



Ordinary Meeting of Council

Minutes

20 August 2013

MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 20 AUGUST 2013

Preface

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

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

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

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

Unconfirmed Minutes

These minutes were approved for distribution on 27 August 2013.



Stan Scott
CHIEF EXECUTIVE OFFICER

27 August 2013.

Confirmed Minutes

These minutes were confirmed at a meeting held on 17 September 2013.

Signed: 

Presiding person at the meeting at which the minutes were confirmed.

17 September 2013.

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Shire of Toodyay

ORDINARY MEETING – 20 AUGUST 2013

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 9.12 am.

2. RECORDS OF ATTENDANCE

Members

Cr K Hogg	Shire President
Cr J Prater	Deputy Shire President
Cr P Greenway	
Cr A McCann	
Cr D Dow	
Cr B Lloyd	
Cr C Firns	
Cr S Craddock	
Cr R Madacsi	

Staff

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

Visitors

P Coffey	H Evans	S Hesse
B Somers	F Panizza	A Jelly

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

3. DISCLOSURE OF INTERESTS

The Chief Executive Officer advised that he had received no disclosures of interest in the form of a written notice 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 16 July 2013 there were no questions taken on notice.

4.2 PUBLIC QUESTION TIME

B Somers

Summary of Question One

In relation to the Article in the centre pages of the Toodyay Herald:

Why is there a false statement in relation to the amount of rural rated properties?

The Shire President stated as follows:

"Nothing was untrue in the statement. I have checked the number of "rural" rated properties. You will know, and it is published in the budget documents each year, that the category of rates is differentiated; it is differentiated between GRV and GRV rural, and further differentiated between various classes of UV and what is termed "UV rural". Last year there were 222 assessment notices subject to a UV rural rate.

UV values are updated by the Valuer General every year as you well know. That means the relativity between rural shires is maintained.

It is difficult to compare one shire with another so far as GRV rates are concerned because they are updated for individual Shires only once every five years. We are due to have GRV valuations next year. That will change relativities when looking at other Shires GRV because they are on a different five-year cycle to us.

You have misinterpreted what I said in relation to the Grants Commission Report in a previous President's report. I did not argue

that this [the commission's report] was the basis for increasing rural rates. The Grants Commission have observed in their report that we were raising significantly less in our rural rates than what their calculation was for rural rating in the Shire.

Even so, that does not directly affect the grant that we receive through the grants commission financial assistance grant. However it did provide an independent body's assessment of our rating compared with other Shires. If you read the report again you will see I made it very clear it was not a basis for lifting the rural rates per se so my answer to you is that the statements published are not false. You need to read the entire article in its context and how it is applied to Toodyay."

Summary of Question Two

The Herald article stated "Does this mean that rate rises been unreasonable or were they starting from a very low base?" What is the basis for you suspecting that it comes from a very low base?

The Shire President stated as follows:

"When you have a look at any rating system you need to consider the base on which you are starting from, however the Toodyay Herald article did not come to a conclusion. It merely raised the question."

Summary of Question Three

What does the term "proximity to markets" and being closer to the coast mean?

The Shire President stated as follows:

"What the CEO indicated was that there are factors that affect the values that are applied to land, including those factors. These factors are taken account of by the Valuer General when they apply valuations to land. Whether you agree or disagree with that is not an issue that the Council considers however as it impacts on the Valuer General. If you consider the valuation applied to land you own is not appropriate you are at liberty, within 35 days of receiving your assessment, to write and appeal to the Valuer General's Office."

B Somers

Summary of Question One

How are Farmer rates relative to non-farmers and other people in the Shire and outside the Shire? The Valuer General does not use factors such as property sales.

The Shire President stated he could not answer on behalf of the Valuer General.

Summary of Question Two

In relation to the Herald article where it states "Many local farmers have over the years made substantial gains from selling off parts of their land or even undertaking subdivisions. Farmers can take advantage of aggregated rates assessments even though they can sell off individual land parcels." Anyone can do that. You don't have to be a farmer.

The Shire President stated as follows:

"Mr Somers, this is not an opportunity for argument. You need to ask a question. Land owners of a greater area which would include broad-acre farmers have an opportunity to apply to the Valuer General's office for contiguous rating. However, the land you own has to be over a particular threshold and has to be contiguous. If you own several properties separated by distance such that there are other properties in between you do not get the benefit of contiguous rating. If you have a parcel of titles for your land, and if they are in different partnership names, company names, family trusts et cetera, you do not get the benefit of contiguous rating as these separate parcels of land may not be aggregated, or may not meet the area threshold set by the Valuer General's Office. You still have the opportunity if you hold various titles to sell off smaller parcels of land, lot by lot to maximise property sales figures."

Summary of Question Three

Where the Herald article stated "Despite the substantial differences in size, the value of a viable property in Toodyay or Wongan Hills would be similar, but the property in Wongan Hills would pay 70% higher rates" how did the local government come to that conclusion?

The Shire President stated as follows:

"That statement in relation to viable property is comparing the area in one shire with area to be equally viable. Because of other productivity issues and the fact that the land is further out from markets (you raised in your earlier questioning) that affects the viability of a farming enterprise.

On the basis of that, to get an equally viable farm, say in Mukinbudin you need far more area than in Toodyay. On the basis of that larger area you take that variation (the larger area), and with the rate in the dollar and those further out are paying more rates per viable unit than in Toodyay. You can argue till the cows come home whether in your

view it is different or not. If your enquiry is in relation to your assessment we can deal with that separately."

F Panizza

Summary of Question One

Does Council understand the amount of larger viable broad-acre farming land that has been bought out and specifically sought after by foreign investment companies? At the Shire of York for example a foreign company purchased a great chunk of agricultural land. I hope the Shire understands and looks at some of the information in relation to farms being sold. My question is: - Is Council aware of the constant pressure from overseas foreign-owned entities buying viable farming land in some of the most productive areas in Western Australia?

The Shire President stated as follows:

"Council has not discussed this. I am aware personally of change occurring in agricultural production units within Australia and Western Australia. Indeed, just recently I understand there were hundreds of square kilometres of farm land purchased by an overseas company in Lake Grace. The Council has no control over who comes to purchase farming, commercial, or residential land within our Shire.

Control rests primarily with the Federal Government. They have a Financial Investment Review Board that any foreign entity buying land in Australia must submit a proposal to; even if they are a resident of the USA wishing to buy a hobby farm in Toodyay their purchase of the land has to receive approval of the Financial Investment Review Board. I know personally of a husband and wife who did not have Australian Citizenship, wanted to purchase a property and even though they had permanent Australian residency they could not buy the property because the Financial Investment Review Board had not approved their purchase.

If there was a premium paid by overseas investors that will affect the valuations in the area and hence their rates, that is something the Valuer General assesses. We cannot and will not advocate a farmer doing anything but maximising a return on their property when they come to sell it, whether that is by individual lots that they own (which they may have aggregated into a farming enterprise), or whether it means they have joined with other landholders to market a large holding to maximise likely return by attracting overseas investors. We do not have authority in that field."

Summary of Question Two

I understand all of that however the corporatisation of food production throughout the world is a problem.

The Shire President responded as follows:

We are not immune to corporatisation of food production. The media and other commentators have raised similar issues. All we can do as a Council is to implore those with the responsibility in that area to change rules to mitigate the threat to our, and the world's food supply.

COUNCIL RESOLUTION NO 228/08/13

MOVED Cr Craddock

That Standing Order 7.5.1(b) be suspended in relation to the requirement for Members to stand during proceedings and when addressing the Chair.

MOTION CARRIED 9/0

Standing Order 7.5.1(b) was suspended at 9.39 am.

5. CONFIRMATION OF MINUTES

5.1 Ordinary Meeting of Council held on 16 July 2013

Cr Lloyd moved a motion as follows:

That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 16 July 2013 be confirmed.

Cr Dow moved an amendment as follows:

That the words "subject to:" be inserted following the words "be confirmed"; and

- 1. A typographical error in relation to the date of the next Ordinary Meeting of Council on page 65 under the heading "Next Meeting" be amended to read "20 September 2013."**

Cr Lloyd accepted the amendment.

Cr Hogg moved an amendment as follows:

2. **At page 43 the word "beyond" replace the words "a further one hour on top of".**

Cr Lloyd accepted the amendment.

Cr Hogg moved an amendment as follows:

3. **In the first sentence, under the heading (No. 11) Notices of Motion given at the meeting for consideration at next meeting the word "submitted" replace the word "moved".**

Cr Lloyd accepted the amendment.

Cr Hogg moved amendments to the motion as follows:

4. **On page 64, the words "non-confidential resolutions" replace the word "resolution"; and**
5. **The words "were not read" replace the words "was not read."**

Cr Lloyd accepted the amendments.

COUNCIL RESOLUTION NO 229/08/13

MOVED Cr Lloyd

That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 16 July 2013 be confirmed subject to:

1. A typographical error in relation to the date of the next Ordinary Meeting of Council on page 65 under the heading "Next Meeting" be amended to read "20 September 2013."
2. At page 43 the word "beyond" replace the words "a further one hour on top of"
3. In the first sentence, under the heading (No. 11) Notices of Motion given at the meeting for consideration at next meeting the word "submitted" replace the word "moved".
4. On page 64, the words "non-confidential resolutions" replace the word "resolution"; and
5. The words "were not read" replace the words "was not read."

MOTION CARRIED 9/0

5.2 Special Meeting of Council held on 25 July 2013

Cr Hogg advised of typographical errors that would be fixed on page 12 in the minutes as follows:

- The word "resolutions" to replace the word "resolution"; and

- The words "were not read" to replace the words "was not read."

COUNCIL RESOLUTION NO 230/08/13

MOVED Cr Lloyd

That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 25 July 2013 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

P Coffey, addressed Council regarding Agenda Item 10.1 Councillor Madacsi – Notice of Motion 1 – Clarification of CEO Comments.

P Coffey addressed Council regarding Agenda Item 10.2 Councillor Madacsi – Notice of Motion 2 – Council Forums and Council Committee Meetings.

7. BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED)

Nil

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER

8.1 PRESIDENT'S REPORT

On behalf of Councillors and Staff of the Shire of Toodyay I extend heartfelt condolences to the family, friends and colleagues of those who have tragically died in motor vehicle accidents on Toodyay Road in recent weeks.

Work has begun already to make representations to Government for an upgrade to Toodyay Road for safety reasons. The traffic load on Toodyay Road will no doubt increase if the planned cessation of the

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Avon Link goes ahead thus further impacting on the safety of the road and its users. A motion for continued and further action by Council on this matter has been foreshadowed.

It is with a degree of concern and sadness that I heard of abusive comments directed toward some visitors to our town during two recent events being the Avon Descent and Targa West. For a town where many residents depend on the income generated by visitors such abusive comments do not help.

Tourism is a major contributor to the economy of Toodyay, with events like the Avon Descent and Targa West being a reason for people to first visit our town the real economic benefit is in follow-up visits by those who enjoyed their experience in Toodyay. Targa West in particular is an event with very low cost to the Shire of Toodyay. Last year the cost to the Shire was \$904 (refer to line item 117208 in the financial report). This year's figures are not yet known but will still be very modest. The only other event that has a cost to the Shire as low as this is the Christmas Street Party but that does not attract and is not designed to attract people from outside the Shire.

Apart from that reservation the recent events of the Avon Descent, the International Food Festival and the Quit Targa West Tarmac Rally were again run very successfully. The reason for that success is in no small part due to the volunteers involved, literally hundreds. None of those events could run without the support of volunteers. Too often we know of the volunteer involvement but do not recognise it. I am informed that Quit Targa West has the involvement of over 500 volunteers. The Avon Descent is also supported by hundreds of volunteers.

I wish to bring to the fore the contribution by the staff of our Shire to the International Food Festival. Few are aware that for this event Shire Staff volunteer their time outside of working hours for the set-up, on the day for the festival and for the post-festival clean-up. They with other volunteers from the community make this event happen.

On behalf of the Shire of Toodyay I thank the volunteers involved in all of the events held in Toodyay as they make for a pleasurable and safe experience for visitors and locals attending those events.

Along with the CEO or Manager Community Development I have attended a range of meetings:

- With the CEO to a meeting with the Department of Aboriginal Affairs about assistance with funding for walk trails and interpretation;

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- With the CEO to a meeting with a range of Ministers and Parliamentary Secretaries and in particular raising issues about water supply and the safety of Toodyay Road;
- With the Manager Community Development and With the Wheatbelt Development Commission (WDC) about Aged Care in the area covered by the Avon Regional Organisation of Councils (AROC);
- Councillors McCann and Madacsi and the CEO attended Local Government Week with the CEO making a presentation to Local Government Heritage Officers about Toodyay's experience in that space.

The Consultant preparing the Toodyay Recreation Strategy recently held a meeting at the Pavilion, with in my mind a disappointingly small attendance for such a program that is far reaching in time, money and impact on the community. Valuable contributions were made by those present with valid concerns raised by some. Whatever results in this program there is one absolute certainty it will not all happen tomorrow or next week, or next year. It will in all probability take a decade or more.

In regard to services for the aged, Consultants engaged by WDC/AROC presented some very interesting findings about services in the Avon sub-region.

Of some surprise to me the Avon sub-region is comparatively well-served with Home-Care Packages. For those aged 70 or more years the State-wide proportion of those in receipt of a package is 26% but in the Avon it is 28.5%.

However that could be because there is a significant shortfall in high-level aged care beds. According to ratios established by the Commonwealth Government there should be some 185 such beds in the Avon sub region but actual provision is only 97 leaving a shortfall already of 88 beds. More disturbing is the prediction arising from Commonwealth's forecast of need is that by 2027 a further 253 beds will be needed, a total shortfall if no further are built of 341 high-care Aged Care beds. Although subsidies provided by the Commonwealth are significant – up to \$52,400 per bed for high level aged dementia care there appears to be little interest from any sector: private, not-for-profit or government in building facilities to cover this shortfall.

Lastly, the ever present spectre of amalgamations continues unabated with the Government announcing a plan for amalgamations in the metropolitan area. Although the experience in other jurisdictions of amalgamations has received almost universal negative reports, the process in WA continues with many pundits touting 1 July 2018 as the likely deadline for council amalgamation in country WA.

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If, as it seems inevitable, amalgamation is on the cards, then Council In my view will need to urgently consider where Toodyay's best interests lie between the six (soon to be five) local government authorities bordering Toodyay.

On a personal note I wish to inform all that I will not be nominating for another term on Council.

9. REPORTS OF COMMITTEES AND EMPLOYEE REPORTS

The Shire President ruled that Confidential Agenda Item 14.1 Interim Audit Visit Report be considered as the next item of business.

COUNCIL RESOLUTION NO 231/08/13

MOVED Cr Lloyd

That Council move behind closed doors to discuss confidential business in accordance with Section 5.23(2)(f) of the Local Government Act 1995.

MOTION CARRIED 9/0

Cr McCann departed Council Chambers at 10.02 am.

The Shire President requested that all members of the public depart Council Chambers with the exception of staff and Mr F Panizza, Chairperson of the Audit Committee.

The members of the public departed Council Chambers at 10.03 am.

14.1 Interim Audit Visit Report

COUNCIL RESOLUTION NO 232/08/13

MOVED Cr Dow

That Standing Order 7.9 be suspended to the extent that it will allow free and open discussion on this matter and for Members to address the Council more than once.

MOTION CARRIED 8/0

Standing Order 7.9 was suspended at 10.04 am.

Cr McCann returned to the Council Chambers at 10.05 am.

Manager Community Development departed Council Chambers at 10.10 am.

Discussion ensued.

COUNCIL RESOLUTION NO 233/08/13

MOVED Cr Prater

That Council:

1. Note the recommendations made by the Audit Committee at its meeting held on 13 August 2013; and
2. Accept the 2012/2013 Interim Audit Visit Report as attached.

MOTION CARRIED 9/0

COUNCIL RESOLUTION NO 234/08/13

MOVED Cr Dow

That Standing Order 7.9 be resumed.

MOTION CARRIED 9/0

Standing Order 7.9 was resumed at 10.45 am.

COUNCIL RESOLUTION NO 235/08/13

MOVED Cr Madacsi

That Council move from behind closed doors.

MOTION CARRIED 9/0

The Council Chambers were re-opened at 10.46 am. The Shire President read aloud the following resolutions for the benefit of the public gallery:

*232/08/13 – Resolution suspending Standing Order 7.9;
233/08/13 – Resolution made by Council;
234/08/13 – Resolution resuming Standing Order 7.9; and
235/08/13 – Resolution moving from behind closed doors.*

The Shire President expressed his gratitude to Mr F Panizza, Chairperson of the Audit Committee for attending the meeting and providing assistance to Council.

9.1 COMMITTEE REPORTS

The Shire President ruled that Agenda Item 9.1.4 Local Laws Advisory Committee Recommendation 2 – Terms of Reference be considered the next item of business.

Mr F Panizza departed Council Chambers at 10.48 am.

Manager Community Development returned to Council Chambers at 10.48 am.

9.1.4 Local Laws Advisory Committee Recommendation 2 – Terms of Reference
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Date of Report:	7 August 2013
Proponent:	Shire of Toodyay
File Ref:	LAW1
Author:	Maria Rebane – Executive Assistant
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. Excerpt from Local Laws Advisory Committee Meeting including their draft terms of reference document; and 2. Draft Terms of Reference Templates.
Voting Requirements:	Simple Majority

INTRODUCTION

This report is for the purpose of Council considering a recommendation from the Local Laws Advisory Committee.

BACKGROUND

At its first meeting held on 23 July 2013 (adjourned) and 30 July 2013 (resumed), the Local Laws Committee *resolved* as follows:

That Council consider the adoption of Terms of Reference and/or procedures for its committees.

Council had established this Committee at an Ordinary Meeting of Council held on 21 May 2013. At that meeting Council resolved as follows:

That Council appoint a Committee comprising Council Members only in accordance with s.5.9 (2) (a) of the Local Government Act 1995 subject to the following terms:

1. *The Committee be limited to four (4) Elected Members in response to Standing Order 17.1 (2)(a) named as follows:*

- i. *Cr Craddock*
- ii. *Cr McCann*
- iii. *Cr Firms*
- iv. *Cr Greenway*

2. *The Committee is to advise on the following:*

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

CONSULTATION

The Local Laws Committee was provided with a draft Terms of Reference to recommend to Council to endorse (refer to **Attachment 1**) at its first meeting held on 23 July 2013 (adjourned) and 30 July 2013 (resumed).

STATUTORY ENVIRONMENT

Section 5.8 of the *Local Government Act 1995* provides for the establishment of committees of 3 or more persons. This section states as follows:

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

** Absolute majority required.*

In relation to the establishment of a Committee under section 5.8 of the *Local Government Act 1995*, the Shire of Toodyay Standing Order 17.1(2) states that a Council Resolution is to include:

- (a) *the terms of reference of the committee;*
- (b) *the number of Council Members, officers and other persons to be appointed to the committee;*
- (c) *the names or titles of the Council Members and officers to be appointed to the committee;*
- (d) *the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and*
- (e) *details of the delegation of any powers or duties to the committee under section 5.16 of the Act.*

Sections 5.9 and 5.10 of the *Local Government Act 1995* provide for the (a) types of committees; and (b) Appointment of Committee Members (i.e. membership) as follows:

5.9. Committees, types of

- (1) In this section —
other person means a person who is not a council member or an employee.
- (2) A committee is to comprise —
 - (a) council members only; or
 - (b) council members and employees; or
 - (c) council members, employees and other persons; or
 - (d) council members and other persons; or
 - (e) employees and other persons; or
 - (f) other persons only.

5.10. Committee members, appointment of

- (1) A committee is to have as its members —
 - (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
 - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

** Absolute majority required.*
- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
 - (a) to be a member of the committee; or
 - (b) that a representative of the CEO be a member of the committee,the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

The terms of reference that the CDMAC have recommended includes the ability of the Chairperson to nominate a person to Chair meetings in their absence.

Section 5.14 of the *Local Government Act 1995* stipulates as follows:

5.14. Who acts if no presiding member

If, in relation to the presiding member of a committee —

- (a) the office of presiding member and the office of deputy presiding member are vacant; or
- (b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,

then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

Council of course have the opportunity to appoint a Deputy Committee Member who can stand-in for the Presiding Member (Chair) if they were not available or are unable or unwilling to perform the functions of presiding member in accordance with section 5.11(A) of the *Local Government Act 1995* which states as follows:

5.11A. Deputy committee members

- (1) The local government may appoint* a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.
* *Absolute majority required.*
- (2) A person who is appointed as a deputy of a member of a committee is to be —
 - (a) if the member of the committee is a council member — a council member; or
 - (b) if the member of the committee is an employee — an employee; or
 - (c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or
 - (d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.
- (3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.
- (4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.

A local government can choose to delegate to a committee any of its powers and duties other than the power of delegation in accordance with section 5.16 of the *Local Government Act 1995*.

Council could choose to include a "terms of reference" for each Committee within the "Delegation Register" as a separate section. This would meet

Council's requirement to keep a register of delegations it makes to committees in accordance with section 5.18 of the *Local Government Act 1995* which states as follows:

5.18. Register of delegations to committees

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

Decisions a Council committee makes is in accordance with section 5.20(2) of the *Local Government Act 1995* which states as follows:

- (2) A decision of a committee does not have effect unless it has been made by a simple majority or, if another kind of majority has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.

5.25. Regulations about council and committee meetings and committees

- (1) Without limiting the generality of section 9.59, regulations may make provision in relation to —
- (b) the functions of committees or types of committee;.....

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

To date, Local Government Operational Guidelines exist only for the establishment of an Audit Committee. The Department of Local Government produces this guideline for the purpose of establishing and operating an effective audit committee. The guideline states that "Clear and comprehensive terms of reference, setting out the committee's roles and responsibilities, is essential."

According to Council records, where Committees have been established by Council in the past, it is very difficult to discern the "terms of reference" that a committee began with, let alone any amendments that had been made to the committee in years past. Having a "terms of reference" document for each Council Committee would provide a valued resource to future Council administrations.

Many Local Governments throughout Australia produce what they call "terms of reference" for their committees.

The Parliament of Australia (House of Representatives) lists a "terms of reference" on their website that includes a resolution of its appointment (i.e. the purpose and duties of the Committee") and its membership.

The WA Parliament lists the "terms of reference" of its Delegated Legislation Committee – Joint Committee on its website. This includes Committee name, type, establishment date, membership, contact details; functions and powers of the committee, as well as the History and Purpose of the Committee.

Section 17.1(2)(a) of the Shire of Toodyay *Standing Orders 2008* states that a Council Resolution is to include the terms of reference of the committee.

OFFICER'S RECOMMENDATION

That Council endorse the use of the Draft Terms of Reference Document (Attachment 2) as amended for its Committees.

Cr Lloyd asked to be excluded and departed Council Chambers at 10.49 am.

Cr Firns moved a motion as follows:

That Council consider the adoption of Terms of Reference and/or procedures for all of its committees.

The Shire President adjourned the meeting at 10.50 am.

The Shire President resumed the meeting at 11.20 am.

The Shire President requested Cr Firns provide clarification in relation to the tabled motion.

COUNCIL RESOLUTION NO 236/08/13

MOVED Cr Craddock

That Standing Order 7.9 be suspended to the extent that it will allow free and open discussion on this matter and for Members to address the Council more than once.

MOTION CARRIED 8/0

Standing Order 7.9 was suspended at 11.25 am.

Discussion ensued.

Cr Hogg advised members that in addition to the right to move an amendment to a substantive motion (under Part 9), a Member may move a procedural motion such as 10.1(a) that the meeting proceed to the next item of business.

Cr Lloyd returned to Council Chambers at 11.42 am.

Cr Hogg advised Cr Firms that in accordance with Standing Order 10.3 he was not permitted to move a procedural motion as he had been the mover of the motion in relation to agenda item being considered.

COUNCIL RESOLUTION NO 237/08/13

MOVED Cr Craddock

That Standing Order 7.9 be resumed.

MOTION CARRIED 9/0

Standing Order 7.9 was resumed at 11.45 am.

Cr Craddock moved a procedural motion as follows:

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

Cr McCann seconded the motion.

Clarification was sought.

The motion was put.

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COUNCIL RESOLUTION NO 238/08/13

MOVED Cr Craddock

SECONDED Cr McCann

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

MOTION CARRIED 9/0

9.1.1 Community Depot Management Advisory Committee – Terms of Reference

Date of Report:	7 August 2013
Proponent:	Shire of Toodyay
File Ref:	COC10
Author:	Maria Rebane – Executive Assistant
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. Draft Terms of Reference – CDMAC.
Voting Requirements:	Simple Majority

INTRODUCTION

This report is for the purpose of Council considering a recommendation from the Community Depot Management Advisory Committee's in relation to its Terms of Reference.

BACKGROUND

At an Ordinary Meeting of Council held on 19 February 2013, Council resolved that the members of the Community Depot Management Advisory Committee would be as follows:

Members Cr R Madacsi Cr A McCann Cr P Greenway

At this meeting Council also resolved to invite expressions of interest from prospective tenants for interest in membership to the Committee.

As of 16 April 2013, two applications from the community are as follows:

<u>Name</u>	<u>Representing</u>
Bethan Lloyd	Toodyay Seed Orchard Group
Mr Lance Owen	Toodyay Theatre Group.

At an Ordinary Meeting of Council held on 16 April 2013 (adjourned 17 April 2013 and resumed 18 April 2013) Council resolved to:-

1. adopt the Concept Plan and Authorise the Chief Executive Officer to proceed with the project; and
2. Form a Community Depot Management Advisory Committee including representatives of the three (3) remaining keystone tenants.

CONSULTATION

At its first meeting on 18 July 2013, the CDMAC resolved as follows:

The Community Depot Management Advisory Committee recommend to Council:

1. That Council authorise the CEO or delegated Senior Manager to be a voting member of the Community Depot Management Advisory Committee with the authority to take forward any recommendations made by the Committee to Council;
2. That the number of key-stone tenants permitted to vote as members be increased to twelve (12);
3. That the Terms of Reference document be endorsed by Council;
4. That Council authorise the CEO to make minor amendments to this document relating only to keystone tenant information as and when required, provided a copy of such changes is provided to Council.

STATUTORY ENVIRONMENT

Section 5.8 of the *Local Government Act 1995* provides for the establishment of committees of 3 or more persons. This section states as follows:

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

** Absolute majority required.*

In relation to the establishment of a Committee under section 5.8 of the Local Government Act 1995, the Shire of Toodyay Standing Order 17.1(2) states that a Council Resolution is to include:

- (f) *the terms of reference of the committee;*
- (g) *the number of Council Members, officers and other persons to be appointed to the committee;*
- (h) *the names or titles of the Council Members and officers to be appointed to the committee;*
- (i) *the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and*
- (j) *details of the delegation of any powers or duties to the committee under section 5.16 of the Act.*

Sections 5.9 and 5.10 of the *Local Government Act 1995* provide for the (a) types of committees; and (b) Appointment of Committee Members (i.e. membership) as follows:

5.9. Committees, types of

- (1) In this section —

other person means a person who is not a council member or an employee.

- (2) A committee is to comprise —
 - (a) council members only; or
 - (b) council members and employees; or
 - (c) council members, employees and other persons; or
 - (d) council members and other persons; or
 - (e) employees and other persons; or
 - (f) other persons only.

5.10. Committee members, appointment of

- (1) A committee is to have as its members —
 - (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
 - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

** Absolute majority required.*
- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
 - (a) to be a member of the committee; or
 - (b) that a representative of the CEO be a member of the committee,the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

The terms of reference that the CDMAC have recommended includes the ability of the Chairperson to nominate a person to Chair meetings in their absence.

Section 5.14 of the *Local Government Act 1995* stipulates as follows:

5.14. Who acts if no presiding member

If, in relation to the presiding member of a committee —

- (a) the office of presiding member and the office of deputy presiding member are vacant; or
- (b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,

then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

Council of course have the opportunity to appoint a Deputy Committee Member who can stand-in for the Presiding Member (Chair) if they were not available or are unable or unwilling to perform the functions of presiding member in accordance with section 5.11(A) of the *Local Government Act 1995* which states as follows:

5.11A. Deputy committee members

- (1) The local government may appoint* a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.
* *Absolute majority required.*
- (2) A person who is appointed as a deputy of a member of a committee is to be —
 - (a) if the member of the committee is a council member — a council member; or
 - (b) if the member of the committee is an employee — an employee; or
 - (c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or
 - (d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.
- (3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.
- (4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.

A local government can choose to delegate to a committee any of its powers and duties other than the power of delegation in accordance with section 5.16 of the *Local Government Act 1995*.

