
Economic Services	(1,270,833)	(541,761)	(517,436)	24,325	4.49%	
Other Property and Services	(242,323)	(169,251)	(156,095)	13,156	7.77%	
Total Operating Expenditure	(12,924,155)	(5,560,838)	(5,446,463)	114,375		
Funding Balance Adjustments						
Add back Depreciation	4,428,700	1,845,260	1,777,716	(67,544)	(3.66%)	
Adjust (Profit)/Loss on Asset Disposal	(28,616)	(1,330)	0	1,330	(100.00%)	
Adjust Provisions and Accruals	0	0	1,705	1,705		
Net Cash from Operations	1,370,841	4,586,395	5,121,499	535,104		
Capital Revenues						
Grants, Subsidies and Contributions	8,017,397	2,949,653	1,635,116	(1,314,537)	(44.57%)	▼
Proceeds from Disposal of Assets	573,000	45,000	0	(45,000)	(100.00%)	▼
Total Capital Revenues	8,590,397	2,994,653	1,635,116	(1,359,537)		
Capital Expenses						
Land and Buildings	(6,439,706)	(2,683,210)	(571,567)	2,111,643	78.70%	▲
Infrastructure - Roads	(2,383,285)	(993,065)	(462,116)	530,949	53.47%	▲
Infrastructure - Parks & Recreation	(9,066,049)	(3,740,020)	(1,583,510)	2,156,510	57.66%	▲

SHIRE OF TOODYAY
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 November 2019

	Note	2019/2020 Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Infrastructure - Bridges	13	(374,733)	(156,135)	0	156,135	100.00%	▲
Infrastructure - Other	13	(190,000)	(166,665)	(21,659)	145,006	87.00%	▲
Plant and Equipment	13	(299,062)	(124,605)	(486,135)	(361,530)	(290.14%)	▼
Total Capital Expenditure		(18,752,835)	(7,863,700)	(3,124,987)	4,738,713		
Net Cash from Capital Activities		(10,162,438)	(4,869,047)	(1,489,871)	3,379,176		
Financing							
Proceeds from New Debentures		4,500,000	0	0	0		
Transfer from Reserves	7	3,179,640	411,830	0	(411,830)	100.00%	
Repayment of Debentures	10	(383,563)	(149,100)	(85,156)	63,944	42.89%	▲
Transfer to Reserves	7	(683,350)	(268,030)	(26,755)	241,275	90.02%	▲
Net Cash from Financing Activities		6,612,727	(5,300)	(111,911)	(106,612)		
Net Operations, Capital and Financing		(2,178,870)	(287,952)	3,519,716	3,807,668		
Opening Funding Surplus/(Deficit)	3	2,319,310	2,319,310	2,157,969		(6.96%)	
	3	140,440	2,031,359	5,677,685	3,807,668	179.50%	

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.

SHIRE OF TOODYAY
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 November 2019

	Note	2019/2020 Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
Rates	9	\$ 6,542,879	\$ 6,542,179	\$ 6,409,542	\$ (132,637)	% (2.03%)	
Operating Grants, Subsidies and Contributions	11	1,810,387	699,064	1,321,299	622,235	89.01%	
Fees and Charges		1,312,780	971,570	969,694	(1,876)	(0.19%)	
Interest Earnings		145,000	69,160	68,483	(677)	(0.98%)	
Other Revenue		20,000	20,000	19,523	(478)	(2.39%)	
Profit on Disposal of Assets	8	63,866	1,330	0	(1,330)		
Total Operating Revenue		9,894,912	8,303,303	8,788,541	485,238		
Operating Expense							
Employee Costs		(4,590,707)	(1,928,182)	(1,868,678)	59,504	3.09%	
Materials and Contracts		(2,950,872)	(1,348,197)	(1,311,957)	36,240	2.69%	
Utility Charges		(259,801)	(114,855)	(97,105)	17,750	15.45%	▲
Depreciation on Non-Current Assets		(4,428,700)	(1,845,260)	(1,777,716)	67,544	3.66%	
Interest Expenses		(271,262)	(36,635)	(29,291)	7,344	20.05%	▲
Insurance Expenses		(257,063)	(197,454)	(271,512)	(74,058)	(37.51%)	▼
Other Expenditure		(130,500)	(81,405)	(90,205)	(8,800)	(10.81%)	▼
Loss on Disposal of Assets	8	(35,250)	(8,850)	0	8,850		
Total Operating Expenditure		(12,924,155)	(5,560,838)	(5,446,463)	114,375		
		(3,029,243)	2,742,465	3,342,077			
Funding Balance Adjustments							
Add back Depreciation		4,428,700	1,845,260	1,777,716	(67,544)	(3.66%)	
Adjust (Profit)/Loss on Asset Disposal		(28,616)	(1,330)	0	1,330	(100.00%)	
Adjust Provisions and Accruals		0	0	1,705	1,705		
Net Cash from Operations		1,370,841	4,586,395	5,121,498	535,103		
Capital Revenues							
Grants, Subsidies and Contributions	11	8,017,397	2,949,653	1,635,116	(1,314,537)	(44.57%)	▼
Proceeds from Disposal of Assets		573,000	45,000	0	(45,000)	(100.00%)	▼
Total Capital Revenues		8,590,397	2,994,653	1,635,116	(1,359,537)		
Capital Expenses							
Land and Buildings	13	(6,439,706)	(2,683,210)	(571,567)	2,111,643	78.70%	▲
Infrastructure - Roads	13	(2,383,285)	(993,065)	(462,116)	530,949	53.47%	▲
Infrastructure - Parks & Recreation	13	(9,066,049)	(3,740,020)	(1,583,510)	2,156,510	57.66%	▲
Infrastructure - Other	13	(190,000)	(166,665)	(21,659)	145,006	87.00%	▲
Plant and Equipment	13	(299,062)	(124,605)	(486,135)	(361,530)	(290.14%)	▼
Total Capital Expenditure		(18,752,835)	(7,863,700)	(3,124,987)	4,738,713		
Net Cash from Capital Activities		(10,162,438)	(4,869,047)	(1,489,871)	3,379,176		
Financing							
Proceeds from New Debentures		4,500,000	0	0	0		
Transfer from Reserves	7	3,179,640	411,830	0	(411,830)	(100.00%)	
Repayment of Debentures	10	(383,563)	(149,100)	(85,156)	63,944	42.89%	▲
Transfer to Reserves	7	(683,350)	(268,030)	(26,755)	241,275	90.02%	▲
Net Cash from Financing Activities		6,612,727	(5,300)	(111,911)	(106,612)		
Net Operations, Capital and Financing		(2,178,870)	(287,952)	3,519,716	3,807,667		
Opening Funding Surplus(Deficit)	3	2,319,310	2,319,310	2,157,969		(6.96%)	
Closing Funding Surplus(Deficit)	3	140,440	2,031,359	5,677,685	3,807,667		▲

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

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 2: EXPLANATION OF MATERIAL VARIANCES

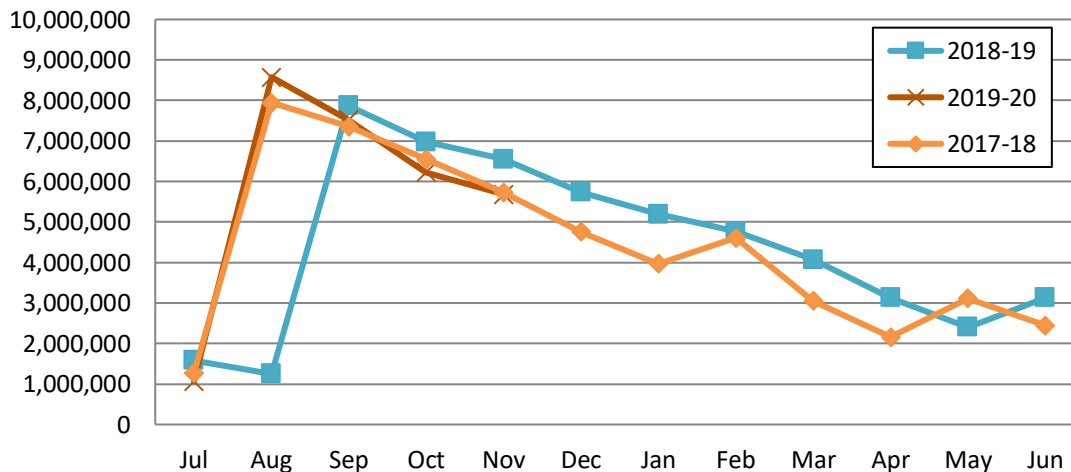
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	7,584	36.78%	▲	Timing	Recoups and Admin Income less than budgeted to date
General Purpose Funding - Rates	(132,637)	(2.03%)			
General Purpose Funding - Other	(19,898)	(4.08%)			
Law, Order and Public Safety	462,020	404.17%	▲	Timing	Grant received for Coondle Fire Truck - offset by 051250
Health	200	0.40%			
Education & Welfare	0	0.00%			
Housing	25	0.00%			
Community Amenities	(3,593)	(0.52%)			
Recreation and Culture	158,716	275.24%	▲	Timing	Grant income less than budgeted to date
Transport	83	0.05%			
Economic Services	(8,823)	(7.84%)			
Other Property and Services	21,559	42.31%	▲	Timing	Workers Compensation Reimbursement received
Operating Expense					
Governance	67,196	15.74%	▲	Timing	Employee costs and Election expense less than budgeted to date
General Purpose Funding	(1,273)	(0.89%)			
Law, Order and Public Safety	(153,106)	(26.03%)	▼	Timing	Expense for Fire Mitigation Works - Offset by DFES Fire Mitigation Grant
Health	16,001	10.32%	▲	Timing	Employee expense and health expense less than budgeted to date
Education & Welfare	709	2.51%			
Housing	1,083	7.11%			
Community Amenities	3,661	0.70%			
Recreation and Culture	20,140	2.81%			
Transport	122,483	5.44%			
Economic Services	24,325	4.49%			
Other Property and Services	13,156	7.77%			
Capital Revenues					
Grants, Subsidies and Contributions	(1,314,537)	(44.57%)	▼	Timing	Grant Income
Proceeds from Disposal of Assets	(45,000)	(100.00%)	▼	Timing	Sale of assets yet to occur
Capital Expenses					
Land and Buildings	2,111,643	78.70%	▲	Timing	Projects not yet commenced or not completed
Infrastructure - Roads	530,949	53.47%	▲	Timing	Projects not yet commenced or not completed
Infrastructure - Parks & Recreation	2,156,510	57.66%	▲	Timing	Projects not yet commenced or not completed
Infrastructure - Footpaths	0				
Infrastructure - Bridges	156,135	100.00%	▲	Timing	Projects not yet commenced or not completed
Infrastructure - Other	145,006	87.00%	▲	Timing	Projects not yet commenced or not completed
Heritage Assets					
Plant and Equipment	(361,530)	(290.14%)	▼	Timing	Coondle Fire Truck - Offset by Income GL. 051331
Financing					
Loan Principal	63,944	42.89%	▲	Timing	Loan repayments yet to be made

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)				
	Note	YTD 30 Nov 2019	30 June 2019	YTD 30 Nov 2018
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	3,125,926	2,291,507	3,994,087
Cash Restricted	4	3,785,349	3,759,393	3,341,745
Receivables - Rates	6	2,995,592	940,360	2,974,743
Receivables -Other	6	377,659	65,669	35,585
Interest / ATO Receivable/Trust				
Inventories		99,239	73,576	82,922
		10,383,763	7,130,506	10,429,082
Less: Current Liabilities				
Payables		(627,783)	(958,642)	(270,703)
Provisions		(695,294)	(696,799)	(675,971)
		(1,323,077)	(1,655,442)	(946,674)
Less: Cash Reserves	7	(3,785,349)	(3,759,393)	(3,341,745)
Adjustment for Current Borrowings		153,693	238,849	165,425
Adjustment for Cash Backed Liabilities		248,654	246,949	245,303
Net Current Funding Position		5,677,685	2,201,469	6,551,392

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 2019

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal		982,300				982,300	Bendigo Bank	At Call
Trust				169,835		169,835	Bendigo Bank	At Call
(b) Term Deposits								
Municipal NCD: 3090680	1.34%	813,099				813,099	Bendigo Bank	21.11.19
Municipal NCD: 3122955	1.45%	1,000,000				1,000,000	Bendigo Bank	20.11.19
Municipal NCD: 3154815	1.20%	1,001,062				1,001,062	Bendigo Bank	21.11.19
Reserve NCD: 3142787	1.50%		3,785,349			3,785,349	Bendigo Bank	09.01.20
Trust - T83	2.25%			137,395		137,395	Bendigo Bank	19.12.19
Trust - T84	2.25%			214,337		214,337	Bendigo Bank	19.12.19
Trust - T794	1.60%			107,689		107,689	Bendigo Bank	27.12.19
Trust - T100	1.50%			139,301		139,301	Bendigo Bank	27.01.20
Trust - T4	1.55%			123,033		123,033	Bendigo Bank	26.01.20
Trust - T114	1.55%			204,987		204,987	Bendigo Bank	26.01.20
Trust - T214	1.55%			48,661		48,661	Bendigo Bank	26.01.20
Trust - T458	1.55%			444,429		444,429	Bendigo Bank	26.01.20
Trust - T793	1.55%			23,568		23,568	Bendigo Bank	26.01.20
Trust - T797	1.55%			32,345		32,345	Bendigo Bank	26.01.20
Trust - T807	1.60%			122,448		122,448	Bendigo Bank	19.01.20
Trust - T805	1.60%			24,004		24,004	Bendigo Bank	14.12.19
Trust - T809	1.60%			121,692		121,692	Bendigo Bank	18.01.20
Total		3,796,461	3,785,349	1,913,723		9,495,533		

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.

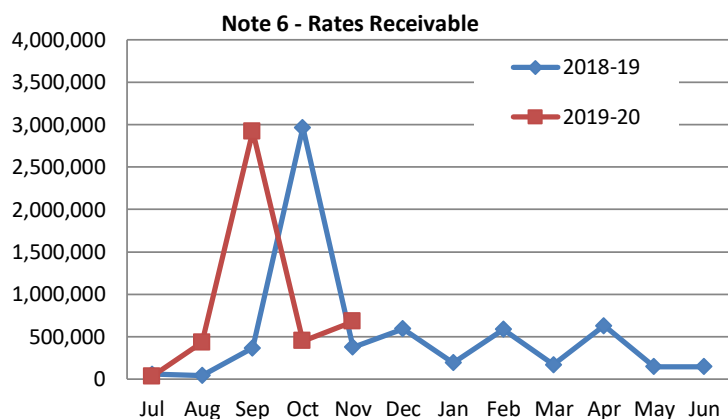
Trust monies held by the Shire of Toodyay are not reflected in Note 3: Net Current Funding Position.

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 6: RECEIVABLES

Receivables - Rates Receivable

	YTD 30 Nov 2019	30 June 2018
	\$	\$
Opening Arrears Previous Years	681,435	567,647
Levied this year	6,529,280	6,231,002
Less Collections to date	(4,517,092)	(6,117,214)
Equals Current Outstanding	2,693,623	681,435
Net Rates Collectable	2,693,623	681,435
% Collected	62.64%	89.98%



Comments/Notes - Receivables Rates

Comments/Notes - Receivables Rates and Rubbish

Current

Legal Action	128,590
Pensioners	237,409
No Action Required	267
Payment Arrangement	434,989
Employee Direct Debit	1,435
Instalment Option	1,389,657
Properties in Recivership	28,918
Final Notice	201,437
Sale of Land LG Act S6.64	89,301
Properties in Credit	(58,527)

Total Current **2,453,476**

Non- Current

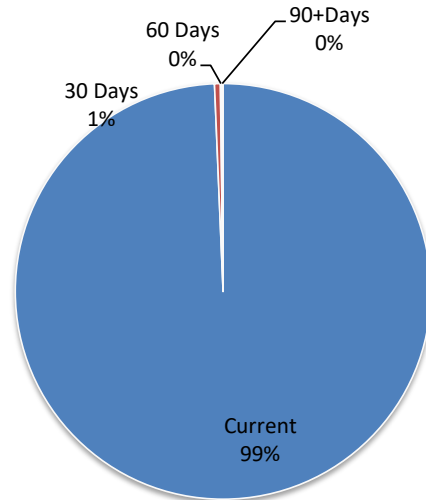
Deferred Pensioners	240,147
(not collectable till Pensioner property is sold)	
Total	2,693,623

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	671,306	3,059	558	834
Total Receivables General Outstanding				675,757

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.

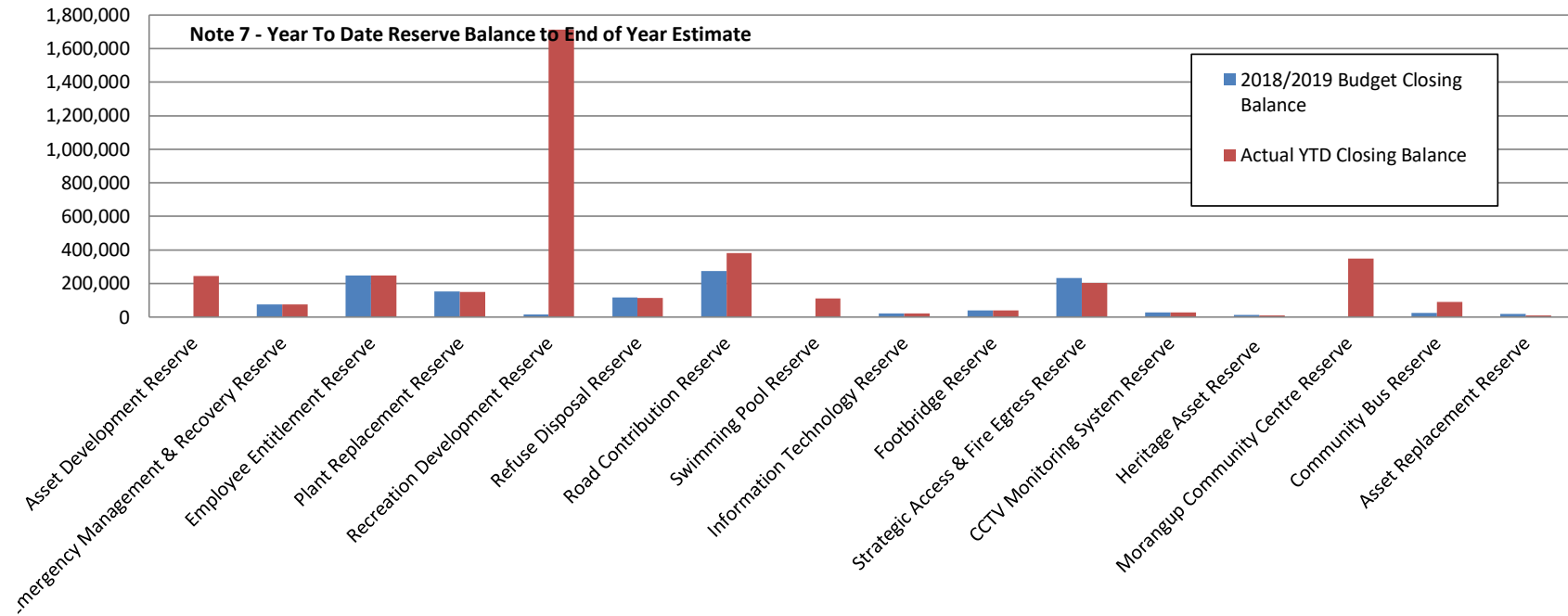
Final Letters	558
Seven Day Letters	3,059
Debt Collection	834
No Action Required	671,306
Total Outstanding	675,757

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 7: Cash Backed Reserve

2019-20									
Name	Opening Balance	2019/2020 Budget Interest Earned	Actual Interest Earned	2019/2020 Budget Transfers In (+)	Actual Transfers In (+)	2019/2020 Budget Transfers Out (-)	Actual Transfers Out (-)	2019/2020 Budget Closing Balance	Actual YTD Closing Balance
Asset Development Reserve	\$ 242,991	\$ 5,000	\$ 1,678	\$ 465,000	\$	\$ (712,991)	\$	\$ 0	\$ 244,669
Emergency Management & Recovery Reserve	74,001	2,500	511	0				76,501	74,511
Employee Entitlement Reserve	246,949	5,000	1,705	60,000		(65,000)		246,949	248,654
Plant Replacement Reserve	149,282	4,000	1,031	0				153,282	150,313
Recreation Development Reserve	1,701,552	15,000	11,748	0		(1,701,552)		15,000	1,713,300
Refuse Disposal Reserve	113,312	2,000	782	0		0		115,312	114,095
Road Contribution Reserve	377,283	5,000	2,605	70,000		(177,000)		275,283	379,888
Swimming Pool Reserve	110,691	2,000	764	0		(110,691)		2,000	111,455
Information Technology Reserve	22,173	500	153	0				22,673	22,326
Footbridge Reserve	37,805	500	261	0				38,305	38,066
Strategic Access & Fire Egress Reserve	200,567	3,000	1,385	30,000				233,567	201,952
CCTV Monitoring System Reserve	26,630	350	184	0				26,980	26,814
Heritage Asset Reserve	10,965	500	76	0				11,465	11,041
Morangup Community Centre Reserve	346,981	2,000	2,396	0		(348,981)		0	349,377
Community Bus Reserve	88,173	1,000	609	0		(63,425)		25,748	88,782
Asset Replacement Reserve	10,038	0	69	10,000				20,038	10,107
	3,759,394	48,350	25,955	635,000	0	(3,179,640)	0	1,263,104	3,785,349

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019



SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			
					YTD 30 11 2019			
Cost	Accum Depr	Proceeds	Profit (Loss)		2019/2020 Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$		\$	\$	\$	Comments
				Plant and Equipment				
				PL046 JCB 436ZX FE Loader	2,713	0	(2,713)	
				PL024 Dynapac Vibrating Roller	(250)	0	250	
				MV154 Mitsubishi Triton Ute	489	0	(489)	
				Land and Buildings				
				BLG030 Telegraph Road - House	53,664	0	(53,664)	
				Telegraph Road - Land	(35,000)		35,000	
				808 Duke Street - Land	7,000	0	(7,000)	
0	0	0	0		28,616	0	(28,616)	

Comments - Capital Disposal/Replacements

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 9: RATING INFORMATION

	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	2019/2020 Budget Rate Revenue \$	2019/2020 Budget Interim Rate \$	2019/2020 Budget Back Rate \$	2019/2020 Budget Total Revenue \$
RATE TYPE											
Differential General Rate											
GRV Residential	12.9430	508	7,170,388	928,063	(12,757)		915,306	902,549			902,549
GRV - Commercial	14.0200	28	1,338,282	187,627	(3,827)		183,800	179,973			179,973
GRV - Industrial	12.3483	20	419,892	52,415	(136)		52,279	52,142			52,142
GRV - Rural	11.8690	100	1,427,920	169,480	0		169,480	169,480			169,480
GR V - Rural Residential	11.2600	878	12,824,500	1,444,039	610	336	1,444,985	1,445,932			1,445,932
UV - General	1.1680	450	96,148,000	1,123,009	4,771	13	1,127,792	1,132,575			1,132,575
UV Rural	0.8969	178	155,137,000	1,391,424	(983)	(425)	1,390,016	1,388,608			1,388,608
Sub-Totals		2,162	274,465,982	5,296,057	(12,322)	(76)	5,283,658	5,271,260	0	0	5,271,260
Minimum Payment	Minimum \$										
GRV Residential	1,351.00	225	1,239,049	303,975	0	0	303,975	303,975	0	0	303,975
GRV - Commercial	1,351.00	6	35,200	8,106	0	0	8,106	8,106	0	0	8,106
GRV - Industrial	1,351.00	10	38,040	13,510	0	0	13,510	13,510	0	0	13,510
GRV - Rural	1,351.00	43	354,688	58,093	0	0	58,093	58,093	0	0	58,093
GRV - Rural Residential	1,351.00	533	3,509,842	720,083	0	0	720,083	720,083	0	0	720,083
UV - General	1,351.00	105	6,500,800	141,855	0	0	141,855	141,855	0	0	141,855
UV Rural	1,351.00	0	0	0	0	0	0	0	0	0	0
Sub-Totals		922	11,677,619	1,245,622	0	0	1,245,622	1,245,622	0	0	1,245,622
				6,541,679			6,529,280				6,516,882
UV Pastoral Concession Concession											0 0
Amount from General Rates							6,529,280				6,516,882
Ex-Gratia Rates							1,200				1,200
Less movement in rates in advance											
Totals							6,530,480				6,518,082
Comments - Rating Information											

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	2019/2020 Budget \$	Actual \$	2019/2020 Budget \$	Actual \$	2019/2020 Budget \$
Recreation & Culture								
Loan 65 - Community Centre	30,954		5,777	12,161	25,177	18,793	1,163	1,658
Loan 67 - Library Upgrade	222,702		0	38,951	222,702	183,751	862	15,033
Loan 69 - Library Upgrade	35,079		17,269	35,079	17,810	0	1,318	1,972
Loan 72 - Land - Rec Precinct	785,883		20,528	41,512	765,355	744,371	20,161	37,307
Loan 73 - Refurbish Courts	10,188		10,188	10,189	0	0	229	288
Loan 75 - Recreation Precinct	0	4,500,000	0	150,492	0	4,349,508	0	178,510
Transport			0					
Loan 70 - Footbridge	30,910		3,676	15,021	27,234	15,889	580	1,618
Loan 71 - Depot Stage 2	624,816		0	34,480	624,816	590,336	2,141	30,093
Economic Services								
Loan 64 - Visitor Centre	38,628		9,189	18,683	29,439	19,945	1,418	2,440
Other Property & Services								
Loan 63 - Bank Building	34,424		8,211	16,680	26,213	17,744	1,188	2,052
Loan 74 - Refurbish Bank Building	10,317		10,317	10,317	0	0	232	291
	1,823,901	4,500,000	85,156	383,565	1,738,746	5,940,337	29,291	271,262

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 2019

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2019-20 Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
GENERAL PURPOSE GRANT	Federal Government	Yes	468,704				225,101	243,603
ROAD IMPROVEMENT GRANT	Federal Government	Yes	270,453				127,599	142,855
Rates - Legal Expenses Recovered	Local Government	Yes	35,000				11,581	23,419
GOVERNANCE								
Recoups - Contributions, Donations & Reimbursements	Local Government		7,500				955	6,545
LEGAL EXPENSES RECOVERED	Local Government		1,000				0	1,000
Grants - Governance	Local Government		1,000				0	1,000
Administration - Income	Local Government		30,000				2,109	27,891
Administration - Income - GST Free	Local Government		10,000				24,441	(14,441)
LAW, ORDER, PUBLIC SAFETY								
Fire Prevention - Grants	DFES	Yes	790,932				706,705	84,227
ESL Levy Recoup	DFES	Yes	176,358				50,238	126,120
CCTV	DFES	Yes	159,956				144,956	15,000
Fire Mitigation Grant	DFES	Yes	0				546,400	(546,400)
CESM Recoups	DFES & Shire of Goomalling	Yes	112,826				103,016	9,810
Toodyay Districts SES	DFES	Yes	57,621				9,458	48,164
HOUSING								
Recoups - Staff Housing	Local Government		500				435	65
COMMUNITY AMENITIES								
Community Sponsorship	Local Government		5,000				0	5,000