Council could choose to include a "terms of reference" for each Committee within the "Delegation Register" as a separate section. This would meet Council's requirement to keep a register of delegations it makes to committees

in accordance with section 5.18 of the *Local Government Act 1995* which states as follows:

5.18. Register of delegations to committees

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

Decisions a Council committee makes is in accordance with section 5.20(2) of the *Local Government Act 1995* which states as follows:

- (2) A decision of a committee does not have effect unless it has been made by a simple majority or, if another kind of majority has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

The terms of reference document (refer to **Attachment 1**) is considered appropriate in respect to the requirements of section 5.8 of the *Local Government Act 1995*. It is also in accordance with section 17.1(2)(a) of the *Shire of Toodyay Standing Orders 2008* whereby it states that a Council Resolution is to include the terms of reference of the committee.

In order to legitimise the activities of the Community Depot Management Advisory Committee (CDMAC) it is considered necessary for Council to sanction the Terms of Reference in order for the CDMAC to function efficiently.

OFFICER'S RECOMMENDATION

That Council:

1. authorise the CEO or delegated Senior Manager to be a voting member of the Community Depot Management Advisory Committee (CDMAC) with the authority to take forward any recommendations made by the Committee to Council;
2. permit the increase in the number of key-stone tenants permitted to vote as members to twelve (12);
3. endorse the Terms of Reference for the CDMAC;
4. authorise the CEO to make minor amendments to the Terms of Reference document relating only to keystone tenant information as and when required, provided a copy of such changes is provided to Council.

Clarification was sought.

COUNCIL RESOLUTION NO 239/08/13

MOVED Cr Firms

SECONDED Cr Madacsi

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

MOTION CARRIED 9/0

**9.1.2 Community Depot Management Advisory Committee –
Recommendations.**

Date of Report:	7 August 2013
Proponent:	Shire of Toodyay
File Ref:	COC10
Author:	Maria Rebane – Executive Assistant
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. Excerpt of minutes – CDMAC.
Voting Requirements:	Simple Majority

INTRODUCTION

This report is for the purpose of Council acknowledging recommendations from the Community Depot Management Advisory Committee.

BACKGROUND

At its first meeting on 18 July 2013, the CDMAC made two recommendations to Council as follows:

1. Regional Development Australia Fund Grant Application

That the Community Depot Management Advisory Committee formally lends its support to the Regional Development Australia Fund Round Five grant application.

2. NRM Stormwater Reuse Grant Actions

That the Community Depot Management Advisory Committee note the successful grant application and endorse placement of a water tank as per the Toodyay Community Depot Concept Plan.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

As the CDMAC does not have delegated authority to make decisions on behalf of Council these recommendations are provided to Council for their sanctioning.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

Excerpts from the minutes of the CDMAC (refer to **Attachment 1**) are attached to provide background to the Council.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 240/08/13

MOVED Cr Lloyd

That Council receive the recommendations from the Community Depot Management Advisory Committee (CDMAC).

MOTION CARRIED 9/0

9.1.3	Local	Laws	Advisory	Committee
Recommendation 1 – Bush Fire Brigade Local Law				

Date of Report:	7 August 2013
Proponent:	Shire of Toodyay
File Ref:	LAW1
Author:	Maria Rebane – Executive Assistant
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. Proposed Bush Fire Brigade Local Law.
Voting Requirements:	Simple Majority

INTRODUCTION

This report is for the purpose of Council considering the proposed Bush Fire Brigade Local Law 2013 and to endorse initiation of the local law making procedure.

BACKGROUND

At a Council Forum held on 7 May 2013 the following Local Laws (refer to **Attachment 2**) were presented to Councillors for comment:

- i. Bush Fire Brigades Local Law.

At an Ordinary Meeting of Council held on 21 May 2013, Council resolved to form a Committee whose purpose is to advise on the following:

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

CONSULTATION

The original version of this Local Law was developed by Mr Bruce Wittber (BHW Consulting), the consultant providing advice to the Shire on Local Laws.

Other consultation has occurred between Acting CESM, the Chief Bush Fire Control Officer and Mr D Gossage, Manager, Emergency Services (Serpentine/Jarrahdale).

At its first meeting held on 23 July 2013 (adjourned) and 30 July 2013 (resumed), the Local Laws Committee *resolved* as follows:

That the Local Laws Committee endorse the draft Bush Fire Brigades Local Law as amended for commencement of the adoption process by Council.

If the draft document is to be progressed then the proposed Local Law will be advertised to seek public comment accordingly.

STATUTORY ENVIRONMENT

The Bush Fires Act 1954 contemplates the adopting by Local Governments of Local Laws to govern the operations of Bush Fire Brigades. In particular the Act states as follows:

41. Bush fire brigades

- (1) *For the purpose of carrying out normal brigade activities a local government may, in accordance with its local laws made for the purpose, establish and maintain one or more bush fire brigades and may, in accordance with those local laws, equip each bush fire brigade so established with appliances, equipment and apparatus.*

43. Election and duties of officers of bush fire brigades

A local government which establishes a bush fire brigade shall by its local laws provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.

62. Local government may make local laws

- (1) *A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995 for and in relation to —*
- (a) the appointment, employment, payment, dismissal and duties of bush fire control officers;*
 - (b) the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and*
 - (c) any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.*

Issues have arisen in relation to the management of individual brigades that have been exacerbated by the lack of a Local Law to guide decision making.

The proposed Bush Fire Brigades Local Law 2013 must be made in accordance with Section 3.12 of the *Local Government Act 1995*.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

At an Ordinary Meeting of Council held on 11 January 2013, Council resolved as follows:

1. Increase the budget allocation of GL: 041223 - Local Laws Review from \$10,000 to \$35,000;
2. Decrease the budget allocation of GL: 041228 – Integrated Strategic Plan – Consultant;
3. Authorise the CEO to Appoint BHW Consulting to assist with the review of existing Local Laws and the preparation of new Local Laws.

At the time of writing this report no accounts had been received for services utilised to date.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

There is presently no Local Law in place and the Shire has relied on its broad powers and obligations under the Act to deal with issues that have arisen. There have been attempts in the past to create constitutions for Brigades and adopt Standard Operating Procedures as Local Government policies to deal with the management of brigades. The appropriate vehicle for dealing with these issues is the adoption of a Local Law.

A thorough review process has occurred that has included full Council consultation including the Local Laws Advisory Committee established by a resolution of Council.

The draft document is now ready to be progressed. The first step prescribed under the *Local Government Act 1995* requires the person presiding the Council meeting to give notice to the meeting of the purpose and effect of the of the proposed local law in the prescribed manner. As such, the presiding member is to read aloud the following:

“Purpose: The purpose of this Local Law is to provide for the following:

1. the establishment of a Bush Fire Brigade including but not limited to:

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- (a) the types of membership;
 - (b) appointment;
 - (c) dismissal; and
 - (d) management of members of a Bush Fire Brigade.
- 2. the application of Rules to a Bush Fire Brigade including but not limited to:
 - (a) equipment of Bush Fire Brigade; and
 - (b) rules governing the operation of Bush Fire Brigade;
- 3. the dissolution of a Bush Fire Brigade; and
- 4. the organisation and maintenance of a Bush Fire Brigade.

Effect: The effect of this Local Law is that Bush Fire Brigades are to be governed by the Local Law unless otherwise provided in the Act or regulations."

The next step in the process is for Council to:

- (a) give Statewide public notice of the proposed Local Law stating that:
 - (i) Council proposes to make a local law the purpose and effect of which is summarized in the notice; and
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
 - (iii) submissions about the proposed local law may be made to Council before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;

and

- (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
- (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

It is recommended that this process be commenced. At the close of the submission period all submissions will be presented to Council for consideration.

OFFICER'S RECOMMENDATION

That Council:

1. note the purpose and intent of the Bush Fire Brigades Local Law 2013;
2. give Statewide public notice of the intent to make the Bush Fire Brigades Local Law 2013; and
3. authorise the Chief Executive Officer to commence the process of adopting the local law in accordance with Section 3.12 of the *Local Government Act 1995*.

Clarification was sought.

The CEO advised that at this stage of the meeting the Presiding Member is required to read aloud the purpose and effect of the local law.

The CEO departed Council Chambers at 12.15 pm.

The Presiding Member read aloud the purpose and effect of the proposed law as follows.

“Purpose: The purpose of this Local Law is to provide for the following:

1. **the establishment of a Bush Fire Brigade including but not limited to:**
 - (a) the types of membership;**
 - (b) appointment;**
 - (c) dismissal; and**
 - (d) management of members of a Bush Fire Brigade.**
2. **the application of Rules to a Bush Fire Brigade including but not limited to:**
 - (a) equipment of the Bush Fire Brigade; and**
 - (b) rules governing the operation of the Bush Fire Brigade;**
3. **the dissolution of a Bush Fire Brigade; and**
4. **the organisation and maintenance of a Bush Fire Brigade.**

Effect: The effect of this Local Law is that Bush Fire Brigades are to be governed by the Local Law unless otherwise provided in the Act or regulations.”

Cr Lloyd moved the Officer's Recommendation as follows:

That Council:

- 1. note the purpose and intent of the Bush Fire Brigades Local Law 2013;**
- 2. give Statewide public notice of the intent to make the Bush Fire Brigades Local Law 2013; and**
- 3. authorise the Chief Executive Officer to commence the process of adopting the local law in accordance with Section 3.12 of the Local Government Act 1995.**

Cr Firms sought clarification in relation to Points (a), (b), (c) and (d) of the Purpose.

Cr McCann departed Council Chambers at 12.18 pm.

The CEO returned to Council Chambers at 12.19 pm.

The Shire President adjourned the meeting at 12.20 pm.

The Deputy Shire President resumed the meeting at 1.25 pm.

The CEO read an amendment to Point 1 of the Purpose as follows:

- 1. the establishment of a Bush Fire Brigade including but not limited to:**
 - (a) the types of membership; and**
 - (b) the appointment, dismissal, and management of members of a Bush Fire Brigade.**

Cr Craddock moved an amendment to the Bush Fire Brigade Local Law as follows:

That under the Heading "Banking" at Clause 7.4(1) the words "in the name of the Bush Fire Brigade" be inserted following the words "The funds of the bush fire brigade are to be placed in a bank account".

Cr Craddock moved an amendment to the motion as follows:

That the word "amended" be inserted at Point 1 following the words "note the purpose and intent of the".

Cr Lloyd accepted the amendment.

The motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 241/08/13

MOVED Cr Lloyd

That Council:

1. note the purpose and intent of the amended Bush Fire Brigades Local Law 2013;
2. give Statewide public notice of the intent to make the Bush Fire Brigades Local Law 2013; and
3. authorise the Chief Executive Officer to commence the process of adopting the local law in accordance with Section 3.12 of the *Local Government Act 1995*.

MOTION CARRIED 8/0

Cr K Hogg, Shire President, returned to the Council Chambers at 1.30 pm.

The CEO explained that following changes to the purpose and intent which were clarified:

- (a) *Cr Lloyd moved the Officer's Recommendation;*
- (b) *Cr Craddock made an amendment to the Bush Fire Local Law; and*
- (c) *Cr Craddock moved an amendment to the motion, accepted by Cr Lloyd.*

The CEO then read aloud resolution 241/08/13 for the benefit of Cr Hogg.

Cr Hogg resumed the chair.

9.1.5 Audit Committee Recommendations

Date of Report:	14 August 2013
Proponent:	Audit Committee
File Ref:	COC2
Author:	Maria Rebane – Executive Assistant
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. Minutes of Audit Committee Meeting held 13 August 2013 – refer to separate attachment.
Voting Requirements:	Simple majority

INTRODUCTION

The purpose of this report is to present the Audit Committee Recommendations to Council.

BACKGROUND

The Audit Committee met on 13 August 2013. Recommendations made to Council are as follows:

1. Verge Spraying

The Audit Committee recommend to Council that steps be put in place to ensure that the timely spraying of verges occurs to protect the road infrastructure.

2. Weed Control

That the Audit Committee draw Council's attention to the fact that weed control outside parks and gardens on reserves appears not to have been spent and appears to have been overlooked over the last 2-3 years and request that the works committee or whoever is responsible for that investigate.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Section 5.23 of the *Local Government Act 1995* provides that Council meetings will be generally open to the public except in a limited range of specified circumstances. When Council chooses to meet behind closed doors it does so with reference to the relevant authorisation.

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While agendas and minutes are generally available to the public, there is a specific exemption for those papers relating to committee meetings or those parts of Council meetings that are not open to the public. (Reg 14(2) and Reg 29, *Local Government (Administration) Regulations 1996*).

Agendas and Minutes of meetings or those parts of meetings that are closed to the public are also exempt from disclosure under Section 11 of Schedule 1 of the *Freedom of Information Act 1992*.

POLICY IMPLICATIONS

Audit Committee recommendations may influence Council policy.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

In light of the matters uncovered in 2011 and the subsequent Probity Compliance Report compliance matters are of particular importance.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

The Audit Committee last raised concerns regarding the spraying program in September 2012. These concerns were acknowledged at an Ordinary Meeting of Council in March 2013. Verge spraying has been discussed on numerous occasions by the Works Advisory Committee.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 242/08/13

MOVED Cr Lloyd

That Council note the Audit Committee's concerns in relation to verge spraying and weed control.

MOTION CARRIED 9/0

9.2 COMMUNITY DEVELOPMENT

9.2.1 Toodyay Recreation Strategy

Date of Report:	12 August 2013
Proponent:	Shire of Toodyay
File Ref:	REC2/MAN2
Author:	Joanna Buegge – Be-Active Co-ordinator
Responsible Officer:	Audrey Bell – Manager Community Development
Officer's Disclosure of Interest:	Nil
Attachments:	1. Toodyay Recreation Strategy.
Voting Requirements:	Simple Majority.

INTRODUCTION

The following is a report on the Shire of Toodyay Recreation Strategy. Council Forum was held on August 6, 2013, where council allowed the document to be made available to those that would be attending the Community Meeting the following evening on August 7, 2013.

This report is to confirm that the report now be released for public comment for 21 days.

BACKGROUND

The Shire of Toodyay appointed SGL Consulting to conduct and review their Recreation Strategy. SGL are at the final stages of completing this review and have developed the draft strategy ready for community consultation.

Phil Gray from SGL attended council forum on Tuesday 6 August to present the document. A community meeting followed on Wednesday 7 August, 2013.

CONSULTATION

Phil Gray from SGL has consulted with all the sport and recreation groups seeking their input into the development of the Gap Analysis and Recreation Strategy reports. Phil has met twice with council, shire staff twice and held two community meetings.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council adopted a budget of \$20,000 to complete the recreation strategy.

STRATEGIC IMPLICATIONS

In Council's Strategic Community Plan:

Community Services

Preparation of a Recreation Plan
Investment in a recreation solution

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

Comments from Community will be included in the final report.

Report, when completed and adopted will assist in guiding Council, Administration and Community towards a common recreation goal.

OFFICER'S COMMENT

At council's forum on Tuesday 6 August, Council agreed for the Draft Recreation Strategy is to be made available for public consultation.

Following Council procedure, a council resolution is required for the document to be made available for the public.

OFFICER'S RECOMMENDATION

It is recommended that Council releases the Draft Recreation Strategy for public comment for 21 days commencing 21 August 2013.

Cr Craddock moved the Officer's Recommendation as follows:

That Council releases the Draft Recreation Strategy for public comment for 21 days commencing 21 August 2013.

Cr Hogg moved an amended motion to read as follows:

That:

- 1. the Draft Recreation Strategy document be amended as follows:**
 - (a) the words “show society” wherever it appears be replaced with the words "Toodyay Agricultural Society"; and**
 - (b) a typographical error on page 88 be amended so that the word "Spot" is amended to read "Sport".**
- 2. Council releases the amended Draft Recreation Strategy for public comment for 21 days commencing 21 August 2013.**

Cr Craddock accepted the amended motion.

The motion was put.

COUNCIL RESOLUTION NO 243/08/13

MOVED Cr Craddock

SECONDED Cr Hogg

That:

- 1. the Draft Recreation Strategy document be amended as follows:**
 - (a) the words “show society” wherever it appears be replaced with the words "Toodyay Agricultural Society"; and**
 - (b) a typographical error on page 88 be amended so that the word "Spot" is amended to read "Sport".**
- 2. Council releases the amended Draft Recreation Strategy for public comment for 21 days commencing 21 August 2013.**

MOTION CARRIED 9/0

9.3 CORPORATE SERVICES

9.3.1 List of Payments – July 2013

Date of Report:	5 August 2013
Proponent:	Shire of Toodyay
File Ref:	FIN6
Author:	Kerry Wandless - Accounts
Responsible Officer:	Cherie Delmage – Manager Corporate Services
Officer's Disclosure of Interest:	Nil
Attachments:	1. List of Payments – July 2013.
Voting Requirements:	Simple majority

INTRODUCTION

The purpose of this report is to present all payments made during the month of July 2013.

BACKGROUND

All creditor invoices are processed as they are received and payments are made on the 15th and final day of every month.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

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.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

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.

Trust Payment Vouchers (TPV) are vouchers raised internally for direct debits against the trust bank account such as bank fees and charges etc.

The balance of creditors after the final cheque run for the month of July 2013 was \$0.00.

OFFICER'S RECOMMENDATION

It is recommended that the following payments listed and presented for the month of July 2013:

- a) Trust fund payments numbered 1272 to 1275 amounting to \$3,081.71
- b) Electronic Fund Transfers (EFT) payments numbered EFT14185 To EFT14375 and Municipal fund cheques numbered 11712 to 11729 amounting to \$838,347.86; and
- c) Direct Debits numbered IPV463 to IPV466 and BPV1295 to BPV1356 Amounting to \$378,939.16.

be noted as being paid.

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Manager Community Development departed Council Chambers at 1.36 pm.

Clarifications were sought.

Manager Community Development returned to Council Chambers at 1.39 pm.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 244/08/13

MOVED Cr Lloyd

That Council note as being paid the following payments listed and presented for the month of July 2013:

- a) Trust fund payments numbered 1272 to 1275 amounting to \$3,081.71;
- b) Electronic Fund Transfers (EFT) payments numbered EFT14185 To EFT14375 and Municipal fund cheques numbered 11712 to 11729 amounting to \$838,347.86; and
- c) Direct Debits numbered IPV463 to IPV466 and BPV1295 to BPV1356 Amounting to \$378,939.16.

MOTION CARRIED 9/0

9.3.2 Financial Statements – June 2013

Date of Report:	12 August 2013
Proponent:	Shire of Toodyay
File Ref:	FIN3
Author:	Cherie Delmage - Manager Corporate Services
Responsible Officer:	Cherie Delmage - Manager Corporate Services
Officer's Disclosure of Interest:	Nil
Attachments:	1. Monthly Financial Statements including Outstanding Rates Debtors and Outstanding Sundry Debtors for the month ending 30 June 2013.
Voting Requirements:	Simple Majority

INTRODUCTION

Local Governments must prepare monthly financial statements and the attached bank reconciliations and reports are for Council's consideration.

BACKGROUND

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

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

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

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

CONSULTATION

Nil

STATUTORY ENVIRONMENT

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

- a) Annual budget estimates
- b) Budget estimates to the end of the month;

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- 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.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

Attached are the Monthly Financial Statements, Outstanding Rates and Outstanding Sundry Debtors report for the period ending 30 June 2013.

Whilst there is no legal requirement to present bank reconciliations to the Council, it is standard practice for the Shire of Toodyay to do so. This has been withheld until the next Council meeting to be held in September 2013 where the June, July and August 2013 bank reconciliations will be presented as I am currently having the entire 2012/2013 reconciliations reviewed to ensure accuracy and that we commence 2013/2014 in the best possible manner.

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OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 245/08/13

MOVED Cr Prater

That Council accepts the Monthly Financial Statements, Outstanding Rates and Outstanding Sundry Debtors information for the period ending 30 June 2013.

MOTION CARRIED 9/0

9.3.3 Draft Policy – Fitness For Work – Drug & Alcohol Use In The Workplace

Date of Report:	13 August 2013
Proponent:	Shire of Toodyay
File Ref:	FIN3
Author:	Cherie Delmage - Manager Corporate Services
Responsible Officer:	Cherie Delmage - Manager Corporate Services
Officer's Disclosure of Interest:	Nil
Attachments:	<ol style="list-style-type: none">1. Draft Policy HR.2 Fitness For Work – Drug & Alcohol Use In The Workplace; and2. Quote – fit4duty – Onsite Drug & Alcohol Testing Services
Voting Requirements:	Simple Majority

INTRODUCTION

The purpose of this report is for Council to consider the adoption of a new policy namely; Council Policy HR.2 Fitness For Work – Drug & Alcohol Use In The Workplace.

BACKGROUND

On 21 March 2013, Fair Work Australia approved the Shire of Toodyay's Enterprise Bargain Agreement (FWC Memo - AG2013/5593 - Application by Shire of Toodyay - (EBA) - Effective 28 March 2013). Part of this document states:

'Within two months of signing this agreement, Council shall adopt a policy for the introduction of random drug and alcohol testing for Employees with the objective of maintaining and improving Occupational Health and Safety (OSH) levels at the workplace.'

There have been delays in the preparation of this Policy but it is now ready for Council consideration.

CONSULTATION

Consultation has occurred with the CEO, Senior Staff, Ms Carla Loney from WALGA Workplace Solutions and other local governments.

STATUTORY ENVIRONMENT

The Local Government Act 1995 refers to 2.7 Role of council

(1) The council —

- (a) Governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to —

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

POLICY IMPLICATIONS

The adoption of this recommendation will result in the creation of a new policy namely; Council Policy HR.2 Fitness For Work – Drug & Alcohol Use In The Workplace.

FINANCIAL IMPLICATIONS

An amount of \$3,000 has been included in the 2013/2014 Annual Budget.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

One of the desired Community Outcomes of the Shire of Toodyay's Strategic Community Plan 2013-2013 is a 'healthy, safe and cohesive community'.

It is the responsibility of the Shire of Toodyay that, in its role as an employer, a duty of care is provided to both its employees and the community.

OFFICER'S COMMENT

Senior Management are working towards creating a set of Human Resources policies to assist in the effective functioning of the organisation. The aim is to create clear and concise guidelines to assist in employer/employee relationships whilst providing direction for Senior Management when dealing with employees.

OFFICER'S RECOMMENDATION

That Council adopt the attached new Council Policy HR.2 Fitness For Work – Drug & Alcohol Use In The Workplace.

Clarification was sought.

Cr Craddock moved a motion as follows:

That Council adopt the attached new Council Policy HR.2 Fitness For Work – Drug & Alcohol Use In The Workplace, pages 200 and 201 only.

Cr Madacsi moved a motion as follows:

That the remainder of the document with the procedural provisions section containing Alcohol and Drug issues be included in the adopted document.

Cr Craddock did not accept the amendment.

The amendment lapsed for want of seconder.

Cr McCann moved a motion as follows:

That:

- 1. the name of the policy be changed to "Fitness for work policy";**
- 2. the dot points underneath Policy Statement be amended as follows:**
 - Alcohol and Drug use;**
 - Fatigue;**
 - Illness; and**
 - Psychological impairment**
- 3. policies be created for each of those four sub-headings.**

The Manager Corporate Services departed Council Chambers at 2.10 pm.

The Shire President ruled that the amendment needed to be put in writing so all councillors could be provided with a copy.

The Shire President adjourned the meeting at 2.13 pm.

The Shire President resumed the meeting at 2.28 pm.

The CEO departed Council Chambers at 2.29 pm.

The Shire President advised members that he would be required to adjourn the meeting if a new motion to suspend Standing Orders (under Clause 16.1) was not provided, as the meeting had reached its maximum time limit of five hours.

The Manager Corporate Services returned to Council Chambers at 2.29 pm.

The CEO returned to Council Chambers at 2.29 pm.

Cr Dow moved a motion as follows:

That the Standing Orders be suspended in accordance with Standing Orders 16.1 to permit the Council Meeting to continue.

Cr Lloyd objected to the motion.

Cr Madacsi seconded the motion.

Debate ensued.

The motion was put.

COUNCIL RESOLUTION NO 246/08/13

MOVED Cr Dow

SECONDED Cr Madacsi

That the Standing Orders be suspended in accordance with Standing Order 16.1 to permit the Council Meeting to continue.

MOTION CARRIED 8/1

Standing Orders were suspended at 2.34 pm.

Cr Lloyd departed Council Chambers at 2.35 pm.

The Shire President adjourned the meeting at 2.39 pm.

The Shire President resumed the meeting at 2.52 pm.

Cr McCann sought leave to withdraw his amendment to the motion under Standing Orders 9.15 (1).

Cr Firms raised a Point of Order in relation to whether Cr Craddock was required to second the motion.

The Shire President ruled that Cr Craddock had not accepted the amendment and as such was not required to agree to its withdrawal.

COUNCIL RESOLUTION NO 247/08/13

MOVED Cr McCann

That the motion be withdrawn in accordance with Standing Orders 9.15 (1).

MOTION CARRIED 8/0

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The CEO advised that there was a typographical error in the Policy. Policy No HR.1 will be amended to read Policy No HR2.

Clarification was sought in relation to the substantive motion.

The substantive motion was put.

COUNCIL RESOLUTION NO 248/08/13

MOVED Cr Craddock

That Council adopt the attached new Council Policy HR.2 Fitness For Work – Drug & Alcohol Use In The Workplace as amended.

MOTION CARRIED 8/0

9.4 EXECUTIVE SERVICES

9.4.1 Members Conferences and Professional Development

Date of Report:	19 July 2013
Proponent:	Shire of Toodyay
File Ref:	MEM3
Author:	Stan Scott – Chief Executive Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. Proposed Policy.
Voting Requirements:	Simple Majority

INTRODUCTION

It is proposed that Council adopt a policy to allow the CEO to approve appropriate training and professional development opportunities for elected members without reference to Council.

BACKGROUND

Each year Council sends representatives to the Annual Local Government Convention, and members are encouraged to attend modules in the elected member's development program. Similarly, there is an annual National General Assembly of Local Government that the president may wish to attend. These opportunities are codified in the policy.

The policy also sets some criteria for individual members to attend relevant conferences and training in addition to the above. It also identifies the costs that will be paid by Council and what additional expenses members will be responsible for.

CONSULTATION

The CEO examined policies in place at the City of Subiaco and the Shires of Augusta Margaret River and Murray to inform the draft policy.

STATUTORY ENVIRONMENT

This proposal does not contain any notable statutory implications.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

The proposal has no direct financial implications as the allocation to conferences and training is not proposed to change. It does however set financial limits on what training may be approved by the CEO.

STRATEGIC IMPLICATIONS

The proposal requires that members prepare a brief written report following attendance at a conference.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

The development of the policy was prompted by a request from an elected member to attend some upcoming conferences. The events are in Perth, have a relatively modest cost and are relevant to Local Government. The CEO had the view that these represented the type of activity that should be able to be routinely approved without reference to Council, and could be approved using existing financial delegations. It is the CEO's preference however that Council provide some policy guidance to help ensure consistent decision making.

The particular events provide examples of the kinds of things that could be considered under the policy.

- **Australian Bureau of Agricultural and Resource Economics** and Sciences is delivering a regional outlook seminar in Northam. This is a one day event with a registration cost of \$100 plus GST per person and attendance by elected members was supported.
- **2013 International BiodiverCities Conference** is a 3 day event in Joondalup. This is an international event supported by WALGA and several Local Governments. The registration cost is \$600 per person.
- **Waste and Recycling Conference 2013** is another industry sponsored event in Fremantle with a registration cost of \$1350 plus GST.

OFFICER'S RECOMMENDATION

That Council adopt the draft Members Policy M4 - Conferences and Professional Development.

Cr Craddock moved a motion as follows:

That Council adopt the draft Members Policy M4 - Conferences and Professional Development subject to the following amendments:

1. Under the heading "Strategy" and the sub-heading "Authorised Training / Conferences – Elected Members" a third dot point be added to read as follows:
 - The course is part of the WALGA diploma.
1. Under the heading "Strategy" and the sub-heading "Training / Conference Costs" the sixth dot point be reworded as follows:
 - This policy is also to apply to the CEO when attending an intrastate or interstate conference accompanied by his or her partner.

Clarification was sought.

Cr Hogg moved an amendment as follows:

That the words “accompanied by his or her partner” be removed.

Cr Craddock accepted the amendment.

Clarification was sought.

Cr Craddock moved an amendment as follows:

That all mention of spouses and / or partners be removed.

Cr Firms foreshadowed an alternate amendment.