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2019-20 Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
RECREATION AND CULTURE								
Community Centre Recoups		No	1,500				530	970
Club Insurance		Yes	3,750				1,888	1,862
Toodyay Race Club Reimbursements		Yes	3,500				2,189	1,311
Sport & Rec Grants	Lotterywest	Yes	1,000				909	91
Grant Income - Writers Festival		Yes	1,500				231	1,269
EMRC - AVON/IFF Festival	East Metropolitan Reg Council	Yes	30,000				30,000	0
Grants Income	East Metropolitan Reg Council	Yes	3,000				0	3,000
Sport & Rec Grants	Dept Sport & Rec		2,500				0	2,500
Events Misc			1,500				0	1,500
Recreation Precinct	CSRFF & BBRF		5,575,425				187,214	5,388,211
Grant - Heritage	Lotterywest		197,000				137,160	59,840
TRANSPORT								
Operating Grants - Roads	MRWA	Yes	137,714				137,714	0
MRWA Street Light Subsidy	MRWA	Yes	1,500				0	1,500
Road Maintenance Contributions	Private	Yes	75,000				27,047	47,953
Road Program Grant	Main Roads	Yes	923,220				434,437	488,783
Roads to Recovery Grant	Dept of Infrastructure	Yes	530,820				0	530,820
ECONOMIC SERVICES								
Community Directory	Avon Valley Advocate		3,000				0	3,000
Tourism & Area Promotion			3,000				55	2,945
OTHER PROPERTY & SERVICES								
Public Works Overheads			1,000				965	35
Workers Compensation	LGIS		0				14,249	(14,249)
Fuel Tax Credits	ATO		28,000				2,150	25,850
Bank Building Recoups	Bendigo Bank		2,000				1,166	834
Reimbursement - Parenting Payment Scheme	Centrelink		0				1,481	(1,481)
Insurance Reimbursement	LGIS		0				19,124	(19,124)
TOTALS			9,827,784	0	0	0	2,956,415	6,871,369
	Operating		1,810,387				1,321,299	
	Non-operating		8,017,397				1,635,116	
			<u>9,827,784</u>				<u>2,956,415</u>	

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 12: TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

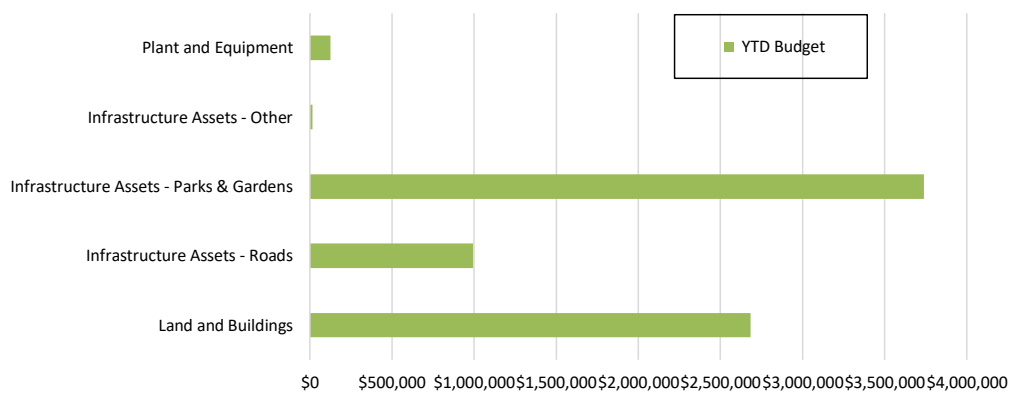
Description	Opening Balance 1 Jul 19	Amount Received	Amount Paid	Closing Balance 30-Nov-19
	\$	\$	\$	\$
Quarry rehabilitation Bonds	1,615,532	17,660		1,633,192
Housing bonds	14,525			14,525
Kerb Bonds	9,200			9,200
Key bonds	6,661	950		7,611
Venue Hire Bonds	7,900	3,800	(4,400)	7,300
Crossover Bonds	53,540			53,540
BCITF	2,706	28,112	(27,624)	3,194
Building Services	10,949	22,578	(23,849)	9,678
Library Bonds	175			175
Standpipe bonds	17,110	1,550	(250)	18,410
Road Construction Bonds	27,998			27,998
Other Bonds	5,394	800	(1,280)	4,914
Planning Bonds	537			537
Aged Housing Grant Funds	0			0
Swimming Pool Funds	121,404			121,404
	1,893,631	75,451	(57,403)	1,911,678

SHIRE OF TOODYAY
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 November 2019

YTD 30 11 2019					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Budget (d)	2019/2020 Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$
Land and Buildings	13	571,567	2,683,210	6,439,706	(2,111,643)
Infrastructure Assets - Roads	13	462,116	993,064	2,383,285	(530,948)
Infrastructure Assets - Parks & Gardens	13	1,583,510	3,740,020	9,066,049	(2,156,510)
Infrastructure Assets - Other	13	10,206	16,665	40,000	(6,459)
Plant and Equipment	13	486,135	124,605	299,062	361,530
Capital Expenditure Totals		3,124,987	7,707,564	18,378,102	(4,582,577)

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 13: CAPITAL ACQUISITIONS

% of Completion	Infrastructure Assets		Annual Budget 2019/20	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	LAND							
			0	0	0	0	0	
	Land Total		0	0	0	0	0	
	Total Land		0	0	0	0	0	
	BUILDINGS							
	Governance							
0.0%	Admin Brickwork Remediation	Q191	5,000	2,085	0	(5,000)		
0.0%	Repaint of Chambers Ceiling	Q190	5,000	2,085	0	(5,000)		
0.0%	Planning for Replacement Donga	Q147	20,000	8,335	0	(20,000)		
	Governance Total		30,000	12,505	0	(30,000)	0	
	Law, Order, Public Safety							
67.3%	Coondle Nunile Fire Station	Q181A	400,366	166,820	269,569	(130,797)		
24.2%	Morangup Co Location Centre	Q187	432,340	180,140	104,467	(327,873)		
	Law, Order, Public Safety Total		832,706	346,960	374,036	(458,670)		
	Health							
0.0%	Alma Beard Medical Centre	Q137	15,000	6,245	0	(15,000)		
	Health Total		15,000	6,245	0	(15,000)	0	
	Education & Welfare							
1.8%	Butterfly House - Substructure & Drainage Repairs	083300	12,000	2,000	220	(11,780)		
	Education & Welfare Total		12,000	2,000	220	(11,780)	0	
	Recreation And Culture							
0.0%	Community Centre Renewal	Q129	34,500	14,375	0	(34,500)		
7.8%	Memorial Hall Sound System, Curtains & Flooring	Q141	28,800	12,000	2,260	(26,540)		
0.0%	Morangup Community Centre	Q165	380,000	158,335	0	(380,000)		
104.7%	Memorial Hall Internal & External Paint of Bathrooms	Q141	10,000	5,170	10,472	472		
0.0%	Parks & Gardens - Depot Upgrade	Q192	20,000	8,335	0	(20,000)		
0.0%	Recreation Precinct Buildings	Q199	4,635,009	1,931,255	39,037	(4,595,972)		
0.5%	Toodyay Club Kitchen Upgrade	Q203	21,400	8,915	110	(21,290)		

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 13: CAPITAL ACQUISITIONS

% of Completion	Infrastructure Assets		Annual Budget 2019/20	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
0.0%	Library Brickworks	J038	5,500	2,290	0	(5,500)		
0.0%	Library Carpet Replacement	J067	6,000	2,500	0	(6,000)		
0.0%	Parkers Cottage	Q134	10,000	4,165	0	(10,000)		
0.0%	Grandstand Change Rooms	Q200	10,000	4,165	0	(10,000)		
18.2%	Donegans Cottage	Q135	5,000	2,085	909	(4,091)		
38.5%	Old Goal Roof Restoration	Q156	375,291	158,370	144,414	(230,877)		
	Recreation And Culture Total		5,541,500	2,311,960	197,202	(5,344,298)	0	
	Other Property & Services							
1.3%	Bendigo Bank	Q145	8,500	3,540	110	(8,390)		
	Other Property & Services Total		8,500	3,540	110	(8,390)		
	Buildings Total		6,439,706	2,683,210	571,567	(5,868,139)	0	
	Computer Equipment							
	Law, Order, Public Safety							
8%	CCTV - Closed Circuit Televisions Cameras - Security	053401	150,000	150,000	11,453			
	Law, Order, Public Safety Total		150,000	150,000	11,453	0		
	Computer Equipment - Total		150,000	150,000	11,453	0	0	
	Plant, Equip. & Vehicles							
	Transport							
		122202		124,605				
		051250		0				
		054250						
0.0%	1TJR183 - Side Tip Trailer - Canopu		35,000			(35,000)		
0.0%	T0002 - Ranger Ute - Canopy		20,000			(20,000)		
0.0%	T0013 - Mitsubishi Triton		45,000			(45,000)		
0.0%	1EPF060 - Ford Ranger		60,000			(60,000)		
66.9%	Mechanic Truck Fit Out		10,000		6,686	(3,314)		
0.0%	Single Axel Dolly		3,500			(3,500)		
0.0%	Track Loader - Auger Drive		4,000			(4,000)		
0.0%	Air Operated Oil Pumps		28,346			(28,346)		
0.0%	Community Bus		63,425			(63,425)		
0.0%	SES Gator Refit		0		12,384	12,384		

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 13: CAPITAL ACQUISITIONS

% of Completion	Infrastructure Assets		Annual Budget 2019/20	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
0.0%	SES Vehicle		29,791			(29,791)		
100.0%	Isuzu FTS 150/260 Coondle 3.4 Urban		0		467,065	467,065		New Coondle Truck - Funded by DFES
	Transport Total		299,062	124,605	486,135	187,073	0	
	Plant , Equip. & Vehicles Total		299,062	124,605	486,135	187,073	0	
	Roads							
	Transport							
2.2%	Lovers Lane	A0012	396,752	165,315	8,698	(388,054)		
89.9%	Julimar Road	A0004	249,127	103,805	223,995	(25,132)		
0.0%	Bejoording Road	A0001	329,939	137,465	0	(329,939)		
0.0%	Toodyay Bindi Bindi Road	A0197	252,009	105,000	0	(252,009)		
0.0%	Toodyay Street inc Footpath	B0011	286,720	119,465	0	(286,720)		
0.0%	Nunile Road/Bejoording Road	B0002	155,000	64,585	0	(155,000)		
0.0%	Dreyer Road	B0121	89,100	37,125	0	(89,100)		
0.0%	Sinclair Place	D0150	103,950	43,315	0	(103,950)		
135.4%	River Road	D0010	161,788	67,415	219,071	57,283		
0.0%	Rosedale/Fiennes Street	D0062	10,000	4,170	0	(10,000)		
0.0%	Recreation Precinct Firebreaks	J073	80,000	33,335	0	(80,000)		
0.0%	Hamersley Street	D0126	120,000	50,000	0	(120,000)		
0.0%	Fifth Road	D0244	46,200	19,260	0	(46,200)		
0.0%	Folewood Road	D0020	32,500	13,550	0	(32,500)		
0.0%	Bejoording Road	D0001	0	0	10,352	10,352		
0.0%	Harvester Drive	D0198	70,200	29,259	0	(70,200)		
	Transport Total		2,383,285	993,064	462,116	(1,921,169)	0	
	Roads Total		2,383,285	993,064	462,116	(1,921,169)	0	
	Infrastructure - Bridges							
	Transport							
0.0%	Bridge Works - Telegraph Bridge		374,733	156,135	0	(374,733)		
	Transport Total		374,733	156,135	0	(374,733)		
	Infrastructure Bridges - Total		374,733	156,135	0	(374,733)	0	
	Infrastructure - Other							
	Law, Order & Public Safety							
14.3%	Emergency Fire Water Tanks	Q205	25,000	10,415	3,573	(21,427)	0	

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 13: CAPITAL ACQUISITIONS

% of Completion	Infrastructure Assets		Annual Budget 2019/20	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	Law, Order & Public Safety Total		25,000	10,415	3,573	(21,427)	0	
	Economic Services							
44.2%	Community Standpipe	Q206	15,000	6,250	6,633	383		
	Community Amenities Total		15,000	6,250	6,633	383	0	
	Infrastructure Other - Total		40,000	16,665	10,206	(21,044)	0	
	Footpaths							
	Infrastructure Footpaths - Total		0	0	0	0	0	
	Infrastructure - Parks & Recreation							
	Recreation & Culture							
0.7%	Duidgee Park Toilet Upgrade	Q177	90,000	0	600	(89,400)		
17.7%	Recreation Precinct - Infrastructure Works	Q159	8,942,019	3,725,840	1,582,764	(7,359,255)		
0.4%	Toodyay Club Lighting & Paving	Q204	34,030	14,180	146	(33,884)		
	Recreation & Culture Total		9,066,049	3,740,020	1,583,510	(7,482,539)	0	
	Infrastructure Parks & Recreation - Total		9,066,049	3,740,020	1,583,510	(7,482,539)	0	
	Capital Expenditure Total		18,752,835	7,863,699	3,124,988	(15,105,818)	0	

Shire of Toodyay - Bank Reconciliation As At 30 November 2019

Municipal

Balance as per

- Financial Statement - Muni - Unrestricted - 10060010	2,175,764.25
- Financial Statement - Muni - Unrestricted - 10060050	947,711.65

Total

3,123,475.90

Balance as per

- Bendigo - 110482809	1,303,690.49
NCD - 2988119	815,785.89
Bendigo - TD 3122957	1,002,081.90

Roundings

Difference

0.00

Subtotal

3,121,558.28

Adjustments (See Below)

Plus Outstanding Deposits - Current Month	5,085.96
Plus Outstanding Cheques - Current Month	(2,417.31)
Plus Outstanding Deposits - Previous Periods	0.00
Plus Outstanding Cheques - Previous Periods	(215.00)

Total

3,123,475.90

Adjustment Breakdown

Roundings (31 May 2018)	(0.03)
Transfer to Trust	(500.00)
VC EFT yet to be receipted	(36.00)
	(536.03)

C Murcat

11.12.19

Signed: Accounts/Payroll Officer

Date

[Signature]

12/12/19

Signed: Acting Manager Corporate Services

Date

Shire of Toodyay - Bank Reconciliation As At 30 November 2019

Trust

Balance as per

- Financial Statement - Trust - Unrestricted - 100617100 1,911,678.30

Total

1,911,678.30

Balance as per

- Bendigo - 110482783 167,840.84
 - Bendigo - Term Deposit No: 140619784 - T84 214,336.71
 - Bendigo - Term Deposit No: 145326583 - T794 107,688.50
 - Bendigo - Term Deposit No: 137945127 - T100 139,301.31
 - Bendigo - Term Deposit No: 140619834 - T83 137,395.32
 - Bendigo - Term Deposit No: 152237145 - T214 48,660.63
 - Bendigo - Term Deposit No: 152238135 - T4 123,033.31
 - Bendigo - Term Deposit No: 152238176 - T114 204,986.86
 - Bendigo - Term Deposit No: 152238218 - T458 444,429.32
 - Bendigo - Term Deposit No: 152240818 - T793 23,568.39
 - Bendigo - Term Deposit No: 152240834 - T797 32,344.69
 - Bendigo - Term Deposit No: 158622798 - T805 24,003.86
 - Bendigo - Term Deposit No: - 161776315 - T807 122,447.94
 - Bendigo - Term Deposit No: 165467309 - T809 121,691.50
 Roundings (0.03)

Difference

0.00

Subtotal

1,911,729.15

Adjustments (See Below) 0.00
 Plus Outstanding Deposits - Current Month 625.65
 Plus Outstanding Cheques - Current Month (676.50)
 Plus Outstanding Deposits - Previous Periods 0.00
 Plus Outstanding Cheques - Previous Periods 0.00

Total

1,911,678.30

Adjustment Breakdown

0.00

C. Murrat

Signed: Accounts/Payroll Officer

3.12.19

Date

[Signature]

Signed: Acting Manager Corporate Services

12/12/19

Date

Shire of Toodyay - Bank Reconciliation As At 30 November 2019

Reserve

Balance as per

- Financial Statement - Reserve - 10075510

3,785,348.53

Total

3,785,348.53

Balance as per

- Bendigo - NCD: 3142787

3,785,348.53

Roundings

0.00

Difference

0.00

Subtotal

3,785,348.53

Adjustments (See Below)

0.00

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

3,785,348.53

Adjustment Breakdown

0.00

C. Murchall

Signed: Accounts/Payroll Officer

3.12.19

Date

[Signature]

Signed: Acting Manager Corporate Services

12/12/19

Date

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DISABILITY ACCESS AND INCLUSION PLAN

2020 – 2025

Adopted by Council on [date]

This Plan is available on the Shire of Toodyay website

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

This Plan is also available in alternative formats upon request

In hardcopy format, standard or large print; audio format or
electronically via email or on c.d..

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Shire Offices, Toodyay

ATTACHMENTS TO THE DAIP *listed below will follow the above*

1. Excerpt from the Disability Services Act 1993;
2. DAIP Survey 2019;
3. DAIP Survey Results 2019; and
4. Progress Report July 2019

These attachments will be removed from the DAIP after final adoption by Council.

Section 28 of the *Disability Services Act 1993* (DSA) requires that the Shire of Toodyay must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule 2 (refer to **Attachment 1**).

This plan will outline the ways in which the Shire of Toodyay will ensure that people with disability have equal access to its facilities and services.

Disability, as defined in the *DSA* means a disability which:

- (a) is attributable to an intellectual, psychiatric, cognitive, neurological, sensory, or physical impairment or a combination of those impairments; and
- (b) is permanent or likely to be permanent; and
- (c) may or may not be of a chronic or episodic nature; and
- (d) results in —
 - (i) a substantially reduced capacity of the person for communication, social interaction, learning or mobility; and
 - (ii) a need for continuing support services.

For the purposes of Section 28 of the *Disability Services Act 1993*, regulation 7 of the *Disability Services Regulations 2004* the Disability Access and Inclusion Plan is developed by the Shire of Toodyay to ensure people with disabilities have the same opportunities as other people to:

- Access any events organised by the Shire;
- Access the buildings and other facilities within the Shire's district;
- Access the services of the Shire and receive the same level and quality of service from Councillors, Staff and Contractors of the Shire of Toodyay.
- Access information in a format that will enable them to access the information as readily as other people are able to access it
- Access to the Shire of Toodyay in order to make complaints, provide feedback and participate in public consultation processes undertaken by the Shire.
- Obtain and maintain employment.

This plan aims to meet the principles and objectives within the DSA and for the purposes of section 29(4) of the Act, the plan will also include information about strategies and progress made by the Shire in achieving those outcomes.

The Shire of Toodyay recognises that the more diverse and inclusive the community, the richer it will become and that most members of the community will face access and inclusion challenges at some time in their lives.

To ensure that all Shire of Toodyay residents can participate in and contribute to the community, the Shire's Disability Access and Inclusion Plan 2020-2025 has been developed to help us achieve this.



The Community Strategic Plan (CSP) of the Shire of Toodyay (Toodyay 2028) is an overarching strategic document that identifies what the community aspirations are for the Shire of Toodyay.

The CSP states that the Shire's Disability Access and Inclusion Plan seeks to ensure equality of access by people with disabilities to services and events, buildings and facilities, information in accessible formats, Shire services, complaint processes, public consultation and employment.

The Shire of Toodyay is committed to facilitating the inclusion of people with disability through the improvement of access to its buildings, facilities, services and information platforms, thus ensuring that the community is an accessible and inclusive community for people with disability, 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 disability, 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 disability 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 disability, 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 disability, 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; and
- Is committed to supporting local community groups and businesses to facilitate the inclusion of people with disability through improved access to facilities and services in the community.



Toodyay was first settled within seven years of the establishment of the Swan River Colony and has extensive built heritage reflecting our convict past. The Shire is responsible for preserving many of these assets and ensuring that we encourage future development that does not detract from that heritage. The Shire is also responsible for safe and efficient roads, accessible footpaths and public buildings.

The Shire of Toodyay, approximately 85 kilometres away from Perth, covers an area of 1,683 square kilometres. The Shire borders the north-eastern edge of the Perth metro area; adjoining the City of Swan, the Shires of Northam and Mundaring to the south, the Shires of Dowerin and Goomalling to the east, the Shire of Victoria Plains to the North and the Shire of Chittering to the west. Estimated population is 4,461.

The Shire is part of the Avon and Western Australia Wheatbelt region, where a significant proportion of the land is used for agricultural activities.

Tourism is also a growing industry that has significant potential for expansion. Visitors are attracted to the natural landscape, significant heritage values and country lifestyle. Many artisans live and own businesses in the region.

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

Toodyay provides retail outlets and services, such as banking, postal offices, and a community visitor centre, chamber of commerce, a resource centre, a regional library, a chemist, hardware businesses, a supermarket, garage, gift stores, bakery, hotels and restaurants. We have numerous sporting facilities including bowling greens, tennis courts, equestrian and skate parks, and cricket, football and hockey fields. There is a wide selection of venues that offer quality accommodation and dining choices.

With current growth rate of approx. 1.59%, the Shire continues to experience an influx of people from the metro area, interstate and overseas who are seeking an alternative semi-rural lifestyle, resulting in unprecedented demand for property and development.



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

Services to Property

Construction and maintenance of Local Government (Council) owned buildings; construction and maintenance of roads and footpaths; maintenance of skating facilities, cycle facilities, land drainage and development; waste collection and disposal; litter control and street cleaning; planting and caring for street trees; numbering of residences and lots; street lighting and bush fire control.

Services to the Community

Provision and maintenance of playing areas, parks, gardens, reserves and other types of facilities required for sporting and community groups; management of a community centre and community halls, public libraries and information services; citizenship ceremonies; youth services and community events.

Regulatory Services

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

General Administration

The provision of general information to the public and the lodging of complaints, feedback forms, works requests, and payment of fees including rates and pet licenses, and other Departmental Planning, Development, and Environmental Health licensing services.

Processes of Government

Ordinary and Special Local Government (Council) and committee meetings; Annual General Electors Meetings and Community Consultation workshops.

The residential population of the Shire of Toodyay is currently estimated to be around 4,461. The Australian Bureau of Statistics Disability, Ageing and Carers, Australia: Summary of Findings (2018) resulted in the following key characteristics:

- In 2018 there were 4.4 million Australians with disability, 17.7% of the population, down from 18.3% in 2015.
- The prevalence of disability increased with age - one in nine (11.6%) people aged 0-64 years and one in two (49.6%) people aged 65 years and over had disability.
- Disability prevalence was similar for males (17.6%) and females (17.8%).
- 5.7% of all Australians had a profound or severe disability.
- Almost one-quarter (23.2%) of all people with disability reported a mental or behavioural disorder as their main condition, up from 21.5% in 2015.

Of those with disability (living in households):

- one-third (33.4%) of those aged 15 years and over had completed year 12 or equivalent, up from 31.4% in 2015
- one in six (16.1%) aged 15 years and over had a Bachelor degree or above, up from 14.9% in 2015
- 37.9% of those aged 15-64 years said their main source of personal income was a government pension or allowance, down from 41.9% in 2015
- 59.7% of people had their need for assistance fully met, down from 62.1% in 2015
- one in 10 (9.6%) aged 15 years and over had experienced discrimination in the previous 12 months because of their disability, up from 8.6% in 2015
- Labour force participation for those aged 15-64 years has remained stable since 2015 at 53.4%, in contrast to an increase in the participation rate for people without disability (84.1%)
- 11.4% of those with a profound or severe disability (aged 15-64 years) were working full-time up from 7.9% in 2015.

Based on the population estimate and these findings, it is estimated that there are around 1,000 people with disability living within the Shire. The seasonal influx of tourists, including tourists with a disability, must also be considered. In addition, the population is growing, including an influx of mature aged people and retirees.

As people age they are more likely to require assistance with everyday activities such as household chores and transport and more and more people are choosing to remain in their households and community rather than moving to shared accommodation and nursing home facilities. This means there is an ever increasing need to improve the accessibility and inclusivity of local communities. These figures lend weight to the importance of this Disability Access and Inclusion Plan as the primary planning tool for how the Shire of Toodyay aims to make its buildings, services, facilities and information more universally accessible. What the figures don't reflect are the numbers of people with disability who visit or would like to visit the region, or the numbers of parents using prams, cyclists, and culturally and linguistically diverse tourists that have benefited and will benefit from universal access initiatives.



As already stated in the introduction, Local Governments are required to develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in which they will ensure that people with disability have equal access to its facilities and services.

Other legislation underpinning access and inclusion includes the *Equal Opportunity Act (1984)*, the *Commonwealth Disability Discrimination Act 1992 (DDA)* and the Convention on the Rights of Persons with Disabilities which is an international human rights treaty of the United Nations intended to protect the rights and dignity of people with disabilities.

The Shire of Toodyay has several plans, in addition to the DAIP that underpin the Community Strategic Plan. It is through these plans that the Shire as a whole plans for better access for the community as a whole no matter the level of ability.

Since 2015, the Shire of Toodyay Council has adopted the following plans that plan for better access and inclusion for the community:

Economic Development Plan

The Shire's Economic Development Plan provides a high level overview of the economic and social characteristics of the Shire of Toodyay.

The objectives of the Economic Development Plan is 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.

Traditionally, for regional and rural communities, a residential population of 10,000 people is regarded by service delivery agencies and organisations as a

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.

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.

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;
- ♣ 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
- ♣ Ageing population presents challenges to labour force and income growth.

Age Friendly Community Plan

Age Friendly Communities are those that encourage “active ageing by optimising opportunities for health, participation and security in order to enhance the quality of life as people age” (World Health Organisation)

An Age Friendly Community is one which:

- ♣ recognises the great diversity among older people;
- ♣ promotes their inclusion and contribution in all areas of community life;
- ♣ respects their decisions and lifestyle choices; and
- ♣ anticipates and responds to ageing-related needs and preferences.

An Age-Friendly community that exhibits these qualities tends to better cater for the whole population, where a wider range of abilities and needs are met.

Age-friendly community planning is vital for the following reasons:

- ♣ By 2027, Wheatbelt population over 70 will have increased by 75.3%;
- ♣ The proportion of people 70+ will have increased from 10.4% in 2011 to 17% in 2027; and
- ♣ The increase projected for Toodyay is 108.4% to 892 people in 2027.

In addition to this, older adults generally prefer to remain in their own home and continue to be part of their community. Older adults feel safe, valued and respected in their own community and local governments have a key role in ensuring this can occur.



The Shire of Toodyay is committed to the goal of continual evolution and improvement in order to facilitate the inclusion of people with disability through the improvement of access to its facilities and services.

The Shire adopted its first *Disability Services Plan* in 1995 to address the barriers within the community for people with disability. That plan addressed the statutory requirements under the *Disability Services Act 1993* as well as the Shire's obligations under the *Commonwealth Disability Discrimination Act 1992*.

The Disability Services Plan underwent three internal reviews since 1995.

In 2004 the *Disability Services Act 1993* was amended, after which the Disability Services Plan became known as the *Disability Access and Inclusion Plan*.

In 2014, the Shire reviewed its Disability Access and Inclusion Plan (DAIP), and drafted a new DAIP to guide further improvements to access and inclusion.

Since the adoption of the Shire's DAIP in April 2015, there have been a number of initiatives that have been implemented. Many of these initiatives have enabled significant progress towards better access for people with disabilities.

Some of those initiatives were as follows:

- Staff involved in "events processes" participate in briefings prior to the events being held to ensure all who will be present on the day are aware of their different responsibilities. Event debriefs are also held after each event to address any issues that may have arisen on the day so that the team can develop strategies for future events.
- A delegation was made in relation to Public Events, and the Application for Public Events policy has in place a review set on an annual basis to address any legislative or governance changes particularly in respect to road closures.
- The Coordinator of the Toodyay Library Team plans and implements public programs and activities such as author talks, better beginnings, baby Rhyme time, and other special events during the year. Updates are constantly made to Facebook and printed media available in hardcopy at the Toodyay Library in respect to keeping the community informed on technology and programs such as Kanopy and Borrow Box that will assist members in the use of Library Resources.