Councillors pay for all costs of partners/spouses

Clarification was sought in relation to the amendment.

COUNCIL RESOLUTION NO 249/08/13

MOVED Cr Firms

That Standing Order 7.9 be suspended to the extent that it will allow free and open discussion on this matter and for Members to address the Council more than once.

MOTION CARRIED 8/0

Standing Order 7.9 was suspended at 3.30 pm.

Cr Craddock sought leave to withdraw the amendment to the motion under Standing Orders 9.15 (1).

COUNCIL RESOLUTION NO 250/08/13

MOVED Cr Craddock

That the amendment to the motion be withdrawn in accordance with Standing Orders 9.15 (1).

MOTION CARRIED 8/0

Cr Firms moved a motion as follows:

That:

- 1. Under the heading "Strategy" and the sub-heading "Training / Conference Costs" the fifth dot point be removed.**

Cr Craddock accepted the amendment to the motion.

Clarification was sought.

Cr Greenway departed Council Chambers at 3.38 pm.

Discussion ensued.

Cr Greenway returned to Council Chambers at 3.43 pm.

Cr Dow moved a Procedural Motion as follows:

That the question be now put in accordance with Standing Order 10.1 (d).

Cr Craddock foreshadowed a second amendment.

The Shire President ruled that as Cr Dow had moved a Procedural Motion 10.1 (d); Standing Order 10.2 (2) does not permit the mover of a motion to speak to the motion, the seconder to speak other than to formally second the motion, and there is to be no debate on the motion.

Cr Craddock objected to the motion.

Cr Madacsi seconded the motion.

The motion was put.

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COUNCIL RESOLUTION NO 251/08/13

MOVED Cr Dow

SECONDED Cr Madacsi

That the question be now put in accordance with Standing Order 10.1 (d).

MOTION CARRIED 5/2

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

Cr Firms sought clarification through the Shire President in relation to Standing Order 10.8 (1).

The Shire President ruled advised that as there was a procedural motion that the question be now put an amendment made to the substantive motion Standing Order 10.8 (1) therefore does not apply. Therefore there is no right of reply and the motion will be put to the vote without further debate.

The substantive motion was put.

MOTION

MOVED Cr Craddock

That Council adopt the draft Members Policy M4 - Conferences and Professional Development as amended.

MOTION LOST 2/6

Signed: 
Cr K Hogg - Shire President
Date: 17.9.2013

9.4.2 Cancellation of the Avon Link Rail Service

Date of Report:	14 August 2013
Proponent:	Shire of Toodyay
File Ref:	COM15
Author:	Stan Scott – Chief Executive Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. 2013-14 Budget Fact Sheet - Program Rationalisation.
Voting Requirements:	Simple majority

INTRODUCTION

The State Government has revealed in its budget papers that the Avon Link rail service will be cancelled from 1 January 2014.

BACKGROUND

The cancellation of the Avon Link is listed in the Budget Fact Sheet – Program Rationalisation, but is not mentioned at all in the Public Transport Authority budget papers. Further research by the Shire President has confirmed that the service is to be cancelled from 1 January 2014, and that it is likely to be replaced by TransWA buses using Toodyay Road.

The information below is from the TransWA website:

Avon Link has been operating since 1995, initially using rail cars from the original prospector fleet. It was the State's first dedicated long-distance commuter train. In 2004 the service was expanded to include the Merredin Link 3 times per week.

In 2005 dedicated Avon Link rail cars were introduced at a cost of \$12 million. This train provided significantly increased capacity and hence allows for increased patronage well into the future.

The AvonLink operates twice daily, Monday to Friday between Midland, Toodyay and Northam. The MerredinLink operates from the East Perth Rail Terminal to Merredin and return on Mondays, Wednesdays and Fridays.

The one way adult fare for travel on the Avon link is \$16.45 Toodyay to East Perth. The Northam Fare is \$19.25. By way of comparison, the base fare from Mandurah to Perth is \$9.90.

CONSULTATION

Cr Craddock and Cr Hogg have both identified this as a significant issue.

STATUTORY ENVIRONMENT

This proposal does not contain any notable statutory implications.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

One of the attractions of living in Northam and Toodyay is the availability of a commuter train. Some of the effects of closing the service include increased traffic on Toodyay Road, which is already dangerous.

This is an issue which the CEO believes will resonate with the community and it would be appropriate for the Shire to take a lead role in lobbying the State Government to reverse this decision.

OFFICER'S RECOMMENDATION

That the Shire lobby the State Government and local members to reverse the decision to cancel the Avon Link rail service.

Cr Craddock moved a motion as follows:

That:

- 1. The Shire Lobby the State Government and local members to reverse the decision to cancel the Avon Link rail service;**
- 2. Council holds an information session to bring ratepayers up to date on actions so far.**

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3. That Council keeps the community informed both on its website, and on a fact sheet available at the Admin Centre, both of these to be regularly updated; and
4. That Council coordinate their activities with other affected Shires.

Clarification was sought.

Cr Hogg moved an amendment as follows:

That at Point 3 the word "Council" be replaced with the word "Administration."

The Shire President adjourned the meeting at 4.10 pm.

The Shire President resumed the meeting at 4.23 pm.

Cr Craddock moved an amendment to the motion

That Point (2), (3) and (4) be deleted.

The substantive motion was put.

COUNCIL RESOLUTION NO 252/08/13

MOVED Cr Craddock

That the Shire lobby the State Government and local members to reverse the decision to cancel the Avon Link rail service.

MOTION CARRIED 8/0

9.5 PLANNING AND DEVELOPMENT

9.5.1 Lot 267 Stirling Terrace, Toodyay - Retrospective Signage Application

Date of Report:	8 August 2013
Applicant:	Tony Maddox Real Estate
File Ref:	267STIT/A388
Author:	Daniel Hills – Planning Officer
Responsible Officer:	Graeme Bissett - Manager Planning & Development
Officer's Disclosure of Interest:	Nil
Attachments:	<ol style="list-style-type: none">1. Photo showing locations of signage;2. Dimensions of free standing sign;3. Dimensions of sign on wall; and4. Photo of Lot 237 Stirling Terrace in 2010.
Voting Requirements:	Simple Majority

INTRODUCTION

Council is requested to consider an application for retrospective planning approval submitted by Tony Maddox Real Estate for two signs erected at the front property of Lot 267 Stirling Terrace, Toodyay.

The application is being referred to Council as the application proposes a variation to Local Planning Policy No 20 – Central Toodyay Heritage Area.

BACKGROUND

Lot 4 Stirling Terrace is a 1691m² property on the Municipal Inventory (Category 3 No 145). The property has Bendigo Bank on its left side and Tony Maddox Real Estate on its right side. In June 2013 there was a change in ownership from Ray White Real Estate to Tony Maddox Real Estate. In order to reflect the change in ownership, the front signs were also changed from the yellow and white Ray White Real Estate signs (see Attachment 4) to the Tony Maddox Real Estate signs. The applicant has stated that they were unaware that planning approval was still required to change the company signage where the colour scheme is similar and where the sizes are the same, but an application has since been applied for.

The double sided free standing sign has dimensions of 1500mm by 600mm and has a black and yellow background with the company logo. The sign on the wall also has the company logo and has a black background rimmed by yellow.

CONSULTATION

In accordance with Council's Policy M.2 – Public Consultation Formal Matters, the Shire of Toodyay's Regional Heritage Advisor was consulted and provided the following comments:

No specific site inspection has taken place.

I note the signage is a corporate logo predominantly coloured yellow and black with a narrow white border to the top and half the sides, and the dominant text in white.

There are three proposed locations: back-to-back on a fence perpendicular to the road, and on the front wall of the building, set back from the road.

With reference to LPP Central Toodyay Area Policy Objectives 5.2, the proposed signage is consistent in identifying business advertising, and does not impact on the associated building. The proposed signage is generally consistent with Policy 5.4.1, although the colours and background requirement are not in accordance with the policy. Policy 5.4.2 a) does not permit modern standardized corporate signage, although all other sections of Policy 5.4.2 are compliant.

Given the proposed signage is compliant in general terms including; size and location, although not in terms of background colour requirements or that it is corporate signage; similar signage of the same proponent has previously existed in close proximity to this location, and despite corporate signage not being supported in the policy, it is a reality for business.

In my opinion, business identification is essential, although the proponent could be encouraged to incorporate more white background to be more compliant. The proposal is supported.

STATUTORY ENVIRONMENT

The *Planning and Development Act 2005* and its regulations provides for the creation of a Local Planning Scheme.

The Shire of Toodyay's Local Planning Scheme No 4 provides the mechanism for protecting and enhancing the environment of the district and its historical associations, controlling land and building development, setting aside land for future use as reserves and other matters authorised by the *Planning and Development Act 2005*.

POLICY IMPLICATIONS

Council's Policy LPP.20 – Central Toodyay Heritage Area is applicable to the assessment of this application.

Part 5.0 of the Policy contains the provisions in relation to signage. Clauses 5.4.1.g), 5.4.2.a) and 5.4.9 require a white or cream background for signage. The applicant is proposing a bright yellow background for the signage, which does not comply with the policy.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

The proposal complies with all requirements of LPP. No 20 - Central Toodyay Heritage Area except for the provisions relating to the colours of the signage, which is bright yellow. It is considered that in this instance the variation is acceptable because the bright yellow colour was also used in the previous sign in similar proportions, so there is not a significant change to what was there before. It is also considered that using similar colours on the sign helps aid customers draw a connection to the previous business name and the current business name, which helps brand recognition.

Given the above considerations, it is recommended that the application is approved.

OFFICER'S RECOMMENDATION

It is recommended that Council grant retrospective planning approval for the signage at Lot 267 Stirling Terrace, Toodyay, subject to the following conditions:

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.
2. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.

Clarification was sought.

The Shire President advised a typographical error be corrected in the minutes in that the words "L J Hooker Real Estate" be amended to read "Ray White Real Estate"

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 253/08/13

MOVED Cr Prater

That Council grant retrospective planning approval for the signage at Lot 267 Stirling Terrace, Toodyay, subject to the following conditions:

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.
2. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.

MOTION CARRIED 8/0

9.5.2 Lot 10 Wandoo Circle - Ancillary Accommodation

Date of Report:	8 August 2013
Applicant:	Mr J Jones and Mrs L Jones
File Ref:	10WAN/A778
Author:	Daniel Hills – Planning Officer
Responsible Officer:	Graeme Bissett - Manager Planning & Development
Officer's Disclosure of Interest:	Nil
Attachments:	1. Site Plan; 2. Floor Plan; and 3. Elevation Plans.
Voting Requirements:	Simple Majority

INTRODUCTION

Council is requested to consider an application from Mr and Mrs Jones, seeking planning approval for an ancillary accommodation unit at Lot 10 Wandoo Circle, Toodyay.

The application is being referred to Council for consideration as the applicants are requesting a variation to Council's Local Planning Policy No.2 – Ancillary Accommodation.

The applicants are also proposing to have an outbuilding on his property. This does not require planning approval because it complies with all relevant policies.

BACKGROUND

Lot 10 Wandoo Circle, Toodyay is a 5.44ha property zoned 'Rural Residential' under the provisions of Local Planning Scheme No 4. The property is mostly forested. The property has a significant slope down to the existing dwelling, where shortly after there is a sharp drop in ground level.

The applicants are proposing to build a vinyl walled and zincalume roofed ancillary accommodation unit approximately 30m to the west of the existing dwelling. The proposed ancillary accommodation has verandahs and a carport. The applicants propose to have the ancillary accommodation in its proposed location since it is one of the few level sites on the property. The applicants state that they are unable to have the proposed ancillary accommodation behind the building line of the existing dwelling because of the steep escarpment that is in line with the dwelling. The applicants state that they are unable to have the proposed ancillary accommodation any closer to the existing dwelling because the driveway gradient for the ancillary accommodation carport would otherwise be too steep.

The application is therefore brought before Council because the applicants are proposing variations to LPP. No 2 – Ancillary Accommodation, being that the ancillary accommodation is located in front of the existing dwelling building line and because the proposed ancillary accommodation is located more than 20m away from the existing dwelling.

CONSULTATION

In accordance with Council's Policy M2 - Public Consultation Formal Matters, consultation has been undertaken in accordance with Level 'C'.

At the end of the 14 day consultation period, no letter of objection was received from adjoining landowners.

STATUTORY ENVIRONMENT

The *Planning and Development Act 2005* and its Regulations provides for the creation of a Local Planning Scheme.

The Shire of Toodyay Local Planning Scheme No 4 (the Scheme) provides the mechanism for protecting and enhancing the environment of the district and its historical associations, controlling land and building development, setting aside land for future use as reserves and other matters authorised by the *Planning and Development Act 2005*.

The application is considered to comply with the provisions of Local Planning Scheme No 4.

POLICY IMPLICATIONS

Council's Policy LPP.2 – Ancillary Accommodation is applicable to the assessment of this application.

The application complies with the requirements of the policy, with the exception of 1.c) and 1.h). Clause 1.c) requires ancillary accommodation to be located within 20m of the main house while clause 1.h) requires ancillary accommodation to be positioned behind or in line with the building line of the existing house.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

It is considered that the variation to the Local Planning Policy requiring the ancillary accommodation to be located within 20m of the existing dwelling and behind the existing dwelling is an acceptable outcome for the following reasons:

- There are no possible locations to place the ancillary accommodation behind the front building line due to the steep escarpment behind the existing dwelling.
- The proposed ancillary accommodation cannot be placed to the east of the existing dwelling due to an existing water tank.
- The proposed ancillary accommodation cannot be located any closer to the existing dwelling because of the level of the existing driveway. The existing driveway sweeps downwards from the north east corner of the property, which means that if the proposed ancillary accommodation is to have its carport level at a similar level as the driveway level, the overall driveway length is required to be slightly longer (i.e. further to the west) to accommodate an acceptable driveway gradient.
- The ancillary accommodation will not be visible from the road or from nearby properties as it is located at a lower level than the road and is blocked from view by forest.

The applicant has verbally stated that the proposed ancillary accommodation will match the existing dwelling. It is recommended that a condition be placed to this effect.

No objections from neighbouring properties were received during the consultation period.

Given the above considerations, it is recommended that the application is approved.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 254/08/13

MOVED Cr Dow

That Council grant planning approval for the proposed dwelling and ancillary accommodation at Lot 10 Wandoo Circle, Toodyay, subject to the following conditions:

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.
2. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the

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development.

3. The ancillary accommodation must be accessed from the same crossover and driveway as the main dwelling.
4. A building permit being obtained prior to commencement of any building works.
5. 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.
6. Prior to the issue of a Building Permit, a notification in the form of a section 70A notification, pursuant to the Transfer of Land Act 1893 (as amended) is to be placed on the Certificate of Title of the lot advising:

"The ancillary accommodation is only to be occupied by a member or members of the same family as the occupiers of the main dwelling. The existence of ancillary accommodation on the property should not be construed to mean that the property is suitable for subdivision."

All costs associated with the lodgement of the Notification on the Certificate of Title will be borne by the applicant.

7. The ancillary accommodation is only to be occupied by a member or members of the same family that occupy the main dwelling.
8. The wall cladding of the ancillary accommodation is to be vinyl in a cream colour.
9. The roof of the ancillary accommodation is to be zincalume.

MOTION CARRIED 8/0

9.5.3 Lot 22 Toodyay West Road, West Toodyay - Detached Transportable Dwelling Addition

Date of Report:	13 August 2013
Applicant:	Mr M Bell and Ms P Morton
File Ref:	22TOOW/A3338
Author:	Daniel Hills – Planning Officer
Responsible Officer:	Graeme Bissett - Manager Planning & Development
Officer's Disclosure of Interest:	Nil
Attachments:	1. Site Plan; and 2. Elevation and Floor Plan.
Voting Requirements:	Simple Majority

INTRODUCTION

Council is requested to consider an application from Mr Bell and Ms Morton for a detached transportable dwelling addition at Lot 22 Toodyay West Road, West Toodyay.

The application is being referred to Council for consideration as the applicants are requesting a setback variation that is for a reason other than a topography or lot configuration reason.

BACKGROUND

Lot 22 Toodyay West Road is a 4000m² property zoned 'Special Residential' under the provisions of Local Planning Scheme No 4. This property has a residential coding of R2.5. The property has a significant slope up from the front of the property to the rear of the property. The dwelling is located close to the rear of the property.

The applicants are proposing to place a newly fabricated detached dwelling next to the rear of the existing dwelling, where the floor level of the dwelling and the natural ground level meet. The detached dwelling will be located 2.55m from the eastern side boundary. The land to the north and south of this location slopes away, which had resulted in the existing dwelling being on stilts at the front. The proposed detached dwelling addition has the following dimensions:

Top roof height: 2.85m
Wall height: 2.70m
Width: 3.45m
Length: 6.00m

The application is brought before Council because the applicants are proposing a setback variation for reasons other than a lot configuration reason or topography reason. The applicants are proposing to place the proposed

detached dwelling addition in the only place near the house with the same floor level as the existing dwelling. Other relatively level sites on the property exist, though these are located away from the dwelling and at a different ground level. It should be noted that Local Planning Policy No16 -Transported and Relocated Dwellings does not relate to the proposal because this policy only relates to second hand transportable dwellings.

CONSULTATION

In accordance with Council's Policy M2 - Public Consultation Formal Matters, consultation has been undertaken in accordance with Level 'C'.

At the end of the 14 day consultation period, no letter of objection was received from adjoining landowners.

STATUTORY ENVIRONMENT

The *Planning and Development Act 2005* and its Regulations provides for the creation of a Local Planning Scheme.

The Shire of Toodyay Local Planning Scheme No 4 (the Scheme) provides the mechanism for protecting and enhancing the environment of the district and its historical associations, controlling land and building development, setting aside land for future use as reserves and other matters authorised by the *Planning and Development Act 2005*.

The application is considered to comply with the provisions of Local Planning Scheme No 4.

POLICY IMPLICATIONS

State Planning Policy No 3.1 - Residential Design Codes (SPP No 3.1 - R Codes) applies to this application. Under the Delegations Register, Shire Officers do not have delegation to approve a boundary setback variation in the Special Residential zone. The proposed development complies with all criteria under SPP No 3.1 - R Codes, except regarding the side setback to the eastern boundary, being 2.55m in lieu of the required 7.5m.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

It is considered that Council should approve the 2.55m setback of the proposed detached transportable dwelling addition in lieu of the 7.5m setback requirement. The applicant has stated that the detached dwelling addition is required to be located at the same level as the existing dwelling so that it can be easily accessed. While other relatively flat locations exist around the property, the proposed location is the only site available at the same level as the existing dwelling. The proposed detached dwelling addition cannot be placed to the north of the existing dwelling because the ground level is significantly higher than the dwelling floor level. The proposed detached dwelling addition cannot be placed to the south because the ground level is significantly lower than the dwelling floor level. The proposed detached dwelling addition cannot be placed to the west of the dwelling because this is the location of a carport and driveway.

In addition, it is considered that the proposed detached transportable dwelling addition will have little visual impact on neighbouring properties. The only neighbouring property that the proposed detached dwelling addition will be visible from is to the east. However, this property's dwelling is located 100m away. In addition, this property has bushes over two metres high near the common boundary with the applicant's property, so the transportable dwelling addition will not be easily visible from the neighbouring property.

No objections from neighbouring properties were received during the consultation period.

Given the above considerations, it is recommended that the application is approved.

OFFICER'S RECOMMENDATION

It is recommended that Council grant planning approval for the proposed detached transportable dwelling addition at Lot 22 Toodyay West Road, West Toodyay, subject to the following conditions:

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.
2. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.

3. A building permit being obtained prior to commencement of any building works for the proposed additions.
4. All water draining from the roof and other impermeable surfaces is to be retained within the property.

Clarification was sought.

The Manager Planning and Development departed Council Chambers at 4.38 pm.

Cr Prater moved a motion as follows:

That Council grant planning approval for the proposed detached transportable dwelling addition at Lot 22 Toodyay West Road, West Toodyay, subject to the following conditions:

1. **Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.**
2. **Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.**
3. **A building permit being obtained prior to commencement of any building works for the proposed additions.**
4. **All water draining from the roof and other impermeable surfaces is to be retained within the property.**

The Manager Planning and Development returned to Council Chambers at 4.43 pm.

Cr Dow moved an amendment to the motion as follows:

That a new Point 5 be added to read as follows:

5. **This addition is not to be used or adapted for use as ancillary accommodation without prior Council approval**

Cr Prater accepted the amendment to the motion.

The Manager Planning and Development tabled a geographic location map at 4.45 pm.

The motion was put.

COUNCIL RESOLUTION NO 255/08/13

MOVED Cr Prater

That Council grant planning approval for the proposed detached transportable dwelling addition at Lot 22 Toodyay West Road, West Toodyay, subject to the following conditions:

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.
2. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
3. A building permit being obtained prior to commencement of any building works for the proposed additions.
4. All water draining from the roof and other impermeable surfaces is to be retained within the property.
5. This addition is not to be used or adapted for use as ancillary accommodation without prior Council approval.

MOTION CARRIED 8/0

9.6 WORKS AND TECHNICAL SERVICES

9.6.1 Support for Land Acquisitions at Lots 2 & M33 on the Goomalling - Toodyay, Bejoording & Irishtown Roads

Date of Report:	15 August 2013
Proponent:	Shire of Toodyay
File Ref:	MR01
Author:	Les Vidovich – Manager Works and Services
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. Correspondence received from Main Roads; and 2. Drawings 1360-051 to 1360-055.
Voting Requirements:	Simple majority

INTRODUCTION

Main Roads WA seeks the support of Council to acquire land at Lot's 2 & M33 on the Goomalling - Toodyay, Bejoording and Irishtown Roads for intersection improvements

BACKGROUND

The Shire of Toodyay has recently received correspondence from Main Roads WA seeking Councils support to resume land at Lots 2 & M33 on the Goomalling – Toodyay, Bejoording and Irishtown Roads, the resumption of the land is necessary to allow for the three way intersection to be upgraded and improved.

Main Roads WA advises that resuming 2.27 hectares of land (that is within the Shire of Toodyay) will address and alleviate the concerns of the road's geometry. To implement the necessary statutory requirements to resume land at these properties, Councils support for the dedication is required to allow for the formalities to proceed.

A copy of the letter received from Main Roads WA along with a plan showing the land which is required for road construction purposes is attached (refer to **Attachment 1**).

CONSULTATION

Main Roads WA advises that all effected landowners have given their informal consent to the resumption and its dedication incorporated into the road. Works and Services staff will notify the author of the correspondence as per the recommendation which is adopted by Council.

STATUTORY ENVIRONMENT

Land Administration Act 1997 - Section 56 "Dedication of roads"

POLICY IMPLICATIONS

This report does not contain any policy implication

FINANCIAL IMPLICATIONS

Nil - Main Roads WA to indemnify the Shire of Toodyay against all costs and charges in respect to the dedication action

STRATEGIC IMPLICATIONS

This report does not contain any strategic implications

SOCIAL/ENVIRONMENTAL IMPLICATIONS

This report does not contain any notable social or environmental implications

OFFICER'S COMMENT

Works and Services staff has discussed the proposed works with Main Roads WA and were advised that a major upgrade of the intersection is planned for the end of this financial year and will include widening, medium islands and turning slip lanes.

Although a copy of the intended works is not available at this stage, as the design is still in progress, resuming the land will allow the intersection/road to be reconstructed and brought in line with the desired Australian standards. Improvements will be made with the intersection's geometry and grades will be modified to improve road safety.

Councillors maybe unaware but there have been a couple of crashes at the intersection in the last few years and any improvement works on these roads should be encouraged. Staff has accessed the site at Lots 2 & M33 on the Goomalling - Toodyay, Bejoording and Irishtown Roads and are supportive of the land acquisition, it is therefore recommended that Council approve Main Roads request.

OFFICER'S RECOMMENDATION

That Council under section 56 of the Land Administration Act, supports Main Roads request to implement the necessary statutory requirements to resume land at lots 2 & M33 on the Goomalling – Toodyay, Bejoording and Irishtown Roads for intersection improvements, subject to it being indemnified against any claims for costs or damages arising from the actions of the upgrade

Cr Dow moved a motion as follows:

That Council under section 56 of the Land Administration Act, supports Main Roads request to implement the necessary statutory requirements to resume land at lots 2 & M33 on the Goomalling – Toodyay, Bejoording and Irishtown Roads for intersection improvements, subject to it being indemnified against any claims for costs or damages arising from the actions of the upgrade

Clarification was sought.

Cr Firms moved an amendment to the motion as follows:

That the words "the Shire of Toodyay" be inserted following the words "subject to" and the word "it" be removed.

Cr Dow accepted the amendment.

The motion was put.

COUNCIL RESOLUTION NO 256/08/13

MOVED Cr Dow

That Council under section 56 of the Land Administration Act, supports Main Roads request to implement the necessary statutory requirements to resume land at lots 2 & M33 on the Goomalling – Toodyay, Bejoording and Irishtown Roads for intersection improvements, subject to the Shire of Toodyay being indemnified against any claims for costs or damages arising from the actions of the upgrade

MOTION CARRIED 8/0

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 Councillor Madacsi – Notice of Motion 1 – Clarification of CEO Comments

Date of Report:	14 August 2013
Proponent:	Cr Madacsi
File Ref:	M5.2/MTG6
Author:	Stan Scott – Chief Executive Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

INTRODUCTION

This report is provided to Council following a notice of motion provided by Councillor Madacsi at the July Ordinary Meeting of Council.

BACKGROUND

At the June Ordinary meeting of Council the CEO prepared a report in relation to a Notice of Motion by Cr Hogg in relation to opening Council Forums to the public.

As part of the CEO's comments in that Item the CEO made the following observation:

Perhaps even more disturbing the emerging impression that groups of elected members have colluded to arrive at a joint position prior to Council meetings.

Cr Madacsi is seeking to clarify the intent of that statement.

CONSULTATION

No consultation has been undertaken relative to this item.

STATUTORY ENVIRONMENT

The Shire of Toodyay Standing Orders Local Law provides guidance on dealing with adverse reflections.

POLICY IMPLICATIONS

There are no policy implications relative to this item.

FINANCIAL IMPLICATIONS

There are no financial implications relative to this item.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this item.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications relative to this item.

SOCIAL IMPLICATIONS

There are no social implications relative to this item.

OFFICER'S COMMENT

Council has the power to make decisions in relation to matters brought before Council, but it does not have power to change officer's reports. All reports are provided in good faith to assist in Council decision making.

The CEO does concede however that in this case the comments could have been open to misinterpretation and is happy to accept the proposed clarification.

The inclusion of the comment was to flag the danger of groups forming within Council. If there is regular conferral within a small group within Council it can lead to concerns with the transparency of decision making. There was no suggestion that collusion was occurring, but it seemed pertinent to point out what had occurred at other local governments to ensure that we avoid such issues. It is part of the CEO's role to provide advice to Council on governance issues including some that may be sensitive.

Councillor Madacsi's Notice of Motion

That subject to the Shire of Toodyay Code of Conduct 3.5, the officer's comment raised in 10.1.1 Ordinary Council Minutes of 18 June, 2013 as follows;

'Perhaps even more disturbing the emerging impression that groups of elected members have colluded to arrive at a joint position prior to Council meetings' is to be clarified and recorded as;

This statement was not intended to refer to, nor imply any members of the Toodyay Shire Council have behaved improperly but was in reference to conduct that has occurred in other Shires.

Cr Madacsi moved a motion as follows:

That subject to the Shire of Toodyay Code of Conduct 3.5, the officer's comment raised in 10.1.1 Ordinary Council Minutes of 18 June, 2013 as follows;

'Perhaps even more disturbing the emerging impression that groups of elected members have colluded to arrive at a joint position prior to Council meetings' is to be clarified and recorded as;

This statement was not intended to refer to, nor imply any members of the Toodyay Shire Council have behaved improperly but was in reference to conduct that has occurred in other Shires.

Cr Hogg moved an amendment to the motion as follows:

That the first paragraph be deleted and replaced with the following:

That Council notes that the CEO has provided clarification as follows:

Cr Madacsi accepted the amendment.

The motion was put.

COUNCIL RESOLUTION NO 257/08/13

MOVED Cr Madacsi

That Council notes that the CEO has provided clarification as follows:

'Perhaps even more disturbing the emerging impression that groups of elected members have colluded to arrive at a joint position prior to Council meetings' is to be clarified and recorded as;

This statement was not intended to refer to, nor imply any members of the Toodyay Shire Council have behaved improperly but was in reference to conduct that has occurred in other Shires.