- The Shire of Toodyay provided a more accessible library with automatic doors, ramped access, an accessible toilet, accessible parking and a scanner to loan books at desk level.
- Through the Age Friendly Community Plan the Shire provided a new accessible toilet and changing place at Charcoal Lane.
- The Shire of Toodyay collaborated with the Public Transport Authority to refurbish the Duke Street Pedestrian Bridge. The bridge, due to the railway, splits the town into two sections which is why the refurbishment of the bridge was seen as a necessary project, providing access to both sides of the town via the bridge.
- The Shire of Toodyay created a new compliant storage area at a building in the Shire's Depot for its permanent records archive. A ramp was installed so that the building could be wheelchair accessible.
- The Shire sealed the carparks at the Toodyay Library, the Visitor Centre, the Museum and Bendigo Bank to improve their accessibility.
- More cycle ways/footways were installed to make the town site more accessible and Kerb ramps in footways were added to ensure pedestrian paths are fully accessible.
- The Shire has access to a Heritage Advisor who is consulted periodically when heritage buildings are being assessed in respect to how they can be made more accessible.
- ACROD parking bays in the town centre and one at the Shire Office was updated to Australian Standards.
- Better signage at the railway station in relation to disabled access to get to the platform of the train station were installed and there is more to come.
- Consultation has been ongoing with key users with a disability within Toodyay to find out where improvements can be made.

Effective communication provides a strong foundation on which the Shire of Toodyay can more effectively involve and engage the community in decision-making. A greater awareness of Council's services assists in the provision of support across the community.

Responsibility for the DAIP

It is the CEO's responsibility to oversee the development, implementation, review and evaluation of the plan. The final plan is endorsed by Council.

All Officers are responsible for following the strategies contained in this plan, under the direction of the CEO. The DAIP responsibilities also fall to the services provided by the Shire's agents and contractors in accordance with the *Disability Services Act 1993* which requires the Shire to promote the existence of the DAIP, and to ensure that all services provided to the public on behalf of the local government authority are to be conducted in a manner that is inclusive and accessible for people with disability.

To this end, all tender and contractual documentation now references key legislative requirements for agents and contractors to implement the Shire's DAIP and to report on access activities to support that implementation.



Community Consultation Process

The Shire of Toodyay operates under a Public Consultation – Formal Matters Policy, adopted by Council.

The Policy was designed to clearly define the various levels of consultation required to meet the statutory and 'standard' consultation requirements for a range of Council functions.

This consultation provides the community with adequate and appropriate opportunity to:

- Respond and comment on issues and proposals;
- Be informed on current issues and proposals that may affect them;
- Provide support/gain a sense of ownership of Council functions and activities.

The policy's intent is to provide an additional avenue of communication between Council and the community in order to support rather than replace the Councillors role in receiving and generating ideas and input, into Council issues and decision making.

In relation to complex issues, Council is still able to exercise flexibility in determining the level of consultation that is required.

Where a decision is likely to attract significant public interest Council will determine the required level of public consultation, notwithstanding the minimum requirements set out in the policy.

The community have all-year-round access via the Shire's website to:

Feedback forms <http://www.toodyay.wa.gov.au/Council/Have-your-say/Customer-Service-Feedback-Form?BestBetMatch=feedback%20forms|d13b95b2-5146-4b00-9e3e-a80c73739a64|4f05f368-ecaa-4a93-b749-7ad6c4867c1f|en-AU>

Works Requests <http://www.toodyay.wa.gov.au/Council/Have-your-say/Lodge-a-works-request-or-report-an-issue>

Access to these forms is available in person and requests can be made over the phone where an Officer will fill out the request on behalf of someone making the call. This access helps the Shire make improvements to its level of service to the community as a whole.



Have your Say – the DAIP Survey

When the Shire of Toodyay began its review of the DAIP it realised that the best way to review it would be to conduct a survey of the community.

The Shire of Toodyay asked through a variety of communication networks whether the public had any concern, comments or suggestions for improving access and inclusion in our Shire. The advertisement called for comment and feedback from its community members, in particular those with a disability, family and friends of people with a disability, carers, agencies and service providers via a questionnaire.

The questionnaire was available on-line but it was also available as a hardcopy from the Shire's Administration Offices as well as its Visitor Centre and Library.

There were 142 submissions in response to the survey. A copy of the survey is attached to this DAIP (**Attachment 2**).

The results of the survey are also attached (**Attachment 3**).

Interpreting the Results and implementing initiatives

One of the challenges with reviewing the results of the survey was considering the initiatives that had been implemented between the 2015 plan and now, including the objectives that had been met between 2015 and now.

Alzheimer's WA, a stakeholder organisation working with the Shire of Toodyay, provided written advice to Officers preparing to integrate dementia friendly initiatives as well as age friendly principles into the DAIP as follows:

"As you prepare to incorporate age friendly principles into your Disability Access and Inclusion Plan, I wish to raise with you the important opportunity that exists for local government authorities (LGA's) to include dementia friendly initiatives within this plan.

Approximately 70% of people living with dementia live at home in the community. With the right support, they can continue to live quality lives in their homes while remaining active in the local community. Alzheimer's WA has worked successfully with LGA's for the past five years to introduce dementia friendly initiatives into age friendly community programs.

Dementia is an umbrella term used to describe symptoms of cognitive impairment caused by more than 100 conditions, including Alzheimer's disease.

There are over 41,000 Western Australians living with dementia and this figure is expected to double over the next two decades.

Alzheimer's WA recently completed a pilot project with the Shires of Manjimup and York in a whole of town approach to creating dementia friendly communities. We encourage you to watch the videos to understand the difference the project has made to these communities at alzheimerswa.org.au/dementia-friendly-communities.

Alzheimer's WA is now working with the Shires of Margaret River and Toodyay to roll out the project in their communities.

The principles for dementia friendly communities can be applied to both metropolitan and regional local government authorities.....We welcome the opportunity to discuss the benefits of dementia friendly initiatives in your LGA and ways to integrate dementia friendly initiatives into your age friendly community programs and Disability Access and Inclusion Plan."

As part of the review of the DAIP the Shire of Toodyay sent a progress report to the Department of Communities which is included as an attachment to this plan (**Attachment 4**).

The Review Process and promotion of the DAIP

Copies of the DRAFTED DAIP will be sent to all those who contributed to the planning process including Council Officers, people with disability, their families, carers, disability organisations and relevant community groups.

The DRAFTED DAIP was sent to a Disability Services Officer at the Department of Communities prior to it being considered by Council in order to make sure that the document was complete.

At an Ordinary Council Meeting, Council will be presented with the DAIP and asked to consider it for advertising to the wider community, inviting submissions from the community in relation to the DRAFTED DAIP.

The placement of the advertisement and the longevity (period) of advertisement will be in accordance with Council Policy (Community Consultation – Formal Matters).

Copies of the DRAFT DAIP will be made available to the community upon request and in alternative formats if required, including hard copy in standard and large print, audio and/or electronic format or CD, or by email.

After advertising has taken place and submissions have been considered by Council, the Officer's Recommendation would include that Council resolve that the DAIP be adopted.

A hardcopy of the adopted plan would be sent to the Department of Communities and the DAIP would then be advertised community wide, through the Shire's website, its libraries, visitor centres, and available to the community upon request and in alternative formats if required, including hard copy in standard and large print, or electronically by email.

Staff, Agents and Contractors will be advised of the availability of adopted plan using the same methods mentioned above.

Progress and Reporting under the DAIP

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

The Shire's 2015-2018 DAIP included a list of overarching strategies, developed to address the 7 outcome areas of the *Disability Services Act 1993*.

The strategies were used at the time to form the basis of the Disability Access and Inclusion Plan that the Shire of Toodyay undertook between 2015 and 2018 to improve access and inclusion practices.

As already mentioned the Shire of Toodyay submitted a progress report to a Senior Policy & Planning Officer, Disability Services from the Department of Communities in July 2019 (**Attachment 4**).

The report used the list of overarching strategies in the 2015-2018 DAIP to assess progress made and we discovered that quite a large amount of progress had been made. (**Attachment 4**).

A few of the initiatives undertaken since the 2015-2018 DAIP, split into each of the seven DAIP Outcomes, are as follows:

DAIP Outcome 1 – General Services and Events

People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

Ensuring all people can access your organisations public events and general services is fundamental to good customer service.

The Shire of Toodyay supports the Toodyay Agricultural Show annually.

In October 2019, a Sensory Room was created at the 166th Toodyay Ag Show. Signage and volunteers wore shirts throughout the showground; directing the community and visitors towards the location of the sensory room.

A sensory room is a space designed to help an individual with sensory issues learn to regulate their brain's negative reactions to external stimuli by developing coping skills for these experiences.

In some cases, it may be a whole room, or it can simply be a space set aside in a corner of a larger room.

The contents and design of a sensory room or space can and should be tailored to each individual's needs because each person with extreme sensory issues will be dealing with different stimuli and have different requirements when it comes to learning to cope with the world around them.





In 2018 the Shire of Toodyay held several community consultation sessions in Morangup, Bejoording and Toodyay in respect to the review of its Community Strategic Plan.

The first session was held in the Memorial Hall. People from Special Interest Community Groups were invited to the session. The Facilitators from Tuna Blue Facilitation are pictured at the head table.

Information was also provided at two Farmer's Market Days where surveys were handed out and people were also invited to do their survey in person on those days.

A new **Memory Café** was launched at Toodyay's well-known Cola Café and Museum and is held the second Tuesday of each month, the first Memory Café was held less than six months after Toodyay commenced the process to become a dementia friendly town through the Dementia Friendly Communities project.

Memory Café's provide an opportunity for people living with dementia to socialise, feel welcomed in a safe and inclusive environment, and make new friends.

The objective from the start for the Dementia Friendly Communities project was to reduce the stigma attached to dementia and instead develop a community that enables and supports people living with dementia to remain active in the community rather than be confined within the four walls of their home.

The Memory Cafés show how the simple, everyday pleasures of engaging with the community mean so much for all of us, and how simple it is to extend that opportunity to those living with dementia.



DAIP Outcome 2 – Buildings and Facilities

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

This outcome area is about how your organisation has ensured and safeguarded accessibility in the planning, design, and improvement of built infrastructure.

The Shire of Toodyay Constructed a Changing Places Facility, this is an Accessible Adult Change Facility with a toilet, shower and change facility that caters for users with high support needs and their carers where they require additional space, assistance and specialised equipment to allow them to use toilets safely and comfortably.



The new inclusive changing places building built in Charcoal Lane had been designed to include a wall for a mural. This provided the perfect opportunity for the town's first mural and the committee embraced the venture with Shire support.

In 2018 the Shire of Toodyay's Administration Office at the Old Courthouse Building underwent a refurbishment to assist making the building more accessible to community members with disabilities.

A new two level reception desk and an automatic push button door were installed which gave wheelchair users easier access when coming to the office.

The shire also installed an automatic door on the Admin Buildings and on many other shire owned buildings.





The Shire was successful in obtaining a \$300,000 grant to upgrade our CCTV infrastructure. The grant has allowed the shire to upgrade and replaced CCTV infrastructure throughout the Town Centre.

The project will see the replacement of 17 previous CCTV cameras as well as the installation of 22 new CCTV cameras making a total of 41 CCTV cameras in the Town Site, more than double the amount the previous network had.

The upgrade also includes new 5 metre 'break back' poles in various key locations around the community. All old CCTV and wireless links will be decommissioned, with a newly designed 'end-to-end' wireless link being supplied and installed between each device and CCTV head end.

This project is being delivered as a partnership between Toodyay Police, Safer Toodyay, the Shire of Toodyay and Telstra.



The Shire provides information on restaurants, accommodation, activities and parking through many paths e.g., website, Facebook, the Visitors Centre and information bays, with guide map information about activities and events.

The Shire has installed several wheelchair friendly water fountains in multiple locations around the Toodyay townsite.

This one pictured is in front of the Toodyay Visitors Centre.

The Visitors Centre was accredited in 2017 and the Shire of Toodyay adopted a Tourism Strategy, available on the Shire's website in 2019.





The Shire of Toodyay in collaboration with the Avon Regional Organisation of Councils comprising of the Shires of Goomalling, Victoria Plains, Dowerin, Northam and York achieved completion of an aged housing initiative project worth approximately \$3.5 million. In total 17 new Independent Living Units were built, including nine in Toodyay, four in Goomalling and two each in Calingiri and Bolgart. This was a significant milestone for Toodyay, The project involved a partnership between three local governments, and an alliance with seniors housing provider Butterly Cottages in Toodyay.

There are many local people who can now to remain in Toodyay when they retire, these units provide a real alternative for people to downsize to an age friendly affordable housing. Work commenced in August 2017 and was completed on August 2018



The Shire was successful in getting funding under the Commonwealth Building Better Regions Fund, State government, Community Sport, Recreation Facilities Fund and Lotterywest funding, totalling \$6.5 million that, has result in the construction of a new sport and recreation centre. The centre will include a swimming pool, hockey/soccer field and multi lined courts for basketball, netball and tennis. The plans also includes associated community pavilion, change rooms, fencing, lighting, landscaping, power, water and sewerage.

Council took this decision on 12 December 2017 at a Special Council Meeting. Council agreed to a scaled down project which does not include the new football/cricket oval or the multi-purpose function centre, and instead produces

a smaller project that encompasses the facilities that are not presently available in Toodyay.

The revised proposal requires a \$4.5 million loan, substantially lower than the \$8 million projected for the larger project. It also involves the Shire drawing down the \$1.9 million in reserves it has saved up for recreation facilities. The decision was taken in front of a packed public gallery.

Three members of the public made submissions to assist Council in its deliberations.



The Shire of Toodyay holds regular community meetings to inform the entire community about the progress of the project and to answer any questions they may have. Information about the project is also available on the Shire's website at the following link: <http://www.toodyay.wa.gov.au/Council/Shire-Projects/Sport-and-Recreation-Precinct>





A ground breaking ceremony was held in July 2019 when works on the project commenced. The project is estimation to be complete by the end of 2020.

DAIP Outcome 3 – Information and Communication

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Good practice in this area involves considering your target audience: language and terminology; format; location and sensory access for physical signage; technology and customer service delivery.

THE SMART WAY TO DISCOVER TOODYAY

WHAT IS TOODYAYPEDIA?

Toodyaypedia is a WikiTown QRpedia project based around Toodyay. The project is a collaborative project between the Shire of Toodyay, Toodyay Historical Society and Wikimedia Australia.

They have come together to create an easy and informative solution to help people wanting to know more about Toodyay and the history behind it.

CHECK OUT WHAT THERE IS TO FIND!

As an historic town Toodyay takes pride and a sense of identity from its heritage.

Our original Toodyaypedia plaques were about places described in Our Living History Walking Trails Brochure. Thanks to Lotterywest a second group of plaques about people have been installed.

Now, not only will you be able to find out about our buildings but also about the people that have helped shape our history.

"Bringing a whole town to life on Wikipedia"

UNCOVER TOODYAY WITH YOUR SMARTPHONE!

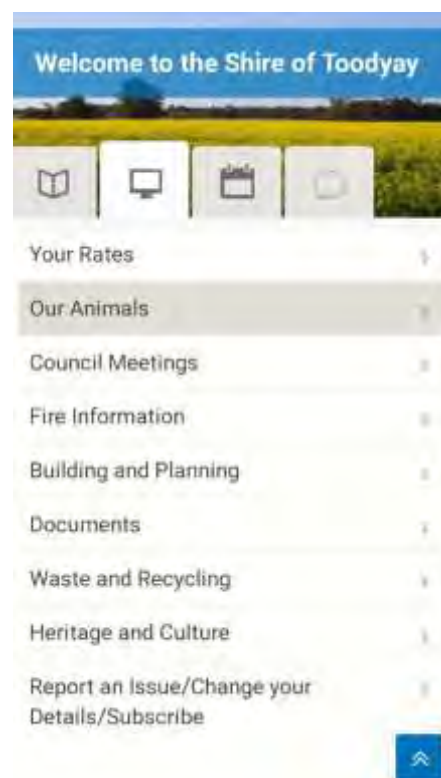
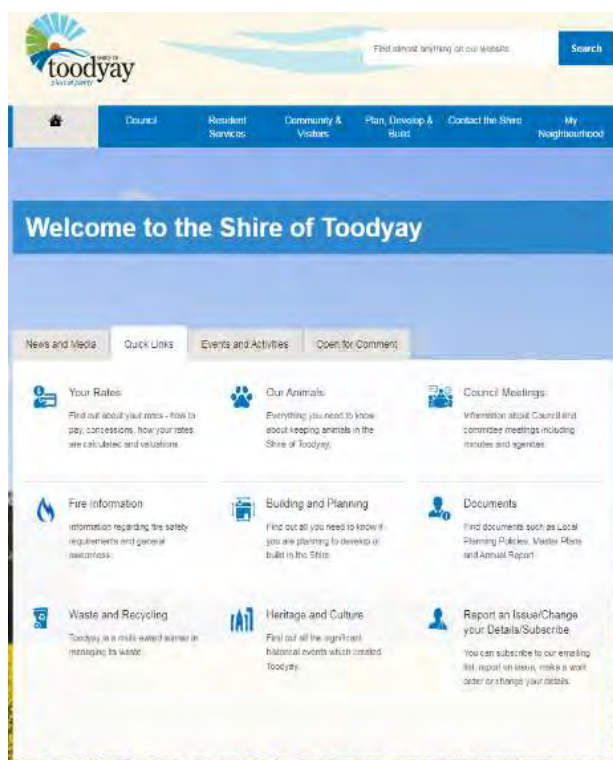
TOODYAY POST OFFICE

CONNORS MILL

lotterywest

The Shire produces all of its information on Council facilities, functions and services using clear and concise language.

Website accessibility is important to the Shire. We designed our new Shire website so that people with disabilities can use it. More specifically, people who can perceive, understand, navigate, and interact with the website.



Web Accessibility also benefits people *without* disabilities, for example:

- people using mobile phones, smart watches, smart TVs, and other devices with small screens, different input modes, etc.;
- older people with changing abilities due to ageing;
- people with “temporary disabilities” such as a broken arm or lost glasses;
- people with “situational limitations” such as in bright sunlight or in an environment where they cannot listen to audio; and
- People using a slow Internet connection, or who have limited or expensive bandwidth.

All Council documents and information are available on the website.

The Shire will organise for information to be provided in alternative formats such as large print, electronic format (disk or email) and audio (*where possible*) on request.

The Shire produces a monthly newsletter that is distributed via published hardcopies throughout the town by hand and also through Australia Post via subscription of community members to receive a hardcopy of the newsletter.

Our Community Newsletter is also emailed to subscribers and is available electronically to non-subscribers via the Shire's website via the following link:

[Home](#) / [Council/ Shire Documents](#) / [Toodyay](#) Community Newsletter.



The image shows the front page of the Toodyay Community Newsletter. At the top, the title 'Toodyay Community Newsletter' is in a large, white, serif font on a dark red background. Below the title, it says 'Produced by the Shire of Toodyay' and 'Vol. 3 Issue 7 - July 2019'. A blue banner below that says 'SUBSCRIBE TO THE TOODYAY COMMUNITY NEWSLETTER - <http://www.toodyay.wa.gov.au>'. The main content area features four images: an aerial view of a sports field, a rendering of a swimming pool, a rendering of a tennis court, and a rendering of a community building. Below the images, the headline reads 'TOODYAY, HOW GOOD IS THIS? New Rec Precinct is a go!!'. The text below the headline describes the appointment of ADCO Constructions Pty Limited as the contractor for the Toodyay Sport and Recreation Precinct, mentions the funding of 8 lanes for the swimming pool and 4 dedicated tennis courts, and lists the facilities provided: a hockey, soccer and rugby field, 4 multiuse courts for basketball and netball, a new community pavilion, and a swimming pool. It also mentions the project managers, Limnios & Johns and architects, Cameron Chisolm Nicol, and the start of construction in the next month, with completion in the third quarter of 2020. The page ends with a quote from Cr Rayner about the pool opening before Christmas 2020 and a thank you to the funding bodies.

Toodyay Community Newsletter
Produced by the Shire of Toodyay
Vol. 3 Issue 7 - July 2019

SUBSCRIBE TO THE TOODYAY COMMUNITY NEWSLETTER - <http://www.toodyay.wa.gov.au>

TOODYAY, HOW GOOD IS THIS?
New Rec Precinct is a go!!

The Toodyay Shire Council has appointed ADCO Constructions Pty Limited as the contractor to construct the long awaited Toodyay Sport and Recreation Precinct.

"The community is really excited about this project" Cr Brian Rayner, Toodyay Shire President said. "They are particularly pleased that we have managed to fund 8 lanes rather than 6 in the swimming pool and that we will have 4 dedicated tennis courts."

"This project provides the community with all the facilities that it does not presently enjoy. There is a hockey, soccer and rugby field, 4 multiuse courts for basketball and netball, a new community pavilion and of course, Toodyay's long awaited swimming pool."

Cr Rayner

Project Managers, Limnios & Johns and Architects Cameron Chisolm Nicol will continue their work on the project, together with the Shire and ADCO Constructions.

Construction is due to commence in the next month and will be completed in the third quarter of 2020. This will be followed by the internal fitout.

"Toodyay will have a swimming pool open for use before Christmas 2020," Cr Rayner said. "We would like to thank all those funding bodies who are supporting the Project: the Australian Government through its Building Better Regions Fund, Community Sporting and Recreation Facilities Fund, Lotterywest, Bendigo Bank and of course the Shire of Toodyay."



The Shire has, through its Community Development Team:

- Formed partnerships with community organisations (including disability specific organisations such as Regional Home Care Services, APM Communities, Alzheimer's Association of WA, Ability Focus, Inclusion WA and Essential Personnel/Essential Choices) to investigate ways to include and support people with disability.
- Assisted community groups with events.
- Collaborated with Local Tourism Operators and Tourism Industry Providers.
- Engaged with community groups and developed collaborations with them (e.g. Early Years Network and the Paint the Town REaD Program).
- Engaged with the Youth through after school and holiday inclusion programming.

The Toodyay Visitors Centre was also the winner of a Bronze Certificate in the 2019 Perth Airport Award Excellence in Local Government Tourism.



DAIP Outcome 4 – Quality of Service

People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

This outcome area involves the safeguards and initiatives which ensure that your services and processes are consistent, inclusive or readily adjust to people's needs.



The Shire alongside Alzheimer's WA held a Dementia Friendly Town project is designed to help build awareness and understanding, reduce stigma and develop a community that enables and supports people living with dementia.

The Shire invited community members living with dementia and the broader community to discuss how we work towards Toodyay becoming a dementia friendly town.

A second workshop was held and local business representatives were invite to discuss how to better meet the need of people living with dementia.

Council Briefings were also held to improve Councillor Awareness relating to issues faced in the community for those persons with Dementia and/or Alzheimer's and service provision available within the community.

DAIP Outcome 5 – Complaints and Safeguarding

People with disability have the same opportunities as other people to make complaints to a public authority.

Equitable complaints mechanisms can effectively receive and address complaints from all members of the community and play a fundamental role in making sure that services meet the needs of intended consumers.

The Shire's Customer Service Charter is an expression of the Shire of Toodyay's commitment to improving the service and communication with you. It sets out the standards you can expect from us every time you interact with us, whether it is by phone, through the mail, via email or in person.

The hallmark of our Customer Service Charter is a promise to provide consistently professional and high quality service, based on the five core values of honesty, integrity, respect, professionalism and open communication.

This information is on the Shire's website at the following link:

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

DAIP Outcome 6 – Consultation and Engagement

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Good consultation and engagement strategies consider the ways in which all people are encouraged and supported to engage or participate with information, strategies or decision-making processes of an organisation. This in turn can provide public authorities with more inclusive outcomes and potentially awareness of different perspectives.



Time has been extended to get your surveys back... 

The response has been good. But not good enough! We have received 80 surveys back, but we need more. We need you tell us your concerns and to give us your comments and/or suggestions for improving access and inclusion in our Shire.

The Shire of Toodyay is reviewing its Disability Access and Inclusion Plan (DAIP) and we need your comment and feedback from those who are living and/or working in our community, and in particular those with a disability, family and friends of people with a disability, carers, agencies and service providers via the survey.

The survey is available online via the Shire's website; or in hard copy from the Shire Administration Office, Visitors Centre and Library. *Please have your say and complete the survey.*

For more information visit the Shire's website at: <http://www.toodyay.wa.gov.au/daip> or phone the Shire Administration on 9574 9300 or email info@toodyay.wa.gov.au

Questionnaire's need to be returned to the Shire before 4.00pm, Wednesday 24 July 2019.



The Shire of Toodyay ran a survey for the community to complete.

The Survey was available online and as a hard copy.

We received a great response and very rewarding feedback.

The Shire also held many community information sessions throughout the year which gave members of the community, no matter their ability, the opportunity to attend and ask any questions they wished and also to meet with Councillors and Administration staff.

The Community Information Sessions were so successful in 2019 that the Shire of Toodyay Council has resolved to hold them in 2020 as well; as a means to continue to network with the community.

The **Toodyay Community Program** began in 2015 with the help of Inclusion WA and was known as the Toodyay Inclusive Holiday Program.

The vision of the program was to ensure “Toodyay is a diverse community that embraces our culture and heritage and values the participation and contribution of all community members”. The program has been well attended each school holidays, with community groups hosting various sport and craft activities.



The mantra of the program is that everyone is welcome, from all ages and all abilities. Accessible venues are chosen for the activities, posters and websites are designed to be easy to read and no one is turned away from participating. In 2017 Inclusion WA stepped back from the program so the name was changed to Toodyay Community Program but the ideals of inclusiveness remain.


Toodyay Community Program
 8 - 11 October
 Tuesday Wednesday Friday

<p>TUESDAY 8 OCTOBER</p> <p>Nature Walk</p>  <p>10:00am - 11:30am Morangup Hall Wallaby Way, Morangup</p>	<p>WEDNESDAY 9 OCTOBER</p> <p>DIY Bushfire Readiness Bag</p>  <p>10:30am - 11:30am Toodyay CRC 111 Stirling Terrace</p>
<p>FRIDAY 11 OCTOBER</p> <p>Scitech Space Dome</p>  <p>Registrations essential - limited numbers. 10am - 11am Ages 8 and under 10:30am to 12pm Ages 11 and over Toodyay Memorial Hall</p>	<p>FRIDAY 11 OCTOBER</p> <p>Family Picnic and Movie</p>  <p>Movie starts at 10:30am Toodyay CRC (Glenview) 111 Stirling Terrace</p>

REGISTRATIONS ARE ESSENTIAL!
 Registration forms are available from the following locations:
 • Toodyay Visitors Centre
 • Toodyay Public Library
 • Toodyay Community Resource Centre

For further information contact Maddie Rose at the Shire of Toodyay on 9574 9395 or email crscc@toodyay.wa.gov.au

Everyone is welcome – all ages, all abilities!
 Children under the age of 10 must be accompanied by an adult at all times




DAIP Outcome 7 - Employment, people and culture

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

This outcome is focused on your organisation's activity in directly employing people with disability; including considering the environment, culture and processes which support the maintenance of employment.



In relation to the progress that the Shire of Toodyay has made in respect to this particular DAIP Outcome, it should be noted that this outcome is hard to measure except to say that the strategic planning that the Shire undertakes is for the “whole community.” The economic drivers are a consideration in order to meet this outcome and the Shire continues to work collaboratively with service providers of various industries to ensure that the needs of the people with disability are being met through service planning and other processes.

A key point of the Shire of Toodyay's previous Community Strategic Plan Toodyay 2023 was to *ensure Community amenity is well designed to enhance employment, lifestyle opportunities and community safety.*

The Shire of Toodyay has legal obligations under the *Equal Opportunity Act 1984* to actively promote the principles of equity and diversity in the workplace. The Equal Employment Opportunity Policy that Council adopted in May 2010 stated that Council aimed to provide a work environment that fosters good working relationships where employees, contractors and volunteers are treated fairly and equally and that unlawful discrimination does not take place.

The Shire of Toodyay also has legal obligations under Section 5.40 of the *Local Government Act 1995* in respect to its employees and in particular s.5.40 (d) states that “*there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the Equal Opportunity Act 1984 or on any other ground.*”

During the period 2015 to 2018 the Shire of Toodyay adopted a variety of strategic plans that sit under the umbrella of the Community Strategic Plan.

One of them was the Economic Development Plan, adopted in December 2014. This plan revealed the various economic drivers (pictured above) and referred to measures of economic development such as Employment generation and self-sufficiency. It noted that Economic Development is particularly important – and challenging in regional locations. The plan also referred to employment, industry and economic activity. It was noted within Council’s resolution that the implementation and Action Plan will require Council approval for any expenditure outside of what was within budget at that time.

The current Community Strategic Plan indicated that the community wanted the Shire of Toodyay to advocate for increased employment and work opportunities in the district. The Shire intends achieving this by encouraging economic diversification and monitoring employment self-sufficiency. It also contained an objective of reviewing the Economic Development Plan in the medium term. The Shire also intends to encourage and support investment into new and existing businesses in Toodyay by working collaboratively with business stakeholders to minimise impediments.

Some of the other strategic plans, adopted by Council between 2015 and 2019 that sit under the umbrella of the Community Strategic Plan are as follows:

- **Age Friendly Community Plan**

This plan outlined objectives such as:

- Ensuring older people have access to quality and reliable health and community services allowing them to age in place and keep travel to a minimum;
- Create outdoor spaces and buildings that promote mobility, independence and quality of life for older people;
- Ensure seniors have access to safe and consistent transport options;
- Investigate and advocate for accessible, affordable and diverse housing options that contribute to the ability of people to stay in their community;
- Provide facilities and recreation services that contribute to the social and physical wellbeing of older community members
- Facilitate opportunities for community members to engage with each other through volunteering and events; and
- Ensure high quality reliable and up to date information is made available to older people in the community.

This strategy indicated that there were not many flexible and appropriately paid opportunities available for senior workers. It also indicated that seniors were not satisfied or dissatisfied with respect to their physical access to employment opportunities. The plan contained a number of actions that were able to be implemented within existing resources.

The plan also noted that any new or expanded activity would be considered through the Shire’s standard corporate planning processes.

- **Communication Framework**

This document was adopted in 2017, offering guidelines to provide better engagement with stakeholders to identify key issues around access and inclusion.

This plan indicated that a comprehensive community engagement strategy would be formulated and due to the Shire's obligations with respect to access and inclusion, the engagement strategy is planned to be developed in the first quarter of 2020.

- **Museum Strategy**

This strategy was adopted in October 2018.

Whilst this strategy offers little in the way of addressing this outcome, it was a document adopted by Council for the community.

The museum strategy was adopted in order to plan for the future of the museum and also to promote the history of the museum and its collection and artefacts, whilst promoting Toodyay as a tourism destination.

The reason mention of the strategy is included in this plan is to acknowledge that the Museum is supported by a number of volunteers.

The strategy's mission statement states that *"it conserves, interprets and promotes Toodyay's unique cultural and environmental heritage by using a range of technologies and active public programs to attract and engage visitors of all ages."*



- **Tourism Strategy**

This strategy was adopted in October 2018.

The intent of the Toodyay Tourism Strategy is for tourism to be viewed as a business that adds diversity and broadens the Shire economy. Its continued growth relies on influencing broad parts of the economy including business development, labour and skills, education, employment, investment and transport.

The plan indicated that the Shire was aware of the fact that Tourism is an important industry within Western Australia and that is why in 2017, the Shire of Toodyay reinforced its support of the growth of tourism, through developing, and implementing the Toodyay Visitor Centre Business Plan.

The strategy refers to the Shire assisting employment and economic growth by providing land suitable for retain, commercial, industrial and tourism uses. This strategy identifies the genuine opportunity that exists for Toodyay to grow and consolidate its local tourism industry. Increased

visitation by from just intrastate tourist, adds valuable revenue and employment for Toodyay contributing further strength to the commercial sector.

- **Youth Strategy**

This strategy was adopted in January 2019.

The Youth Strategy identified opportunities to undertake further engagement with young people to achieve positive outcomes. Young people need opportunities for employment and training and the Shire of Toodyay are in a position to advocate for those opportunities, using this strategy as a means for community and business engagement.

If you wish to view the current list of the Shire's Strategic Plans they are available electronically via the Shire of Toodyay website at the following link:

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

Please note that any documents listed on the Shire of Toodyay website are available in other formats upon request.



The results of the DAIP survey showed that not all members of the community are aware of the existence of the Disability Access and Inclusion Plan. Our first priority will be to get the word out via our community newsletter more frequently and through our library system as well as once the DAIP is adopted by Council – taking the adopted plan to the Farmer’s Market to hand out and talk about.

Overall, members of the community were very positive about the pro-active role that the Shire of Toodyay takes with the access and inclusion activities.

As with any plan, there were a number of areas for development and improvement.

The access barriers identified can be broadly stated as being:

- Continuing to have a presence as the Shire of Toodyay at the Toodyay Farmers Markets;
- Continuing to distribute via mail and electronically the Community Newsletter and boost the readership by mailing invitations to sign up for the newsletter at least once a year to those who are not on the readership and/or those who may not have access to the local newspaper or the internet;
- Ensure that the Shire safeguards accessibility in the planning, design, and improvement of built infrastructure;
- Developing strategies for upgrading disabled parking where it is most needed;
- Developing strategies for upgrading buildings to improve their accessibility.
- Developing strategies for improving access to facilities (e.g. parks, reserves, and the river);

- Developing engagement strategies that will improve the way the Shire communicates with the community and provides safety awareness to residents and visitors alike;
- Promoting and encouraging businesses and services to become more accessible and inclusive.
- Boosting communication with people with a disability and their families through direct mailing lists and working more closely with service providers.



Implementation and Review

The *Disability Services Act 1993* requires public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

The Shire of Toodyay CEO and Executive Services Team will be responsible for the implementation of this plan over the next five years.

The implementation of the DAIP requires a whole of organisation approach as the strategies and actions sit across the 7 desired Outcomes that cover an array of work areas including planning and development, community development executive services and corporate services.

The review of the DAIP will be included on the Shire of Toodyay's Compliance Calendar to ensure that the progress of the DAIP can be monitored and reviewed at regular intervals.

It is important that there is representation from people with a lived experience of disability and that they are actively involved in the process to ensure the best outcomes possible.

This will be driven through the Executive Services Team who meet every month. At these meetings the team will discuss matters that may require actions to be taken with respect to projects where access and inclusion requirements may be affected and/or need to be considered. Part of the discussion will include progress of actions, and reporting issues, barriers or obstacles faced in the implementation of any actions whereby solutions will be sought and actions and strategies can be amended.

From time to time invitations will be made to organisations who provide services to people with disabilities to attend Quarterly Strategic Council Forums in order

to appraise Council on current issues that may be facing the community in respect to care and service provision.

The CEO will then bring progress reports to Council at their Quarterly Strategic Council Forums to ensure a level of accountability and commitment on the implementation of the Shire's DAIP.

Annual Reporting

The Shire of Toodyay is required to report within the Annual Report prepared under section 5.53(2) (ha) of the *Local Government Act 1995*, a report about the implementation of the DAIP. This is in accordance with section 29(2) of the *Disability Services Act 1993*.

The legislation is silent on the content of the report, but implementation of the DAIP would include, but not be limited to the following:

- Detail about the review of the DAIP;
- Method by which the community, the Shire's Agents and Contractors are aware of the DAIP;
- Progress toward the desired outcomes of the DAIP; and
- Progress of its agents and contractors towards meeting outcomes.





The Shire of Toodyay has a Community Strategic Plan. It was adopted in 2019. One of the objectives of the CSP is to “provide accountable and transparent leadership for the community.”

Strategy 1.1 states that the Shire of Toodyay will “use the Strategic Community Plan as the blueprint for Council policy development and decisions.”

As such, the Shire of Toodyay will utilise the Community Strategic Plan as a guide by which to adhere to the principles and objectives of the *Disability Services Act 1993*.

The Community Strategic Plan contains strategies and objectives that set out to improve access and inclusion for all members of the community, no matter their ability and/or disability. As the CSP is to be used as a blueprint for Council policy development and decisions, the strategies in the CSP have been cross-referenced with the review of the previous DAIP 2015-2018 that included a consultation process with the public.

The availability of the DAIP to the Council, Staff, Agents and Contractors used by the Shire of Toodyay will assist in making the Shire of Toodyay a more accessible and inclusive place for both local residents and visitors to the region.

The above comparison has resulted in sets of overarching strategies that sit within all seven DAIP Outcomes included in this Disability Access and Inclusion Plan (2020-2025) below. The strategies that will guide the Shire of Toodyay for the next five year period are as follows:

DAIP Outcome 1 – General Services and Events

People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

Strategy

Action

Provide accountable and transparent leadership for the community

S 1.3 Provide clear and engaged leadership on behalf of the community.

S 1.4 Increase communication on advocacy undertaken for services and initiatives that benefit

DAIP Outcome 1 – General Services and Events

People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

Strategy	Action
	Toodyay.
Support the development of places and spaces for recreation, learning, art and culture	S 3.1 Continue to support community focused facilities and services.
	S 3.2 Support and encourage growth in events that utilise the talents of the community.
	Use the “accessible events checklist” for Shire events so that they may consider the principles and objectives within the DAIP Plan.
	Promote use of embedded technology to increase accessibility particularly within the Toodyay and Morangup Libraries.
	Consult annually with library users to identify gaps in resources that may then be addressed.
	Ensure that funding applications for programs are written to reflect a need for access and inclusion (including an accessible venue)
Improve liaisons with businesses in the community and those that service the community	Ensure that businesses have access to good information and advice.
Improve liaisons with the community	Review current programs and activities to ensure inclusiveness and seek feedback from people with disability about access and inclusion
Ensure all policies, procedures and practices written and implemented by the Shire of Toodyay support equitable access and inclusion	<p>Ensure that the DAIP is considered when writing proposals for consideration by Council.</p> <p>Consider Access / Inclusion implications as per the principles and objectives specified in the <i>Disability Services Act 1993</i>.</p>

DAIP Outcome 2 – Buildings and Facilities

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategy	Actions
Ensure our built environment meets community needs	S 2.2 Upgrade local infrastructure to cater for seniors.
	S 2.3 Ensure appropriate facilities to engage and retain young people.
Our community can live, work and play through planned development and maintenance.	Consider accessibility needs when maintaining or renewing Shire assets.
	Conduct audit of signage on Council owned buildings, reserves and other facilities that are the responsibility of the local government.
Develop plans to ensure the longevity of assets including roads, footpaths, parks and gardens, sporting facilities and public buildings that must be maintained and renewed as required.	Recognise the importance of the Long-Term Financial Plan that aims to achieve a set of objectives that ensure the Shire remains financially sustainable in the long-term while maintaining its range of services.
Ensure safe and sustainable transport options	S 1.4 Improve footpaths and streetscapes.
	S 1.5 Advocate for improved public transport options for residents.
	Continue to advocate for a Pedestrian Street Crossing along Stirling Terrace
	Provide more accessible and compliant footpaths to all facilities and built infrastructure as part of maintenance and renewal strategies.
Addressing issues brought up through community consultation (2019)	Improve public wheelchair and disabled access signage in and around public buildings and facilities.
	Improve the signage from the Memorial Hall to the Charcoal Lane Toilets.
	Investigate the development of a Gopher Safety Course.
	Improve information on access to the “Changing Place.”

DAIP Outcome 2 – Buildings and Facilities

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategy	Actions
	Encourage private businesses to improve access and signage especially on older buildings.
	Apply Dementia Friendly design principles to new Sporting Facilities.
	Investigate better audio system for Council Chambers.
Support the development of places and spaces for recreation, learning, art and culture	S 3.3 Utilise the river space more effectively as a natural recreational facility.
	Improve footpath connections to link key community assets.
	Consider installation of a simpler sound system in the Memorial Hall for use with smaller events and / or the development of a simple guide for users of the facility.
	Provide more accessible parking at Duidgee Park.
Lobby for improvements to main roads and public transport options to connect Toodyay residents to job opportunities.	Maintain ACROD Parking Bays on the main street and close to shops and businesses.
	Review signage in the main street and on the entry points to town.
	Lobby for better access and signage at the Railway Station.

DAIP Outcome 3 – Information and Communication

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Strategy	Action
Ensure rigorous organisational systems	S 3.2 Operate to best practice management in all areas.
	S 3.4 Embrace innovation in information and communication technologies.
	Provide access to information in a variety of formats.

DAIP Outcome 3 – Information and Communication

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Strategy	Action
	Improve the Information Statement so that it is easier to locate information on the Shire website.
Identify Economic Development Opportunities	Promote other options for disseminating information to people who are not computer literate and have no access to computers.
	Write to people more often so those who have no access to technology are covered.
	Continue with the stall at the Toodyay Farmers market for promotion of the Shire.
	Continue to promote the memory cafe sessions.
S 3.3 Ongoing review of customer service and satisfaction.	Ensure surveys are worded well and provide more options rather than a true or false response.
	Promote the Shire through the Toodyay Community Newsletter
	Ensure face to face consultation with the community is undertaken where possible.

DAIP Outcome 4 – Quality of Service

People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

Strategy	Action
Assess customer satisfaction with regulatory processes	Use the KISS Principle to ensure that consultation mechanisms that assume a reasonable level of literacy in the community do not overlook those who have lower literacy understanding.
	Ensure staff are well trained in respect to dealing with difficult customers and understanding that disabilities may not only be physical but mental as well.

DAIP Outcome 4 – Quality of Service

People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

Strategy	Action
	Ensure staff are familiar with all Policies and Procedures in order for them to provide best practice service to their customers
	Promote the DAIP to Staff, Agents and Contractors in order to provide awareness of disability and access and inclusion issues in the community; thereby improving skills to provide a good service to the community.

DAIP Outcome 5 – Complaints and Safeguarding

People with disability have the same opportunities as other people to make complaints to a public authority.

Strategy	Action
Activities and administration of laws to ensure community wellbeing is maintained in the Shire of Toodyay	Keep the website up-to-date and improve the accessibility of on-line forms
	Utilise the Community Newsletter to disseminate information out into the community
	Liaison with mental health organisations to work together to increase access or participation of disabled people in the community.
Review the Communication Framework Strategy that was adopted by Council in February 2017 in order to update the content as it is currently @ Nov 2019 out of date – then seek Council endorsement in 2020.	Promote the Communication Framework that provides information in relation to opportunities for feedback or input.
	Keep our community informed through disseminating information to the community via the Community Newsletter.
	Engage positively with the community, staff, visitors and other stakeholders.
	Develop and maintain strong and successful partnerships Promote our activities and achievements
Good public relations and focus on	Review the Customer Service Charter
	Develop a Communication Policy

DAIP Outcome 5 – Complaints and Safeguarding

People with disability have the same opportunities as other people to make complaints to a public authority.

Strategy	Action
customer service excellence	Develop a Complaints Policy and Procedure
Develop the Shire's Brand	Promote our values of Integrity, Accountability, Inclusiveness and Commitment.

DAIP Outcome 6 – Consultation and Engagement

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Strategy	Action
Engage with other organisations, to identify ways in which we can improve our process for public consultation	Review Council Policies that contain references to Community Consultation.

DAIP Outcome 7 - Employment, people and culture

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Strategy	Actions
Opportunity for work experience and employment of people with disability is actively promoted and supported	Provide opportunities and traineeships for local students with disability where possible.
Improve recruitment and development practices to ensure people with disability are able to access employment	Develop service agreements and advertise positions with local Disability Service Providers where possible. When advertising a vacant position at the Shire of Toodyay ensure the advertisement includes an access and inclusion statement.



If you would like to speak with someone about the current Disability Access and Inclusion Plan please contact:

Postal Address: PO Box 96, Toodyay, WA 6566

Actual Address: Shire of Toodyay
Old Court House (Administration Building)
15 Fiennes Street, Toodyay WA 6566

Telephone: (08) 9574 9300

Email: records@toodyay.wa.gov.au



Attachments to the DAIP 2020-2025



Schedule 1 Disability Services Act 1993

- | | | |
|---|--|---|
| 1. People with disability are individuals who have the inherent right to respect for their human worth and dignity without discrimination and with equality of opportunity. | 2. People with disability, whatever the origin, nature, type or degree of disability, have the same human rights as other members of society and should be enabled to exercise those human rights. | 3. People with disability have the same rights as other members of society to realise their individual capacities for physical, social, emotional, intellectual, cultural and spiritual development. |
| 4. People with disability have the same right as other members of society to access services that will support their choices, assist them to be as independent as possible and enable them to participate in all aspects of life. | 5. People with disability have the same right as other members of society to participate in, direct and implement the decisions that affect their lives. | 6. People with disability have the same right as other members of society to receive services in a manner that respects and protects their rights and opportunities and is the least restrictive option in the circumstances. |
| 7. People with disability have the right to pursue any grievance concerning services. | 8. People with disability have the right to access the type of services and supports that they believe are most appropriate to meet their needs. | 9. People with disability who reside in country areas have a right, as far as is reasonable to expect, to have access to similar services provided to people with disability who reside in the metropolitan area. |
| 10. People with disability have a right to an environment free from neglect, abuse, violence, intimidation and exploitation. | | |

Schedule 2 Disability Services Act 1993

OBJECTIVES

- | | | |
|---|--|--|
| 1. Programmes and services are to focus on achieving positive outcomes for people with disability, such as increased independence, employment opportunities and inclusion and participation within the community. | 2. Programmes and services are to contribute to ensuring that the conditions of the everyday life of people with disability are the same as norms and patterns which are valued in the general community. | 3. Programmes and services are to be integrated with services generally available to members of the community. |
| 4. Programmes and services are to be flexible and responsive to the individual choices and needs of people with disability, their families, carers and significant others. | 5. Programmes and services are to be designed and administered so as to be sensitive and responsive to the individual and diverse needs of all people with disability taking into account their age, gender, religion, Aboriginality, cultural or linguistically diverse backgrounds or geographic location. | 6. Programmes and services are to be designed and administered to promote awareness of the abilities and contributions of people with disability and foster respect for their rights and dignity. |
| 7. Programmes and services are to be designed and administered so as to promote the participation of people with disability in the life of the local community through physical, social, economic, emotional, intellectual, cultural and spiritual inclusion in that community. | 8. Programmes and services are to be designed and administered so as to ensure that no single organisation shall exercise control over all or most aspects of an individual's life. | 9. Service provider organisations, whether disability specific or generic, shall be accountable to those people with disability who use their services, their families and carers, their advocates, the State and the community generally for the provision of information from which the quality of their services can be judged. |

Schedule 2 Disability Services Act 1993

OBJECTIVES

- | | | |
|---|--|---|
| 10. Programmes and services are to be designed and administered so as to provide opportunities for people with disability to reach goals and enjoy lifestyles that support their choices and are valued by the community. | 11. Programmes and services are to be designed and administered so as to ensure that people with disability have access to advocacy support, to enable them to make choices and participate in decisions about the services they receive or are seeking. | 12. Programmes and services are to be designed and administered so as to ensure that avenues exist for people with disability to raise, and have resolved, any grievances about services. |
|---|--|---|
13. Programmes and services are to be designed and implemented in an accessible manner.
 14. Programmes and services are to be designed and administered so as to respect the rights of people with disability to privacy and confidentiality.
 15. Programmes and services are to begin as early as possible so as to prevent the occurrence of, or minimise, disability so people with disability can be as independent as possible and participate in all aspects of life.
 16. Programmes and services are to be designed and implemented to —
 - (a) acknowledge, recognise, respect and respond to the role of families, carers and significant others in supporting people with disability; and
 - (b) respond to the views and needs of families, carers and significant others; and
 - (c) Strengthen and build the capacity of families, carers and significant others in supporting people with disability.
 17. Programmes and services are to provide —
 - (a) people with disability and their families and carers with opportunities for participating continually in the planning and operation of services they receive; and
 - (b) Opportunities for people with disability, their families and their carers to be consulted about the development of major policy, programme or operational changes.

Excerpt from Disability Services Act 1993

- ▶ For the purposes of Section 28 of the *Disability Services Act 1993*, regulation 7 of the *Disability Services Regulations 2004* requires each local government to meet standards within their Disability Access and Inclusion Plans that will ensure people with disabilities have the same opportunities as other people to:
 - ▶ 1. Access the services of, and any events organised by, the relevant public authority.
 - ▶ 2. Access the buildings and other facilities of the relevant public authority.
 - ▶ 3. 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.
 - ▶ 4. Receive the same level and quality of service from the staff of the relevant public authority as other people receive from that authority.
 - ▶ 5. Make complaints to the relevant public authority.
 - ▶ 6. Participate in any public consultation by the relevant public authority.
 - ▶ 7. Reducing barriers to people with disability obtaining and maintaining employment.

16. Are you aware of the Changing Place developed by the Shire of Toodyay to meet the needs of people with severe disabilities? Yes No

17. Are you aware of the Shire of Toodyay's Aged Friendly Community Plan? Yes No

18. Every month the Shire has a stall at the Toodyay Farmer's Market. Have you found this approach useful?
Yes No

19. Is there anything in the area of access and inclusion that the Shire is doing well that you would like to see more of?

Yes No

If yes please give details:

20. Are you aware that the Shire publishes a monthly community newsletter? Yes No

21. Would you like to receive newsletters via email about our community and its development initiatives?

Yes No

If yes, please provide contact details:

Name: _____ Mobile: _____

Email: _____

Please return this survey via Post: Shire Administration Offices
15 Fiennes Street, Toodyay WA 6566
(PO Box 96)
via email: records@toodyay.wa.gov.au



Shire of Toodyay Disability Access and Inclusion Plan Review 2019

The Shire of Toodyay is committed to building a friendly and welcoming community. We want to hear from a wide range of people in the community, of all ages and abilities.

The Shire is reviewing its Disability Access and Inclusion Plan (DAIP), which implements improvements to access and inclusion, in regards to people, places and policies. The Shire is working to ensure that people with a disability have the same opportunities as others.

We would very much appreciate it if you would complete the survey attached.

If you would like to speak to someone about this survey, require a different format or have any queries about the review please contact:

The Executive Services Team 9574 9300 or records@toodyay.wa.gov.au

The Shire thanks you for your time.

1. Do you consider yourself to be a person who has a disability? Yes No

2. When conducting your daily activities, do you experience difficulties because of limited or reduced physical capacity?
Yes No

3. When conducting your daily activities, do you experience difficulties because of limited or reduced vision?
Yes No

4. When conducting your daily activities, do you experience difficulties because of limited or reduced hearing?
Yes No

5. When conducting your daily activities, do you experience difficulties because of limited or reduced cognitive capacity?
Yes No

6. Are you aware that the Shire of Toodyay has a Disability Access and Inclusion Plan (DAIP)?
Yes No

7. Have you ever used or referred to the Shire's DAIP? Yes No
If yes please give details:

8. How friendly and welcoming do you think Shire staff are when interacting with people with a disability?
(Think about interactions with Shire Councillors, staff, volunteers)
Extremely Very Some What Not Very Not At All

9. Are you aware of any particular barrier or issue faced by people with a disability when interacting with Shire staff?
Yes No
If yes please give details:

10. How physically accessible do you think the Shire's buildings and infrastructure are for people with disability? (think about the Shire offices, libraries and other buildings, footpaths, parks and gardens, toilets, parking etc).
Extremely Very Some What Not Very Not At All

11. Are you aware of any particular barrier or issue faced by people with disability in relation to the Shire buildings and infrastructure? Yes No
If yes please give details:

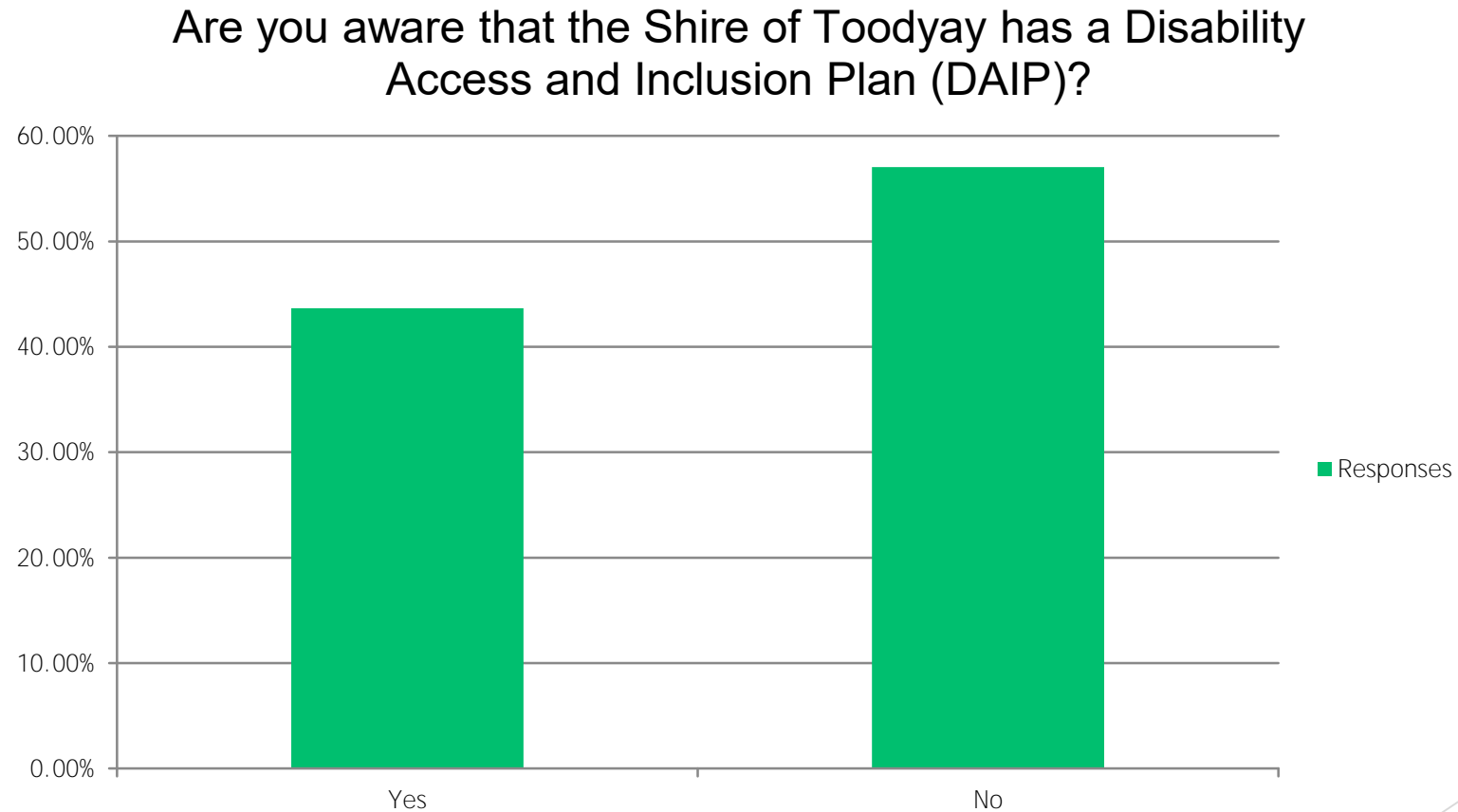
12. How accessible do you think the Shire's information is for people with disability? (Think about printed documents, emails, flyers, signage, website, social media etc).
Extremely Very Some What Not Very Not At All