MOTION CARRIED 8/0

10.2 Councillor Madacsi – Notice of Motion 2 – Council Forums and Council Committee Meetings

Date of Report:	14 August 2013
Proponent:	Cr Madacsi
File Ref:	M5.2/MTG6
Author:	Stan Scott – Chief Executive Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

INTRODUCTION

This report is provided to Council following a notice of motion provided by Councillor Madacsi at the July Ordinary Meeting of Council.

BACKGROUND

Cr Madacsi provided the following Notice of Motion

1. All Forum agendas are to be recognized as Agenda or Concept Forums on the cover page and page headings, with items that are exceptions to the designated forum clearly recognized as such beside the item number.
2. Concept Forum meetings or items of Council be closed to the public and
3. Agenda Forum meetings or items of Council be open to the public; and
4. Meetings of Council Committees be open to the public;

except for business that the Council or Committee (as the case may be) decides be confidential after due regard to the provisions of the Act and Regulations relating to the conduct of confidential business.
5. Note the sentence in the Strategic Implications 10.1.1 (Ordinary Council Minutes 18 June) '*Presently Council Forums are not open to the public as they do not make decisions and they meet the guidelines definition as concept forums rather than agenda forums*' is incorrect and should read as;

‘According to Section 6 of the Local Government Operational Guidelines – Number 5, presently Council Forums incorporate both Concept and Agenda Items’.

CONSULTATION

No consultation has been undertaken relative to this item.

STATUTORY ENVIRONMENT

The Local Government Act 1995 provides as follows. This means that committee meetings and concept forums may be held in private, but Council is not obliged to so.

5.23. Meetings generally open to public

- (1) *Subject to subsection (2), the following are to be open to members of the public —*
 - (a) *all council meetings; and*
 - (b) *all meetings of any committee to which a local government power or duty has been delegated.*
- (2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*
 - (a) *a matter affecting an employee or employees; and*
 - (b) *the personal affairs of any person; and*
 - (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and*
 - (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and*
 - (e) *a matter that if disclosed, would reveal —*
 - (i) *a trade secret; or*
 - (ii) *information that has a commercial value to a person; or*
 - (iii) *information about the business, professional, commercial or financial affairs of a person,*
where the trade secret or information is held by, or is about, a person other than the local government; and
 - (f) *a matter that if disclosed, could be reasonably expected to —*
 - (i) *impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or*

- (ii) *endanger the security of the local government's property;*
or
 - (iii) *prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*
 - and*
 - (g) *information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and*
 - (h) *such other matters as may be prescribed.*
- (3) *A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

Regulation 4A of the Local Government (Administration) Regulations 1996 further provides:

4A. Matter prescribed for when meeting may be closed to public (Act s. 5.23(2)(h))

The determination by the local government of a price for the sale or purchase of property by the local government, and the discussion of such a matter, are matters prescribed for the purposes of section 5.23(2)(h).

POLICY IMPLICATIONS

There are no policy implications relative to this item.

FINANCIAL IMPLICATIONS

There are no financial implications relative to this item.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this item.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications relative to this item.

SOCIAL IMPLICATIONS

There are no social implications relative to this item.

OFFICER'S COMMENT

At the June Ordinary Meeting of Council Cr Hogg moved the following:

That Council declare:

1. all Forum meetings of Council be open to the public; and
2. all meetings of Council Committees be open to the public;

except for business that the Council or Committee (as the case may be) decides be confidential after due regard to the provisions of the Act and Regulations relating to the conduct of confidential business.

Council resolved the matter be referred to a forum for further consideration.

Concept versus Agenda Forums

Council has the power to make decisions in relation to matters brought before Council, but it does not have power to change officer's reports. All reports are provided in good faith to assist in Council decision making. The CEO stands by his view that the monthly forums in Toodyay are essentially concept forums. While occasionally this will include matters that will come to Council in the next or following meeting, rarely has an item been developed to the stage where the staff are in the position to make a firm officer recommendation as would be the case for an Agenda Item.

That notwithstanding, Local Government Guidelines are provided as advice from the Department to Councils. Individual local governments are required to make their own determinations within the constraints of the Act, the Regulations and its own Local laws about how it conducts its business. Nowhere in these documents is there any reference to forums.

Public versus Private

As noted in the advice in relation to Cr Hogg's Notice of Motion at the June 2013 meeting, Council has in the past not opened Concept Forums or committee meetings to the public. This has been to allow free and open discussions of issues without the concern that members' views may be misrepresented or taken out of context, particularly as much of the discussion occurs before members have arrived at a position.

This dynamic of free and frank discussion must be balanced against the need for decision making to be transparent. There is a perception within parts of the community that the real decision making occurs at forums and that the meetings themselves simply rubber stamp decisions made at forum. While we can point out that forums are not decision making meetings, and the vigorous and often lengthy debate that takes place in Council meetings puts paid to this view, the perception persists.

The object of achieving transparency also requires predictability. Councils are required to advertise the date and time of Council Meetings so that members of the public can attend. If forums are to be open to the public they must also be able to be advertised effectively so that members of the public can attend. Switching dynamically between Agenda and Concept forums will create difficulty with keeping the public adequately informed.

It would be possible to alternate from month to month, with Agenda and Concept forums on alternative months, but this belies the dynamic nature of the business of Council.

Another alternative is that proposed by Cr Hogg, that the default position is that forums are open to the public unless there is a valid reason for closing the forum. This would allow them to be advertised to the public.

There is of course the option of maintaining the status quo, but with more discipline in ensuring that the business of forums does not drift into matters that should be considered at a Council meeting.

Finally, Council could develop a hybrid solution. That Forums be open to the public for say, the first 3 hours, with the final hour designated for strategic discussion behind closed door.

Committee Meetings

Council operates several committees. As none of the committees have delegated authority they are not required to be open to the public. With the exception of the Audit Committee there is no reason that they could not be open to the public. The current committees are:

- Audit Committee Meetings
- Bush Fire Advisory Committee (BFAC) Meetings ✓
- Local Emergency Management Committee (LEMC) Meetings ✓
- Museum Advisory Committee Meetings ✓
- Works Committee Meetings ✓
- Community Depot Management Advisory Committee Meeting ✓
- Local Laws Committee Meeting
- Foggarthorpe Estate Design Advisory Committee Meeting
- Glencoe Estate Working Party

If the meetings are to be open to the public it will require the dates and times of the meetings to be advertised, including any changes or deferrals. The CEO has identified with a ✓ those committees where making them open to the public would be readily achievable.

Conclusion

The CEO supports the objective of increasing transparency of Council decision making and greater access by the public. The solution proposed by Cr Madacsi seems administratively complex and cumbersome. If the public cannot have any reliable expectation about whether the forum will or won't be open to the public they are unlikely to generate more participation, and may result in more cynicism.

Cr Madacsi to move that:

1. All Forum agendas are to be recognized as Agenda or Concept Forums on the cover page and page headings, with items that are exceptions to the designated forum clearly recognized as such beside the item number.
2. Concept Forum meetings or items of Council be closed to the public and
3. Agenda Forum meetings or items of Council be open to the public; and
4. Meetings of Council Committees be open to the public;

except for business that the Council or Committee (as the case may be) decides be confidential after due regard to the provisions of the Act and Regulations relating to the conduct of confidential business.
5. Note the sentence in the Strategic Implications 10.1.1 (Ordinary Council Minutes 18 June) 'Presently Council Forums are not open to the public as they do not make decisions and they meet the guidelines definition as concept forums rather than agenda forums' is incorrect and should read as;

'According to Section 6 of the Local Government Operational Guidelines – Number 5, presently Council Forums incorporate both Concept and Agenda Items'.

The Shire President adjourned the meeting at 5.01 pm.

The Shire President resumed the meeting at 5.40 pm.

Cr Madacsi moved a motion as follows:

1. **All Forum items are to be designated as an Agenda or Concept within the item heading;**
2. **Agenda Items are to be open to the public and precede other items.**
3. **Meetings of Council Committees be open to the public as follows;**

except for business that the Council or Committee (as the case may be) decides to be confidential after due regard to the provisions of the Act and Regulations relating to the conduct of confidential business.

Cr Firms moved an amendment to the motion as follows:

That preceding the paragraph at Point 3 that commences with the words "except for business" the following dot points be inserted:

- **Bush Fire Advisory Committee (BFAC) Meetings ✓**
- **Local Emergency Management Committee (LEMC) Meetings ✓**
- **Museum Advisory Committee Meetings ✓**
- **Works Advisory Committee Meetings ✓**
- **Community Depot Management Advisory Committee Meeting ✓**

Cr Madacsi accepted the amendment.

Cr Hogg moved an amendment to the motion as follows:

That Point 2 be reworded to read as follows:

- 2. All Items will be open to the public unless designated by the CEO or by decision of the meeting as being confidential.**

Cr Madacsi accepted the amendment.

The Manager Planning and Development departed Council Chambers at 6.00 pm.

The Manager Works and Services departed Council Chambers at 6.00 pm.

Discussion ensued.

The motion was put.

COUNCIL RESOLUTION NO 258/08/13

MOVED Cr Madacsi

1. All Forum items are to be designated as an Agenda or Concept within the item heading;
2. All Items will be open to the public unless designated by the CEO or by decision of the meeting as being confidential.
3. Meetings of Council Committees be open to the public as follows;
 - Bush Fire Advisory Committee (BFAC) Meetings;
 - Local Emergency Management Committee (LEMC) Meetings;
 - Museum Advisory Committee Meetings;

MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 20 AUGUST 2013

- Works Advisory Committee Meetings; and
- Community Depot Management Advisory Committee Meetings.

except for business that the Council or Committee (as the case may be) decides to be confidential after due regard to the provisions of the Act and Regulations relating to the conduct of confidential business.

MOTION CARRIED 8/0

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

11.1 Councillor Craddock – Notices of Motion

Date of Report:	14 August 2013
Proponent:	Cr Craddock
File Ref:	MTG6
Author:	Maria Rebane – Executive Assistant
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of	Nil
Attachments:	Nil.
Voting Requirements:	Simple Majority

INTRODUCTION

This report is provided to Council as information only of a notice of motion provided by Councillor Craddock for consideration at the next meeting.

BACKGROUND

On 14 August 2013 Councillor Craddock provided the Chief Executive Officer notices of motion for consideration at the 17 September 2013 Ordinary Meeting of Council as follows:

1. That a Policy be developed for the taking and distribution of minutes/notes from forums.
2. That Councillors' must attend the ten WALGA courses in the Diploma during their first two years as Councillors
That Councillors redo these Courses during their third term.
That Councillors' attend WALGA week every year during their first term.
3. That Council assess the impact of the TARGA WEST rally this year (2013) and make an informed decision as to whether or not to continue this event in Toodyay in 2014. This decision to be made before Christmas.
4. That Council have two Council meetings per month.
5. That the Agendas for Council meetings be received in hard copy by the Wed before the Council meetings.
6. That protocols for the running of Forums be developed
7. That the items in the Forums be divided into Concept items, and Items that are to come to Council within the next two meetings.

8. That Councillors' only receive email attachments from ADMIN that that particular Councillor can download.
9. That the final correct version of meeting times and places be sent out, rather than ten incorrect versions.
10. That on the Mon preceding the Council meeting, interested Councillors' can go with the relevant Officer for site visits to relevant venues, these to be decided by the Officer in consultation with the Councillors.
11. That Council develop a strategy and a timetable for its implementation to coordinate opposition to the proposed closure of the Avon Link in January.

CONSULTATION

No consultation has been undertaken relative to this item.

STATUTORY ENVIRONMENT

The Shire of Toodyay *Standing Orders Local Law* prescribes the manner in which motions of notice are to be given.

Clause 4.4 of the Standing Orders states as follows:

4.4 Motions of which previous notice has been given

- (1) Unless the Act, Regulations or these Standing Orders otherwise provide, a Member may raise at a meeting such Shire business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included in the agenda.
- (2) A notice of motion under sub-clause (1) is to be given:
 - (a) at the preceding Council meeting; or
 - (b) at least 6 clear working days before the meeting at which the motion is to be moved.

POLICY IMPLICATIONS

There are no policy implications relative to this item.

FINANCIAL IMPLICATIONS

There are no financial implications relative to this item.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this item.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications relative to this item.

SOCIAL IMPLICATIONS

There are no social implications relative to this item.

OFFICER'S COMMENT

As the notice of motion has been received outside of the time mentioned in Clause 4.4(2)(b) of the Standing Orders it is recommended that the notice of motion be received.

OFFICER RECOMMENDATION

It is recommended that Council receive Councillor Craddock's notice of motion for consideration at the next Ordinary Meeting of Council to be held on 17 September 2013.

Cr Craddock submitted an amended notice of motion as follows:

1. **That a Policy be developed for the taking and distribution of minutes/notes from forums.**
2. **That Councillors' be encouraged to attend the ten WALGA courses in the Diploma during their first two years as Councillors**

That Councillors be encouraged to redo these Courses during their third term.

That Councillors' be encouraged to attend WALGA week every year during their first term.
3. **That Council assess the impact of the TARGA WEST rally this year (2013) and make an informed decision as to whether or not to continue this event in Toodyay in 2014. This decision to be made before Christmas.**
4. **That Council have two Council meetings per month.**
5. **That the Agendas for Council meetings be received in hard copy by the Wed before the Council meetings.**
6. **That protocols for the running of Forums be developed**
7. **That Councillors' only receive email attachments from ADMIN that that particular Councillor can download.**
8. **That the final correct version of meeting times and places be sent out, rather than ~~ten~~ several incorrect versions.**

9. That on the Monday preceding the Council meeting, interested Councillors' can go with the relevant Officer for site visits to relevant venues, these to be decided by the Officer in consultation with the Councillors.

COUNCIL RESOLUTION NO 259/08/13

MOVED Cr Craddock

That Council receive Councillor Craddock's amended notice of motion for consideration at the next Ordinary Meeting of Council to be held on 17 September 2013.

MOTION CARRIED 8/0

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 Craddock advised of new business of an urgent nature, regarding the Targa West Rally that she wished to introduce by decision of the meeting.

Cr Hogg objected to the motion.

Cr Madacsi seconded the motion.

Discussion ensued.

COUNCIL RESOLUTION NO 260/08/13

MOVED Cr Firms

That Council consider Item 13.1.1 Targa West Rally as new business of an urgent nature.

MOTION CARRIED 5/3

Cr Craddock moved a motion as follows:

That Council authorise the CEO together with 3 Councillors to compile a survey form for the assessment of the impact of the Targa West Rally on the Shire of Toodyay for inclusion in the September edition of the Toodyay Herald.

Cr McCann moved an amendment to the motion as follows:

That the word "/October" be inserted preceding the word "edition".

Cr Craddock accepted the amendment.

Discussion ensued.

Cr Firms raised a Point of Order in relation to Standing Order 4.5 (3) in that before debate begins on a matter

under this clause that is not the subject of a written employee report to the meeting (a) the Presiding Member is to ask the CEO to give; and (b) the CEO, or the CEO's nominee, is to give, a verbal report to the meeting.

Cr Firms stated also that under Standing Order 4.5 (4) the minutes of the meeting are to include:

- (a) a summary of the verbal report and any recommendations of the CEO or the CEO's nominee; and
- (b) the reasons for any decision made at the meeting that is significantly different from any recommendations of the CEO or the CEO's nominee.

The Shire President agreed this was the procedure in accordance with Standing Orders.

13.1.1 Verbal Report – CEO – Targa West Rally
--

OFFICER'S COMMENT

I, together with the Shire President and Deputy Shire President attended the Gala Presentation Function that was the completion of the Targa West Rally on Sunday 18 August 2013.

The Targa West Rally receives the largest sponsorship of the QUIT Campaign. The Targa West Rally stands as a nationally and internationally recognised event.

The event gives publicity to communities involved in it and because Toodyay has more involvement in its community, it receives recognition not only across Western Australia but nationally and internationally also.

One of the issues coming before Council frequently is trying to get young people more involved. One of the things we have to account for is that not everyone will like the event. Every event we hold will have a different group of people interested in the content of the event. What attracts people to Toodyay in the first place is often an event. They come back to get to know the place as a visitor and some visitors may make a decision to become a resident.

If we are just going to have the Moondyne Festival, Bush-Poets breakfast, the Agricultural Show, and the Christmas Street Party – these events attract a different group / demographic of people. We must be cautious proceeding simply on the basis of a fairly low tolerance of fast vehicles. It is more important to recognise the benefit the Targa West Rally provides as an attractant and as a promotional tool of the community; and a very cheap event for us to become involved in as costs are largely borne by the organisers of the event.

It seems there is a lot of attention going to the Targa West Rally. My concerns are that it is not what the survey might reveal, but that it is that this Council is dealing with it two days after the event is completed without an Officer's Report.

My concerns are that Council's actions should not appear to other stakeholders that it was an ambush and not thoroughly thought through as it would have been by an Officer's Report at the next meeting. We are dealing simply with a resolution without supporting information. We have already moved a notice of motion from Cr Craddock for Council to consider at its next meeting an assessment of the impact of the Targa West Rally.

OFFICER'S RECOMMENDATION

It is precipitous if we proceed with this without presenting more detailed information to the Council. Although ultimately it is a decision of Council "caution" would be my advice.

Cr McCann sought clarification in relation to:

- (a) the types of questions that may be included in a survey;
- (b) how will the survey be rated?;
- (c) what do you expect to get from it?

The Shire President advised that it is not up to the mover of the motion to pre-empt what Council's decision will be in relation to the questions on a proposed survey nor the aim or expectations.

Cr Prater objected to the motion.

Cr Madacsi seconded the motion.

Debate commenced.

Cr Madacsi departed Council Chambers at 7.05 pm.

Cr Madacsi returned to Council Chambers at 7.08 pm.

The motion was put.

MOTION

MOVED Cr Craddock

SECONDED Cr Madacsi

That Council authorise the CEO together with 3 Councillors to compile a survey form for the assessment of the impact of the Targa West Rally on the Shire of Toodyay for inclusion in the September/October edition of the Toodyay Herald.

MOTION LOST 3/5

13.2 EMPLOYEES

Nil.

14. CONFIDENTIAL BUSINESS

Refer to Council Resolution No 233/08/13 on page 13.

15. NEXT MEETINGS

Ordinary Meeting of Council

17 September 2013

Council Information Session
At Lesser Hall (aka Memorial Hall)
10.00am.

24 August 2013

16. CLOSURE OF MEETING

The Shire President declared the meeting closed at 7.16 pm.



ADDENDUM

Attachments to Minutes of the

ORDINARY MEETING OF COUNCIL

20 August 2013

ADDENDUM
ATTACHMENTS TO MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 20-AUGUST 2013

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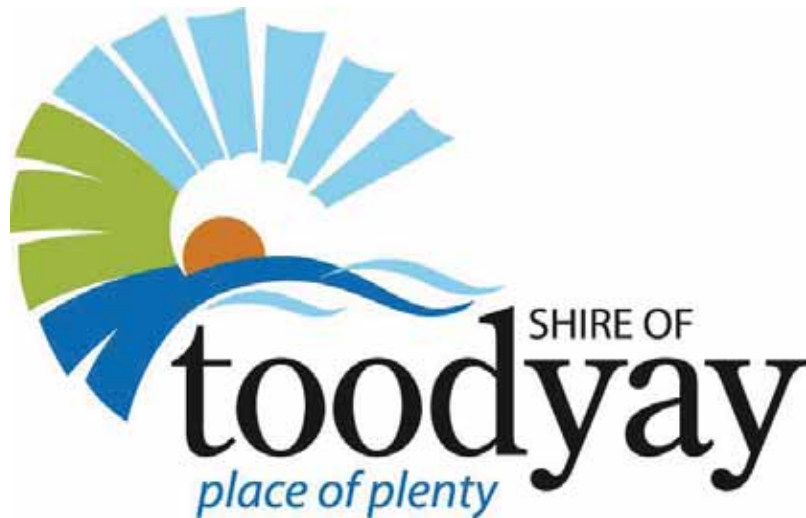
ADDENDUM

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TERMS OF REFERENCE

FOR THE

COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE

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1. STATUTORY ENVIRONMENT

Section 5.8 of the *Local Government Act 1995* provides for the establishment of committees of 3 or more persons. In relation to the establishment of a Committee under section 5.8 of the *Local Government Act 1995*, the Shire of Toodyay Standing Order 17.1(2) states that a Council Resolution is to include:

- (a) *the terms of reference of the committee;*
- (b) *the number of Council Members, officers and other persons to be appointed to the committee;*
- (c) *the names or titles of the Council Members and officers to be appointed to the committee;*
- (d) *the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and*
- (e) *details of the delegation of any powers or duties to the committee under section 5.16 of the Act.*

Sections 5.9 and 5.10 of the *Local Government Act 1995* provide for the (a) types of committees; and (b) Appointment of Committee Members (i.e. membership).

2. HISTORICAL INFORMATION

At an Ordinary Meeting of Council held on 19 February 2013, Council resolved that the members of the Community Depot Management Advisory Committee would be as follows:

<u>Members</u>	Cr R Madacsi	Cr A McCann	Cr P Greenway
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At this meeting Council also resolved to invite expressions of interest from prospective tenants for interest in membership to the Committee.

As of 16 April 2013, two applications from the community are as follows:

<u>Name</u>	<u>Representing</u>
Bethan Lloyd	Toodyay Seed Orchard Group
Mr Lance Owen	Toodyay Theatre Group.

At an Ordinary Meeting of Council held on 16 April 2013 (adjourned 17 April 2013 and resumed 18 April 2013) Council resolved to:-

1. adopt the Concept Plan and Authorise the Chief Executive Officer to proceed with the project; and

Community Depot Management Advisory Committee

2. Form a Community Depot Management Advisory Committee including representatives of the three (3) remaining keystone tenants.

3. TERMS OF REFERENCE

3.1. Title of Committee

The committee shall be known as the:

‘Community Depot Management Advisory Committee’

(In accordance with Council Resolution 28/02/13 and 93/04/13).

3.2. Purpose of the Committee

The purpose of the Committee is to advise Council on the set up and operation of the Community Depot.

3.3. Authority

The Community Depot Advisory Committee is a Committee of Council and as such, it has no delegated authority.

3.4. Committee Structure and Format

The committee shall consist of:

- Three (3) appointed Elected Representatives;
- The CEO or delegated Senior Manager; and
- Twelve (12) keystone tenants noted below:

Bethan Lloyd
Lance Owen
Jasmin Devlin
Trish Young
Nuala Ennis
Len Anderson
Steve Bannister
Representative

Toodyay Seed Orchard Group
Toodyay Theatre Group.
Toodyay Festivals Inc
Toodyay Community Singers
Toodyay Community Singers
Toodyay Community Radio
Toodyay Community Radio
Avon Woodturning Group

3.5. Election of Committee Members

Appointment of Committee Members shall be in accordance with Section 5.10 of the *Local Government Act 1995* and *Shire of Toodyay Standing Order 17.6*.

3.6. Election of Office Bearers

The election of Presiding Members of committees and their deputies is dealt with in the *Local Government Act 1995*.

(Refer to *Shire of Toodyay Standing Order 3.4*.)

3.7. Resignations

Committee members and office bearers wishing to resign must do so in writing to the Chief Executive Officer.

(Refer to *Shire of Toodyay Standing Order 17.7*.)

3.8. Frequency of Meetings

The Community Depot Management Advisory Committee shall meet at least every quarter.

The Chairperson may request that the Chief Executive Officer call an extraordinary meeting in order to resolve an issue requiring urgent attention.

3.9. Quorum

The quorum for Committee meetings shall be in accordance with *Shire of Toodyay Standing Orders 3.8 and 3.10*.

3.10. Proxies

Tenants may appoint deputy delegates to act as Committee members in the absence of the nominated delegate.

3.11. Order of Meetings

Discussion at the committee meetings shall be controlled through an agenda in accordance with Part 4 Business of a Meeting from the *Shire of Toodyay Standing Orders*.

Any member wishing a specific item to be included in the agenda should advise the Chief Executive Officer at least two

Community Depot Management Advisory Committee

weeks prior to the meeting date. Otherwise, the item may be discussed under “New Business of an Urgent Nature” in accordance with the Shire of Toodyay Standing Order 4.5.

Items to be considered in the agenda are:

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS
2. RECORDS OF ATTENDANCE / APOLOGIES
3. DISCLOSURE OF INTEREST
4. CONFIRMATION OF MINUTES
 - 4.1 Minutes of Previous Meeting
 - 4.2 Matters arising from previous minutes
5. DEPUTATIONS/PRESENTATIONS/SUBMISSIONS
6. BUSINESS LEFT OVER FROM PREVIOUS MEETING (if adjourned)
7. REPORTS OF OFFICERS
8. REPORTS OF COMMITTEE MEMBERS
9. NEW BUSINESS OF AN URGENT NATURE
10. NEXT MEETING
11. CLOSURE OF MEETING

3.12. Minutes

The keeping and confirmation of minutes is in accordance with *the Local Government Act 1995 (described in Part 13 from the Shire of Toodyay Standing Orders)*.

3.13. Decision Making

The majorities required for decisions of the Council and committees are in accordance with *the Local Government Act 1995 (described in Part 12 - Voting from the Shire of Toodyay Standing Orders)*.

3.14. Responsibilities of Office Bearers

Chairperson

- Approve meeting time and venue;
- Direct and guide discussion at meetings;
- Sign confirmed minutes;
- Ensure all members have an opportunity to contribute;
- Shall nominate a person to Chair meetings in their absence.

Executive Officer

- Schedule meetings and notify committee members;
- Prepare and distribute agenda for meetings;
- Administrative arrangements for meetings;
- Maintain all committee records;
- Ensure all agenda items are discussed and acted upon;
- Prepare, review and distribute minutes.

Committee Members

- Attend meetings;
- Prepare and present reports as requested by the Committee;
- Refer any unresolved issues to committee; and
- Undertake designated actions in a timely manner.

3.15. Annual Evaluation of Committee's Effectiveness

The Committee shall annually undertake a review to evaluate its effectiveness, and as a guide the following should be determined:

- Is the purpose of the Committee being met?
- Should the purpose be amended?
- Is the committee's effectiveness improving or deteriorating?
- Are committee members regularly attending meetings?
- Review the Terms of Reference.

Community Depot Management Advisory Committee

3.16. Review Table

Review No	Date	Review Type	Detail	Council Resolution No	REVIEW STATUS
1	18/07/2013	Reviewed	by committee	n/a	completed
1	20/08//2013	Endorsed			

9. REPORTS OF COMMITTEE MEMBERS

Nil.

10. NEW BUSINESS OF AN URGENT NATURE

10.1 Regional Development Australia Fund Grant Application

Date of Report:	12 July 2013
Proponent:	Shire of Toodyay
File Ref:	LEG080
Author:	Kim Angus – Community Development/Grants Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. Grant Application (<i>provided under separate cover</i>).
Voting Requirements:	Simple majority

INTRODUCTION

A grant application relating in part to the Community Depot Development is required to be submitted on Monday 22 July 2013. The purpose of this agenda item is to apprise the committee of this circumstance, seek their guidance and to elicit supporting documentation from participating groups.

BACKGROUND

Toodyay has been allocated \$90,207 in the Regional Development Australia Fund Round 5. While Round 5 is not a competitive grants round there are nevertheless funding criteria which must be met relating to benefits to the community, evidence of approvals, evidence of co-contributions, evidence of planning and evidence of costing. As part of the application process an Asset Management and Operations Plan and a Project Management Plan, including Risk Management Plan, must also be provided.

With this in mind it is proposed to apportion Toodyay's allocation between two projects, with \$45,000 going towards other refurbishment works and \$45,207 going towards the community depot development. The inclusion of the community depot development will not only benefit that project, but also the overall application, given its high levels of stakeholder involvement and co-contribution. This is desirable because there may be considerable benefit to making an application that can be immediately approved rather than one that could be held over due to the electoral cycle with all the uncertainty that entails.

CONSULTATION

The Toodyay Community Depot Concept Plan has been out for public comment and subsequently adopted by Council at the Ordinary Council Meeting of 16 April 2013.

STATUTORY ENVIRONMENT

This proposal does not contain any notable statutory environment implications.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

A full budget for the project/grant application is being prepared and will follow at the meeting.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

Advancement of the Community Depot project offers environmental benefits through supporting the actions of environmentally focused community groups.

SOCIAL IMPLICATIONS

Advancement of the Community Depot project offers social benefits to the community as a whole, and the arts and environment sectors in particular.

OFFICER'S COMMENT

On receipt of funds from the RDA Fund Round 5 rapid progress will be able to be made. This will involve holding off commencement until after funding approval, however given the nature of the round approval should be rapid and the grant plus available funds will enable the basic works required for occupancy to be undertaken.