13. Are you aware of any particular barrier or issue faced by people with disability in terms of accessing the Shire's information? Yes No
If yes please give details:

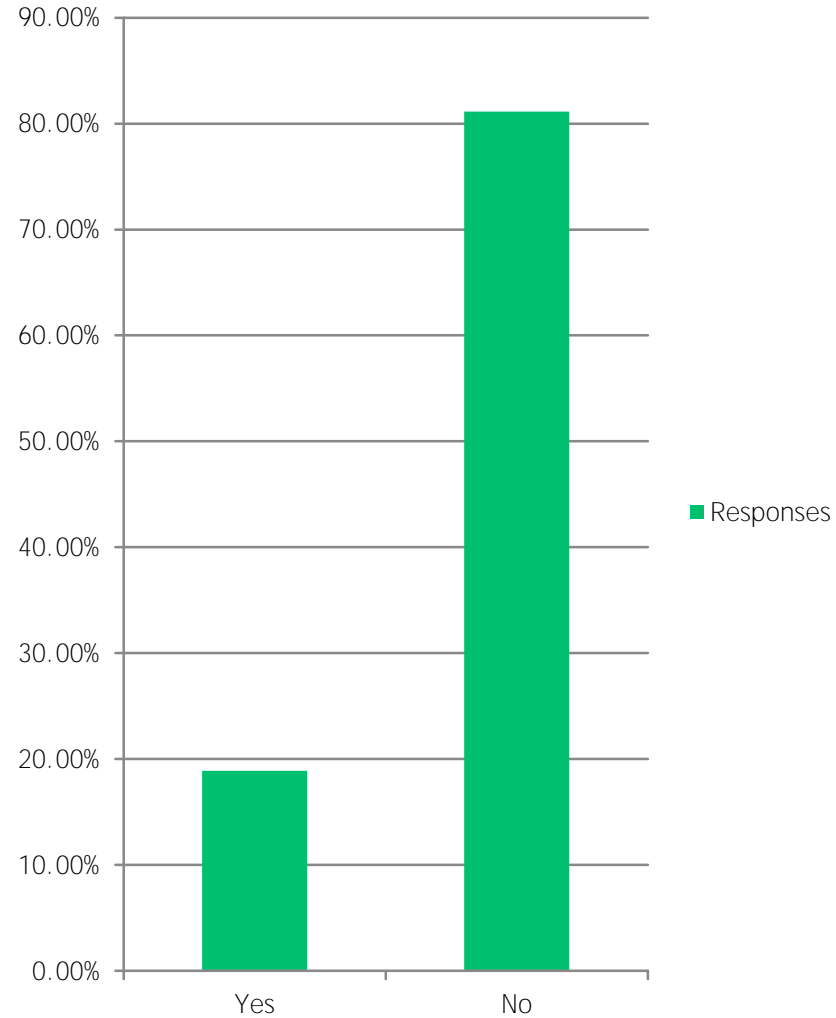
14. Are you aware of any barrier or issue faced by people with disability in relation to any Shire policy or procedure? (think about complaints, consultations, employment and other procedures). Yes No
If yes please give details:

15. Are there any issues affecting people with disability that you would like to see addressed as part of this DAIP review project?
Yes No
If yes please give details:

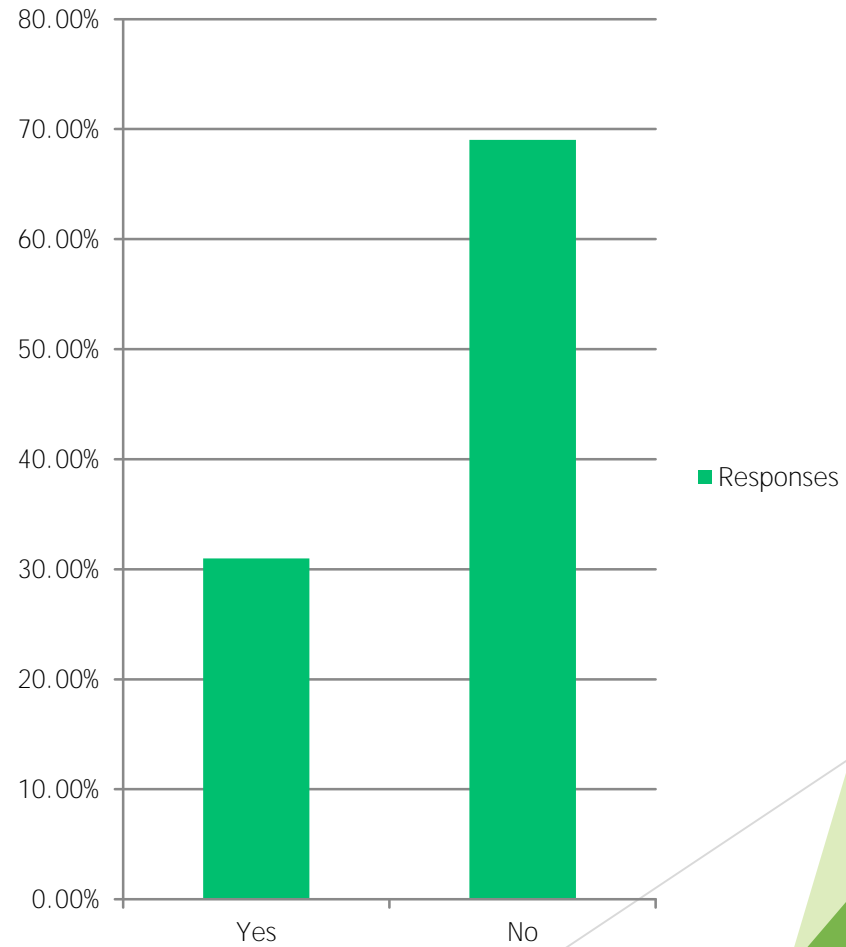
Results of DAIP Survey (2019)



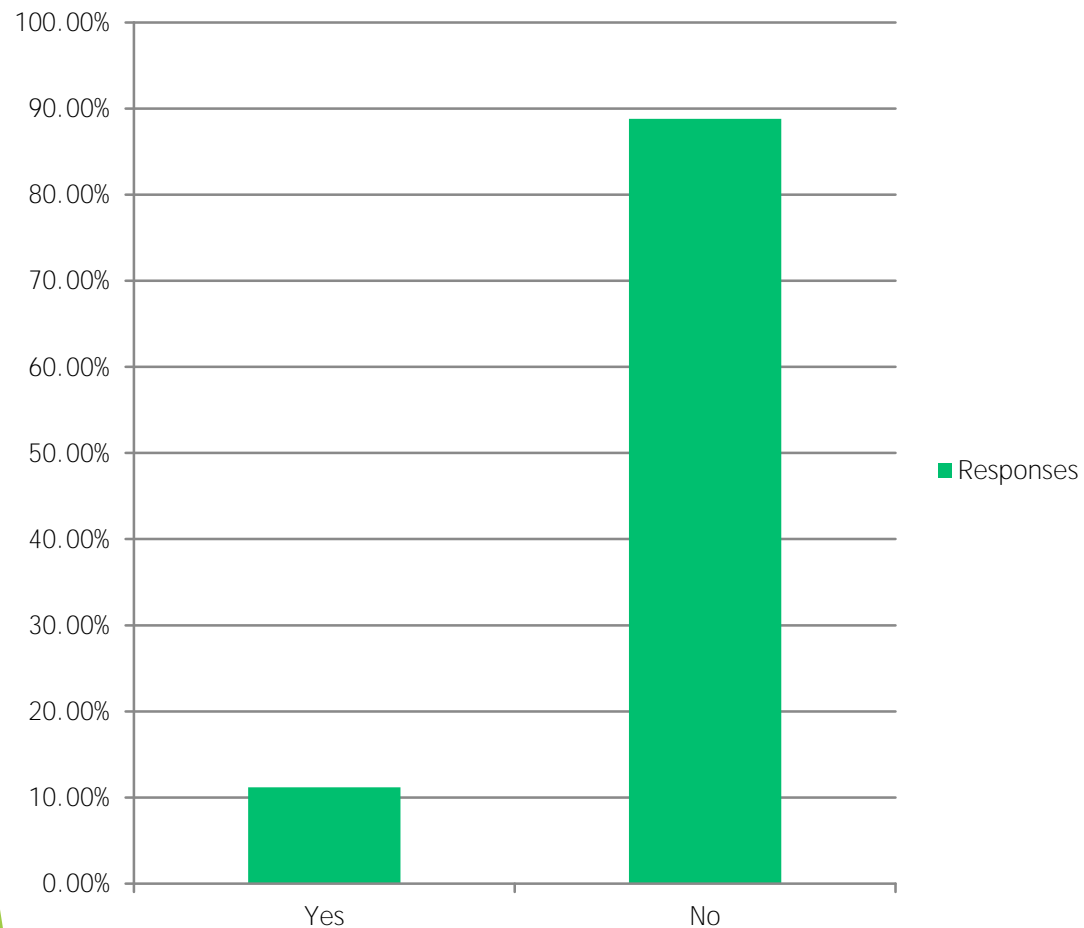
Do you consider yourself to be a person who has a disability?



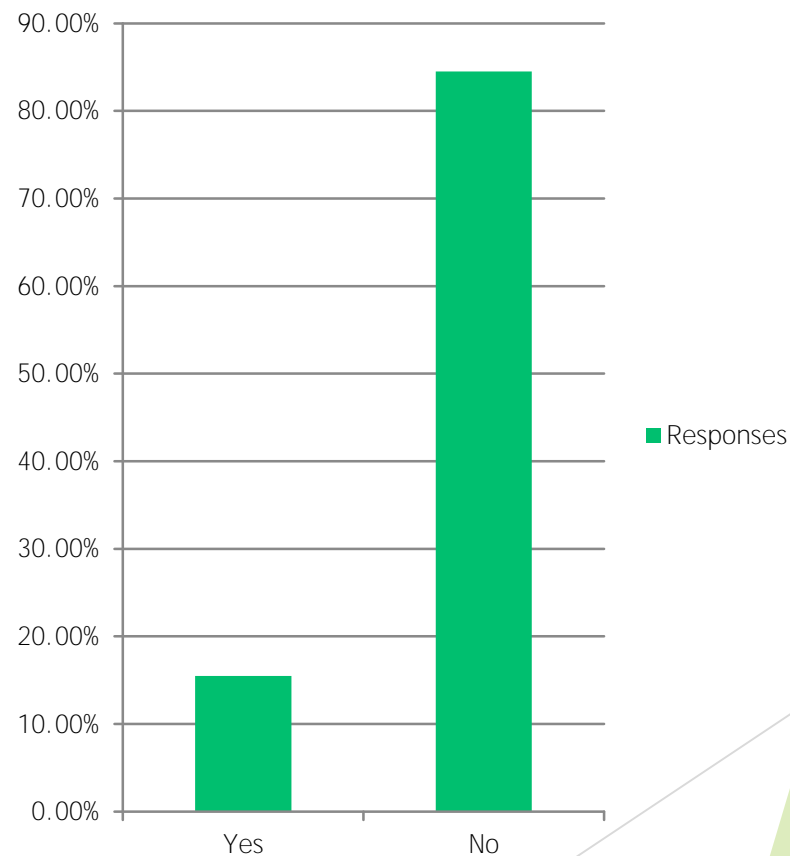
When conducting your daily activities, do you experience difficulties because of limited or reduced physical capacity?



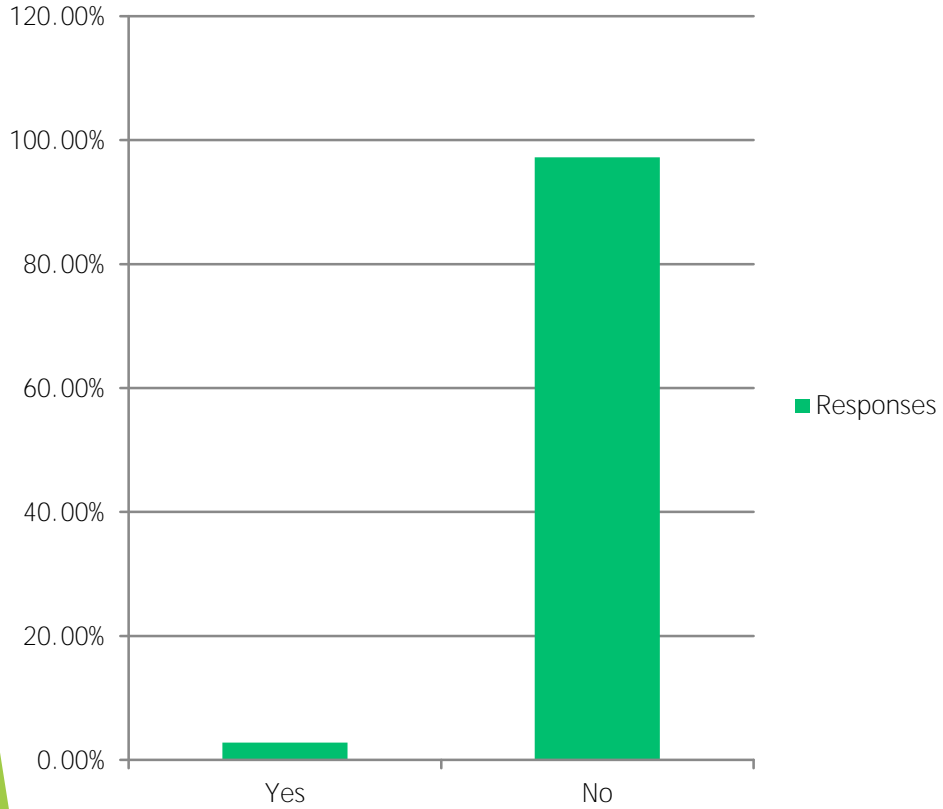
When conducting your daily activities, do you experience difficulties because of limited or reduced vision?



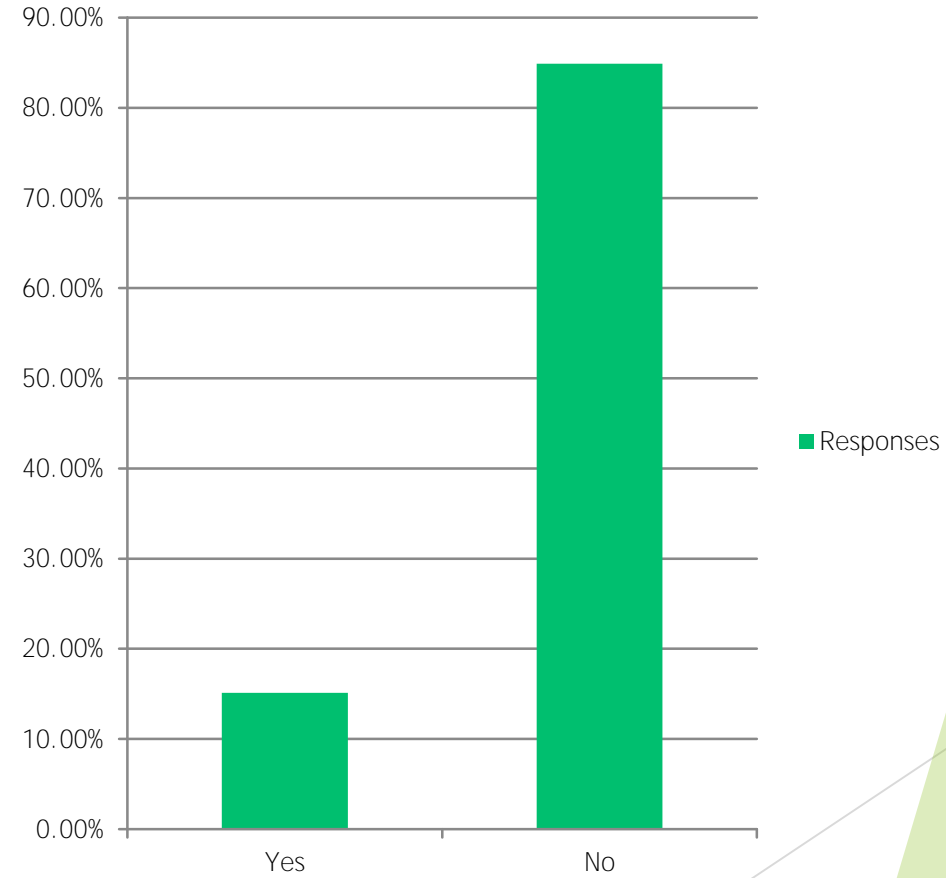
When conducting your daily activities, do you experience difficulties because of limited or reduced hearing?



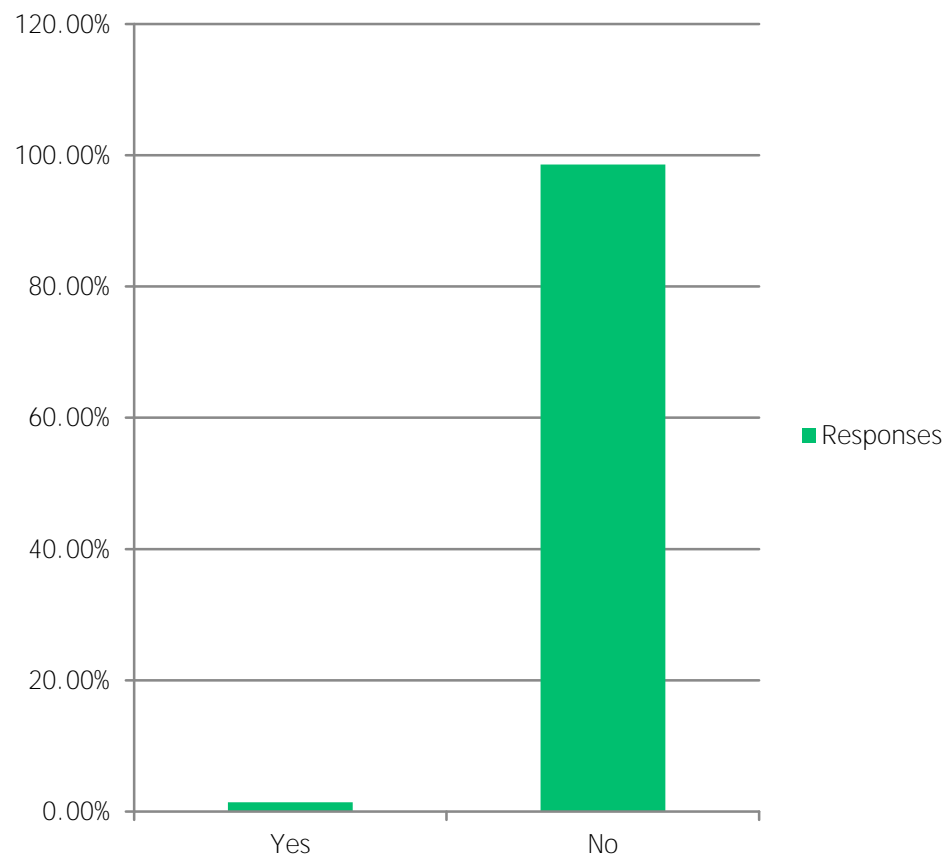
When conducting your daily activities, do you experience difficulties because of limited or reduced cognitive capacity?



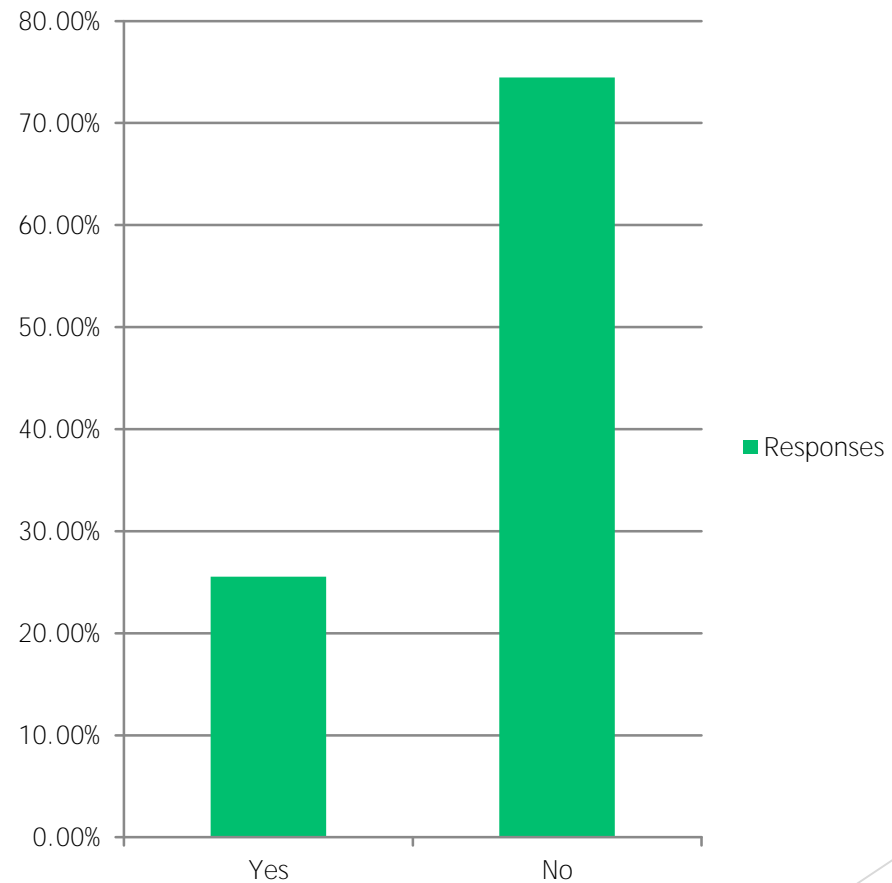
Are you aware of any particular barrier or issue faced by people with a disability when interacting with Shire staff?



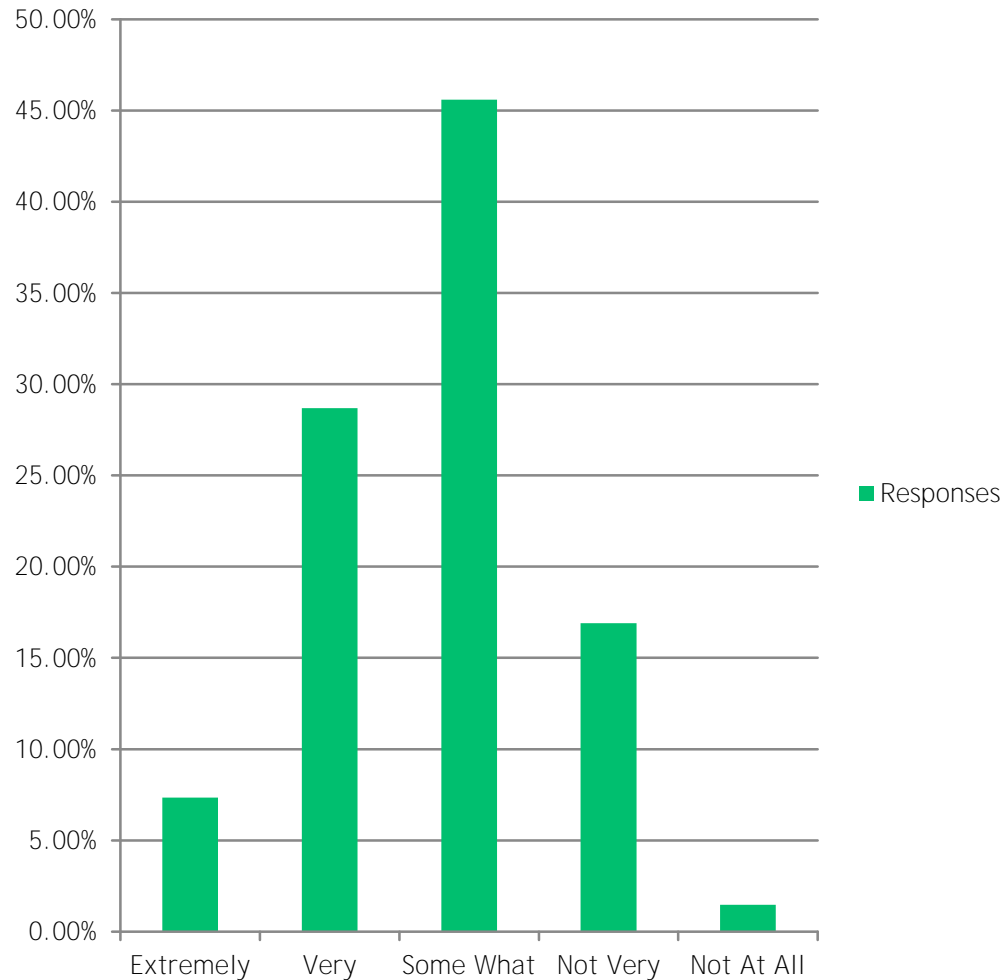
Have you ever used or referred to the Shire's DAIP?



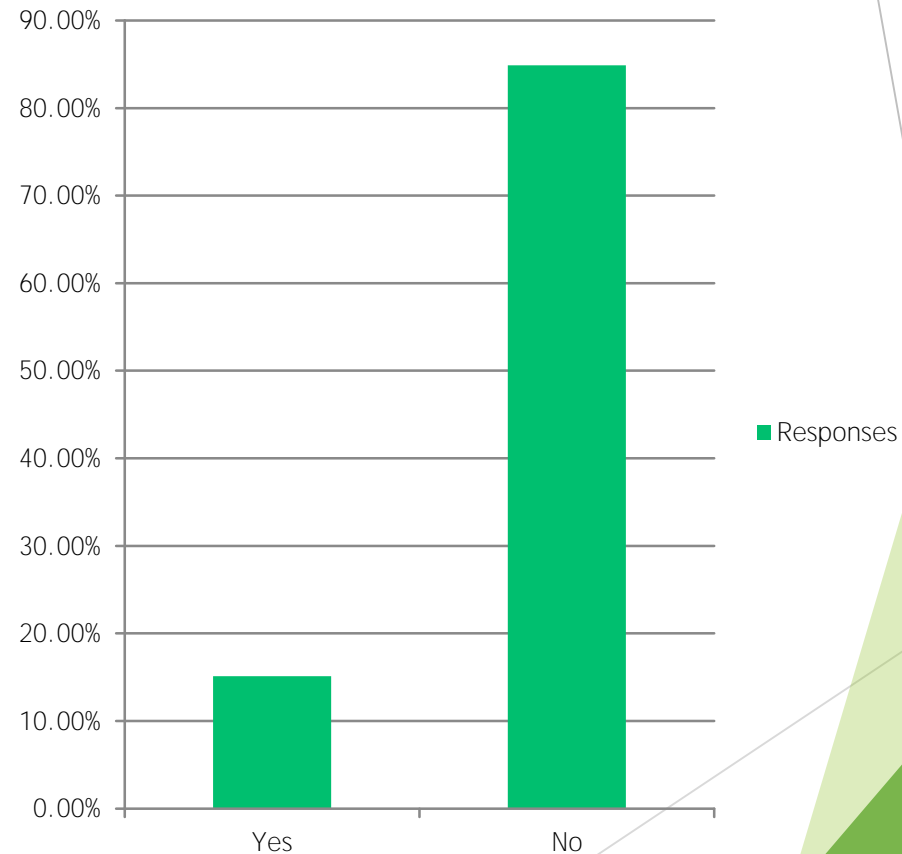
Are you aware of the Shire of Toodyay's Aged Friendly Community Plan?



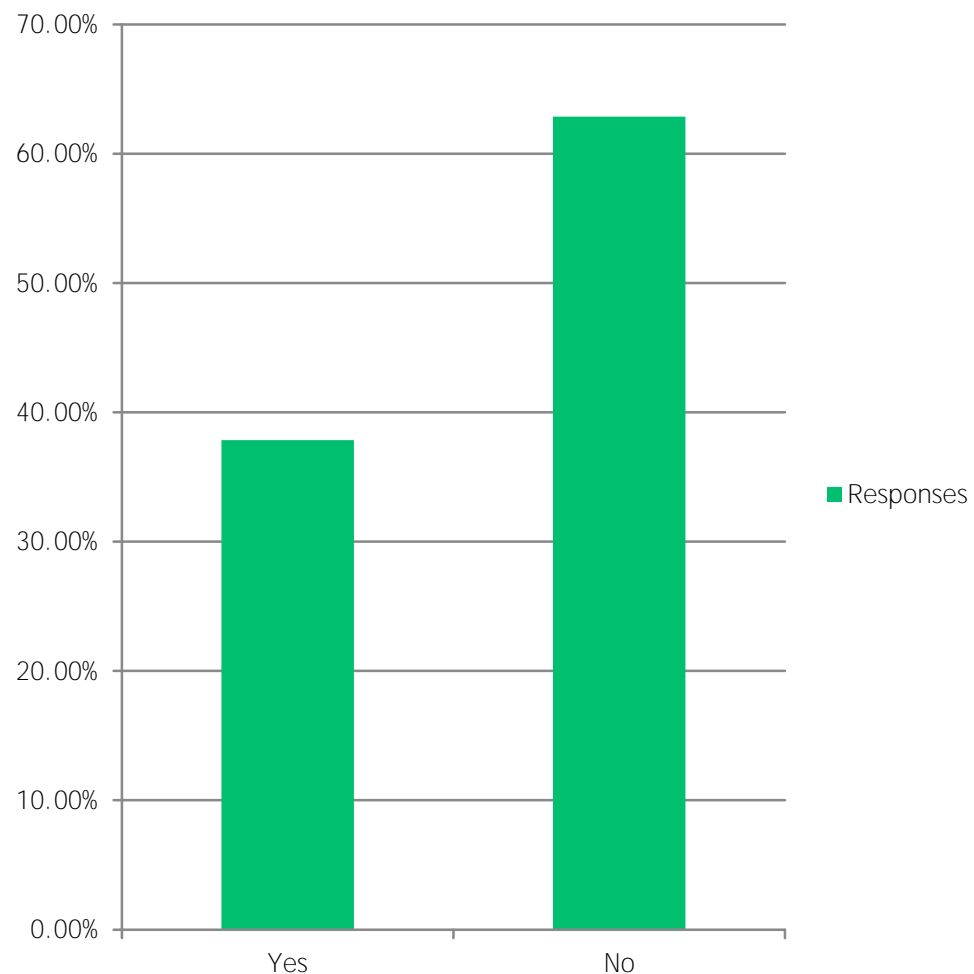
How accessible do you think the Shire's information is for people with disability?
(Think about printed documents, emails, flyers, signage, website, social media etc).



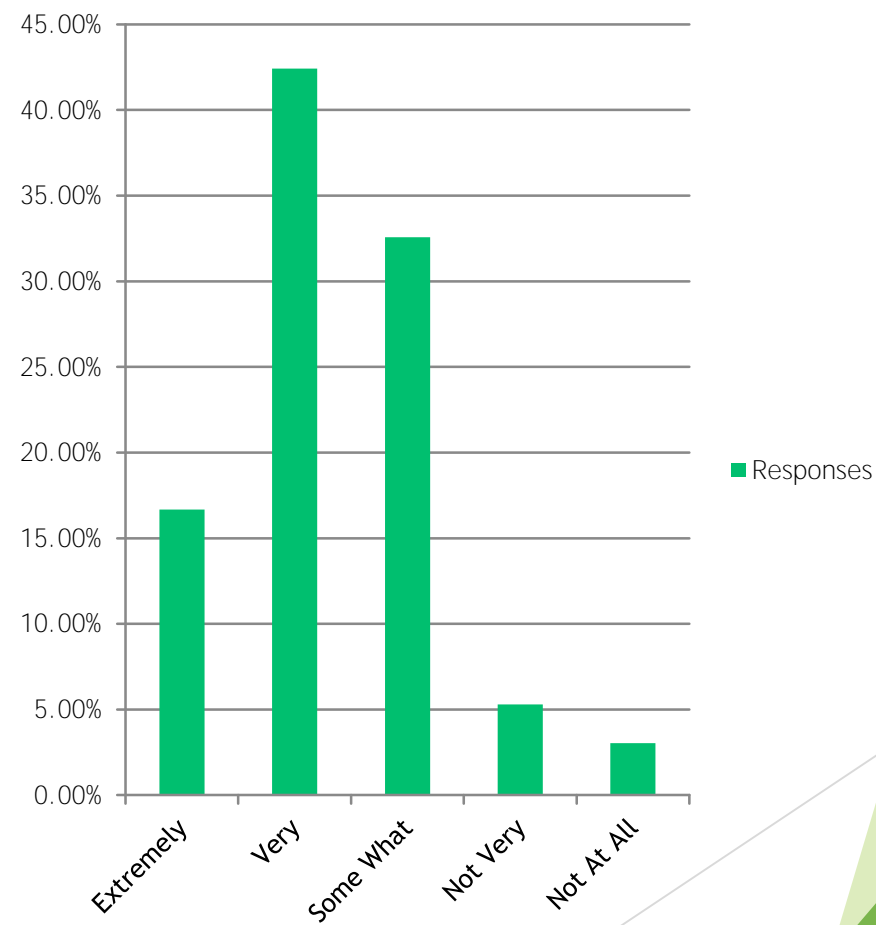
Are you aware of any particular barrier or issue faced by people with disability in terms of accessing the Shire's information?



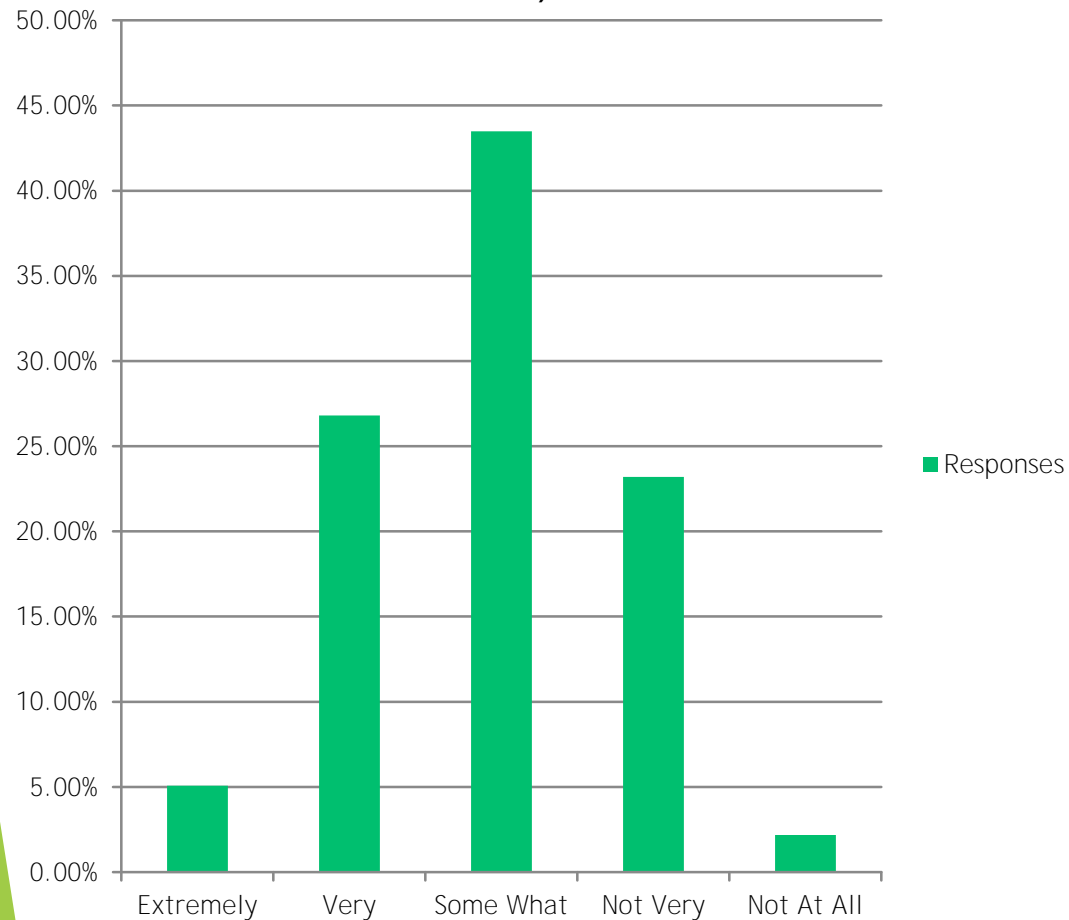
Are you aware of any particular barrier or issue faced by people with disability in relation to the Shire buildings and infrastructure?



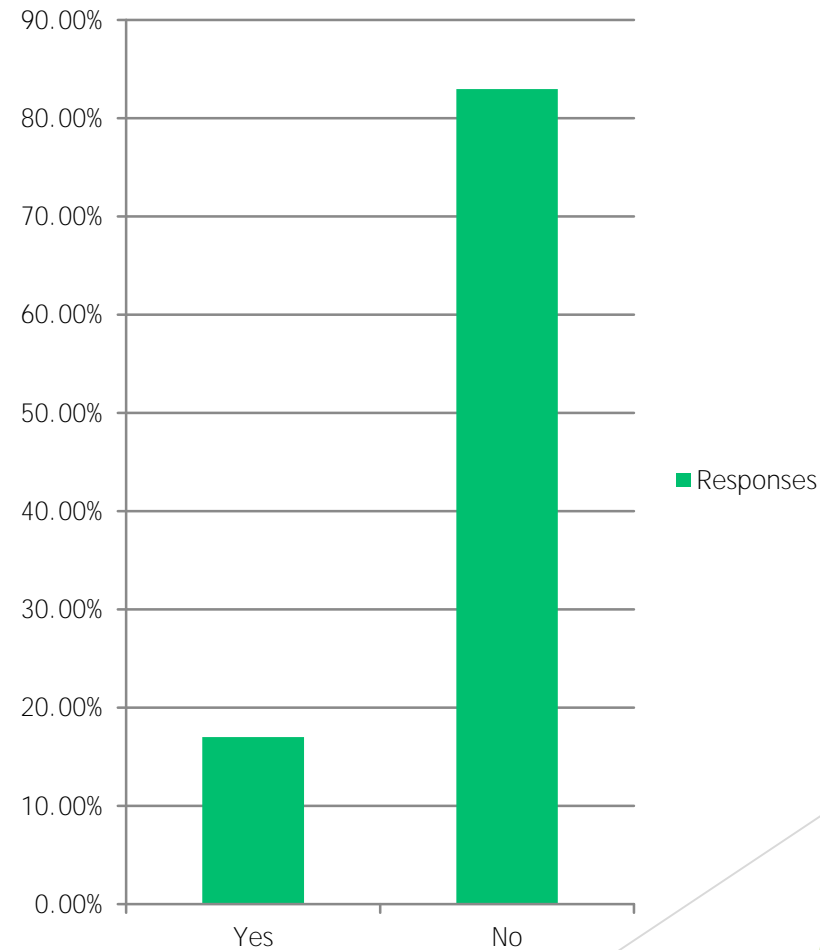
How friendly and welcoming do you think Shire staff are when interacting with people with a disability? (Think about interactions with Shire Councillors, staff, volunteers)



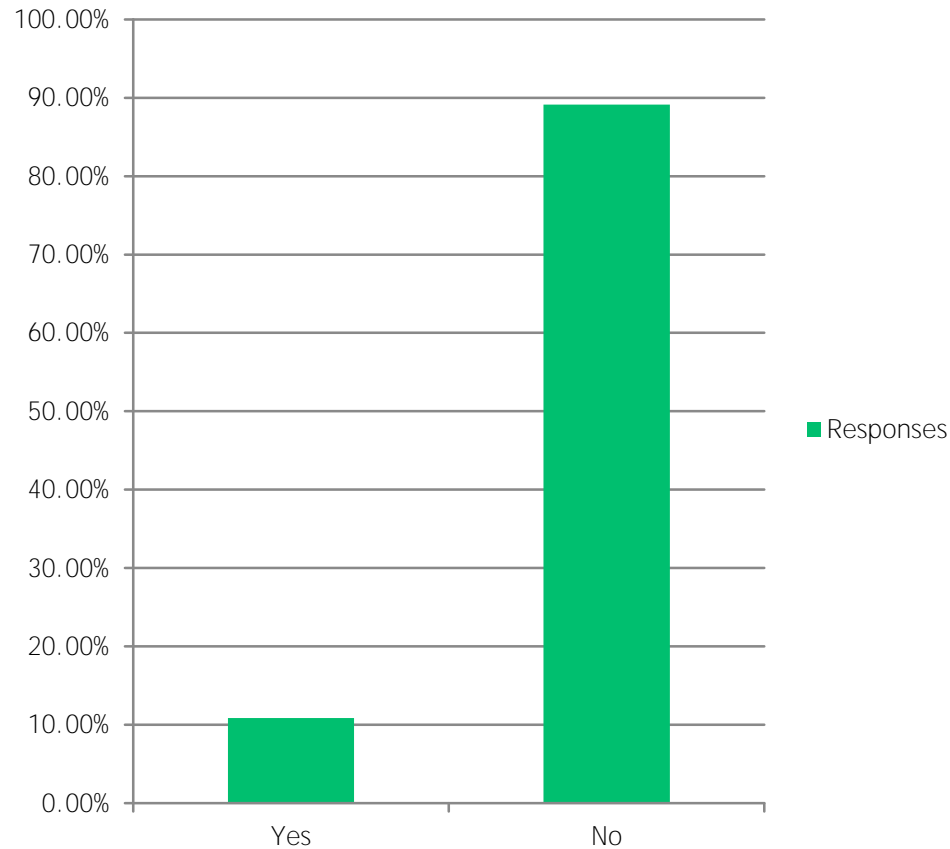
How physically accessible do you think the Shire's buildings and infrastructure are for people with disability? (think about the Shire offices, libraries and other buildings, footpaths, parks and gardens, toilets, parking etc).



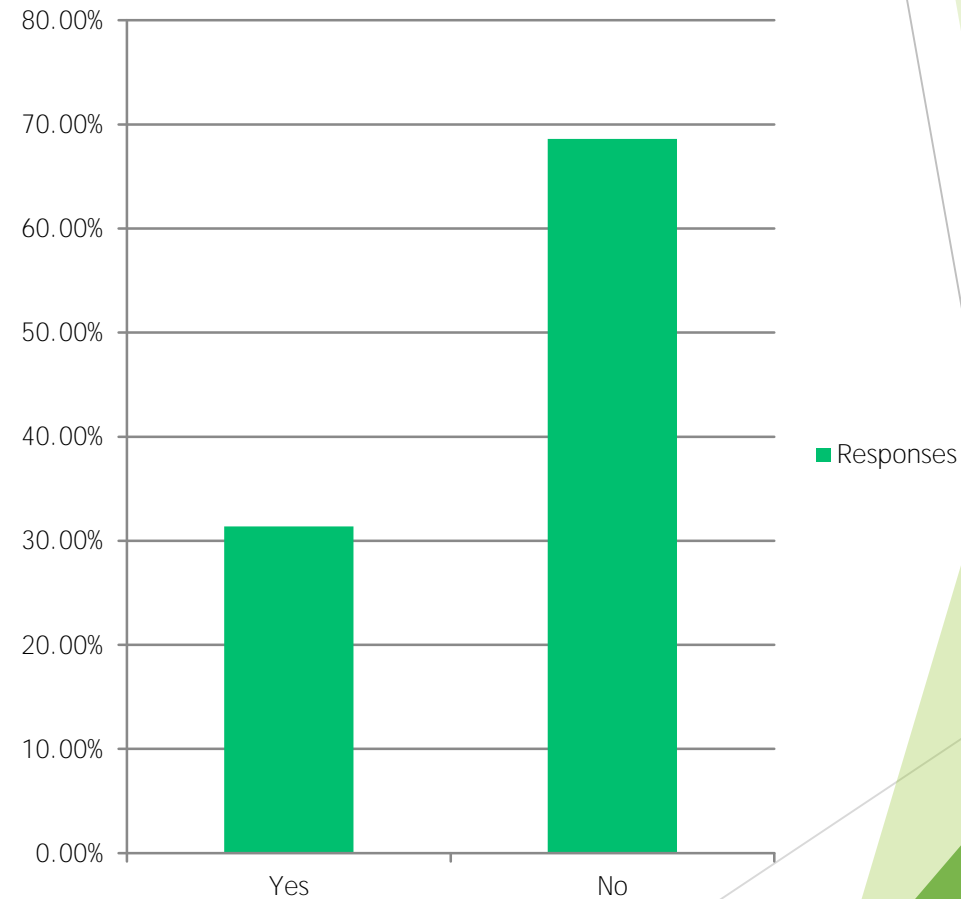
Are you aware of the Changing Place developed by the Shire of Toodyay to meet the needs of people with severe disabilities?



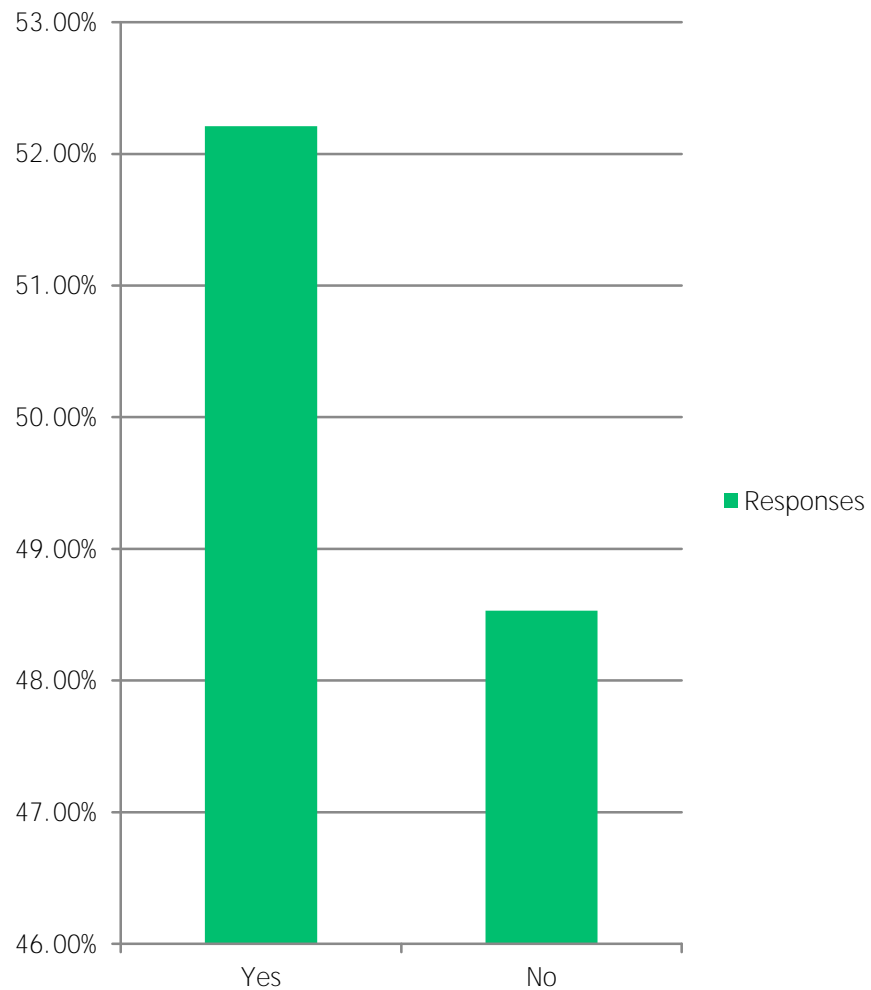
Are you aware of any barrier or issue faced by people with disability in relation to any Shire policy or procedure? (think about complaints, consultations, employment and other procedures).



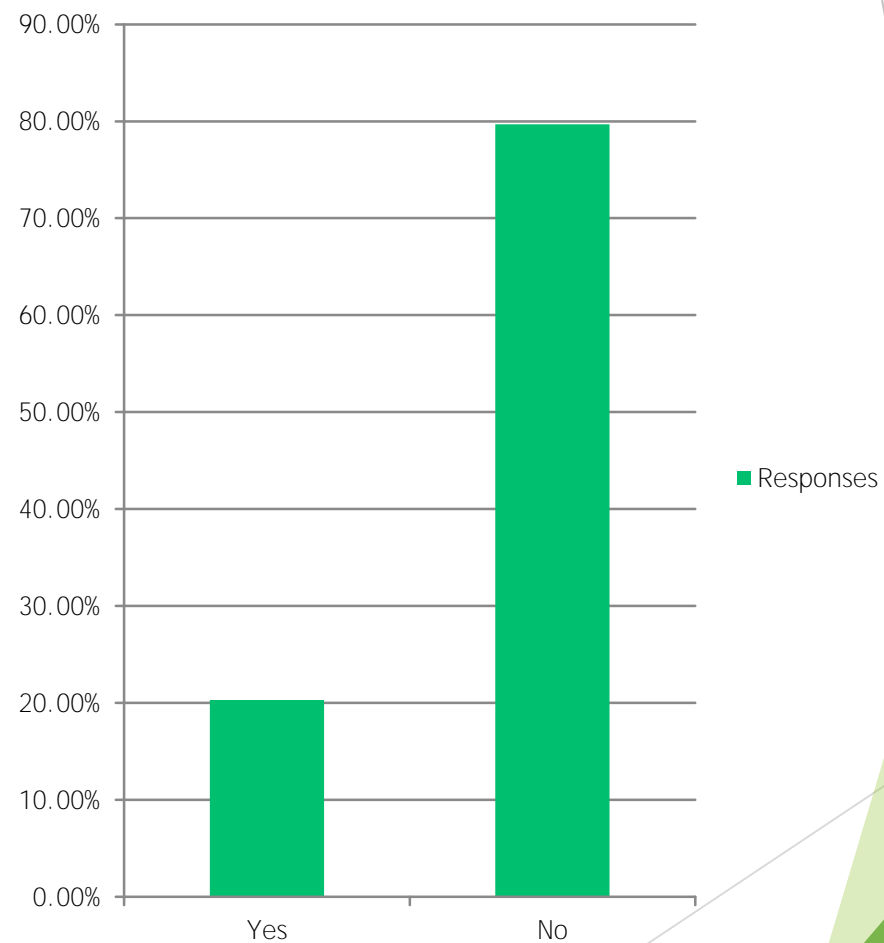
Are there any issues affecting people with disability that you would like to see addressed as part of this DAIP review project?



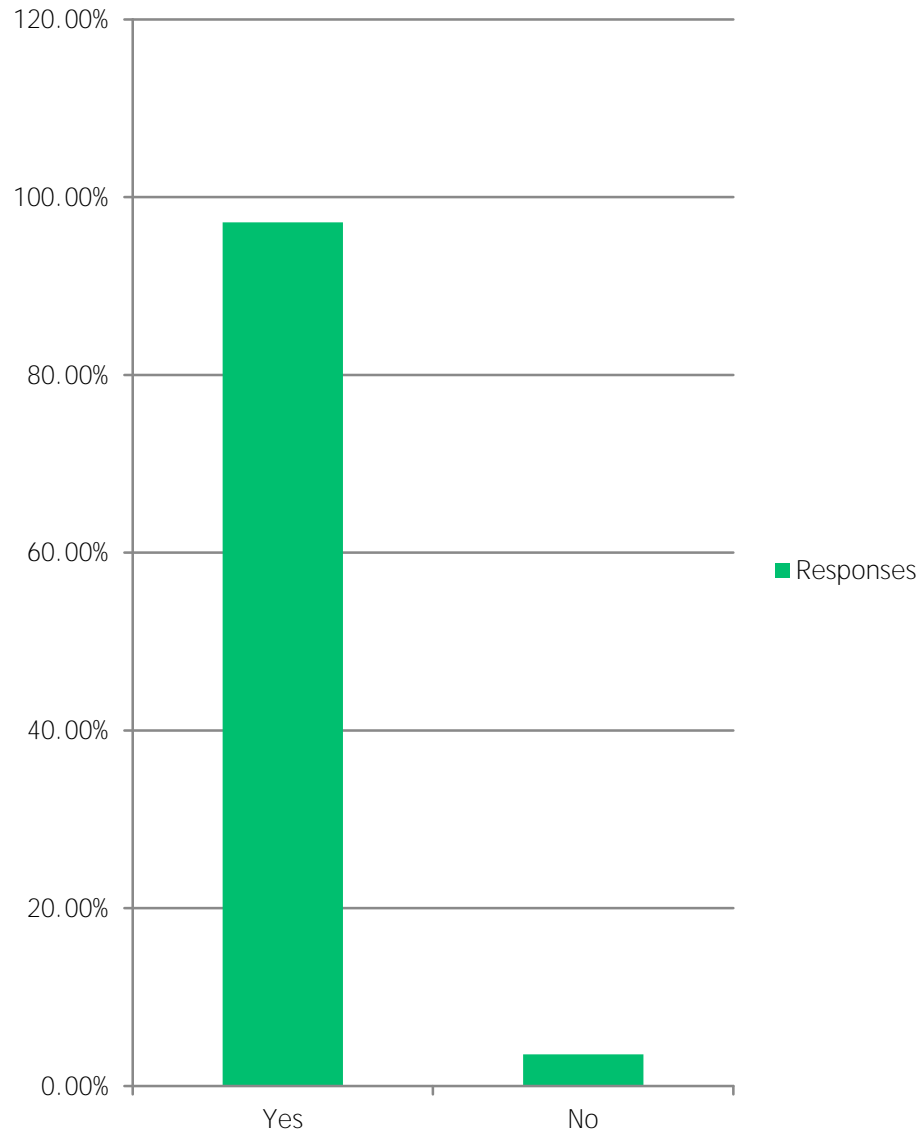
Every month the Shire has a stall at the Toodyay Farmer's Market. Have you found this approach useful?