OFFICER'S RECOMMENDATION

That the Community Development Advisory Management Committee formally lends its support to the Regional Development Australia Fund Round Five grant application.

Clarification was sought in relation to the current plan.

MINUTES OF COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 18 JULY 2013

The Chairperson requested that all those present provide their understanding of the Community Depot project.

A Bell

The project has been in the pipeline for many months. Grant applications have been prepared by the Grants Officer and a lease was held by Toodyay Community Radio for part of the building on the site.

J Devlin

Question One

How many groups are going out there?

The Grants Officer advised that four groups have confirmed their position. Given the size of the lot more can be accommodated for but it is first in best dressed. Groups will share a communal areas as well as having their own personal patch. Any structure put on the site has to pass through the planning approval process.

L Anderson

Our requirements are to have a studio, a room to store equipment, a traineeship area, and a room to record interviews in.

R Madacsi

No comment.

P Greenway

Question One

Who pays the electricity bills relating to the site?

The Grants Officer advised that Toodyay Community Radio is paying their own power. The electricity consumption for other groups based there will relate to running solenoid, the occasional light or power tool, et cetera.

Question Two

Can a charge be applied to all groups for electricity consumption within the communal areas?

The Grants Officer advised that it is up to the group to decide. Power is currently supplied from the Shire Depot and it will cost approximately \$300 for a sub-meter.

Question Three

Will a rental charge be applicable on the site?

The Grants Officer advised that this would most likely be included in a lease arrangement, once tenants were on site.

T Young

The Toodyay Singers are an incorporated body and have branched out a little over the years. Their requirements are similar to that of the Theatre Group. They have costumes that require storage. They require power, and a shed. They also need other storage space and a work-shed (to provide a sewing space). Following a meeting with the CEO at the Shire in May 2013 they wrote in and submitted a plan for their proposed space at the Community Depot.

Note: A copy of their letter was provided to the Grants Officer at the meeting.

The Grants Officer advised that at present they may be able to use the far end of the building for simple storage. This would be a short-term measure until other arrangements could be made. The Grants Officer advised she would add the Toodyay Community Singers to the grant application.

Cr A McCann

Question One

The Wood Turners Association sent in an Expression of Interest letter several months ago and have not had a response.

The Executive Assistant advised, through the Chair, that she would look at the records system and report back to the Manager Community Development.

B Lloyd

The Community Depot site will be a secure site. There is room for a shed and shade houses for the Seed Orchard Group and they will put in a garden in their area. They have quite a bit of funds to spend when they move to the site.

OFFICER'S RECOMMENDATION/COMMITTEE RECOMMENDATION

MOVED B Lloyd

SECONDED Cr Madacsi

That the Community Depot Management Advisory Committee formally lends its support to the Regional Development Australia Fund Round Five grant application.

CARRIED

10.2 NRM Stormwater Reuse Grant Actions

Date of Report:	12 July 2013
Proponent:	Shire of Toodyay
File Ref:	LEG075
Author:	Kim Angus – Community Development/Grants Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. Grant Application.
Voting Requirements:	Simple majority

INTRODUCTION

A grant application relating in part to the Community Depot Development was submitted on 21 February 2013. This grant application was successful. The purpose of this agenda item is to apprise the committee of this circumstance and to seek their guidance regarding work to be undertaken.

BACKGROUND

The Shire of Toodyay has been allocated \$10,181 as part of the Wheatbelt Natural Resource Management Storm Water Reuse Project towards the installation of a 110,000L water tank and associated infrastructure at the Toodyay Community Depot to capture rainwater currently running to waste from the main depot building and redirect it to more constructive purposes.

This grant funding will be used as part of the matching funds for the Regional Development Australia Grant and as such work cannot commence until after that grant has been approved. However the Shire has a water tank at the new depot site the wish to replace as it has the wrong outlets and it would seem reasonable to relocate that tank, which is of the size required to catch this season's rain and settle the account once approval has been granted. The NRM money does not need to be acquitted until 30 September 2014; however a plan of works must be submitted by the end of July 2013.

A copy of the original proposal is attached (refer to **Attachment 1**).

CONSULTATION

The Toodyay Community Depot Concept Plan has been out for public comment and subsequently adopted by Council at the Ordinary Council Meeting of 16 April 2013. This plan included the water tank and greenhouses that form the bulk of the NRM Stormwater Reuse Project.

STATUTORY ENVIRONMENT

This proposal does not contain any notable statutory environment implications.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

Acquittal of this grant will be cash flow positive for the Community Depot providing at least \$1,500 towards works that would still need to be undertaken in the absence of the grant, and providing for a water tank and pump that will assist the seed orchard and be solely funded by the grant.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

The Storm Water Reuse Project is an environmental initiative offering the twin benefits of reducing reliance on scheme water and providing improved growing conditions for the Toodyay Seed Orchards plants.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications beyond providing support to community groups, especially the Toodyay Seed Orchard.

OFFICER'S COMMENT

This matter has the greatest impact on the Toodyay Seed Orchard group. Beyond the location of the water tank, the fact that its connection will improve problems with mud underfoot and the boost to project funds, this proposal has little effect on other community groups seeking to use the site.

It is therefore recommended that providing all committee members are happy with the tank being located as shown on the Toodyay Community Depot Concept Plan that all future discussions on this matter are limited to the Shire and the Toodyay Seed Orchard Group, as the parties directly affected.

OFFICER'S RECOMMENDATION

That the Community Development Advisory Management Committee note the successful grant application and endorse placement of a water tank as per the Toodyay Community Depot Concept Plan.

Clarification was sought in relation to the Water Tank and the arrangements being made for fire fighting on the community depot site.

MINUTES OF COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 18 JULY 2013

A map was tabled at 5.06 pm by the Grants Officer.

OFFICER'S RECOMMENDATION/COMMITTEE RECOMMENDATION

MOVED Cr McCann

That the Community Depot Management Advisory Committee note the successful grant application and endorse placement of a water tank as per the Toodyay Community Depot Concept Plan.

CARRIED

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SHIRE OF TOODYAY

BUSH FIRE BRIGADES LOCAL LAW 2013

Bush Fire Brigades Local Law 2013

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Schedule 1 — Rules governing the operation of bush fire brigades

BUSH FIRES ACT 1954

LOCAL GOVERNMENT ACT 1995

SHIRE OF TOODYAY

BUSH FIRE BRIGADES LOCAL LAW 2013

Under the powers conferred by section 62 of the *Bush Fires Act 1954*, subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Toodyay resolved on the [insert date] to make the following local law.

Part 1 — Preliminary

1.1 Citation

This local law may be cited as the *Shire of Toodyay Bush Fire Brigades Local Law 2013*.

1.2 Commencement

This local law comes into operation 14 days after the date on which it is published in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Interpretation

- (1) In this local law unless the context otherwise requires —

Act means the *Bush Fires Act 1954*;

brigade activity is attendance at any incident or participation in any training or exercise.

brigade area is defined in clause 2.2(1)(b);

brigade member means a fire fighting member, auxiliary member or a cadet member of a bush fire brigade;

brigade officer means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

Bush Fire Advisory Committee means the persons appointed to a bush fire advisory committee under and in accordance with section 67 of the Act;

bush fire brigade is defined in section 7 of the Act;

Bush Fire Operating Procedures means the Bush Fire Operating Procedures adopted by the local government;

CEO means the Chief Executive Officer of the local government;

CBFCO means the Chief Bush Fire Control Officer

Council means the Council of the local government;

Department has the meaning given by section 3 of the *Fire and Emergency Services Act 1998*;

district means the district of the local government;

FES Commissioner has the meaning given by section 3 of the *Fire and Emergency Services Act 1998*;

fire fighting member is defined in clause 4.2;

local government means the Shire of Toodyay;

Presiding Member means the Captain or a

Regulations means Regulations made under the Act; and

Rules means the Rules Governing the Operation of Bush Fire Brigades set out in the Schedule 1.

(2) In this local law, unless the context otherwise requires, a reference to —

- (a) a Captain;
- (b) a First Lieutenant;
- (c) a Second Lieutenant;
- (d) any additional Lieutenants;
- (e) an Equipment Officer;
- (f) a Secretary; and
- (g) a Treasurer; or
- (h) a Secretary/Treasurer combined,

means a person holding that position in a bush fire brigade.

Part 2 — Establishment of bush fire brigade

Division 1 — Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to —
 - (a) give a name to the bush fire brigade;
 - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities; and
 - (c) appoint —
 - (i) a Captain;

- (ii) a First Lieutenant;
 - (iii) a Second Lieutenant;
 - (iv) additional Lieutenants if the local government considers it necessary;
 - (v) an Equipment Officer;
 - (vi) a Secretary; and
 - (vii) a Treasurer; or
 - (viii) a Secretary/Treasurer combined.
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
 - (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.
 - (4) The appointments referred to in subclause (1)(c) expire at the conclusion of the first annual general meeting of the bush fire brigade.
 - (5) If a position referred to in subclause (1)(c) becomes vacant prior to the conclusion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2).

Division 2 — Command at a fire

2.3 Chain of command

- (1) Chain of command will be in accordance with the Act with the most appropriate person at the time taking control of the incident.
- (2) All incidents will be managed in accordance with the Australasian Inter-service Incident Management System.

Division 3 — Application of Rules to a bush fire brigade

2.4 Rules

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules.

Division 4 — Transitional

2.5 Existing bush fire brigades

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day —
 - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
 - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
 - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.

- (2) In this clause —

commencement day means the day on which this local law comes into operation.

Division 5 — Dissolution of bush fire brigade

2.6 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

2.7 New arrangement after dissolution

If the local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

Part 3 — Organisation and maintenance of bush fire brigades

Division 1 — Local government responsibility

3.1 Local government responsible for structure

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Officers to be supplied with Act

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made from time to time.

Division 2 — Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include —

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment and training levels and report, with recommendations, to the local government at least once a year;
- (c) liaise with the local government concerning fire prevention/suppression matters generally and directions to be issued by the local government to

bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers; and

- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3 — Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade shall hold its annual general meeting during the months of April or May each year.

3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee

At the annual general meeting of a bush fire brigade, fire fighter brigade members shall be nominated to the Bush Fire Advisory Committee to serve as bush fire control officers for the brigade area until the next annual general meeting.

3.8 Nomination of bush fire control officer to the local government

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate fire fighter brigade members to the local government to serve as the bush fire control officers for the brigade area until the next annual general meeting.

3.9 Minutes to be tabled before the Bush Fire Advisory Committee

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within 14 days after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the —
 - (a) Bush Fire Advisory Committee; or
 - (b) Council, if there is no Bush Fire Advisory Committee,following their receipt under subclause (1).

Division 4 — Bush Fire Advisory Committee

3.10 Functions of Bush Fire Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

3.11 Bush Fire Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government, from the persons nominated by each bush fire brigade, a person or persons for the position of a bush fire control officer(s) for the brigade area.

3.12 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.13 Bush Fire Advisory Committee to consider bush fire brigade recommendations

The Bush Fire Advisory Committee is to make recommendations to the local government on all recommendations received by the Bush Fire Advisory Committee from bush fire brigades.

Part 4 — Types of bush fire brigade membership

4.1 Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following —

- (a) fire fighting members;
- (b) auxiliary members;
- (c) cadet members; and
- (d) honorary life members.

4.2 Fire fighting members

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

4.3 Auxiliary members

Auxiliary members:

- i. are those persons who are willing or who are prepared to render assistance required by the bush fire brigade to support the objectives of the brigade in accordance with the rules determined by local government;
- ii. cannot vote on any operational matter or appointment of office bearers at brigade meetings but may be appointed to hold a non-fire fighting position in support of the brigade including Secretary, Treasurer or Secretary/Treasurer; and
- iii. appointed to the Committee may vote at Committee Meetings.

4.4 Cadet members

Cadet members are —

- (a) to be aged 13 to 17 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings; and
- (f) not to be assigned ranks under the Department's rank structure.

4.5 Honorary life member

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) No membership fees are to be payable by an honorary life member.

4.6 Notification of membership

Not later than 31 July in each year, the bush fire brigade is to report to the Chief Fire Control Officer the name, contact details and type of membership of each brigade member.

Part 5 — Appointment dismissal and management of members

5.1 Rules to govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

Part 6 — Equipment of bush fires brigades

6.1 Policies of local government

The local government may make policies under which it —

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

6.2 Consideration in the local government budget

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities.

Schedule 1 — Rules governing the operation of bush fire brigades

Part 1 — Preliminary

1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires —
absolute majority means a majority of more than 50% of the number of —
 - (a) fire fighting members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
 - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.*Committee* means the Committee of the bush fire brigade;
local law means the *Shire of Toodyay Bush Fire Brigades Local Law 2013*; and
normal brigade activities has the meaning given by section 35A of the Act.
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person at the meeting.

Part 2 — Objectives and membership of bush fire brigade

2.1 Objectives of bush fire brigade

The objectives of the bush fire brigade are to carry out —

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to —

- (a) the qualifications required;
- (b) fees payable, if any;
- (c) a requirement to serve a probationary period; and
- (d) procedures to be employed by the Committee prior to approval of an application for membership,

and the Committee is to act within the parameters of any such policy in determining applications for membership.

2.4 Applications for membership

An application for membership is to be in writing and is to be submitted to the Secretary in accordance with the procedures and policies that local government may develop from time to time.

2.5 Decision on application for membership

- (1) The Committee may —
 - (a) approve an application for membership unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

2.6 FES Commissioner to be notified of registrations

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the local government within 14 days of a person being admitted to membership in the form required by the FES Commissioner from time to time. The local government shall then supply the registration details to the FES Commissioner.

2.7 Termination of membership

- (1) Membership of the bush fire brigade terminates if the member —
 - (a) dies;
 - (b) gives written notice of resignation to the Secretary;
 - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
 - (d) is dismissed by the Committee;
 - (e) is dismissed by the local government; or
 - (f) ceases to be a member or is taken to have resigned under subclause (2).
- (2) A brigade member who does not attend a brigade activity in more than 12 months is to be taken to have resigned from the bush fire brigade.

2.8 Suspension of membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may —
 - (a) extend the period of suspension;
 - (b) terminate the membership; or
 - (c) reinstate the membership.

- (4) If the Committee terminates the membership in accordance with subclause 3(b), it is to give written reasons for the termination, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

2.9 Existing liabilities to continue

The resignation or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

2.10 Member has right of defence

- (1) A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.
- (2) A brigade member is not to be dismissed under clause 2.7(1)(e) without being given the opportunity to meet with the local government and answer any charges which might give grounds for dismissal.

2.11 Objection Rights

A person whose —

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by —

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without —
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without directions, for another decision by the Committee.

Part 3 — Functions of brigade officers

3.1 Chain of command during fire fighting activities

In accordance with Clause 2.3..

3.2 Duties of Captain

- (1) Subject to subclause (3), the Captain is to preside at all meetings and lead the brigade.
- (2) The captain is to ensure that brigade officers perform their roles;
- (3) In the absence of the Captain, the meeting shall elect another person to preside at the meeting.

3.3 Duties of Secretary

- (1) The Secretary is to —
 - (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
 - (b) answer and keep a record of all correspondence or direct it appropriately;
 - (c) prepare and send out all necessary notices of meetings;
 - (d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
 - (e) ensure an incident report form is completed and forwarded in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident;
 - (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership; and
 - (g) provide not later than the date specified in Clause 4.6, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.
- (2) Where a bush fire brigade attends an incident on more than 1 day, ensure that the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

3.4 Duties of Treasurer

The Treasurer is to —

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorised by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade;
- (e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees; and
- (f) report on the financial position at meetings of the bush fire brigade or Committee.

3.5 Duties of Equipment Officer

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

(1) Storage of equipment

- (1) The Equipment Officer shall store all of the equipment of the bush fire brigade at a place approved by the Captain (the *fire station or fire shed*).
- (2) If there is to be more than 1 station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition

of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

(2) Equipment Officer to report

The Equipment Officer is to provide, each year by a date determined by local government, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

Part 4 — Committee

4.1 Management of bush fire brigade

- (1) Subject to the provisions of these Rules, the affairs of the bush fire brigade shall be managed by the Committee in consultation with local government.

4.2 Constitution of Committee

- (1) The Committee of the bush fire brigade is to consist of the brigade officers..
- (2) The brigade officers are to —
 - (a) be elected at the annual general meeting of the bush fire brigade;
 - (b) hold office until the conclusion of the next annual general meeting; and
 - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of a special meeting of the brigade called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a casual vacancy in any office until the next general meeting of the brigade.

Part 5 — Meetings of bush fire brigade

5.1 Ordinary general meetings

- (1) Ordinary general meetings may be called at any time by the Secretary by giving at least 7 days' notice to all brigade members and to the Chief Fire Control Officer, for the purpose of —
 - (a) organising and checking equipment;
 - (b) requisitioning new or replacement equipment;
 - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of firebreaks;
 - (d) establishing new procedures in respect of any of the normal brigade activities; and
 - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.2 Special meetings

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 3 days' notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.3 Annual general meeting

- (1) At least 7 days' notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the Annual General Meeting the offices of the brigade will be declared vacant. The CBFCO, or the CEO or his or her delegate will preside at the meeting until the completion of the election of the Captain.
- (3) At the annual general meeting the bush fire brigade is to —
 - (a) elect the brigade officers from among the brigade members. If requested by a member voting will be conducted in secret;
 - (b) In the case of a tied vote for the election of a Captain a second vote will be conducted by secret ballot. If the vote is still tied it will be decided by drawing lots;
 - (c) consider the Captain's report on the year's activities;
 - (d) receive the annual financial statements;
 - (e) appoint an Auditor for the ensuing financial year in accordance with clause 5.6 of this Schedule;
 - (f) nominate bush fire control officer(s); and
 - (g) deal with any general business.
- (4) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (5) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.4 Quorum

- (1) The quorum for any meeting of the bush fire brigade is at least 50% of the number of fire fighting members.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum is present

5.5 Voting

- (1) Each fire-fighting member has only 1 vote at meetings of the bush fire brigade.
- (2) In the case of an equality of votes, a question shall be decided by the casting vote of the Captain.

5.6 Auditor

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

Part 6 — Meetings of Committee

6.1 Meetings of Committee

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) Any member of the committee may request a meeting through the captain at any time.

6.2 Quorum

No business is to be transacted at a meeting of the Committee unless a quorum of at least 50% brigade officers is present in person.

6.3 Voting

- (1) Each brigade officer has only 1 vote at meetings of the Committee.
- (2) In the case of an equality of votes, a question shall be decided by the casting vote of the Captain.

Part 7 — General administration matters

7.1 Fees

- (1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.
- (2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
- (3) The bush fire brigade may exempt a brigade member or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.

7.2 Funds

The funds of the bush fire brigade are to be used solely for the purpose of supporting brigade activities.

7.3 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

7.4 Banking

- (1) The funds of the bush fire brigade are to be placed in a bank account in the name of the Bush Fire Brigade and are to be used to make payments only on the joint

authority of any 2 of the Captain, Secretary and Treasurer or such other person designated by the bush fire brigade.

- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer or such other person designated by the bush fire brigade, are to authorise payments referred to in subclause (1).

7.5 Disclosure of interests

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Every disclosure made under subclause (1) shall be recorded in the minutes of the meeting of the bush fire brigade or Committee at which the disclosure was made.

7.6 Disagreements

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

Part 8 — Notices

8.1 Notices

- (1) Where any notice, including a notice of meeting, is to be given under these Rules, the notice is to be —
 - (a) in writing;
 - (b) given by —
 - (i) personal delivery to the nominated address of the addressee;
 - (ii) post to the nominated postal address of the addressee;
 - (iii) facsimile transmission to the nominated facsimile number of the addressee; or
 - (iv) e-mail to the nominated electronic address of the addressee;
 - (c) taken to have been received, as the case may be —
 - (i) at the time of personal delivery;
 - (ii) three business days after posting; or
 - (iii) subject to paragraph (d), at the time of transmission by facsimile or e-mail if before 5.00 pm on a business day or otherwise at 9.00 am on the next business day; and

- (d) A facsimile transmission or e-mail is not given or received if —
 - (i) at the conclusion of a facsimile transmission the sender's facsimile machine issues an error transmission report which indicates that the relevant number of pages comprised in the notice has not been sent; or
 - (ii) at the conclusion of an e-mail the sender receives an automated message stating that the e-mail was undeliverable.
- (2) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, does not invalidate the meeting the subject of the notice or any resolutions passed at the meeting.

Dated

The Common Seal of the)
 Shire of Toodyay was)
 affixed by authority of a)
 resolution of the Council in)
 the presence of —)

 President

 Chief Executive Officer

12.2 8.1 Terms of Reference

Date of Report:	11 July 2013
Proponent:	Shire of Toodyay
File Ref:	LAW1
Author:	Maria Rebane – Executive Assistant
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. Terms of Reference.
Voting Requirements:	Simple majority

INTRODUCTION

This report is for the purpose of considering the Terms of Reference.

BACKGROUND

At an Ordinary Meeting of Council held on 21 May 2013, Council resolved as follows:

That Council appoint a Committee comprising Council Members only in accordance with s.5.9 (2) (a) of the Local Government Act 1995 subject to the following terms:

1. The Committee be limited to four (4) Elected Members in response to Standing Order 17.1 (2)(a) named as follows:
 - i. Cr Craddock
 - ii. Cr McCann
 - iii. Cr Firms
 - iv. Cr Greenway
2. The Committee is to advise on the following:
 - i. Review of Local Laws; and
 - ii. Adoption of new Local Laws.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Section 5.8 of the *Local Government Act 1995* provides for the establishment of committees of 3 or more persons. In relation to the establishment of a Committee under section 5.8 of the Local Government Act 1995, the Shire of Toodyay Standing Order 17.1(2) states that a Council Resolution is to include:

- (a) *the terms of reference of the committee;*
- (b) *the number of Council Members, officers and other persons to be appointed to the committee;*
- (c) *the names or titles of the Council Members and officers to be appointed to the committee;*
- (d) *the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and*
- (e) *details of the delegation of any powers or duties to the committee under section 5.16 of the Act.*

Sections 5.9 and 5.10 of the *Local Government Act 1995* provide for the (a) types of committees; and (b) Appointment of Committee Members (i.e. membership).

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

The terms of reference document (refer to **Attachment 1**) is considered appropriate in respect to the requirements of section 5.8 of the *Local Government Act 1995*. It is also in accordance with the *Shire of Toodyay Standing Orders*.

In order to legitimise the activities of the Local Laws Advisory Committee (LLAC) it is considered necessary for Council to sanction the Terms of Reference in order for the LLAC to function efficiently.

OFFICER'S RECOMMENDATION

The Local Laws Committee recommend to Council:

1. That Council authorise the CEO or delegated Senior Manager to be a voting member of the Local Laws Advisory Committee; and
2. That the Terms of Reference document be endorsed by Council.

The Chairperson adjourned the meeting at 5.00 pm.

The Chairperson resumed the meeting at 5.12 pm.

Cr Firms moved a motion as follows:

That Council consider the adoption of Terms of Reference and/or procedures for its committees.

Cr Craddock objected to the motion.

Cr McCann seconded the motion.

Discussion ensued.

The motion was put.

COMMITTEE RECOMMENDATION

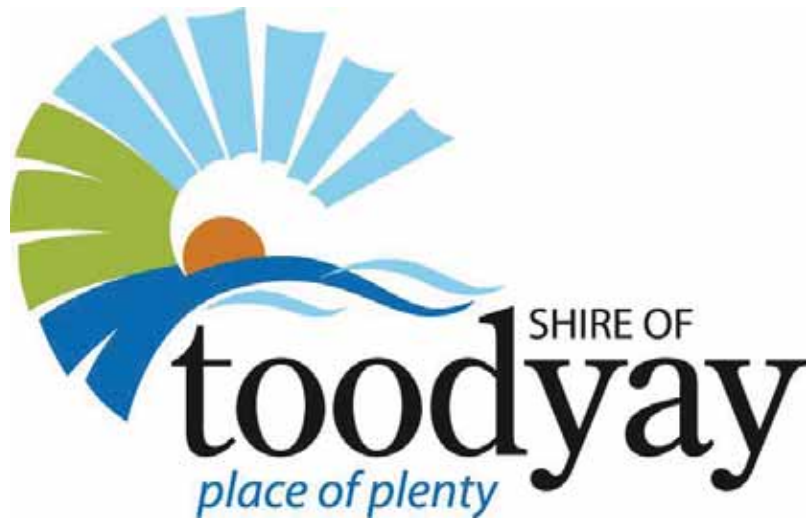
That Council consider the adoption of Terms of Reference and/or procedures for its committees.

VOTES EQUALLY DIVIDED 2/2

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

MOTION CARRIED 3/2

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. Councillors McCann and Firms voted for the motion. Councillors Greenway and Craddock voted against the motion.



TERMS OF REFERENCE

FOR THE

LOCAL LAWS ADVISORY COMMITTEE

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1. STATUTORY ENVIRONMENT

Section 5.8 of the *Local Government Act 1995* provides for the establishment of committees of 3 or more persons. In relation to the establishment of a Committee under section 5.8 of the *Local Government Act 1995*, the Shire of Toodyay Standing Order 17.1(2) states that a Council Resolution is to include:

- (a) *the terms of reference of the committee;*
- (b) *the number of Council Members, officers and other persons to be appointed to the committee;*
- (c) *the names or titles of the Council Members and officers to be appointed to the committee;*
- (d) *the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and*
- (e) *details of the delegation of any powers or duties to the committee under section 5.16 of the Act.*

Sections 5.9 and 5.10 of the *Local Government Act 1995* provide for the (a) types of committees; and (b) Appointment of Committee Members (i.e. membership).

2. HISTORICAL INFORMATION

At an Ordinary Meeting of Council held on 21 May 2013, Council resolved as follows:

That Council appoint a Committee comprising Council Members only in accordance with s.5.9 (2) (a) of the *Local Government Act 1995* subject to the following terms:

1. The Committee be limited to four (4) Elected Members in response to Standing Order 17.1 (2)(a) named as follows:
 - i. Cr Craddock
 - ii. Cr McCann
 - iii. Cr Firns
 - iv. Cr Greenway
2. The Committee is to advise on the following:
 - i. Review of Local Laws; and
 - ii. Adoption of new Local Laws.

3. TERMS OF REFERENCE

3.1. Title of Committee

The committee shall be known as the:

'Local Laws Advisory Committee'

(In accordance with Council Resolution 165/05/13).

3.2. Purpose of the Committee

The purpose of the Committee is to advise on the following:

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

3.3. Authority

The Local Laws Advisory Committee is a Committee of Council and as such, it has no delegated authority.

3.4. Committee Structure and Format

The committee shall consist of:

- Four (4) appointed Elected Representatives.

3.5. Election of Committee Members

Appointment of Committee Members shall be in accordance with Section 5.10 of the *Local Government Act 1995* and *Shire of Toodyay Standing Order 17.6*.

3.6. Election of Office Bearers

The election of Presiding Members of committees and their deputies is dealt with in the *Local Government Act 1995*.

(Refer to Shire of Toodyay Standing Order 3.4.)

3.7. Resignations

Committee members and office bearers wishing to resign must do so in writing to the Chief Executive Officer.

(Refer to Shire of Toodyay Standing Order 17.7.)

3.8. Frequency of Meetings

The Local Laws Advisory Committee shall meet at least every quarter.

The Chairperson may request that the Chief Executive Officer call an extraordinary meeting in order to resolve an issue requiring urgent attention.

3.9. Quorum

The quorum for Committee meetings shall be in accordance with Shire of Toodyay Standing Orders 3.8 and 3.10.

3.10. Proxies

Council may appoint deputy delegates who can fill in for absent members.

3.11. Order of Meetings

Discussion at the committee meetings shall be controlled through an agenda in accordance with Part 4 Business of a Meeting from the Shire of Toodyay Standing Orders.

Any member wishing a specific item to be included in the agenda should advise the Chief Executive Officer at least two weeks prior to the meeting date. Otherwise, the item may be discussed under “New Business of an Urgent Nature” in accordance with the Shire of Toodyay Standing Order 4.5.