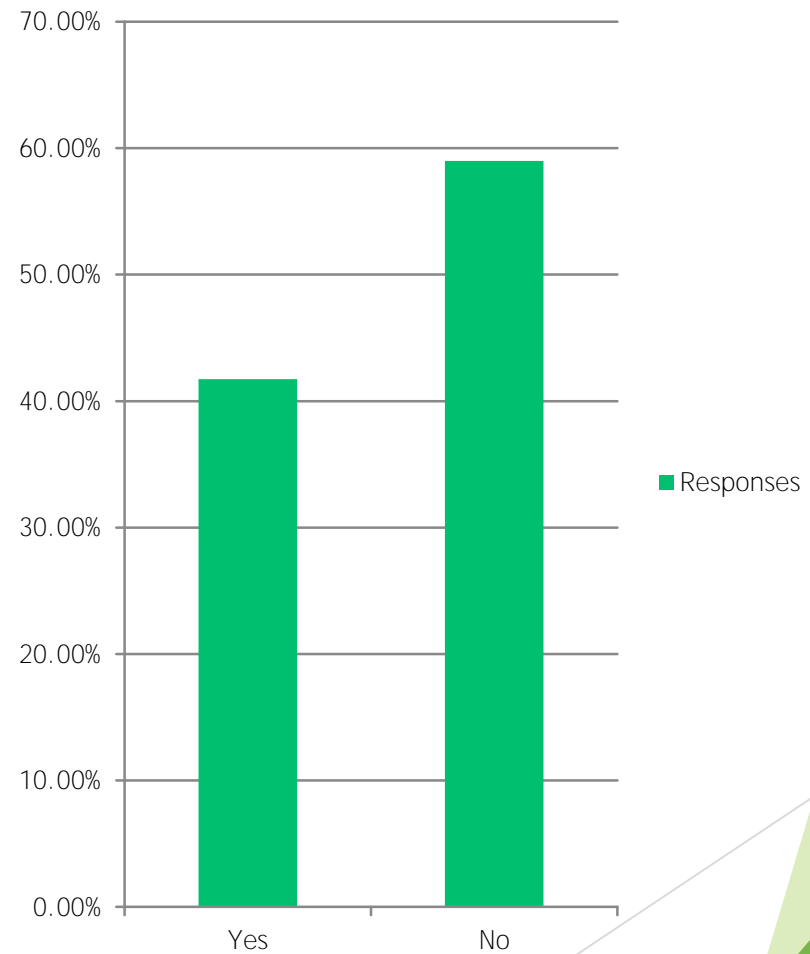
Is there anything in the area of access and inclusion that the Shire is doing well that you would like to see more of?



Are you aware that the Shire publishes a monthly community newsletter?



Would you like to receive newsletters via email about our community and its development initiatives?



DAIP 2015-2018	Review
1. 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	
<i>1.1. Strategy - Ensure all policies, procedures and practices written and implemented by the Shire of Toodyay support equitable access and inclusion by people with disability.</i>	<u>Achievements</u> Complete review of HR policies New Strategic Community Plan and Corporate Business Plans adopted <u>Overall Assessment:</u> PARTLY ACHEIVED
1.1.1.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?	
1.1.2.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	
1.1.3.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. Note: the Shire’s strategic plan will be reviewed in late 2015.	
<i>1.2. Strategy - Ensure all events held by the Shire of Toodyay support equitable access and are inclusive of people with disability</i>	<u>Achievements</u> Implemented inclusive holiday program New accessible toilet and changing place in CBD (venue for most events) Improved access to Shire administration <u>Overall Assessment:</u>
1.2.1.Develop an accessible event checklists and ensure that they are utilised when developing (at funding stage) and carrying out events	
1.2.2.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	

DAIP 2015-2018	Review
1.2.3.Promote accessible events checklist to staff organising events and ensure they have access to training	PARTLY ACHEIVED
1.2.4.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	
1.2.5.Make the accessible events checklist available on the Shire public website and intranet	
1.2.6.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.	
1.2.7.Investigate current library technology to ensure accessibility and consult with library users to identify hardware and software needs	
<i>1.3. Strategy - 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</i>	<u>Achievements</u> New website developed and implemented including meeting online accessibility guidelines. <u>Overall Assessment:</u> PARTLY ACHEIVED
1.3.1.Develop information clause and insert into contract and tender documents	
1.3.2.Ensure that the Disability Access and Inclusion Plan is readily available on the Shire of Toodyay website	
1.3.3.Develop brochure for contractors which informs them of their responsibilities under the DAIP. Note: this will be done in consultation with the Disability Commission who are also developing similar documentation.	
1.3.4.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	

DAIP 2015-2018	Review
1.4. Strategy - Provide recreation and school holiday programs that are inclusive of people with disability	<u>Achievements</u> Inclusive school holiday program developed in association with Inclusion WA. Aged Friendly Community Plan adopted Engagement with Alzheimer's WA for development of Memory Cafe
1.4.1. 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	
1.4.2. Liaise with seniors and disability organisations, community groups and other interested parties about supporting an annual 'Have a Go Day' event	<u>Overall Assessment:</u> ACHEIVED
1.4.3. Review current programs and activities to ensure inclusiveness and seek feedback from people with disability about access and inclusion	
1.4.4. Ensure that funding applications for programs are written to reflect a need for access and inclusion (including an accessible venue)	
2. Outcome 2 - People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Toodyay	
2.1. Strategy - Identify gaps in access and improve access to buildings and facilities	<u>Achievements</u> Annual audit of Council buildings including council tour New accessible toilet and changing place in the CBD Improvements to Accessibility of parks and reserves
2.1.1. Conduct an access audit of all Shire buildings and facilities (including emergency egress and signage)	
2.1.2. Consult with people with disability and tourists to identified 'required services' (there is currently no fully accessible toilet in Toodyay townsite)	
2.1.3. Set aside funds in annual budget for improvement to access and remedial works. Note: this would include reserve access	<u>Overall Assessment:</u> ACHEIVED
2.1.4. 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. Note: This will include lobbying for	

DAIP 2015-2018	Review
a set percentage of the building capital and maintenance budget for this purpose.	
2.1.5.Ensure parks, reserves, playgrounds and footpaths/cycle paths comply with relevant standards and best practice in universal access. Note: This will include lobbying for other buildings and facilities to be included in a ten year plan.	
<i>2.2. Strategy - ensure new developments are accessible and comply with best practice and access standards</i>	<u>Achievements</u> Design for new Sport and Recreation precinct fully accessible and dementia friendly. New accessible toilet and changing place in the CBD
2.2.1.Ensure that people with disability are consulted when planning and designing any major public facilities	
2.2.2.Ensure that a qualified access consultant is consulted about the development or refurbishment of public facilities	<u>Overall Assessment:</u>
2.2.3.Ensure that expert advice, including advice from people with disability living in Toodyay, is obtained	ACHEIVED
<i>2.3. Strategy - Provide accessible play opportunities, parks and recreation areas</i>	<u>Achievements</u> Design for new Sport and Recreation precinct fully accessible and dementia friendly.
2.3.1.Conduct an access audit of the Shire of Toodyay's existing parks and play spaces, including parking and toilets	<u>Overall Assessment:</u>
2.3.2.Identify gaps and schedule and implement improvements	PARTLY ACHEIVED
3. 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.	
<i>3.1. Strategy - Ensure printed and written information is accessible to people with disability and provided in a variety of formats</i>	<u>Achievements</u> Newsletter available in hard copy, pdf and email formats.
3.1.1.Investigate how information is disseminated from Council and whether it is accessible (including Council Minutes and other documents for councillors)	New website meets accessibility guidelines

DAIP 2015-2018	Review
3.1.2.Ensure print media is replicated on the Shire of Toodyay's website and that people are aware that it is there	<u>Overall Assessment:</u> PARTLY ACHEIVED
3.1.3.Develop or update the Shire of Toodyay's Style Guide and ensure that it meets best practice for accessible information	
<i>3.2. Strategy - Ensure people who are Deaf or hearing impaired are able to access information</i>	<u>Achievements</u> Investigated FM loop for chambers – cost prohibitive. <u>Overall Assessment:</u> NOT ACHEIVED
3.2.1.Ensure that an audio loop is available at key events, including events in the Memorial Hall. Note: The feasibility of a portable system will be investigated.	<u>Achievements</u> Newsletter available in hard copy, pdf and email formats. New website meets accessibility guidelines <u>Overall Assessment:</u> ACHEIVED
3.2.2.Promote the use of 'better hearing cards' in the community and install in Shire buildings	
<i>3.3. Strategy - Ensure web based information is accessible</i>	<u>Achievements</u> Increased stock of talking books from State Library. <u>Overall Assessment:</u> ACHEIVED
3.3.1.Review the website/intranet and ensure it complies with the W3C Accessibility Guidelines, including offering alternatives to PDFs.	
<i>3.4. Strategy - Ensure library services have enough resources to provide members of the public with alternative format resources</i>	<u>Achievements</u> Increased stock of talking books from State Library. <u>Overall Assessment:</u> ACHEIVED
3.4.1.Make provision for alternative format resources (large print and talking books) to meet community demand and promote availability to the public	
4. Outcome 4 - People with disability receive the same level and quality of service from the staff of the Shire of Toodyay	
<i>4.1. Strategy - Ensure all staff and elected members receive training on disability access and inclusion</i>	<u>Achievements</u> Training provided in aged friendly and dementia friendly strategies. <u>Overall Assessment:</u> PARTLY ACHEIVED
4.1.1.Ensure induction includes access and inclusion training for all staff and elected members. Note: this would include casual staff – as part of the induction checklist under an access and equity heading.	

DAIP 2015-2018	Review
4.1.2. Investigate ways to embed professional learning into regular staff meetings and council meetings – for example, training on way finding, barriers, customer service and signage	
4.2. <i>Strategy - Ensure that staff are easily able to access resources to fulfil their DAIP obligations</i>	<u>Achievements</u> Resources on shared drive.
4.2.1. Ensure that resources are available on the intranet, including access guidelines, engagement tools and lists of access consultants. Note: this would include casual staff	<u>Overall Assessment:</u> PARTLY ACHEIVED
4.3. <i>Strategy - Ensure that people with disability are able to access good customer service in the same way as other members of the public</i>	<u>Achievements</u> Physical access to Shire administration and chambers improved.
4.3.1. Update the Shire's Customer Service Charter to reflect a willingness to address the needs of people with disability and create a culture that is focused on access and inclusion	Access friendly reception desk. <u>Overall Assessment:</u> PARTLY ACHEIVED
4.3.2. Include a key target around access and inclusion	
5. Outcome 5 - People with disability have the same opportunities as other people to make complaints to the Shire of Toodyay	
5.1. <i>Strategy Ensure staff are trained to address complaints by people with disability</i>	<u>Achievements</u> Improved access to complaints and service requests through website improvements.
5.1.1. 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	Monthly attendance at Farmers Markets, 6 community information sessions per year.
5.1.2. Review the current complaints mechanism and seek feedback about how it is working, including how accessible the complaints process is	<u>Overall Assessment:</u> NOT ACHEIVED
5.1.3. Clearly outline the complaints process on the Customer Service feedback form	
6. Outcome 6 - People with disability have the same opportunities as other people to participate in any public consultation held by the Shire of Toodyay	

DAIP 2015-2018	Review
6.1. Strategy - Offer a range of different ways that people with disability and other community members can advise the Shire of Toodyay on access and inclusion	<u>Achievements</u> Improved access to complaints and service requests through website improvements. Monthly attendance at Farmers Markets, 6 community information sessions per year. <u>Overall Assessment:</u> PARTLY ACHEIVED
6.1.1. Develop and support an access and inclusion advisory group who can advise Council about upcoming developments, applications, and ongoing access and inclusion issues	
6.1.2. Ensure that public consultations (i.e. town meetings) are not the only way a public consultation is held	
6.1.3. Develop a Community Engagement Strategy which is inclusive of people with disability and use it to inform consultations	
6.2. Strategy - Ensure that people with disability can take part in Council meetings and consultations	<u>Achievements</u> Improved physical access to Shire chambers. Notice papers on website and in hard copy. <u>Overall Assessment:</u> PARTLY ACHEIVED
6.2.1. Identify ways to ensure that people with disability are not excluded from the public gallery at Council meetings	
6.2.2. Ensure that agendas, papers and minutes are accessible and available to people with disability	
6.2.3. Ensure that the Accessible Events checklist is followed when planning and running all consultations, including venue access	
7. Outcome 7 - People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Toodyay	
7.1. Strategy - Develop a strategy to ensure that people with disability can equitably access employment with the Shire of Toodyay	<u>Achievements</u> All duty statements reviewed. HR policies reviewed <u>Overall Assessment:</u> ACHEIVED
7.1.1. Ensure that all information, including Position Descriptions and duty statements, is accessible	
7.1.2. Review HR policies and procedures to ensure that they do not discriminate against people with disability	
7.2. Strategy - Ensure workplaces are accessible	

DAIP 2015-2018	Review
7.2.1. Carry out an access audit of workplaces to ensure that they do not discriminate against people with disability	<u>Achievements</u> Improved physical access to Shire administration and meeting room. Accommodated access needs of staff with emerging needs. <u>Overall Assessment:</u> PARTLY ACHEIVED
7.2.2. Ensure meetings are held in accessible rooms	
7.2.3. Undertake remedial works to ensure employees with disability can access workplaces easily	
7.3. <i>Strategy - Improve recruitment practices to ensure people with disability are able to access employment</i>	<u>Achievements</u> Engaged with LG Processionals Lighthouse project including training and meeting with service provider. All advertising non-discriminatory. <u>Overall Assessment:</u> ACHEIVED
7.3.1. Develop service agreements and advertise positions with local Disability Service providers Services	
7.3.2. 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	

Shire of Toodyay DAIP: Invitation to Comment

Thank you for requesting comments from APM (Advanced Personnel Management) in relation to the Shire of Toodyay's Disability Access and Inclusion Plan (DAIP). APM has a keen interest in the Shire's DAIP due to having a similar mandate to develop accessible and inclusive communities and can collaborate with the Shire to implement accessible and inclusive initiatives that form mutual priorities.

In responding to the Shire's draft DAIP, APM has provided a brief overview of our role in the Shire followed by comments related to areas of focus within the DAIP and specific areas where APM could collaborate to assist implementation.

Overview of APM

In metropolitan and regional areas, the National Disability Insurance Agency (NDIA) contracts organisations known as Partners in the Community to help people with disability understand and access the benefits of the National Disability Insurance Scheme. In the Shire of Toodyay, it is estimated that around 35-79 people will be eligible for the NDIS and that their NDIS plans will bring around \$985,800-\$2,825,500 per annum for procuring local support services.

APM has been contracted to deliver Local Area Coordination (LAC) Community services to people with disability aged 7 years to 65 years in the Inner Wheatbelt. Wanslea Family Services complement APM by delivering Early Childhood Early Intervention (ECEI) services to children aged 0 to 6 years. ECEI provides a specialised approach to assist young children to develop within their family and community environments.

LACs working with APM assist people with disability to understand the NDIS, make access to the NDIS and, once found eligible to join the NDIS as a participant, to prepare for, develop and implement their NDIS plan. LACs help participants to:

- identify their life goals and aspirations
- explore the extent to which family, friends, communities and mainstream organisations can support the achievement of their goals
- identify the reasonable and necessary supports that the NDIS can fund to enable the achievement of goals
- consider the range of service providers who could be chosen to provide supports.

Funding may be provided for:

- Specialised disability equipment, home or vehicle modifications
- Transport
- Home or community support
- Employment support
- Therapy
- Accommodation for people with significant impairments.

APM does not provide services to people with disability but provides a list of registered providers for participants to consider.

APM also employs LAC Community Capacity Builders (CCBs) to collaborate with communities as they provide accessible and inclusive opportunities for people with disability and NDIS participants.

CCBs reach out to diverse groups including people from Culturally and Linguistically Diverse (CaLD), Aboriginal, LGBTIQ+ and people who are homeless and who may need special assistance to understand, to access and to benefit from the NDIS. APM has two CCBs working across the inner Wheatbelt. They are particularly focussed on working with Local Government Authorities (LGAs) to develop accessible and inclusive opportunities for people with disability.

CCBs can collaborate with Local Government events, projects and initiatives that achieve greater community access and inclusion.

Through funding participants, encouraging employment and fostering community development, the NDIS is investing in the Shire of Northam's social and economic future.

Shire of Toodyay DAIP – Comments and Considerations

The draft DAIP document was comprehensive and contextualised the DAIP within the Shire's functions, their Community Strategic Plan, Economic Plan and Age Friendly Plan. The vision and commitment to people with disability derived from the Community Strategic Plan (see page 2) are exemplary.

Access and Inclusion - Experiences of People with Disability

Based on ABS data (page 6) it is estimated that there are around 1000 people living in the Shire who have a disability out of a total population of 4,461. This figure suggests the DAIP strategy is critical to ensure an accessible Shire and services that can be reached, understood and used by everyone. It is very likely, based on the

work undertaken by APM to date, that people with disability will have very different experiences in relation to the barriers or challenges they face when accessing venues, recreation, retail buildings, and services and their experiences in relation to understanding information and being welcomed and included in all aspects of community life.

For example, inclusion can be viewed through a cultural lens, therefore APM are engaging with local Aboriginal groups by employing a local Aboriginal CCB and by consulting with Aboriginal people living in and around the Inner Wheatbelt with assistance from the Noongar Kaartdijin Aboriginal Corporation. Research suggests that Aboriginal people are at least three times as likely as the general population to have a disability and that culturally appropriate outreach and supports are required.

Note that the DAIP survey attracted 142 responses. Those who responded that they encounter access and inclusion barriers may be willing to provide more detailed information about their experiences and recommendations for improvement. Note that the survey reported a 40% 'Yes' response to the question - Are you aware of any barriers or issues faced by people with disability? The respondents could provide a rich source of information if asked to clarify their response.

Considerations – To increase understanding of the access and inclusion needs of the estimated 1000 people with disability living in the Shire, consider:

- undertaking further analysis of people with disability living and working in the Shire according to age, culture (Aboriginal or CaLD), gender (including LGBTIQ+) and types and levels of impairment experienced. The demand map provided by NDIA can be of assistance in relation to people with disability aged under 65 years (see <https://blcw.dss.gov.au/demandmap/>).
- additional consultation with people with disability, families and carers who responded to the survey and who may be willing to further advise the Shire in relation to specific access and inclusion priorities. They may also be willing to form an Access and Inclusion or a Diversity, Access and Inclusion committee to provide ongoing advice. APM would be willing to be a member of a Shire group with a diversity and inclusion focus.
- engagement with cultural groups living in the Shire (including Aboriginal, CaLD and LGBTIQ+) in relation to their perceptions of disability and how to effectively reach out to and include people with disability in community. APM are also engaging with cultural groups and would be

willing to collaborate with the Shire in reaching out to consult diverse communities.

DAIP Achievements

The previous DAIP celebrated a range of achievements including Changing Places, wheelchair friendly water fountains and the inclusion of a sensory space at the Agriculture Show.

The range of initiatives outlined in the future draft DAIP are comprehensive, however they tend to be broad actions, often cross-referenced with other Shire plans, and not necessarily targeted to the specific barriers experienced by people with disability including those who are ageing. The initiatives would be perceived as being tangible and achievable if they were translated into DAIP operational plans with prioritised actions and timelines.

Considerations – To translate the DAIP actions into tangible initiatives consider:

- developing and making available an annual DAIP operational plan with clear priorities and timelines.
- consulting with people with disability, families, carers, other stakeholders and diverse communities to establish access and inclusion priorities based on established need.

Other Areas for Consideration

APM's CCB staff develop community project plans in collaboration with LGAs and other community groups to support access and inclusion initiatives. Two key examples that could be included in the DAIP action plan include the following:

- Community volunteering by people with disability in Shire-supported events. This is an area that APM can support that provides valued participation and community engagement by people with disability. Volunteering can lead to paid employment and the development of friendships and valued roles for people with disability of all ages, cultures and abilities.
- Full time or part time employment of people with disability within the Shire and local businesses. Note that a newly released [Disability Action Plan](#) for the Public Sector Commission has pledged to increase employment of people with disability to 5% across the Public Sector. The Plan embraces a range of innovative and contemporary employment models including customised employment for people with disabilities. APM have recently

appointed a CCB employment coordinator who is able to work with LGAs and other stakeholders to understand and use these options, in particular the customised employment approach that can be supported in a NDIS plan. APM would be able to offer support to consider employment options.

In addition, the Toodyay Website, refers to the NDIS. Given the establishment of APM and Wanslea as actively participating in the Shire, it is recommended that the website and DAIP could add information about the two Partners in the Community rolling out the NDIS.

For example, the following is suggested.

Disability Support

The National Disability Insurance Scheme (NDIS), run by the National Disability Insurance Agency, is a free government program providing personalised support to those with disabilities. As of January 2017, the NDIS is available in Toodyay for residents aged up to 65.

Please visit the [NDIS](#) or [Disability WA](#) websites for more information, and to find out if you are eligible to receive support through this program.

Please visit the APM website for more information about the APM Communities program (provide link) or visit the APM Communities office in Northam (add address).

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SHIRE OF TOODYAY

TENDER NO. TEN79 (06/2019)

TENDERS ARE INVITED

PROVISION OF RECRUITMENT SERVICES

The Shire of Toodyay Council is inviting tenders from Executive Recruitment Specialists to assist in the process of appointing a new Chief Executive Officer.

The CEO position falls within Band 3 under the *Western Australian Salaries and Allowances Act 1975 Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members*.

Council is eager to attract responses from recruitment specialists who can demonstrate their experience in the local government sector and their ability to provide a quality recruitment service that will identify appropriate candidates for this position. The successful agency will be responsible for managing the entire project scope, on time and within an agreed budget.

Deadline: 4.00 pm Friday 10 January 2020.

Tender documents and contract requirements are available from the Shire of Toodyay Tenderlink website – www.tenderlink.com/toodyay

All requests for clarification should be lodged through the E-Tendering portal.

For general enquiries other than requests for clarification please call Mr Stan Scott, CEO on (08) 9574 9305 or alternatively email: records@toodyay.wa.gov.au

Tenders can only be lodged using the Tenderlink E-Tendering website: www.tenderlink.com/toodyay

Submissions will NOT be accepted in any other form.

Canvassing Councillors or Staff at the Shire of Toodyay is not permitted.

Stan Scott
Chief Executive Officer

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Invitation to Tender

Invitation to Tender	Recruitment Services for a new Chief Executive Officer
Deadline	4.00 pm on Friday 10 January 2019
Address for Delivery	Tenders can only be lodged using the Tenderlink E-Tendering website: www.tenderlink.com/toodyay <i>Hard copy, email and facsimile tenders will not be accepted.</i>
Tender Reference	TEN79 (06/2019)

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1 INTRODUCTION

The Shire of Toodyay, approximately 85 kilometres away from Perth, covers an area of 1,683 square kilometres. The Shire borders the north-eastern edge of the Perth metro area; adjoining the City of Swan, the Shires of Northam and Mundaring to the south, the Shires of Dowerin and Goomalling to the east, the Shire of Victoria Plains to the North and the Shire of Chittering to the west. Estimated population is 4,461.

The Shire is part of the Avon and Western Australia Wheatbelt region, where a significant proportion of the land is used for agricultural activities.

The Shire of Toodyay Council is seeking expressions of interest from Executive Recruitment Specialists to assist in the process of appointing a new CEO.

The position falls within Band 3 under the *Western Australian Salaries and Allowances Act 1975 Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members*.

Council is eager to attract responses from recruitment specialists who can demonstrate their experience in the local government sector and their ability to provide a quality recruitment service that will identify appropriate candidates for this position. The successful agency will be responsible for managing the entire project scope, on time and within an agreed budget.

2 DEFINITIONS

Below is a summary of some of the important defined terms used in this Request:

Attachments means the documents you attach as part of your Tender;

Consultant means the person or persons, corporation or corporations whose Tender is accepted by the Principal, and includes the executors or administrators, successors and assigns of such person or persons, corporation or corporations;

Contract means the document which constitutes or evidences or, as the case may be, all the documents which constitute or evidence the final and concluded agreement between the Principal and the Consultant;

Deadline means the deadline for lodgement of your Tender; as shown on the front page of this Invitation to Tender;

General Conditions of Contract means the General Conditions of Contract incorporated in a Contract for the supply of Recruitment Service(s) to the Council;

ITT (Invitation to Tender) means this document;

Offer means your offer to be selected to supply the Requirements;

Principal means the Local Government known as the Shire of Toodyay;

Requirements means the scope of work / services requested by the Principal;

Selection Criteria means the criteria used by the Principal in evaluating your Response;

Special Conditions means the additional contractual terms;

Specification means the statement of Requirements that the Principal requests you to provide if selected;

Tender means the Completed Offer form, response to the Selection Criteria and Attachments;

Tenderer means a respondent; i.e. - someone who has or intends to submit an Offer to the Principal;

Tender Period means the time between advertising the Request and the Deadline;

Services means the requirements, services, or the whole of the work to be carried out and completed under the Contract including variations.

3 HOW TO PREPARE YOUR RESPONSE

- (a) Carefully read all parts of this document;
- (b) Ensure you understand the Requirements;
- (c) Complete, sign and return the Offer Form (Part 3) in all respects and include all Attachments;
- (d) Make sure you have responded to all of the Selection Criteria; and
- (e) Lodge your tender before the Deadline.

4 CONDITIONS OF RESPONDING

It is expected that the Consultant responding to this request has a clear understanding of the role of a Chief Executive Officer in the local government sector, as determined by the Western Australian *Local Government Act 1995* and associated legislation and sector practice.

In terms of governance the Consultant must adhere to the three sections of the Local Government Act 1995 (the Act) that have direct application to the Appointment of a CEO:

1. Section 5.36(2) (a) and (b) of the Act provides that a local government is not to employ a person to fill the position of CEO unless Council believes that the person is suitably qualified for the position and is satisfied with the provisions of the proposed employment contract.
2. Section 5.39 contains provisions for the contracts of CEOs.
3. Section 5.40 requires that all employees are to be selected in accordance with the principles of merit and equity.

In addition to the above provisions of the Act the *Local Government (Administration) Regulations 1996*, regulations 18A, 18B, 18C, 18E, 18F and 19A also deal with advertising, contracts, and the selection and appointment process.

The principles of merit and equity refer to the process of filling vacancies whereby a thorough assessment is made of the candidates' skills, knowledge and abilities against the work related requirements of the vacancy. The process must be open, competitive and free from bias, unlawful discrimination, nepotism or patronage.

"Suitably qualified" is not defined in the legislation but the intention is not limited to academic qualifications. Through the position description and selection criteria the consultant needs to ensure that processes are in place to appoint the person that best meets the qualities required in terms of academic qualifications, experience, skills and knowledge.

4.1 Lodgement of Response and Delivery Method

The response must be lodged by the deadline. The deadline for this request is 4.00 pm Friday 10 January 2020.

Tenders can only be lodged using the Tenderlink E-Tendering website:

www.tenderlink.com/toodyay

Responses submitted in person as a hardcopy will not be accepted.

Responses submitted via email electronically will not be accepted.

Responses submitted via facsimile will not be accepted.

4.2 Late Responses

Responses received after the deadline will not be accepted for evaluation.

4.3 Acceptance of Responses

All responses will be considered by Council however, unless otherwise stated in this ITT responses may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Response and may reject any or all responses submitted.

4.4 Rejection of Responses

A response may be rejected without consideration of its merits in the event that the:

- (a) Response is not submitted as specified in the request; or
- (b) Respondent does not submit an Offer form which has been completed and signed together with all the required attachments; or
- (c) Response fails to comply with the requirements of the Request.

4.5 Disclosure of contract information and documents

Documents and other information relevant to the contract may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court order.

4.6 Response Validity Period

All responses will remain valid and open for acceptance for a minimum period of three (3) months from the deadline.

4.7 Confidentiality

The successful Consultant will have access to personal and confidential material, written and verbal, arising from the assignment. The agency is to provide assurance that at all times this information will be secured in a manner appropriate to the nature of such information.