Items to be considered in the agenda are:

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS
2. RECORDS OF ATTENDANCE / APOLOGIES
3. DISCLOSURE OF INTEREST
4. CONFIRMATION OF MINUTES
 - 4.1 Minutes of Previous Meeting
 - 4.2 Matters arising from previous minutes
5. DEPUTATIONS/PRESENTATIONS/SUBMISSIONS
6. BUSINESS LEFT OVER FROM PREVIOUS MEETING (if adjourned)
7. REPORTS OF OFFICERS
8. REPORTS OF COMMITTEE MEMBERS
9. NEW BUSINESS OF AN URGENT NATURE
10. NEXT MEETING
11. CLOSURE OF MEETING

3.12. Minutes

The keeping and confirmation of minutes is in accordance with *the Local Government Act 1995 (described in Part 13 from the Shire of Toodyay Standing Orders)*.

3.13. Decision Making

The majorities required for decisions of the Council and committees are in accordance with *the Local Government Act 1995 (described in Part 12 - Voting from the Shire of Toodyay Standing Orders)*.

3.14. Responsibilities of Office Bearers

Chairperson

- Approve meeting time and venue;
- Direct and guide discussion at meetings;
- Sign confirmed minutes;
- Ensure all members have an opportunity to contribute;
- Shall nominate a person to Chair meetings in their absence.

Executive Officer

- Schedule meetings and notify committee members;
- Prepare and distribute agenda for meetings;
- Administrative arrangements for meetings;
- Maintain all committee records;

- Ensure all agenda items are discussed and acted upon;
- Prepare, review and distribute minutes.

Committee Members

- Attend meetings;
- Prepare and present reports as requested by the Committee;
- Refer any unresolved issues to committee; and
- Undertake designated actions in a timely manner.

3.15. Annual Evaluation of Committee's Effectiveness

The Committee shall annually undertake a review to evaluate its effectiveness, and as a guide the following should be determined:

- Is the purpose of the Committee being met?
- Should the purpose be amended?
- Is the committee's effectiveness improving or deteriorating?
- Are committee members regularly attending meetings?
- Review the Terms of Reference.



TERMS OF REFERENCE

FOR THE

NAME OF THE COMMITTEE

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1. STATUTORY ENVIRONMENT

Section 5.8 of the *Local Government Act 1995* provides for the establishment of committees of 3 or more persons. In relation to the establishment of a Committee under section 5.8 of the *Local Government Act 1995*, the Shire of Toodyay Standing Order 17.1(2) states that a Council Resolution is to include:

- (a) *the terms of reference of the committee;*
- (b) *the number of Council Members, officers and other persons to be appointed to the committee;*
- (c) *the names or titles of the Council Members and officers to be appointed to the committee;*
- (d) *the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and*
- (e) *details of the delegation of any powers or duties to the committee under section 5.16 of the Act.*

Sections 5.9 and 5.10 of the *Local Government Act 1995* provide for the (a) types of committees; and (b) Appointment of Committee Members (i.e. membership).

2. HISTORICAL INFORMATION

At an Ordinary Meeting of Council held on DATE, Council resolved the following:

LIST THE RESOLUTION OF COUNCIL THAT THEY MADE WHEN THEY ESTABLISHED THE COMMITTEE IN THE FIRST PLACE.

3. TERMS OF REFERENCE

3.1. Title of Committee

The committee shall be known as the:

Put the name of the Committee here

(In accordance with Council Resolution ##/##/##).

3.2. Purpose of the Committee

The purpose of the Committee is to

STATE WHAT THE PURPOSE IS HERE FROM THE COUNCIL
RESOLUTION

3.3. Authority

The NAME OF COMMITTEE is a Committee of Council and as such, it has no delegated authority.

OR PUT THAT IT DOES HAVE DELEGATED AUTHORITY TO
DO :

- LIST HERE

In accordance with section 5.16 of the *Local Government Act 1995*.

3.4. Committee Structure and Format

The committee shall consist of:

- _____ appointed Elected Representatives;
- _____ members of the community for interest in membership to the Committee;
- The Chief Executive Officer or delegated Senior Manager with the authority to act on recommendations made by the Committee.

In accordance with section 5.10 of the *Local Government Act 1995*.

3.5. Election of Committee Members

Appointment of Committee Members shall be in accordance with Section 5.10 of the *Local Government Act 1995* and *Shire of Toodyay Standing Order 17.6*.

3.6. Election of Office Bearers

The election of Presiding Members of committees and their deputies is dealt with in the *Local Government Act 1995*.

(Refer to Shire of Toodyay Standing Order 3.4.)

3.7. Resignations

Committee members and office bearers wishing to resign must do so in writing to the Chief Executive Officer.

(Refer to Shire of Toodyay Standing Order 17.7.)

3.8. Frequency of Meetings

The NAME OF COMMITTEE shall meet at least every quarter.

Any committee member may request that the Chief Executive Officer call an extraordinary meeting in order to resolve an issue requiring urgent attention.

3.9. Quorum

The quorum for Committee meetings shall be in accordance with Shire of Toodyay Standing Orders 3.8 and 3.10.

Section 5.19 of the *Local Government Act 1995* states:

The quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee.

3.10. Proxies

Committee members may only appoint a deputy delegate to act as Presiding member in the absence of the nominated delegate in accordance with section 5.14 of the *Local Government Act 1995*.

3.11. Order of Meetings

Discussion at the committee meetings shall be controlled through an agenda in accordance with Part 4 Business of a Meeting from the Shire of Toodyay Standing Orders.

Any member wishing a specific item to be included in the agenda should advise the Chief Executive Officer at least two weeks prior to the meeting date. Otherwise, the item may be discussed under “New Business of an Urgent Nature” in accordance with the Shire of Toodyay Standing Order 4.5.

Items to be considered in the agenda are:

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS
2. RECORDS OF ATTENDANCE / APOLOGIES
3. DISCLOSURE OF INTEREST
4. CONFIRMATION OF MINUTES
 - 4.1 Minutes of Previous Meeting
 - 4.2 Matters arising from previous minutes
5. DEPUTATIONS/PRESENTATIONS/SUBMISSIONS
6. BUSINESS LEFT OVER FROM PREVIOUS MEETING (if adjourned)
7. REPORTS OF OFFICERS
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9. NEW BUSINESS OF AN URGENT NATURE
10. NEXT MEETING
11. CLOSURE OF MEETING

3.12. Minutes

The keeping and confirmation of minutes is in accordance with *the Local Government Act 1995 (described in Part 13 from the Shire of Toodyay Standing Orders)*.

3.13. Decision Making

The majorities required for decisions of the Council and committees are in accordance with *the Local Government Act 1995 (described in Part 12 - Voting from the Shire of Toodyay Standing Orders)*.

3.14. Responsibilities of Office Bearers

Chairperson

- Approve meeting time and venue;
- Direct and guide discussion at meetings;
- Sign confirmed minutes; and
- Ensure all members have an opportunity to contribute.

Executive Officer

- Schedule meetings and notify committee members;
- Prepare and distribute agenda for meetings;
- Administrative arrangements for meetings;
- Maintain all committee records;
- Ensure all agenda items are discussed and acted upon;
- Prepare, review and distribute minutes.

Committee Members

- Attend meetings;
- Prepare and present reports as requested by the Committee;
- Refer any unresolved issues to committee; and
- Undertake designated actions in a timely manner.

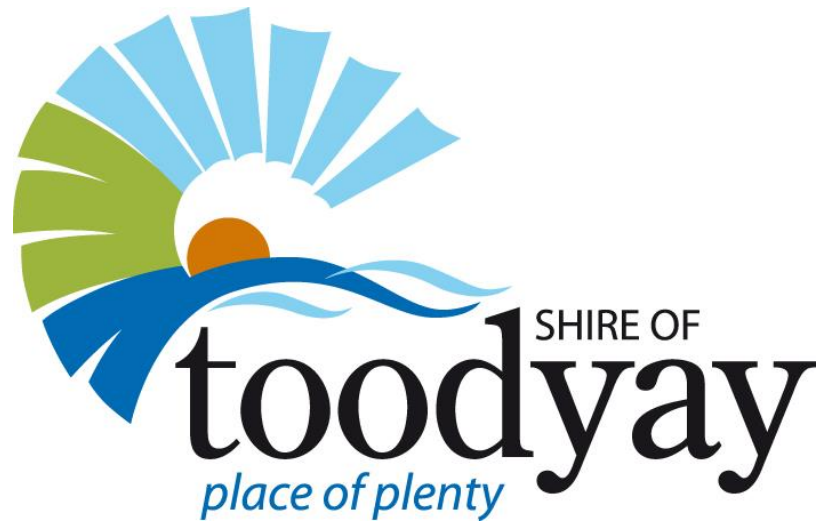
3.15. Annual Evaluation of Committee's Effectiveness

The Committee shall annually undertake a review to evaluate its effectiveness, and as a guide the following should be determined:

- Is the purpose of the Committee being met?
- Should the purpose be amended?
- Is the committee's effectiveness improving or deteriorating?
- Are committee members regularly attending meetings?
- Review the Terms of Reference.

3.16. Review Table

Review No	Date	Review Type	Detail	Council Resolution No	REVIEW STATUS
1					



Audit Committee Meeting

Minutes

13 August 2013

Preface

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

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 Audit Meeting are put together as an addendum to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 16 August 2013.



Stan Scott
CHIEF EXECUTIVE OFFICER

16 August 2013.

Confirmed Minutes

These minutes were confirmed at a meeting held on

Signed:

Presiding person at the meeting at which the minutes were confirmed.

Date:.....

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ADDENDUM *with separate index follows Item 11*

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Shire of Toodyay

AUDIT COMMITTEE MEETING – 13 AUGUST 2013

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 2.18 pm.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

Mr F Panizza
Cr K Hogg
Cr A McCann
Cr C Firms
Mrs B Ruthven

Chairperson
Shire President

Staff

Ms C Delmage
Mrs M Rebane

Manager Corporate Services
Executive Assistant

Visitors

Nil.

2.2 APOLOGIES

Cr S Craddock
Mr S Scott

Chief Executive Officer

3. DISCLOSURE OF INTERESTS

The Chairperson advised that Councillor Hogg and Councillor Firms had submitted a disclosure of interest in the form of a written notice prior to the commencement of the meeting.

Cr Hogg declared an impartiality interest in relation to Item 7.2 Outstanding Debtors as the debtor is a business competitor for a company of which he is a director/shareholder and employee.

Cr Hogg declared a proximity interest in relation to Item 7.2 Outstanding Debtors as the debtor is a business competitor for the same company.

Cr Hogg declared a financial interest in relation to Item 7.1 Outstanding Rates as he is a debtor.

Cr Firms declared a financial interest in item 7.1 Outstanding Rates as he is a debtor.

4. CONFIRMATION OF MINUTES

4.1 Audit Committee Meeting held on 18 February 2013

MOVED Cr McCann

That the Unconfirmed Minutes of the Audit Committee Meeting held on 18 February 2013 be confirmed subject to the following amendment:

Page 7, at item 4.2 the duplicated word “the” be removed.

MOTION CARRIED

4.2 Matters arising from previous minutes

4.2.1 Committee Recommendation – Annual Leave

Cr McCann sought clarification as to whether a policy is developed in relation to encouraging staff to take their annual leave every 12 months.

The MCS advised that annual leave is being monitored.

4.2.2 Mr Tomasi's comments in the discussions with the Audit Committee

Cr Firms, B Ruthven and the Chairperson proposed that the wording “80% is excessive” was not an accurate representation of what was stated.

MOVED B Ruthven

That the Unconfirmed Minutes of the Audit Committee Meeting held on 18 February 2013 be further amended on page 5 as follows:

1. The words “Mr Tomasi commented that, in relation to the Chairperson’s suggestion that the cash-backed percentage of AL and LSL be in excess of 80%, was not necessary.” replace the words “Mr Tomasi advised that in relation to cash backing percentage of AL and LSL 80% is excessive.”

MOTION CARRIED

4.2.3 Agenda Item 4.2.2 Road-side Verge Spraying

The Shire President advised that he did not believe that the verge spraying had been performed this financial year.

The Manager Corporate Services requested the Audit Committee seek clarification from the CEO in relation to items being reported in the financials in relation to verge spraying.

MOVED Cr Hogg

The Audit Committee recommend to Council that steps be put in place to ensure that the timely spraying of verges occurs to protect the road infrastructure.

MOTION CARRIED

4.2.4 Weed Control – Budget Item

B Ruthven sought clarification in relation to a budget item in relation to weed control that had no money to be expended against it.

The Manager Corporate Services provided explanation.

The Shire President provided explanation in relation to Shire reserves.

4.2.5 Caltrop – Reserves

Cr Firms sought clarification in relation to this matter.

MOVED Cr McCann

That the Audit Committee draw Council's attention to the fact that weed control outside parks and gardens on reserves appears not to have been spent and appears to have been overlooked over the last 2-3 years and request that the works committee or whoever is responsible for that investigate.

MOTION CARRIED

4.2.6 Audit Committee Recommendations

The Chairperson clarified for the benefit of those present the administrative process in relation to recommendations made by the Audit Committee.

**5. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS
(relating to the purpose of the meeting)**

5.1 Petitions

Nil.

5.2 Deputations

Nil.

5.3 Presentations

Nil.

5.4 Submissions

Nil.

**6. BUSINESS LEFT OVER FROM PREVIOUS MEETING
(if adjourned)**

Nil.

7. REPORTS OF OFFICERS

7.1 Outstanding Rates

The Outstanding Rates Debtors report was presented.

Cr Hogg declared an impartiality interest in relation to Item 7.2 Outstanding Debtors as the debtor is a business competitor for a company of which he is a director/shareholder and employee.

Cr Hogg declared a proximity interest in relation to Item 7.2 Outstanding Debtors as the debtor is a business competitor for the same company.

Cr Hogg declared a financial interest in relation to Item 7.1 Outstanding Rates as he is a debtor.

Cr K Hogg departed the Council Chambers at 3.02 pm.

Cr Firns declared a financial interest in item 7.1 Outstanding Rates as he is a debtor.

Cr Firms departed Council Chambers at 3.03 pm.

Cr Hogg returned to the Council Chambers at 3.05 pm.

The Chairperson sought clarification in relation to the recording of a Senior Card Holder as compared to a Pensioner concession Holder.

Cr K Hogg declared an impartiality interest in relation to concessions available to Senior Card Holders as he is a Senior Card Holder.

Cr K Hogg departed the Council Chambers at 3.08 pm.

Cr Firms returned to the Council Chambers at 3.08 pm.

Further clarification was sought in relation to the Outstanding Rates Debtors Report.

Cr McCann sought clarification as to whether payment plans are promoted community-wide to permit persons on low incomes/fixed incomes/pensioners to pay their rates in advance.

The Manager Corporate Services advised that this would be possible.

Cr Hogg returned to the Council Chambers at 3.15 pm.

The Chairperson advised for the benefit of Cr Hogg that there had been some discussion in relation to the terminology for Senior Card Holders and the total of deferred pensioners; and further discussion in relation to the difficulty with dealing with unpaid rates in local government.

7.2 Outstanding Debtors

The Outstanding Sundry Debtors Report was presented.

The Chairperson sought clarification in relation to the accounting process in relation to a grant being raised as an Outstanding Debtor.

The Manager Corporate Services provided an explanation in relation to Progress Payment Certificates and grant funding.

Clarification was sought in relation to library write-offs.

The Manager Corporate Services provided an explanation in relation to the process of Council approving write-offs on an annual basis.

7.3 Interim Audit Report

The Chairperson adjourned the meeting at 3.32 pm.

The Chairperson resumed the meeting at 3.58 pm.

MOVED Cr Hogg

The Audit Committee recommends that Council receives and considers the Interim Audit Visit Report from the Shire of Toodyay's Auditors UHY Haines Norton dated 16 July 2013 and the Audit Committee draws Council's attention to the following:

1. The Auditors have raised concerns of non-compliance with:
 - (a) Some statutory provisions;
 - (b) Established procedures, particularly newly established procedures;
 - (c) Appropriate separation of duties; and
 - (d) The timeliness of completion of reconciliations.
2. The summary contained within the report highlights these issues and also provides discussion of the likely causes of the identified problems being staff workload, staff numbers and software weaknesses in the finance and accounting section of the Shire.
3. The issues raised by the Auditors do not raise any concerns of fraud or improper use of Shire resources have occurred. The auditors have stated that established procedures must be adhered to, minimise the risk of fraud and error to an appropriate low level.

MOTION CARRIED

Cr McCann departed Council Chambers at 5.48 pm.

The Chairperson adjourned the meeting at 5.49 pm.

The Chairperson resumed the meeting at 6.03 pm

Cr McCann returned to Council Chambers at 6.03 pm.

MOVED Cr Hogg

The Audit Committee calls Council's attention to the staff workload, staff shortages, systems weaknesses (from the past) and additional workload that have been the result of legislative requirements flowing from government that have contributed to the issues identified in the interim audit visit report. The requirement for local government to adopt "fair value accounting" will, and has, put a large strain on already stretched resources. This will particularly affect the Shire of Toodyay in the coming financial years' when "fair value accounting" will progressively apply to infrastructure, crown land and reserves as well as intangible assets.

MOTION CARRIED

MOVED Cr Hogg

The Audit Committee recommends that Council ascertain what additional resources, if any, are required to implement change to overcome the weaknesses identified in the Interim Audit Visit report and consider appropriate budget allocations if any.

MOTION CARRIED

7.4 Council Policy – Fair Value Accounting

MOVED Cr Hogg

The Audit Committee recommends that Council note:

1. The statutory requirement to progressively implement “fair value accounting”;
2. There will be significant issues for resourcing the change to “fair value accounting”
3. There is potential the Shire may not be able to meet the implementation timeframes in Regulation 17(A) of the Local Government (Financial Management) Regulations 1996; and
4. That the Audit Committee will continue to monitor and report to Council on the implementation of “fair value accounting”.

MOTION CARRIED

7.5 Monthly Financial Statements – June 2013

The Audit Committee received the Financial Statements Quarterly Report.

8. REPORTS OF COMMITTEE MEMBERS

Nil.

Cr Firns departed Council Chambers at 7.12 pm.

9. NEW BUSINESS OF AN URGENT NATURE

Nil.

10. NEXT MEETING

The Chairperson advised that one meeting would be held prior to the October 2013 election at a date to be advised.

The Chairperson advised that he would be standing down as Chairperson of the Audit Committee prior to the October 2013 election.

11. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 7.14 pm.

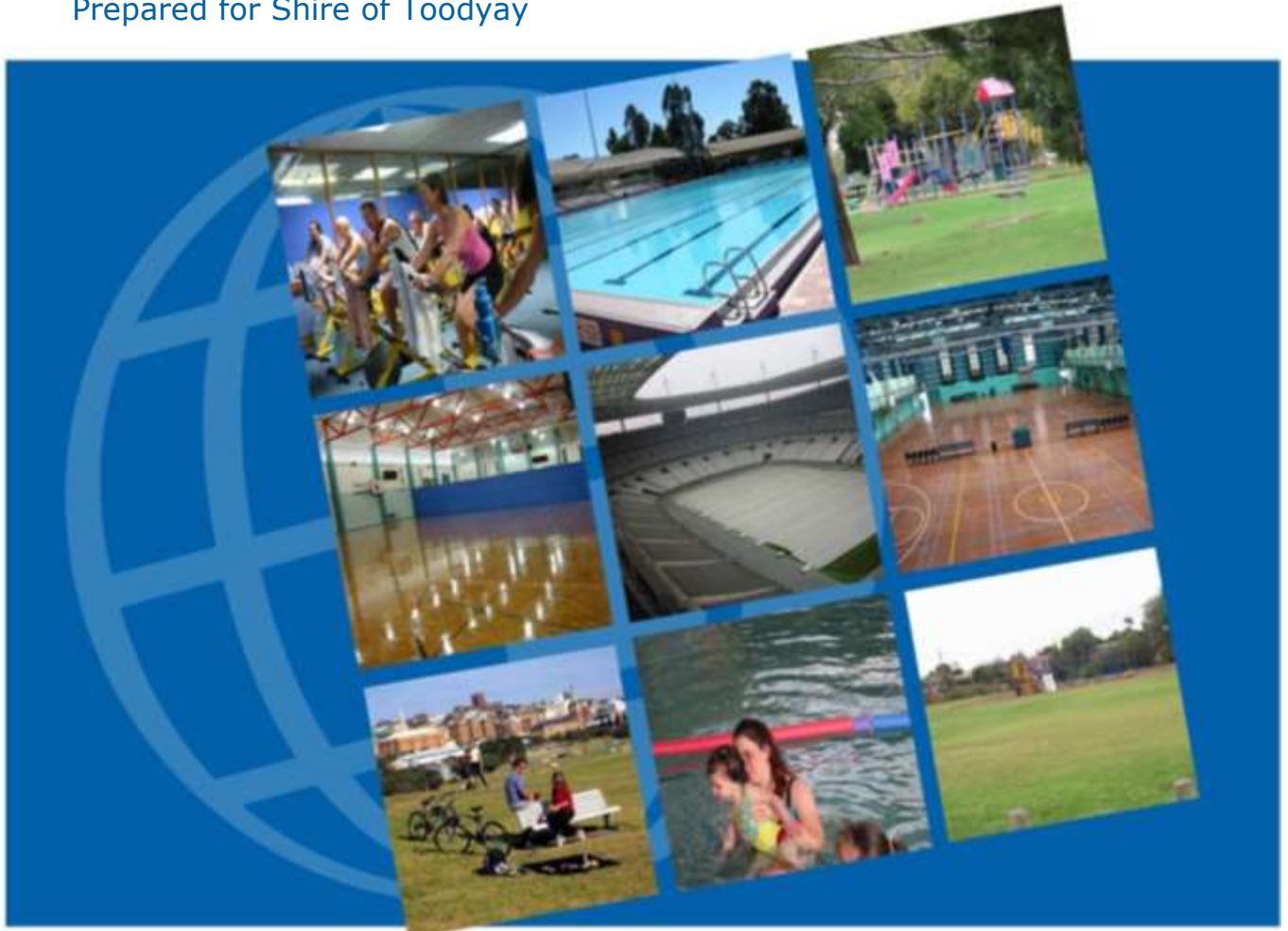
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Recreation Strategy

August 2013

Draft Report

Prepared for Shire of Toodyay



Submitted by: SGL Consulting Group



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1 INTRODUCTION

This chapter provides an introduction to the Shire of Toodyay Recreation Strategy, by outlining the background to the study, its aims and objectives, the approach used to prepare the Strategy and the structure of the reports.

1.1 BACKGROUND

The following information has been extracted from the study brief provided by the Shire of Toodyay.

The Shire of Toodyay borders the north-eastern edge of the Perth Metropolitan Region, adjoining the City of Swan and Shire of Mundaring to the south. It is surrounded by the country Shires of Northam, Goomalling, Victoria Plains and Chittering and covers an area of 1,683 square kilometres.

The Toodyay township, is the primary service area of the Shire. The majority of settlement is consolidated within and around the Toodyay township, though there are also seven Special Rural nodes throughout the Shire. With the exception of Morangup, located in the south western corner of the Shire, all of the Special Rural developments are serviced by the Toodyay township. While some Morangup residents may use Toodyay as their primary service centre, it is likely that a majority of people use the closer settlement of Gidgegannup or Midland.

The Shire has a current population of approximately 4,800 persons. It is experiencing growth and development pressures associated with expansion of the Perth metropolitan region. The Shire has grown from a small country town serving a primarily agricultural community to a vibrant service centre providing for an increasing range of lifestyle choices. Managing the population growth and the changes being experienced within the Shire is one of the greatest challenges currently confronting the Toodyay Shire Council. Ensuring the provision of appropriate public open space areas and recreational facilities is an important part of managing this growth.

The Shire has a number of public open space areas in various states of development. While some of these areas provide for community needs or facilitate the protection of environmental features, there are some parcels of public open space that are not serving any purpose and are a drain on the Council's resources.

In terms of recreation need, existing facilities within Toodyay are scattered throughout the township and there are opportunities to improve co-location and unity between various sporting groups. The adequacy of the existing facilities to cater for the future population within Toodyay requires further consideration.

1.2 AIMS AND SCOPE

1.2.1 Project Requirements

The Recreation Strategy aims to:

- 1 Review the land parcels currently designated for public open space and determine their best future use and development;
- 2 Consider the rationalisation of existing land parcels where they are not fulfilling a recreational need;

- 3 Review the existing sporting facilities available in Toodyay, including supporting services such as change rooms, clubrooms etc and the identification of any duplication of facilities. The trends away from traditional sports such as football and cricket and towards different sports (i.e. soccer) or individual activities, such as walking, will be considered;
- 4 Review of existing sport and recreational programs and services in the Shire;
- 5 Consider the options available for the multi-use of sports grounds and facilities. This will also include the possibility of creating multi-function facilities that may cater for community, education, aged care and civic functions;
- 6 Review of current and future recreational needs within Toodyay, taking into consideration National and Regional trends and the recreational developments within the Shire;
- 7 Identify funding opportunities and financial commitments required to fulfil identified needs. This will include timing and budgetary considerations; and
- 8 Identify appropriate land for the future development of recreational facilities.

1.2.2 Scope of Services

Review of Public Open Space

- 1 Undertake an audit of all public open space areas within the Shire, including: location; distribution; size; land tenure; purpose; relationship to community; facilities provision & condition.
- 2 Consider 10% allocation of public open space relative to surrounding area.
- 3 Identify whether the public open space is serving a community or environmental purpose.
- 4 Consider land tenure and possible options for disposal of land not required.
- 5 Consider options for the preferred use of public open space within the Shire, including playground areas, picnic areas, walking trails, horse riding trails etc. Examine options to improve public open space as an attractive destination.

Review of Recreational Facilities and Services

- 1 Undertake an audit of the existing facilities within the Shire of Toodyay. The audit shall include: relationship of sporting groups; distribution; viability; usage; capacity; condition; opportunities and constraints; and future developments / plans.
- 2 Undertake an audit of existing sport and recreational programs and services within the Shire of Toodyay.
- 3 Ascertain strengths, weaknesses, opportunities and obstacles related to current recreation facilities and services.
- 4 Examine the impact of current and future demographic, social and economic characteristics of the Shire (as per the Local Government Sustainability – Implication for the Shire of Toodyay predictions) on sport and recreation provision.
- 5 Examine key factors likely to influence participation in recreation and sport, including current recreation trends.
- 6 Consider the provision of other community and civic functions within the Shire, identifying future needs and opportunities for co-location. This will include youth and aged care services, education etc.

- 7 Identify future needs based on the outcomes of the demographic analysis.
- 8 Identify funding programs, subsidies, joint ventures etc that may assist with the future provision of recreational facilities and programs.

Recreation Strategy

Prepare a Recreation Strategy for the Shire of Toodyay, which identifies:

- 1 Public Open Space areas to be retained and future actions;
- 2 Public Open Space areas recommended for disposal, how this can be achieved, if monies are to be directed to other open space areas or recreation functions etc;
- 3 Recommendations concerning the future use and operation of existing recreation facilities;
- 4 Proposed new facilities, including site location, components to be included, staging, timelines, indicative costing, funding options etc;
- 5 Opportunities for the co-location of complementary facilities, including aged care, youth, community, education etc;
- 6 Grant funding opportunities;
- 7 Implementation strategies and timeframes

1.3 METHODOLOGY

Preparation of the Recreation Strategy was undertaken in four phases involving the following tasks:

Phase 1: Project Clarification

- 1 Project clarification meeting
- 2 Review documents

Phase 2: Situation Analysis

- 1 Recreation Audit
- 2 Key Informant Interview
- 3 Organisation Survey
- 4 Community Survey
- 5 Demographic Analysis
- 6 Participation Trends
- 7 Industry Trends
- 8 Gap Analysis Report
- 9 Presentation of Report

Phase 3: Idea Generation

- 1 Ideas Workshop
- 2 Analysis of Ideas and Actions
- 3 Summary of Ideas and Actions

Phase 4: Reporting

- 1 Preliminary Draft Recreation Strategy
- 2 Project Manager Briefing
- 3 Stakeholder Consultation
- 4 Final Report and Presentation

1.4 STRUCTURE OF THE REPORT

This Recreation Strategy should be read in conjunction with the Gap Analysis Report which



presents the findings of research conducted during Phases 1 and 2.

2 GAP ANALYSIS REPORT

This chapter summarises the research and findings detailed in the Gap Analysis Report.

2.1 LITERATURE REVIEW

The Shire of Toodyay's Plan for the Future 2007/08 to 2017/18 sets out a Vision for the Shire:

- A sustainable, cohesive and vibrant community accommodating the needs of a diverse range of residents whilst maintaining and enhancing the heritage, historical, rural and environmental characteristics of the Shire.
- A community and Local Government working towards obtaining the best possible social, economic and environmental outcomes for the Shire of Toodyay.

The Shire of Toodyay Local Planning Strategy maintains and promotes the Toodyay townsite as the District Service Centre of the Shire. It and the draft Recreation and Sport Strategy, which was not adopted by Council, identifies the Showgrounds as the main sporting facility, which should continue to be developed and upgraded.

A draft master plan was prepared for the Showgrounds, however part of the hockey pitch is on an aboriginal burial ground. Council has been advised that it can no longer use this area for recreation activities.

The Toodyay Bike Plan has mainly focussed on "off-road" (ie. path) improvements. The two main projects recommended, which have direct relevance to a Recreation Strategy are:

- 1 Development of a several new shared paths throughout Toodyay.
- 2 Detailed design and construction of the proposed foreshore path, between Newcastle Bridge and Newcastle Park.

Three reports; Draft Community Safety and Crime Prevention Plan (2010-15), Disability Access and Inclusion Plan 2007 – 2010 and Be Active Scheme Health Policy, provide policy guidance to the development of recreation and sport facilities.

2.2 POPULATION ANALYSIS

Based on the Census data and population projections, implications for the provision of recreation and sport are:

- 1 Demand for active sporting facilities has remained static over the last 10 years, whereas demand for active and passive recreation activities has substantially increased.
- 2 The number of residents who are from demographic groups which tend to have low participation rates do not exist in sufficiently large number to require specific programs or services. Rather their participation can be enhanced by modifying existing programs to meet their personal needs and circumstances.
- 3 Given the age profile of the Shire, the main group which may require specific facilities, programs and services are older adults.
- 4 Demand for sporting facilities to cater for younger age groups is not likely to increase. However, demand for passive and active recreation activities suitable for older adults will continue to increase.
- 5 Facilities which cater for multiple age groups, and multiple uses and users are likely to have the highest use.

2.3 ASSESSMENT OF FACILITIES

2.3.1 Sporting Facilities

Toodyay has many of the traditional sporting facilities associated with small, rural communities. The main deficiencies are the quality of some facilities, compounded by the hockey field being located on an proclaimed Aboriginal Reserve - native cemetery.

The oval at the Showgrounds is not of sufficient standard to host finals matches, and the hockey pitch cannot be used. In addition, it is possible that a netball competition will commence in association with the football and hockey competitions. If this occurs, ideally netball courts will be situated on the same sporting precinct as the oval and hockey pitch.

To meet the needs of football, hockey and netball will require a significant revamp of the Showgrounds, which may not be possible given the location of heritage buildings and shape and size of the site. Alternatively, these facilities will be relocated to another site.

The surface of the tennis courts are deteriorating, and may need resurfacing in the short to medium term. The main options are to remain at the current location or move to another site, possibly co-located with another complementary activity.

Facilities at the Toodyay District High School are in reasonable condition, although the oval is not full size for senior football. Whilst the school has indicated that it favours community use of its facilities, anecdotal evidence from community sporting groups indicate that terms and conditions of use are very restrictive.

While the bowling and tennis facilities have flood lights, other sports do not have floodlights.

Two significant gaps in existing provision is a swimming pool and indoor sports hall. Most communities with a population the size of Toodyay has one or both these facilities.

2.3.2 Recreation Facilities

The quality and number of recreation facilities is generally adequate for a community the size of Toodyay. The main deficiency, as noted in the Bike Plan is the lack of an integrated network of trails or paths.

A tremendous opportunity exists to establish a multipurpose path along the Avon River linking the Showgrounds, Duidgee Park, Newcastle Park and the area south of Newcastle Park.

2.4 STAKEHOLDER CONSULTATION

The Showgrounds is the main sporting venue in Toodyay, and is used for football, cricket, hockey and soccer. Clubrooms and change rooms at the Showgrounds need upgrading, and funding has been obtained to construct a new facility.

Toodyay School is used for netball and basketball. Whilst it has an oval it is not used by a community sporting club. The main deficiency of school facilities is lack of access to toilets and change rooms.

Lawn bowls has a recently installed synthetic green, which is in good condition.



Toodyay Tennis Club has a four synthetic court complex with small clubrooms. The courts need repairing and possibly replacing. Potential exists to relocate to a new multi functional venue.

Toodyay provides many opportunities to participate in recreation and sport during winter, but has limited activities in summer.

ARF and women's hockey play concurrently, in the same competition zone. Potentially netball will also be played in the same competition zone. Therefore netball courts will be required close to the oval and hockey pitch.

2.5 PARTICIPATION TRENDS

Key points to note from national and state participation trends are:

- The participation rate in non-organised activities is almost twice that of organised activities and participation declines with age.
- Five most popular physical activities (walking, aerobics/fitness, swimming, cycling and running) are usually undertaken in a casual or informal setting. The most popular team sports (basketball, netball, football (outdoors) and Australian Rules football) have substantially lower participation rates.
- Males/boys showed higher participation rates in organised sport than females/girls.
- A significant proportion of the Western Australians (adults and children) do not undertake adequate physical activity and are overweight or obese.
- The overall participation rate in sport and physical recreation for those with a disability or long term health condition (LTC), is at lower levels when compared to those without a disability or LTC. Walking for exercise ranked as the number one activity for both genders. Activities with high male participation were golf, cycling and fishing. Females were more likely to participate in swimming, aerobics/fitness and tennis
- English language proficiency is a factor that affects participation by adults and children. Adults with poor proficiency in English as well as children whose parents were born in a non-English speaking country show low levels of participation. This is particularly noticeable for women and girls
- People who reported their birthplace to be "Other than Main English speaking" had lower participation rates in sport and physical activities than those born in English speaking countries. The lowest participation rates in sport and physical activity were most evident in people reporting their place of birth as North Africa and the Middle East
- The overall participation rate of the Aboriginal population was less than half, compared with almost two thirds of the non-Aboriginal population. For both populations, participation drops with age, however, there is a much greater difference between the participation levels of Aboriginal and non-Aboriginal peoples in the older age groups

2.6 RECREATION FUTURES IN TOODYAY

- 1 Linear trails cater primarily for walking and cycling, two of the most popular physical activities in Australia. They are facilities with high levels of use and cater for a range of demographic groups. A key feature is that they are "free" to use. Potential exists to expand existing trails and create linkages between trails and to open spaces or community facilities. Linear trails when well designed and appropriately interpreted offer significant benefits to both residents and visitors.

- 2 Toodyay is a destination in its own right. Consequently, recreation and sport facilities which cater for residents can also be an added attraction for visitors. Well designed, located and managed facilities can substantially enhance visitor experiences. Two types of trails may be highly beneficial to the economy of Toodyay – short trails in areas of scenic or historical interest (probably within Toodyay township) and longer distance trails linking areas of interest (suitable for walking, cycling and horse riding).
- 3 Open space areas are highly valued by residents, including passive recreation parks and sporting reserves. Potential exists to enhance larger parcels of open space by developing them as multi-functional areas. In particular the development of quality play spaces in major open space nodes will increase the effective use of Council resources by consolidating facilities. The outcome will be open spaces which are attractive to a wider range of demographics, especially young families. When located in high profile sites, they will benefit both residents and visitors.
- 4 Given the population distribution of the Shire, it is logical to concentrate all facilities in Toodyay township. The exception may be local neighbourhood facilities, which can be located in very small communities.
- 5 Most sporting facilities in Toodyay do not meet contemporary standards. This is compounded by the difficulties created by the hockey pitch at the Showgrounds being sited on an indigenous reserve. The opportunity exists to create a major recreation and sport precinct and relocate as many sporting facilities as possible to the new precinct. Ideally the new precinct will be located close to the residential areas in Toodyay and the school.
- 6 The age profile of Toodyay indicates that the demand for sporting facilities is unlikely to increase in the foreseeable future. It is projected that demand for sport will remain static. Conversely, demand for recreation activities to cater for a wide range of age groups and disability levels will continue to increase. This suggests that priority should be given to whole of life facilities, which can accommodate both active and gentle exercise participation.
- 7 Anecdotal evidence indicates that Toodyay offers limited activities for people, particularly young people during summer months. This does not appear to be the case with winter activities which seem to be relatively well catered for.

3 TOODYAY RECREATION AND SPORT PRECINCT

This chapter reviews the options for developing a major, multi purpose recreation and sport precinct in Toodyay.

3.1 ISSUES TO CONSIDER

Toodyay Showgrounds is currently the major multi purpose recreation and sport precinct in Toodyay. Whilst a master plan was commissioned by Council, it cannot be implemented due to site constraints regarding the aborigine burial ground. It is highly likely that recreation activities on the burial ground will be permanently prohibited. The result will be that the hockey pitch cannot be used, and given the size of the Showgrounds, combined with its topography and historical buildings, it cannot accommodate a football oval, hockey pitch and netball courts.

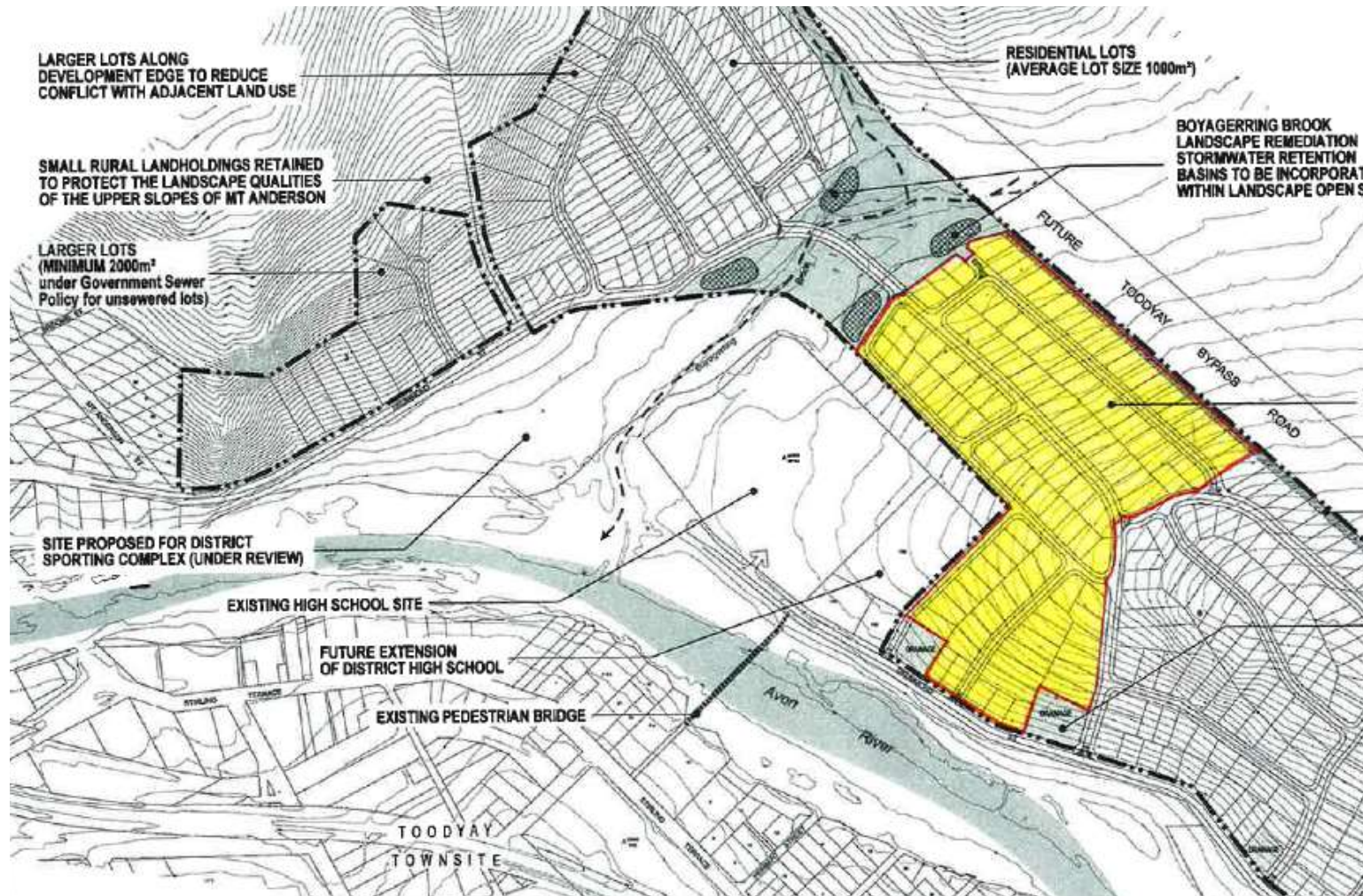
In developing a long term solution a series of factors must be considered:

- 1 It must be endorsed by Council, its recreation and sporting stakeholders and the general community. Previous experience indicates that where the Toodyay community is divided, the status quo is maintained. The community meeting to discuss this issue highlighted the expectation that Council take a leadership role in developing and implementing a solution.
- 2 The long term future of the Showgrounds has to be addressed. The Toodyay Agricultural Society has indicated it wishes the Show to remain at the Showgrounds. If it is maintained at its current standard, it will result in a significant increase in Council expenditures, if a new facility is built.
- 3 The Showgrounds is centrally based in Toodyay. It will be difficult and costly to identify a site of sufficient size in central Toodyay. However, a site outside the township boundaries will pose access problems for children. The closer the site is to the centre of Toodyay, the higher the capital cost to purchase the land.
- 4 A site in the order of 10 Ha will be required to accommodate football/cricket, hockey, netball and an leisure centre including swimming pool. Given the topography of Toodyay, a flat site is unlikely to be available, hence the site will require terracing.
- 5 Toodyay District High School has an oval of sufficient size and hence suitable for junior Australian rules football (ARF), cricket, hockey and football (soccer). It also has hard courts which are suitable for netball. The major deficiencies are lack of lights for training on the oval and courts, and lack of toilets and change rooms.
- 6 In the short term, use of the Showgrounds has been scheduled to accommodate both football and hockey. This is a short term option, as it is likely to result in overuse of the turf area, and hence rapid deterioration of the oval surface.

In June 2013, the Shire of Toodyay resolved to purchase land adjacent to the Toodyay District High School. Map 3.1 shows the land to be purchased (shaded yellow). In total the land is approximately 13ha. In addition the Shire of Toodyay currently owns the strip of land to the north of the school and south of the land to be purchased, which is approximately 1ha.

Council already owns land to the west of the school towards Drummond Street. The newly acquired land creates a continuous loop from Drummond Street and the Avon River foreshore in the west around the school to Drummond Street East and the Avon River.

Map 3.1: Land Purchased by Shire of Toodyay



A series of major factors have to be considered prior to developing the best strategic solution for developing the new Toodyay recreation and sport precinct (TRSP):

- 1 Facilities to be developed on the new TRSP
- 2 Long term role of the Showgrounds
- 3 Relationship of the new precinct to the District High School
- 4 Staging of development
- 5 Long term location of tennis and lawn bowls

3.2 FACILITIES TO BE ESTABLISHED

The TRSP is a large parcel of land. It comprises two large areas, the rectangular section to the north is approximately 375m x 250m and the southern section is approximately 210m x 165m. These dimensions provide the opportunity to establish all Toodyay's sporting needs on site.

Playing fields required include:

Sport	Maximum Dimensions ⁽¹⁾
Australian Rules Football oval	190m x 160m
Cricket oval	172m x 150m
Hockey pitch	102m x 63m
Soccer pitch ⁽²⁾	111m x 74m
(1) including safety zone around playing area	
(2) International size pitch	

Ideally all playing arenas will be oriented on a north/south axis.

A multifunction building is required to service sporting facilities including [Note: dimensions are derived from an AFL guide to developing facilities]:

- ✓ 2 x male change rooms (75m² - 90m²) plus toilets/showers/ice bath (2 x 35m²)
- ✓ 2 x female change rooms (60m²) plus toilets/showers (15m²)
- ✓ 2 x umpires rooms, including toilet and showers (30m² - 40m²)
- ✓ 2 x massage/strapping room (2 x 20m²), with direct access to the male change rooms
- ✓ Timekeepers box (15m²)
- ✓ Kiosk/servery overlooking main oval (size will be dependent upon proximity to bar, kitchen and food storage areas)
- ✓ Function room (allow 2m² per person in a seated configuration), which may be divided into two sections to increase flexibility [Note: during the consultation it was suggested that a function facility for 500 people was required – ie 1,000m²]
- ✓ Bar, which serves directly on to both the two sections of the main hall, with cool room (12m²)
- ✓ Commercial kitchen (1.39m²/customer) with refrigerated food storage areas (20m²)
- ✓ 2 x public toilets to service main hall and allow for public access from outside (2 x 20m²)

Other outdoor recreation and sporting facilities which may be established include:

- ✓ Cricket practice nets (at least 2)
- ✓ Netball courts (at least 2)
- ✓ Tennis courts (at least 6)
- ✓ Lawn bowling green (at least 1)

A multipurpose leisure centre can also be developed incorporating:

- ✓ Outdoor swimming pool
- ✓ Indoor sports hall
- ✓ Health and fitness studio
- ✓ Change rooms and toilets
- ✓ Reception area

3.3 ROLE OF THE SHOWGROUNDS

TRSP is expected to be developed to accommodate all winter sports, particularly ARF, hockey, netball and football. This will result in the Showgrounds not having a major sporting user group.

Representative of the Toodyay Agricultural Society attending the public forum conducted as part of this study, indicated very strongly that the Show should remain at the Showgrounds. The sustainability and financial viability of the Show remaining at the Showgrounds is dependent upon the financial input of Council.

Currently, Council maintain the Showgrounds, including the main oval. Obviously, maintaining both the Showgrounds and the playing fields at TRSP will be substantially higher than Council's current expenditure. Until a turf wicket is established at the TRSP, it is likely that cricket will continue to be played at the Showgrounds, requiring Council to maintain the Showgrounds oval in a playable condition.

When all sports relocate to the TRSP, it will be difficult to justify maintenance of the Showgrounds Oval to its current standard. In all likelihood, it will be "brownd" off, as a cost saving measure.

The existing main building is in need of significant renovation and refurbishment. A grant has been obtained to upgrade this building, however it is likely these funds will be used to develop facilities at the TRSP.

The existing historical buildings are significant, and should be retained. The opportunity exists to present these buildings as a discrete "historical precinct".

Actions

- 1 Council continue to maintain the Showgrounds to its current standard until all sports are relocated to the TRSP
- 2 Funds used to maintain the Showgrounds Oval be redirected to the TRSP
- 3 The main oval at the Showgrounds be maintained at a basic standard suitable for Show events
- 4 Toodyay Agricultural Society continue to determine the most suitable location for the Toodyay Show
- 5 Toodyay Agricultural Society assume responsibility for maintenance of the Showgrounds when all sports relocate to the TRSP
- 6 Council continue to support the ongoing maintenance of the historical buildings at the Showgrounds

3.4 ROLE OF THE HIGH SCHOOL

TRSP and Toodyay District High School have a symbiotic and synergetic connection. In other words development of the TRSP will have positive benefits for the High School and sporting facilities at the High School can have positive benefits for the Toodyay community and the TRSP.

The key issue is to ensure that Council and the school negotiate a mutually beneficial agreement which provides community access to the school facilities and the school access to facilities at TRSP.

It makes sound financial sense to ensure that facilities established at TRSP do not duplicate the school's facilities, rather they complement them. Toodyay District High School has:

- An oval suitable for hockey, football, cricket and junior ARF.
- Hard courts suitable for netball
- Cricket practice nets

They are not currently used to their optimum due to lack of training lights and lack of toilets and change rooms.

TRSP will have adequate toilets and change rooms to service its users and those of the school sporting facilities. It will also have an aquatic centre, indoor sports hall and health and fitness studio, which can be used for school activities.

Actions

- 1 *Negotiate a community use agreement with Toodyay District High School which provides for:*
 - a *Community access to the oval, cricket practice nets and hard courts outside of school hours;*
 - b *School access to TRSP during school hours;*
 - c *Upgraded playing surface of the school oval;*
 - d *Mutually acceptable cost sharing arrangement.*
- 2 *Subject to a community agreement being negotiated and signed, consider sporting facilities at Toodyay District High School in the planning of the TRSP*

3.5 TRSP PRIORITIES

A short term arrangement has been implemented to enable ARF and hockey to continue playing in the regional competition. Consequently, the priority must be to establish facilities to allow ARF and hockey to play home games concurrently in Toodyay. It has been proposed that netball will also be played at the same time as ARF and hockey.

Given that funds may not be available for the development, in a single stage, of all sporting facilities which have been mooted for the TRSP, a strategic approach may be necessary. A cost effective approach is to optimise the use of facilities at the school by:

- Constructing a football oval, with turf cricket wicket and training lights and associated club room with function room, bar, change rooms and toilets.
- Subject to negotiating a community use agreement, upgrading the school oval to a standard sufficient for hockey and floodlighting the school netball/basketball courts.



The next highest priority is the development of an outdoor aquatic centre.

All other potential recreation and sporting developments have a lower priority, and construction will be dependent on factors such as funding, evidence of demand, and condition or availability of existing facilities.

Actions

- 1 *Construct a football/cricket oval with turf wicket and training lights*
- 2 *Construct an amenities building including change rooms, toilets, function room and bar to service the TRSP oval, the school oval and school netball/basketball courts*
- 3 *Upgrade playing surface of the school oval to a standard suitable for hockey*

3.6 TENNIS AND BOWLS

Toodyay Bowling Club has a relatively new synthetic green, which is likely to have a life of 10 – 15 years. It has been funded from the resources of the Toodyay Club which is a self sufficient club. Unless circumstances change substantially, it is difficult to envisage a situation whereby the bowling club relocates to the TRSP – particularly in the short to medium term. Provision can be made in the TRSP master plan for a bowling green, as a notional long term development.

Tennis courts in Toodyay may need replacing or renovating in the short to medium term. The club has been based at the existing site for over 90 years. It is likely that substantial debate within the club will occur before any relocation occurs. Whilst the Fiennes Street site provides exclusive use, it is unlikely that the club will have the resources to develop substantial club rooms. There is some merit in relocating the tennis courts to the TRSP, and operating from shared club rooms. However, the decision to relocate will have to come from the tennis club, and the management structure of the TRSP sufficiently flexible to accommodate the tennis club.

Actions

- 1 *Include provision for bowling greens and tennis courts in the master plan for TRSP*
- 2 *Include provision for the tennis and bowling clubs to be part of the management group at TRSP*

3.7 MANAGEMENT

Management of the Showgrounds is relatively straight forward. Council are responsible for maintenance of the playing fields and buildings, and manage all bookings, including receiving fees for use of the main pavilion. Sporting clubs pay a nominal rental (\$100 pa) to use the facilities, and have the right to operate the bar when they use the facilities.

This arrangement is extremely beneficial to, and supportive of sporting groups. It enables them to be financially sustainable. It is expected that this approach will be implemented at the TRSP.

It should be noted that the trend in management of multipurpose sports facilities is for local government to delegate greater responsibility for finance, management and maintenance to user groups. However, there appears to be no pressure from the Shire of Toodyay or sporting groups to change the management approach. Consequently, alternative approaches are not canvassed.

4 TOODYAY AQUATIC CENTRE

This chapter provides an indication of the likely financial viability of establishing an aquatic facility with a health and fitness studio.

4.1 FACILITY COMPONENTS

A detailed design brief has not been prepared, however, basic facilities which should be considered in the Toodyay Aquatic Centre are:

- 25m x 6 lane, depth 0.6m to 1.8m swimming pool, with solar heating
- Amenities building including reception, office, kiosk, male and female change rooms and toilets
- Plant room
- Health and fitness studio with a weights area (100m²), group fitness room (100m²) and office/testing area (16m²)

4.2 SWIMMING DEMAND

An assessment of the magnitude of key markets and the compatibility with the proposed aquatic centre has been made based on census data and population projections for Toodyay.

- 1 The primary catchment has been estimated to be the Shire of Toodyay.
- 2 The total number of residents, by age as at the 2011 Census and the low estimate for 2026 were:

Combined Age Groups	2011 Census	2026 Estimate
0-14 years	782	830
15-24 years	398	390
25-44 years	802	1,160
45-64 years	1,557	1,890
65+ years	716	1,420
Total	4,256	5,690

- 3 Participation rates for swimming as an activity for each age category were determined from the Australian Sports Commission's 2010 Exercise, Recreation and Sport Survey (ERASS), total participation in specific activities by age. On average, 13% of the population participated in swimming during 2010.
- 4 Participation rates for swimming for children aged between 5-14 were determined from the Australian Bureau of Statistics 2009 Survey of Children's Participation in Cultural and Leisure Activities. That survey found on average, 18.5% of children participated in swimming as an organised activity during 2009.

Age	Participation rate
5-14 years	18.5%
15-24 years	11.5%
25-34 years	15.0%
35-44 years	16.4%
45-54 years	15.6%
55-64 years	11.9%

Age	Participation rate
65+ years	7.0%

- 5 To determine the potential market for participation in swimming within the primary catchment, the 2011 estimated population was matched against the age group of best fit for participation in swimming. Estimates of the market for swimmers were also derived for the 2026 population estimates for the primary catchment area.

Participation in swimming	2011 population	2026 estimate
0-14 years	145	154
15-24 years	46	45
25-44 years	126	182
45-64 years	214	260
65+ years	50	99
Total swimming participants	581	740

- 6 This means that within the primary catchment it is projected that 581 people who may have participated in swimming as a sport and recreation activity during 2010. This participation market is estimated to increase to more than 740 in 2026.
- 7 The total estimated number of swims per year for residents within the primary catchment has been estimated by multiplying the participation rate in swimming from the 2010 ERASS across the catchment population.

Frequency of swimming	Swims per year	% of Population	Estimated Swimmers	Total Annual swims
1 to 6 times per year	3.0	1.40%	60	179
7-12 times per year	9.0	1.90%	81	728
13-36 times per year	19.5	2.30%	98	1,909
27-52 times per year	39.5	3.20%	136	5,380
53-104 times per year	78.5	2.40%	102	8,018
More than 104 times	104.0	1.80%	77	7,967
Total annual swims				24,180

- 8 Given the nature of existing aquatic facilities close to the Shire of Toodyay, and the distance to other aquatic centres, leakage to competition is not expected to be great. However, it must be noted the market of swimmers also includes recreational swimming at other locations including domestic/home pools. It is considered that an achievable market share for the proposed aquatic facility would be 50% of swimmers within the primary catchment area.
- 9 A figure of 50% is nominated because the proposed aquatic centre is assumed to be a solar heated, warm water pool, with virtually no direct competition. The total annual swims has been further reduced by 50% as it is only available for five months of the year.
- 10 This equates to an estimate of 6,045 attendances for the proposed facility for swimming and aquatic recreation based on the estimated 2011 population. With forecast population growth, this will increase to 8,082 by 2026.

Swimming/aquatic recreation	2011 Estimate	2026 Estimate
Number of swimming attendances	6,045	8,082

4.2.1 Learn to Swim

- 1 Estimates for the learn to swim market can primarily be derived from the 0-14 year age group.
- 2 Total number of swimmers in this age group is estimated to be 145. It is likely that demand for learn to swim classes to complement the school swimming program will be relatively high. Conservatively, 20% - 25% of children in this age group are likely to participate in learn to swim classes – ie 29 - 36.

4.2.2 Aquatic therapy use

- 1 No accurate data exists to determine the demand for aquatic therapy and aquatic therapy facilities.
- 2 Evidence suggests that therapeutic aquatic activities are increasingly being prescribed by medical specialists and other health therapists to assist in management of ailments associated with the elderly, obesity, pain management and injury rehabilitation. Therapeutic aquatic activities can be used to treat ailments such as asthma, cardiovascular disease, arthritis and osteoarthritis, musculoskeletal injuries and mental health.
- 3 There are a range of different aquatic therapies. The most popular include:
 - Rehabilitation – therapy that utilises the properties of water for therapeutic rehabilitation. It can involve partial or complete immersion in combination with the effects of movement. This form of therapy evokes short-term and long-term adaptational mechanisms to create beneficial biological and therapeutic effects.
 - Hydrotherapy – involves water-based therapy conducted by a number of professional specialties, including immersion in warm water, spa therapy and movement-based therapy in water. Hydrotherapy can be used to treat ailments of the musculoskeletal system and arthritis, as well as assisting in exercise and pain management during pregnancy.
 - Aquatic exercise – involves exercise in water which can include the following either in isolation or in combination:
 - Balance training
 - Strengthening and stabilising
 - Cardiovascular conditioning
 - Adapted swimming
 - Flexibility or exercises for range of movement.
- 4 In addition, the aquatic environment is ideal for cardiovascular training not only for sporting populations or basic musculoskeletal rehabilitation but also in chronic conditions as it is an exercise medium safe from falls or injury.
- 5 The Australian Bureau of Statistics National Health Survey 2007-08 was designed to obtain national benchmarks on a wide range of health issues, and enable changes in health to be monitored over time. The results found a high proportion of Australians suffer from asthma, cardiovascular disease, arthritis, and mental illness, all ailments that are increasingly being managed with the aid of aquatic therapy.