As per the Department of Local Government and Communities' Local Government Operational Guideline Number 10 – Appointing a CEO: *"From the beginning to the conclusion of the process, absolute confidentiality must be maintained by every person involved in the selection process. This cannot be emphasised enough as any information which finds its way into the public domain before a recommendation is made to Council may well compromise the selection process."*

All reports prepared and submitted to the Shire of Toodyay shall be the property of the Shire of Toodyay.

5 CONTACT PERSONS

All requests for clarification should be lodged through the [E-Tendering portal](#).

For general enquiries other than requests for clarification respondents should not rely on any information provided by any person(s) other than those listed below:

Contractual Enquiries

Name: Stan Scott, CEO

Telephone: 0419 958 924

Email: records@toodyay.wa.gov.au

Specification Enquiries

Name: Stan Scott, CEO

Telephone: 0419 958 924

Email: records@toodyay.wa.gov.au

6 SELECTION CRITERIA

The Contract may be awarded to a respondent who best demonstrates the ability to provide quality services at a competitive price. The quoted prices will be assessed together with the qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted a best value for money approach to this Request.

This means that, although price is considered, the response containing the lowest price will not necessarily be accepted, nor will the offer ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria.

Unless otherwise stated, a response that provides all the information requested will be assessed as satisfactory. The extent to which a respondent demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Response will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

6.1 Compliance Criteria

The Compliance Criteria is detailed *within Part 3 of this document* and will not be point scored. Responses will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Response from consideration.

6.2 Qualitative Criteria

In determining the most advantageous response, the Evaluation Panel will score each response against the qualitative criteria as detailed within *Part 3 of this document*. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the services being purchased.

It is essential that Respondents address each qualitative criterion. Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel.

Failure to provide the specified information may result in elimination from the evaluation process or a low score.

6.3 Price Considerations

Criteria	Weighting
Quoted Price	40%

6.4 Price Basis

All prices for services offered under this Request are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST).

6.5 General Conditions of Contract

AS 4122–2010 General Conditions of Contract for Consultants is to be used for the works specified in this Tender.

6.6 Precedence of Documents

In the event of there being any conflict or inconsistency between the terms and conditions herein and those in the General Conditions of Contract, the terms and conditions appearing in this Request will have precedence.

6.7 Respondents to inform themselves

Respondents will be deemed to have:

- (a) Examined the ITT available for the purpose of responding;
- (b) Examined all other information relevant to the risks; contingencies, and other circumstances having an effect on a response which is obtainable by the making of reasonable enquires;
- (c) satisfied themselves as to the correctness and sufficiency of their responses including quoted prices which will be deemed to cover the cost of complying with Conditions of Tender and all matters and things necessary for the due and proper performance and completion of the work described therein;
- (d) Acknowledged that the Principal may enter into negotiations with a chosen tenderer and that negotiations are to be carried out in good faith; and
- (e) Satisfied themselves that they have a full set of the request documents and all relevant Attachments.

6.8 Alterations

The Respondent must not alter or add to the request documents unless required by these Conditions of Responding.

The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued request documents before the deadline.

6.9 Ownership of Responses

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Response will become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Response process PROVIDED that the Respondent is entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

6.10 Canvassing of COUNCILLORS and/or Officers

If a Respondent, whether personally or by an agent, canvasses any of the Principal's Councillors or Officers with a view to influencing the acceptance of any response made to it or any other Respondent, then regardless of such canvassing having any influence on the acceptance of such Response, the Principal may at its discretion omit the Respondent from consideration.

6.11 Identity of the Respondent

The identity of the Respondent and the Contractor is fundamental to the Principal.

The Respondent is the person, persons, corporation or corporations named as the Respondent in Part 3 and whose execution appears on the Offer Form in Part 3 of this Request. Upon acceptance of the Response, the Respondent will become the Contractor.

6.12 Evaluation Criteria

- (a) It is the Principal's policy to award contracts to organisations whose Tenders are assessed as offering the best value for money outcome for the Shire of Toodyay.
- (b) The Principal is not bound to accept the lowest priced tender, or any Tender, or any part of a Tender.
- (c) Tenders will be assessed for compliance with the requirements of the Conditions of Tender and any Contract requirements, including requirements detailed in the Specification or in the Tender Schedule
- (d) Tenders will be assessed using a point scoring system with scores being awarded for each selection criteria and sub-criteria. Each criteria is weighted to reflect its relative importance. Weighted scores are then summed to yield the total score.
- (e) The criteria on which tenders will be assessed, the maximum weighted score for each criteria and the scoring methodology is as follows:

Item	Evaluation Criteria	Weight (%)	Scoring Methodology
1	Scope of Proposed Services	20	A score out of 20 will be provided to each Tenderer based on the proposed scope of services and methodology for attracting and selection the best candidate in a timely manner
2	Experience on similar assignments	20	A score out of 20 will be assigned to each Tenderer based on the evidence provided by the Tenderer of their organisation's previous experience.

Item	Evaluation Criteria	Weight (%)	Scoring Methodology
3	Key Personnel	10	A score out of 10 will be assigned to each Tenderer based on the evidence provided by the Tenderer of the skills and experience of the personnel to deliver this assignment. .
4	Tendered price	50	A score out of 50 will be assigned to each Tenderer based on the best value for money offer by the Tenderer.
TOTAL		100%	

- (f) Assessment will be substantially based on information supplied by the Tenderers. To enable a proper assessment to be made, it is essential that Tenderers submit all relevant information in an accurate and concise format.
- (g) Poorly presented, or inadequate information, may result in the tender being unsuccessful. Tenderers must ensure that Tenders are able to be assessed on a stand-alone basis, and should not rely on information supplied to the Principal in previous tenders.

7 SPECIFICATION AND SCOPE OF WORK

7.1 Specification

The current Chief Executive Officer of the Shire of Toodyay is on a temporary contract until 22 July 2020.

The current Council has not offered the CEO a new contract therefore, the Council of the Shire of Toodyay is inviting tenders for the supply and engagement of services of a suitably qualified and experienced company/individual to facilitate the process to recruit and select a new Chief Executive Officer.

7.2 Scope of Work

The Council of the Shire of Toodyay has nine Councillors.

Council resolved (Resolution No. 303/11/19) at their Ordinary Council Meeting held on 26 Nov 2019 the following:

That Council not appoint a committee to assist with the CEO Recruitment process, and that the process be managed by Council with the assistance of a Recruitment Consultant.

Council further resolved (Resolution No. 308/11/19):

1. *That Council invite tenders for the supply of services in relation to the recruitment and appointment of the CEO.*
2. *That the criteria for deciding which tender to accept shall be (a) scope of services; (b) experience, (c) personnel and (d) pricing.*
3. *The CEO be authorised to prepare a Tender Specification for the selection of a Recruitment Consultant to bring back to Council for the December 2019 Ordinary Council Meeting.*

7.3 The Salary Package

The Shire of Toodyay is a Band 3 Local Government Authority and therefore the total remuneration package for the Chief Executive Officer is in the range of \$157,920 - \$259,278 as determined by SAT.

Further details on the composition of the salary package will be determined by the Council with advice from the Consultant.

7.4 Requirements of Recruitment Company

The Scope of Works for the Consultant to coordinate the process will include:

7.4.1 Reviewing of the Position Description, Selection Criteria, Process, Timetable and Contract

The successful Consultant will facilitate a workshop with Councillors to establish and understand the specific capabilities that are being sought by Council of a new Chief Executive Officer.

The existing position description for the Chief Executive Officer is to be reviewed by the Consultant in consultation with the full Council of the Shire of Toodyay.

The Consultant will draft a Position Description in consultation with the full Council of the Shire of Toodyay

The Consultant is to develop selection criteria for the Chief Executive Officer position in consultation with the full Council of the Shire of Toodyay.

The Consultant is to develop a process and timetable for the recruitment and appointment of the Chief Executive Officer in consultation with the full Council of the Shire of Toodyay.”

The contract for the employment for the Chief Executive Officer is to be drafted by the Consultant in consultation with the full Council of the Shire of Toodyay.

7.4.2 Drafting job advertisement and information package

The Consultant is to develop a comprehensive Information Package comprising documentation relevant to the vacant position approved by Council, to be made available to all applicants.

The Consultant is to coordinate the advertising process and perform an executive search for candidates, including short-listing, development of an interview process, conducting interviews, screening, assessing, conducting second round interviews, conducting referee checks, writing reports and contract preparation.

The Consultant will provide advice on the most appropriate placement (media) strategy to ensure the widest pool of applicants are captured.

The Consultant is to liaise with the contact person (5) to post the CEO job advertisement on the Shire’s website and Facebook page if the Consultant proposes to utilise this option.

The Consultant is to set up an appropriate email response to

applicants so they are able to obtain the information package as quickly as possible,

The Consultant is to be available to answer all enquiries from prospective applicants during this phase.

7.4.3 Preliminary assessments / background checks of applicants

The Consultant is to be responsible for carrying out preliminary assessments and background checks including but not limited to checks on the eCourts Portal of Western Australia in accordance with the position's approved selection criteria and any other relevant requirement identified by the Council.

The Consultant will also guide Council in all aspects related to the interview and selection processes.

7.4.4 Coordinating and conducting interviews

The Consultant is to develop a shortlist of candidates for interview in consultation with full Council.

The Consultant is to develop interview questions based upon the position's approved selection criteria as well as a focus on behavioural requirements for this position. Interview questions are to be submitted to the Council for approval and adjustment as necessary.

The consultant will include in their submission the proposed approach to interviews including but not limited to:

- Whether or not the consultant proposes to conduct pre-screening interviews;
- The proposed number of candidates to be interviewed by Council. These interviews are to be conducted in Toodyay and facilitated by the Consultant with the Shire of Toodyay full Council.
- Whether or not a second round of interviews will be conducted with Council.

7.4.5 Other checks and processes

The consultant should submit in its proposal any other selection processes that are proposed including any costs involved.

The consultant will be required to provide at a minimum:

- Referee checks; and
- Verification of qualifications of selected candidate.

Any additional proposed processes such as psychometric testing or other selection modalities and the benefits of such processes should be detailed in the proposal and priced separately. Council reserves the right to determine which processes will be applied.

7.4.6 Selection Report and Recommendation

At the conclusion of the process the Consultant is to report to Council on the conclusion of the process detailing the steps taken including:

- Advertising and executive search processes;
- Number of candidates applying;
- Number of candidates shortlisted;
- Number of candidates interviewed, including second interviews if conducted;
- Results of referee, qualification and integrity checks;
- Results of other selection checks, tests or modalities;
- Final recommendation to Council; and
- Recommended contract that will include key result areas for the position, for the purpose of reviewing the person's performance.

The Consultant will prepare a contract of employment for the successful candidate. A copy of the contract will be provided to the contact specified at (5) for the HR File of the successful candidate.

7.5 Proposed timeline

The current Chief Executive Officer of the Shire of Toodyay is on a temporary contract until 22 July 2020. It is preferable the new CEO should be appointed before that date.

If the successful candidate is presently employed in a similar role it is likely that there will be a 3 months period between confirming the appointment and the candidate taking up the position.

It is expected that the consultant contract will be awarded on or around 21 January 2019. The proposal should set out the proposed milestones for completing the selection process by 21 April 2020.

If it is not possible to complete the process by 21 April 2020 the tenderer should set out the proposed timeline including key milestones and the expected date for completion of the process.

8 RESPONDENTS OFFER

The Chief Executive Officer
Shire of Toodyay
15 Fiennes Street
(PO Box 96)
TOODYAY WA 6566

I/We,.....,
of
ABN/GST Status A.C.N. (if any)
Telephone No. Fax No:
Email (if any):

In response to the Invitation to Tender:

I / We agree that I am/ we are bound by and will comply with this Request and its associated schedules and attachments, in accordance with the Conditions of Responding contained in this Request signed and completed.

The quoted price is valid up to three (3) months from the date of the Request closing unless extended on mutual agreement between the Principal and the Respondent in writing.

I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this Response irrespective of its outcome.

The quoted consideration is as provided under the schedule of prices in the prescribed format and submitted with this Response.

Dated this _____ day of _____ 20____

Signature of authorised signatory of Respondent:

Name of authorised signatory:

Position:

Address:

Witness Signature:

Name of witness:

Address:

8.1 Response

The following checklist has been provided to assist you with your submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant Attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages within Part 3 are to be completed and returned to the Principal as they form part of your Response).

8.1.1 Organisation profile

Attach a copy of your organisation structure and provide background information on your company and label it “Organisation Structure” .	“Organisation Structure”	Tick if attached <input type="checkbox"/>
If companies are involved, attach their current ASC company extracts search including latest annual return and label it “ASIC Company Extracts” .	“ASC Company Extracts”	Tick if attached <input type="checkbox"/>

8.1.2 Referees

Attach details of your referees, and label it “Referees” . You should give examples of work provided for your referees where possible.	“Referees”	Tick if attached <input type="checkbox"/>
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8.1.3 Agents

Are you acting as an agent for another party?	Yes / No	
If Yes, attach details (including name and address) of your principal and label it “Agents” .	“Agents”	Tick if attached <input type="checkbox"/>

8.1.4 Trusts

Are you acting as a trustee of a trust?	Yes / No	
If Yes, in an attachment labelled “Trusts” : (a) give the name of the trust and include a copy of the trust deed (and any related documents);and (b) If there is no trust deed, provide the names and addresses of beneficiaries.	“Trusts”	Tick if attached <input type="checkbox"/>

8.1.5 Subcontractors

Do you intend to subcontract any of the Requirements?	Yes / No	
<p>If Yes, in an attachment labelled “Subcontractors” provide details of the subcontractor(s) including:</p> <p>(a) the name, address and the number of people employed; and</p> <p>(b) The Requirements that will be subcontracted.</p>	“Subcontractors”	<p>Tick if attached</p> <p><input type="checkbox"/></p>

8.1.6 Conflicts of interest

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?	Yes / No	
<p>If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it “Conflicts of Interest”.</p>	“Conflicts of Interest”	<p>Tick if attached</p> <p><input type="checkbox"/></p>

8.1.7 Financial position

Are you presently able to pay all your debts in full as and when they fall due?	Yes / No	
Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more?	Yes / No	
If you are awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due?	Yes / No	
<p>In order to demonstrate your financial ability to undertake this contract, in an attachment labelled “Financial Position” include a profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.</p>	“Financial Position”	<p>Tick if attached</p> <p><input type="checkbox"/></p>

8.1.8 Insurance coverage

The insurance requirements for this Request are stipulated in the Special Conditions. Respondents are to supply evidence of their insurance coverage in a format as outlined below or in an attachment labelled “Insurance Coverage” . A copy of the Certificate of Currency is to be provided to the Principal within 10 days of acceptance.				“Insurance Coverage”	Tick if attached <input type="checkbox"/>
Type	Insurer – Broker	Policy Number	Value (\$)	Expiry Date	
Public Liability					
Professional Indemnity					

8.2 Selection Criteria

The Contract may be awarded to a Respondent who best demonstrates the ability to provide quality products and or services at a competitive price. The quoted prices will be assessed together with the qualitative and compliance criteria to determine the most advantageous outcome to the principal.

A scoring system will be used as part of the assessment of the Qualitative Criteria. Unless otherwise stated, a Response which provides all the information requested will be assessed as satisfactory.

8.2.1 Compliance Criteria

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

(a) Compliance with the Scope of Work contained in the Request.	Yes / No
(b) Compliance with the Conditions of Responding contained in this Request.	Yes / No
(c) Compliance with all necessary Licences and Registrations	Yes / No
(d) Compliance with and completion of the Price Schedule.	Yes / No
(e) Project Referees Provide at least three (3) referees from current or recently completed projects including referee name, Email address, phone number and a brief description of the project conducted with the referee.	Yes / No

8.2.2 Qualitative Criteria

Before responding to the following qualitative criteria please note the following:

- (a) All information relevant to your answers to each criterion are to be contained within your response;
- (b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- (c) Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- (d) Respondents are to address each issue outlined within a qualitative criterion.

A) Scope of Proposed Services	Weighting <20%>	
<p>Respondents should detail the process they intend to use to achieve the Requirements of the Specification. Areas that you may wish to cover include:</p> <ul style="list-style-type: none"> (a) A project schedule/timeline (where applicable); (b) The process for the delivery of the services; and (c) A demonstrated understanding of the scope of work <p>Supply details and provide an outline of your proposed methodology in an attachment labelled “Scope of Proposed Services”.</p>	<p>“Scope of Proposed Services”</p>	<p>Tick if attached <input type="checkbox"/></p>

B) Relevant Experience and Knowledge	Weighting <20%>	
<p>Describe your experience in completing /supplying similar Requirements. Respondents must, as a minimum, address the following information in an attachment and label it “Relevant Experience and Knowledge”:</p> <ul style="list-style-type: none"> (a) Provide details of similar work; (b) Provide scope of the Respondent’s involvement including details of outcomes; (c) Demonstrated knowledge of CEO employment provisions as defined in the Local Government Act 1995 (WA) 	<p>“Relevant Experience”</p>	<p>Tick if attached <input type="checkbox"/></p>

B) Relevant Experience and Knowledge	Weighting <20%>	
(d) Demonstrated knowledge of the Salaries and Allowances Act 1975 (e) Demonstrated sound understanding of contractual provisions and salary trends.		

C) Key Personnel skills and experience	Weighting <20%>	
<p>Respondents should provide as a minimum information of proposed personnel to be allocated to this project, such as:</p> (a) Their role in the performance of the Contract; (b) Curriculum vitae; (c) Membership to any professional or business association; (d) Qualifications, with particular emphasis on recruitment services; (e) Hold a WA Employment Agent's licence under the Employment Agents Act 1976 (WA) Supply details in an attachment and label it "Key Personnel" .	"Key Personnel"	Tick if attached <input type="checkbox"/>

8.3 Price information

Respondents **must** complete the following "Price Schedule". Before completing the Price Schedule, Respondents should ensure they have read this entire Request for Quotation.

8.3.1 Price basis

Are you prepared to offer a fixed price? Yes / No

8.3.2 Price schedule

Line No	Service Description	Unit	Price Offered (ex GST)	GST Component	Price Offered (inc GST)
1					
2					
3					
4					
5					
6					
7					
8					

9 APPENDIX A – SPECIAL CONDITIONS OF CONTRACT**9.1 Special conditions****9.1.1 Insurances**

The Contractor and its subcontractor(s) (if any) will be required to effect and maintain:

- (a) Public Liability insurance with a limit of at least \$10,000,000 any one occurrence and unlimited in the aggregate.
- (b) Professional Indemnity insurance with a limit of at least \$1,000,000 any one occurrence with \$2,000,000 in the aggregate.

10 APPENDIX B – GENERAL CONDITIONS OF CONTRACT

AS 4122–2010 General Conditions of Contract for Consultants is to be used for the works specified in this tender. A copy of these Australian Standards are available on request from the Principal.

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MEMORANDUM



Administration Centre

15 Fiennes Street
PO Box 96
TOODYAY WA 6566

T (08) 9574 2258

F (08) 9574 2158

E records@toodyay.wa.gov.au

W www.toodyay.wa.gov.au

MEMO TO: Mr S Scott
Chief Executive Officer
Shire of Toodyay

FROM: Cr Benjamin Bell

DATE: 11 November 2019

FILE NO:

SUBJECT: Notice of Motion – Review of Policy M.3

Dear Stan

This memorandum is notice, in accordance with the Section 4.4 (2) (b) of the Shire of Toodyay Standing Orders, of a motion I wish Council to consider at the December 2019 Ordinary Meeting of Council as follows:

That the:

- (a) Shire of Toodyay's Policy M.3 (Member Sitting Fees and Reimbursable Expenses) is reviewed, and
- (b) Proposed updated Policy M.3 is brought to the January 2020 Ordinary Meeting of Council.

Yours sincerely

Benjamin Bell
COUNCILLOR

Background

- The sitting fee presently paid to elected members as well as the fees paid to the Shire President and Deputy Shire Present does not currently comply with Policy M.3 (see attached)
- Likewise, the telecommunications and information technology allowance paid to elected members does not currently comply with Policy M.3.
- Given that Council is not presently adhering to Policy M.3, a review of this policy may be warranted.

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MEMBERS POLICY

POLICY NO:	M.3
POLICY SUBJECT:	MEMBER SITTING FEES & REIMBURSABLE EXPENSES
ADOPTION DATE:	19 April 2007
LAST REVIEW:	28 FEBRUARY 2017 (CRESNO. 26/02/17)

STATEMENT OF INTENT

To ensure that Elected Members receive remuneration and reimbursement of expenses in accordance with *The Local Government Act 1995* and to ensure that they are not unduly out-of-pocket in carrying out their duties as elected members.

OBJECTIVES

The Council recognises that in order to assist Elected Members in working effectively for the community, it is important to ensure that they are not unduly out-of-pocket in undertaking their role as elected representatives, within the guidelines prescribed by the *Local Government Act 1995* and its Regulations.

The following allowances and reimbursements and conditions will apply to the Shire of Toodyay:

POLICY STATEMENT

1 *Presidential Allowance*

The President shall receive 80% of the maximum annual local government allowance payable monthly in arrears.

2 *Deputy-Presidential Allowance*

The Deputy-President shall receive 80% of the maximum annual local government allowance payable monthly in arrears.

3 *Meeting Attendance Allowance*

The President shall receive 80% of the maximum annual meeting attendance allowance payable monthly in arrears. All Councillors shall receive 80% of the maximum annual meeting attendance allowance payable monthly in arrears.

These allowances shall be paid in lieu of meeting attendance fees and shall be fixed at the above amounts regardless of the meeting structure in place, or the number of meetings attended by a particular elected member.

4 *Telecommunication and Information Technology Allowances*

All elected members shall receive the maximum allowed combined annual telecommunications and Information Technology allowance of \$1,000 payable quarterly in arrears to cover:

- rental charges on a fax/phone in the elected member's home;

- all other costs associated with telecommunication expenses incurred by the member while performing the functions of an elected member; and
- a valid email account throughout the financial year.

Where a Councillor does not maintain an email account then they will only be reimbursed for justified telephone/fax rental expenses on receipt by Council of documentary evidence.

The Shire of Toodyay will supply to each elected member, a tablet device (e.g.: iPad), relevant software and internet access and the cost of any/all related connection fees and charges. This is in addition to the \$1,000pa ICT allowance noted above.

These devices will be purchased as part of the Shire of Toodyay's Telecommunications Plan but will, after the conclusion of the two year telecommunications contract period, become the property of the elected member.

If:

1. an elected member retires or resigns from Council; or
2. an elected member is not re-elected.

In order for the member to retain the device:

- (a) the member must return their device within 72 hours to the Shire to have all data removed and to have the operating system restored to its original settings before being permitted to retain the device; and
- (b) The member must pay any fees associated with the early withdrawal from the telecommunications contract.'

5 Travelling Expenses

All elected members shall be reimbursed for the actual cost of any travel expenses incurred as a result of attending any:

- Council meeting, including Electors' Meeting;
- Meeting of a committee of Council;
- Council Forum briefing sessions organised to brief elected members on the contents of a Council agenda, or on strategic issues which Council needs to be aware of for decision making purposes;
- Official function of Council either held by Council or invited through Council as the official Council representative; and
- Any site where the matter is on the Council or Committee Agenda and is organised for Councillors.

The actual expenses incurred will be reimbursed unless travel expenses are claimed from further afield than an adjoining local government district AND the round trip claimed is more than 100km. In this case the elected member will be reimbursed the expenses of

travelling between the outer boundary of an adjoining local government district and the Council meeting.

Actual travel costs if using a private car shall be determined in accordance with the Local Government Officers' (Western Australia) Award Rates.

6 Childcare Costs

The actual costs of any childcare expenses incurred by elected members will be reimbursed (up to the maximum allowed by regulations) when attending:

- Council meetings including Electors' Meeting;
- Meeting of a committee of Council;
- Councillor Forum briefing sessions;
- An official function of Council either held by Council or invited through Council as the official Council representative;

7 Other Expenses

Council will only reimburse other expenses incurred by elected members after specific approval on a case by case basis.

Reviewed Council Meeting 15 November 2007

Amended Council Meeting 21 May 2009

Amended Council Meeting 13 May 2010

Adopted Special Council Meeting 30 August 2013

Amended Ordinary Meeting of Council held on 28 February 2017

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MEMORANDUM



MEMO TO: Mr S Scott
Chief Executive Officer
Shire of Toodyay

FROM: Cr Benjamin Bell

DATE: 11 November 2019

FILE NO:

Administration Centre

15 Fiennes Street
PO Box 96
TOODYAY WA 6566

T (08) 9574 2258

F (08) 9574 2158

E records@toodyay.wa.gov.au

W www.toodyay.wa.gov.au

SUBJECT: Notice of Motion – CEO to inform Council prior to initiating any legal action on behalf of the local government

Dear Stan

This memorandum is notice, in accordance with the Section 4.4 (2) (b) of the Shire of Toodyay Standing Orders, of a motion I wish Council to consider at the December 2019 Ordinary Meeting of Council as follows:

That the CEO inform Council, in writing, prior to the CEO or Shire of Toodyay initiating any legal action on behalf of the local government.

Yours sincerely

Benjamin Bell
COUNCILLOR

Background

- The community does not differentiate legal action undertaken by the CEO, the Shire of Toodyay or the Council.
- This Notice of Motion is designed to ensure that Council remains informed about the legal action the Shire proposed to commence before such action is initiated
- It should be noted that this Notice of Motion in no way proposes or contemplates that Council will have any say in whether a given legal action should be pursued by the CEO or Shire. (Rather, this Notice of Motion simply proposes that Council is informed before such legal action is initiated).

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MEMORANDUM



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MEMO TO: Mr S Scott
Chief Executive Officer
Shire of Toodyay

FROM: Cr Benjamin Bell

DATE: 26 November 2019

FILE NO:

SUBJECT: Notice of Motion – 2020/21 budget

Dear Stan

This memorandum is notice, in accordance with the Section 4.4 (2) (b) of the Shire of Toodyay Standing Orders, of a motion I wish Council to consider at the December 2019 Ordinary Meeting of Council as follows:

That the CEO advise staff the draft Budget for 2020/21 should be prepared and presented to Council at the appropriate time on the basis of no net increase in Rates revenue over current levels, and that this draft 2020/21 budget should not include any reduction in the level of services provided by the Shire to the Toodyay community.

Yours sincerely

Benjamin Bell

Benjamin Bell
COUNCILLOR

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MEMORANDUM

MEMO TO: Mr S Scott
Chief Executive Officer
Shire of Toodyay

FROM: Cr Beth Ruthven

DATE: 20 November 2019

FILE NO:

SUBJECT: Notice of Motion – Payments Lists



Administration Centre

15 Fientes Street

PO Box 96

TOODYAY WA 6566

T (08) 9574 2258

F (08) 9574 2158

E records@toodyay.wa.gov.au

W www.toodyay.wa.gov.au

Dear Stan

This memorandum is notice, in accordance with S2.7. (2) (a) of the Local Government Act 1995 and Section 4.4 (2) (b) of the Shire of Toodyay Standing Orders, of a motion I wish Council to consider at the next Ordinary Meeting of Council as follows:

That the Council directs the CEO to modify the monthly Payments Lists to show:

- 1) An additional column which provides the general ledger number for each payment item on the list, and
- 2) Details of the individual components of payments with multiple parts.

If you consider that it is too late for this motion to be included in the Agenda I shall raise it as a matter or urgent business as I believe that it needs to be addressed sooner, rather than later.

Yours sincerely

Beth Ruthven
COUNCILLOR

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