Health Condition	Age 0-64 years	Age 65 years and over
Three or more health conditions	7%	36%
Asthma	18%	13%
Cancer	2%	7%
Cardiovascular disease	21%	60%
Diabetes	5%	16%
Arthritis	24%	60%
Osteoporosis	3%	19%
Long-term injury condition	5%	19%
Bodily pain	16%	20%
Mental/behavioural problems	24%	21%

- 6 If these statistics are applied to the 2011 population estimate for the Shire of Toodyay, there are an estimated in the order of 700 – 1,200 people with a health condition such as asthma, cardiovascular disease and arthritis. As these are all conditions that could be managed with the aid of aquatic therapy this is considered as a conservative estimate of the potential market for aquatic therapy.

Health Condition	Age 0-64 years	Age 65 years and over
Asthma	637	93
Cardiovascular disease	743	430
Arthritis	849	430

- 7 If 5% of this market were to utilise aquatic therapy facilities at the proposed pool, once per fortnight, this would equate to an estimate of between 475 and 830 attendances for aquatic therapy per annum.
- 8 A key point to note is that this market requires warm water, which will require mechanical heating.

4.3 HEALTH AND FITNESS

- 1 Participation rates for aerobics/fitness and weight training activities for each age category were determined from the Australian Sports Commission's 2010 Exercise, Recreation and Sport Survey (ERASS), total participation in specific activities by age.

Age	Participation Rate	
	Aerobics/fitness	Weight Training
15-24 years	24.9%	3.5%
25-34 years	29.3%	4.6%
35-44 years	26.7%	3.2%
45-54 years	23.2%	2.5%
55-64 years	18.9%	2.3%
65+ years	16.6%	1.3%

- 2 Using population data from the 2011 Census and participation rates from the ERASS, the projected number of participants in aerobics/fitness and weight training is 770 and 100, respectively.

	Participants	
	Aerobics/fitness	Weight Training
15-24 years	99	14
25-44 years	225	31

	Participants	
	Aerobics/fitness	Weight Training
45-64 years	328	45
65+ years	119	9
Total	770	100

- 3 According to the ERASS studies, the proportion of people who participate more than 52 times per year in aerobics/fitness is 67.7%, which represents the potential market of health and fitness club members. Using the analysis above, this equates to 521 members.
- 4 One health and fitness studio exists in Toodyay. The demand analysis above indicates that only one health and fitness studio can be justified in Toodyay. The potential market for a health and fitness studio is in the order of 500.
- 5 The level of membership will be heavily dependent upon the quality of management and the marketing program and customer service. It is reasonable to expect a membership of at least 100.

4.4 SUMMARY OF DEMAND ESTIMATES

The analysis in this chapter has identified potential demand for aquatic and health and fitness programs:

- Total attendances in the aquatic centre are projected to be about 6,000, growing to a projected attendances of approximately 8,000 in 2026.
- Learn to swim classes for about 30 children.
- Potentially 800 attendances in aquatic therapy programs.
- Health and fitness membership of at least 100.

4.5 FINANCIAL PROJECTIONS

A series of assumptions have been adopted in preparing the preliminary financial analysis. No allowance has been made for increases in income or expenditure based on inflation. In other words all costs are based on June 2013 prices.

A basic assumption is that the aquatic centre is managed either directly by Council or contracted to an external contractor. It is also assumed that it is staffed in accordance with the Royal Life Saving Society, Guidelines for Safe Pool Operation.

4.5.1 Income Assumptions

- 1 All entry prices include GST which has been deducted in the profit and loss analysis.
- 2 The demand assessment assumed swimming attendances will be 6,000 in 2014.
- 3 The target attendance will be achieved in the first full year of operation
- 4 Entry prices will be similar to existing market prices charged by the Shire of Northam:

Adults	\$4.00
Adult concession	\$2.00
Children	\$3.00
School swim	\$2.50

- 5 The in-house swim school will achieve a target of 600 lessons per annum. Lessons will be conducted in 2 x 10 week blocks, and lessons will be priced at \$12.00.
- 6 The school swim program will achieve a target of 200 students participating in 6 lessons each year. Entry prices are slightly lower than normal child attendance.
- 7 The number of casual swims was calculated by deducting the number of swim school and school swim attendances from the target market share. The ratio of children to adults (45:55) is based on industry experiences at many indoor swimming pools and the ratio of adults to adult concession entry (50:50) is based on industry experience.

Adult	27.5%
Adult concession	27.5%
Child	45%

- 8 Kiosk sales is based on 12% of casual swim attendance revenue. The percentage is based on industry experience. A profit margin of 40% is the minimum which should be achieved.
- 9 It is assumed that a health and fitness membership of 100 is readily achievable, and a significant number of people (50+) are likely to use the health and fitness facilities on a casual basis.
- 10 Achieving the target 100 memberships is assumed to occur in Year 4, with 75%, 85% and 95% of target achieved in Years 1, 2 and 3, respectively.
- 11 The target number of casual users is assumed to be 25% of the total number of potential casual users. It is also assumed they will attend, on average, once a fortnight (ie 13 times per annum). [Note: Health and fitness centres are reliant on memberships, rather than casual usage as revenues from casual users is highly unreliable. It is likely that regular casual users will be converted to members. No estimates of this conversion has been made.]
- 12 Prices for the health and fitness centre are based on existing prices at Full Circle Gym and Fitness:

Weekly membership fee	\$13
Casual fee	\$12

- 13 The health and fitness studio is assumed to be leased to a commercial operator, and a rent charged based on 10% of projected revenue (ie 10% of \$50,045 = \$5,005).

4.5.2 Expenditure Assumptions

- 1 All costs are GST exclusive.
- 2 Staffing hours, based on Wundowie Swimming Pool in Northam Shire, will be:

Position	Weekdays	Weekends/Public Holidays	Staffing
Reception	12.00pm – 7.00pm	12.00pm – 7.00pm	One staff at all times
Lifeguard	12.00pm – 7.00pm	12.00pm – 7.00pm	One staff at all times

- 3 Rates of pay (casual rate) are based on industry standards:

Reception	\$23.00
Lifeguard	\$25.00

- | | | |
|--|--------------|---------|
| | Swim teacher | \$25.00 |
|--|--------------|---------|
- 4 Staffing on costs are:
- | | | |
|--|------------------|----|
| | Workcover | 3% |
| | Payroll tax | 6% |
| | Superannuation | 9% |
| | Leave provisions | 5% |
- 5 Swim school average class size of 5 children.
- 6 15 group fitness classes per week.
- 7 Operating costs are estimates based on industry knowledge, including:
- | | |
|---------------------------|------------------------|
| Maintenance | Cleaning |
| Pool chemicals | Security |
| Utilities | Tele communications |
| Insurance | Advertising |
| Legal and accounting | General administration |
| Bank charges | Payroll and accounts |
| Management ⁽¹⁾ | Staff Uniforms |
| Miscellaneous | |
- (1) Management includes supervision and profit margin
- 8 No allowance has been made for depreciation in the operating budget.
- 9 Fitness equipment will be provided by the lessee of the health and fitness studio.

4.6 PROFIT AND LOSS PROJECTIONS

Based on the assumptions detailed above, financial projections have been prepared and summarised in Table 4.1.

This analysis indicates that the aquatic centre will operate at a loss of \$105,490.

These projections are preliminary. More detailed market research is required to more accurately project income and expenditures.

Table 4.1: Aquatic Centre Financial Projections

	Year 1
Income	
Casual swimmers	
Adult	\$4,200
Adult concession	\$2,100
Child	\$5,155
Sub Total	\$11,455
Swim School	\$7,200
School Swim	\$2,727
Total Aquatics Income	\$21,382
Rent	\$5,005
Total Health and Fitness Income	\$5,005
Kiosk	\$1,375
COGS	\$825
Kiosk gross profit	\$550
TOTAL INCOME	\$26,936
Expenditure	
Staffing	
Reception	\$24,794
LTS Instructors	\$2,250
Lifeguards	\$29,400
Staffing sub total	\$56,444
Staffing on costs	\$12,982
Total staffing costs	\$69,426
General	
Maintenance	\$10,000
Cleaning	\$2,500
Pool chemicals	\$7,500
Security	\$500
Utilities	\$10,000
Tele communications	\$500
Insurance	\$7,500
Advertising	\$500
Legal and accounting	\$1,000
General administration	\$2,000
Bank charges	\$500
Payroll and accounts	\$3,000
Management Supervision	\$15,000
Staff Uniforms	\$1,000
Miscellaneous	\$1,500
Total general costs	\$63,000
TOTAL EXPENDITURE	\$132,426
PROFIT/LOSS	-\$105,490

5 IMPLEMENTATION PROGRAM

This chapter provides an implementation program for the development of the Toodyay Recreation and Sport Precinct and to enhance recreation and sport provision in the Shire.

Strategy	Recommendation	Comment
Determine the mix of facilities to be developed at TRSP	<p>The mix of facilities to include:</p> <ul style="list-style-type: none"> ▪ Main ARF/cricket oval with turf wicket and floodlights suitable for training ▪ Multipurpose playing field suitable for cricket, hockey, football, junior ARF with floodlights suitable for training ▪ Hub building with male and female change rooms, function room with bar and kitchen, kiosk, umpires rooms, timekeepers box ▪ Aquatic centre with health and fitness studio ▪ Indoor sports hall ▪ Tennis court complex with floodlights ▪ Passive recreation facilities including internal trails linking to the proposed trails along the Avon River foreshore ▪ Lawn bowls 	<p>Consultation with all potential user groups will be needed.</p> <p>It should be a visionary mix of facilities, which includes facilities which may locate in the long term.</p> <p>The priority is to cater for outdoor playing field sports, particularly ARF, hockey and netball</p>
Prepare a master plan for TRSP	<p>Outcomes to be delivered by the master plan are:</p> <ul style="list-style-type: none"> ▪ Concept plan showing relationship between TRSP and the school ▪ Relationship between the Hub building and all recreation and sport facilities ▪ Staging program ▪ Capital cost estimates ▪ Operating and maintenance costs 	<p>The master plan should:</p> <ul style="list-style-type: none"> ▪ Consider how to integrate the TRSP and the school site to maximise the benefits to all stakeholders. ▪ Ensure TRSP is part of a larger integrated area including the school, Council land on Drummond Street and the Avon River foreshore.
Negotiate a community use agreement with Toodyay District High School	<p>The community use agreement to include terms and conditions for:</p> <ul style="list-style-type: none"> ▪ Community use of the school's oval, practice cricket nets and basketball/netball courts ▪ School use of all facilities on the TRSP <p>It will address issues such as:</p> <ul style="list-style-type: none"> ▪ Maintenance ▪ Rights to use ▪ Financial responsibility ▪ Insurance ▪ Risk management ▪ Rights and responsibilities of both parties 	<p>A long term agreement is in the best interest of the wider community as it ensures all public assets are used to their optimum.</p>

Strategy	Recommendation	Comment
Determine TRSP funding and staging priorities	<p>Priority 1: Relocate ARF, hockey, netball, cricket and soccer to the TRSP by developing a new main oval and negotiating community use of the school oval, netball courts and practice cricket nets.</p> <p>Priority 2: Develop an outdoor 25m swimming pool, subject to reviewing and updating the preliminary financial analysis in this Report and finalising a feasibility study for the development of an aquatic centre, with health and fitness and indoor court sport facilities</p> <p>Priority 3: Establish a multipurpose linear trail along the Avon River foreshore, and linking with the TRSP and District High School</p>	<p>An active program of attracting grants for the master planning exercise, and to develop the priority 1 facilities, is required.</p> <p>Once this has been obtained, a similar funding program can be conducted for the aquatic centre.</p>
Determine the long term location of Toodyay Show	<p>Toodyay Agricultural Society continue to determine the most suitable location for the Toodyay Show</p> <p>Toodyay Agricultural Show relocate to the TRSP when appropriate facilities have been established.</p>	<p>Discussions will be required with the Toodyay Agricultural Society. The decision regarding the long term location of the Show should be made by the Toodyay Agricultural Society.</p> <p>Once the main oval is developed at the TRSP, it will be cost effective to relocate the Show to the TRSP.</p> <p>Relocation of the Show to the TRSP will require additional facilities to be included in the master plan for the site.</p>
Determine the future use of the Showgrounds	<p>Retain the historical buildings in a specific historic precinct</p> <p>Investigate alternative uses of the Showgrounds, including sale and/or development as a passive recreation area.</p>	<p>Much of the Showgrounds is owned freehold by Council, hence the potential exists to develop the land for residential purposes.</p> <p>The site includes buildings of historical significance. It may be possible to retain these buildings in a discrete precinct, and continue to be used by their current occupants.</p>

Strategy	Recommendation	Comment
Implement the Shire of Toodyay Bike Plan	<p>Develop new shared paths through Toodyay as recommended in the Bike Plan</p> <p>Prepare a detailed design and construct a foreshore path between Newcastle Bridge and Newcastle Park and link with proposed trails on the north side of the Avon River in the precinct including TRSP, District High School and the Drummond Street land.</p>	Implementation of the Bike Plan will improve opportunities for walking and cycling for all age groups.

Shire of Toodyay

List of Payments Presented to Council for Period 1 July 2013 to 31 July 2013

Pay/Type	Date	Name	Description	Amount	
IPV463	3/07/2013	Bendigo Bank	Payroll PPE - 02/07/2013		85,102.39
IPV464	17/07/2013	Bendigo Bank	Payroll Ppe - 16/07/2013		86,970.37
IPV465	23/07/2013	Bendigo Bank	Payroll PPE - A Aguis		1,274.99
IPV466	31/07/2013	Bendigo Bank	Payroll PPE - 30/07/2013		84,714.35
BPV1295	1/07/2013	Bendigo Bank	Bank Fees - July 13		10.00
BPV1296	1/07/2013	Bendigo Bank	Bank Fees - July 13		10.00
BPV1297	1/07/2013	Bendigo Bank	Bank Fees - July 13		69.60
BPV1298	1/07/2013	Bendigo Bank	Bank Fees - July 13		8.69
BPV1299	1/07/2013	Department of Transport	Licencing Debits - 27/6/13		4,234.45
BPV1300	2/07/2013	Commonwealth Bank	Eftpos Fees - July 13		114.23
BPV1301	2/07/2013	Commonwealth Bank	Eftpos Fees - July 13		188.92
BPV1302	2/07/2013	Commonwealth Bank	Eftpos Fees - July 13		86.82
BPV1303	2/07/2013	Commonwealth Bank	Eftpos Fees - July 13		23.86
BPV1304	2/07/2013	Department of Transport	Licencing Debits - 28/6/13		4,699.60
BPV1305	3/07/2013	Bendigo Bank	Bank Fees - July 13		0.22
BPV1306	3/07/2013	Bendigo Bank	Bank Fees - July 13		7.26
BPV1307	3/07/2013	Department of Transport	Licencing Debits - 1/7/13		12,225.10
BPV1308	3/07/2013	Commonwealth Bank	Eftpos Fees - July 13		17.44
BPV1309	3/07/2013	Commonwealth Bank	Eftpos Fees - July 13		26.87
BPV1310	3/07/2013	Commonwealth Bank	Eftpos Fees - July 13		27.21
BPV1311	4/07/2013	Bendigo Bank	Bank Fees - July 13		0.22
BPV1312	4/07/2013	Department of Transport	Licencing Debits - 2/7/13		4,829.30
BPV1313	4/07/2013	Westnet	Internet Charges Depot		154.84
BPV1314	5/07/2013	Tony Maddox Real Estate	Lease Staff Housing - C Delmage - Fully Reimbursed		800.00
BPV1315	5/07/2013	Bendigo Bank	Bank Fees - July 13		0.11
BPV1316	5/07/2013	Department of Transport	Licencing Debits - 3/7/13		16,483.10
BPV1317	8/07/2013	Department of Transport	Licencing Debits - 4/7/13		3,734.10
BPV1318	9/07/2013	Department of Transport	Licencing Debits - 5/7/13		3,749.20
BPV1319	10/07/2013	Department of Transport	Licencing Debits - 8/7/13		2,081.50
BPV1320	11/07/2013	Department of Transport	Licencing Debits - 9/7/13		4,235.40
BPV1321	12/07/2013	Department of Transport	Licencing Debits - 10/7/13		2,381.60
BPV1322	12/07/2013	Cannon Finance	Canon Photocopier Lease		572.00
BPV1323	15/07/2013	Commonwealth Bank	Eftpos Fees - July 13		32.35

Shire of Toodyay

List of Payments Presented to Council for Period 1 July 2013 to 31 July 2013

Pay/Type	Date	Name	Description	Amount	
BPV1324	15/07/2013	Department of Transport	Licencing Debits - 11/7/13		2,945.55
BPV1325	16/07/2013	Bendigo Bank	Bank Fees - July 13		9.79
BPV1326	16/07/2013	Department of Transport	Licencing Debits - 12/7/13		5,450.25
BPV1327	17/07/2013	Bendigo Bank	Bank Fees - July 13		0.11
BPV1328	17/07/2013	Bendigo Bank	Bank Fees - July 13		0.22
BPV1329	17/07/2013	Bendigo Bank	Bank Fees - July 13		6.93
BPV1330	17/07/2013	Department of Transport	Licencing Debits - 15/7/13		6,104.25
BPV1331	18/07/2013	Department of Transport	Licencing Debits - 16/7/13		3,487.05
BPV1332	18/07/2013	Canon Finance	Photocopier Lease		1,630.00
BPV1333	14/07/2013	Bendigo Bank	Credit Card - L Vidovich - June 2013		672.12
			T020 - Fuel	180.93	
			Alsco - Sharps Containers	487.19	
			Card Fee	4.00	
BPV1334	14/07/2013	Bendigo Bank	Credit Card - C Delmage - June 2013		13.69
			Instapage - Museum	9.69	
			Card Fee	4.00	
BPV1335	14/07/2013	Bendigo Bank	Credit Card - A Bell - June 2013		823.98
			Working With Children Check - K Jolly	53.00	
			Youth Development Event - K Jolly	75.00	
			T00 - Fuel	597.66	
			Refreshments - Avon Descent Stake Holders BBQ	94.32	
			Card Fee	4.00	
BPV1336	14/07/2013	Bendigo Bank	Credit Card - S Slater - June 13		687.36
			Visitors Centre Lolly Shop Stock	656.96	
			Visitors Centre Stock	26.40	
			Card Fee	4.00	
BPV1337	19/07/2013	Tony Maddox Real Estate	Lease Staff Housing - C Delmage - Fully Reimbursed		800.00
BPV1338	19/07/2013	Department of Transport	Licencing Debits - 17/7/13		3,794.95
BPV1339	22/07/2013	Department of Transport	Licencing Debits - 18/7/13		3,226.25
BPV1340	23/07/2013	Bendigo Bank	Bank Fees - July 13		0.11
BPV1341	23/07/2013	Bendigo Bank	Bank Fees - July 13		0.11
BPV1342	23/07/2013	Bendigo Bank	Bank Fees - July 13		0.11
BPV1343	23/07/2013	Department of Transport	Licencing Debits - 19/7/13		2,506.25

Shire of Toodyay

List of Payments Presented to Council for Period 1 July 2013 to 31 July 2013

Pay/Type	Date	Name	Description	Amount	
BPV1344	24/07/2013	Department of Transport	Licencing Debits - 22/7/13		3,464.40
BPV1345	14/07/2013	Bendigo Bank	Credit Card - S Scott - June 13		3,896.08
			T0 - Fuel	201.01	
			SAT & Meeting Expenses	78.35	
			SEI Industries - Fire Pyro Shot & Eggs (Firefighting Apparatus)	3,542.81	
			Card Fee	4.00	
			Vehicle Equipment - CESM	69.91	
BPV1346	14/07/2013	Bendigo Bank	Credit Card - G Bissett - June 13		345.80
			AIBF Conference - D Andrijich	125.00	
			Building Levy - Cat Pound	40.50	
			T6177 - Fuel	176.30	
			Card Fee	4.00	
BPV1347	25/07/2013	Department of Transport	Licencing Debits - 23/7/13		2,699.50
BPV1348	26/07/2013	Department of Transport	Licencing Debits - 24/7/13		776.75
BPV1349	29/07/2013	Department of Transport	Licencing Debits - 25/7/13		4,885.70
BPV1350	30/07/2013	Bendigo Bank	Bank Fees - July 13		0.11
BPV1351	30/07/2013	Department of Transport	Licencing Debits - 26/7/13		4,648.20
BPV1352	31/07/2013	Bendigo Bank	Bank Fees - July 13		10.12
BPV1353	31/07/2013	Bendigo Bank	Bank Fees - July 13		0.22
BPV1354	31/07/2013	Bendigo Bank	Bank Fees - July 13		6.71
BPV1355	31/07/2013	Bendigo Bank	Bank Fees - July 13		5.10
BPV1356	31/07/2013	Department Of Transport	Licencing Debits - 29/7/13		7,175.30
1272	16/07/2013	Breast Cancer Care WA Inc	Refund of Community Centre Bond		100.00
1273	16/07/2013	Construction Training Fund	BCITF Levies- June 13		899.54
1274	16/07/2013	Builders Registration Board WA	BS Levies - June 13		1,698.71
1275	16/07/2013	Shire of Toodyay	BS & BCITF Commissions - Mar - June 13		383.46
11712	16/07/2013	Dept Planning & Infrastructure	Vehicle Registrations		809.90
11713	16/07/2013	Old Gaol Museum	Old Gaol Volunteer Reimbursements - Jul 13		450.00
11714	16/07/2013	Optus	Julimar Fire Ready Group - Final		22.50
11715	16/07/2013	Planning Institute of Australia	Membership - D Hills		520.00
11716	16/07/2013	Shire of Toodyay	Petty Cash - Library		100.95
			Transwa Tickets	48.30	
			Coffee	52.65	

Shire of Toodyay

List of Payments Presented to Council for Period 1 July 2013 to 31 July 2013

Pay/Type	Date	Name	Description	Amount	
11717	16/07/2013	Telstra Corporation Limited	Telephone Charges - June 13		3,045.93
11718	16/07/2013	Water Corporation	Water Usage - Standpipe		20,857.97
11719	16/07/2013	Synergy	Electricity		3,211.90
11720	31/07/2013	AMP Financial	Superannuation Contributions		627.00
11721	31/07/2013	Bootleg Comedy	IFF Entertainment - 50% Deposit		550.00
11722	31/07/2013	Fines Enforcement Registry	FEA Payment - Chris Firms		200.00
11723	31/07/2013	Hostplus Super	Superannuation Contributions		618.73
11724	31/07/2013	Kinetic Superannuation	Superannuation Contributions		1,828.02
11725	31/07/2013	NSF Super	Superannuation Contributions		146.50
11726	31/07/2013	Shire of Toodyay	Rates Payment - C Firms		200.00
11727	31/07/2013	Telstra Super	Superannuation Contributions		605.00
11728	31/07/2013	Toodyay Bakery	Bread Rolls - Avon Descent Landowners B.B.Q.		25.00
11729	31/07/2013	Telstra Corporation Limited	Telephone Charges		2,497.89
EFT14185	3/07/2013	Shire of Toodyay Salaries & Wages	Payroll Deductions		2,413.80
EFT14186	3/07/2013	WA Local Govt Super Plan	Superannuation Contributions		13,863.85
EFT14187	4/07/2013	Bubblemania	IFF Entertainment - 50% Deposit		631.40
EFT14188	16/07/2013	Australia Post	Postage - Jun 13		373.13
EFT14189	16/07/2013	Avon Skip Bins	WTS Management & Waste Removal		13,104.23
EFT14190	16/07/2013	Avon Valley Nissan Pty Ltd	Service & Fit Bull Bar - T6177		2,702.60
EFT14191	16/07/2013	Andrea Myers Facepainting	Facepainting - Earth Mother Day		100.00
EFT14192	16/07/2013	Avon Waste	Waste Collection - June 13		5,220.38
EFT14193	16/07/2013	Abco Products	Soap Dispensers		175.43
EFT14194	16/07/2013	Av Sec Security Services	Alarm Monitoring - Medical Centre 17/7 - 30/9/13		90.10
EFT14195	16/07/2013	Aquarius Freight	1 Load of Water to Balgalling Fire Tank		200.00
EFT14196	16/07/2013	Amber Springs Gardens	Accommodation to 12/7/13		1,281.60
EFT14197	16/07/2013	Ampac Debt Recovery	Debt Recovery - June 13		195.45
EFT14198	16/07/2013	BOC Gases	Rental Oxygen Medical C Size		216.72
EFT14199	16/07/2013	Triset Boss Business Forms	3100 Fire Hazard Books for Public Education		5,511.00
EFT14200	16/07/2013	Black Wattle Retreat	Accommodation to 12/7/13		765.40
EFT14201	16/07/2013	B Vec Electrical Services	Electrical Work - Library & Connors Mill		297.00
EFT14202	16/07/2013	Covs Parts	Filters		336.53
EFT14203	16/07/2013	Courier Australia	Freight		100.23
EFT14204	16/07/2013	Civic Legal	Legal Fees - SAT		686.40

Shire of Toodyay

List of Payments Presented to Council for Period 1 July 2013 to 31 July 2013

Pay/Type	Date	Name	Description	Amount	
EFT14205	16/07/2013	Coondle Fabrication	Repairs - JD Grader		902.00
EFT14206	16/07/2013	The Cola Cafe	Refreshments - Council Meetings & Forums		505.00
EFT14207	16/07/2013	Toodyay Central Bush Fire Brigade	Refreshments - Training Course		264.00
EFT14208	16/07/2013	Staples	Window, Plainface Envelopes & Stationery		1,452.82
EFT14209	16/07/2013	Alison Cromb	V/C Consignment Stock		22.27
EFT14210	16/07/2013	Landgate	Valuations		2,372.60
EFT14211	16/07/2013	Dunnings Caltex Toodyay Junction	Water Bottles		100.00
EFT14212	16/07/2013	Engel World	60 Ltr Chest Fridge/Freezer & Fridge Bag		1,550.00
EFT14213	16/07/2013	Electritech Industries	Upgrade Ceiling Lights, Replace Faulty Transformer & Repairs - Library		1,190.15
EFT14214	16/07/2013	Freemasons Hotel	Accommodation to 12/7/13		191.35
EFT14215	16/07/2013	Foxburrow Holiday Accommodation	Accommodation to 12/7/13		89.00
EFT14216	16/07/2013	SF Fitzgerald Plumbing & Gas	Repairs - Water Fountain - Newcastle Park		638.40
EFT14217	16/07/2013	Fire & Safety WA	Set Of 2 X 30Watt Led 240 Volt Lights		1,861.09
EFT14218	16/07/2013	Future Logic	Monthly Billing - June 13		6,094.00
EFT14219	16/07/2013	Gull Moora	Magnum Bullets		155.50
EFT14220	16/07/2013	Hutchison Telecommunications Ltd	Pager Charges - July 13		733.11
EFT14221	16/07/2013	G Horsfield	Window Cleaning		450.00
EFT14222	16/07/2013	Ipswich View Homestead B & B	Accommodation to 12/7/13		115.70
EFT14223	16/07/2013	JS Roadside Products Pty Ltd	500 Guide Posts		8,250.00
EFT14224	16/07/2013	Joan Thomas	V/C Consignment Stock		12.50
EFT14225	16/07/2013	Localise	Strategic Community Plan & Corporate Business Plan		10,589.92
EFT14226	16/07/2013	Air Liquide WA Pty Ltd	Acetylene G Cylinder		366.54
EFT14227	16/07/2013	Legear Australia	Safety Gloves - Cut & Puncture Resistant		1,405.00
EFT14228	16/07/2013	Air Liquide WA Pty Ltd	Migshield M1 Em Gas Cylinder		420.06
EFT14229	16/07/2013	Little Farm - Toodyay	Malkuip Brook Site Preparation - Nrm Grant 12084		7,000.00
EFT14230	16/07/2013	Leyland Engineering Services	Vehicle & Machinery Service & Repairs		1,320.00
EFT14231	16/07/2013	Lloyds Earthmoving	Pavers - New Depot		1,849.60
EFT14232	16/07/2013	State Library of WA	Recoup Of Freight Costs For Inter Library Loans		1,008.12
EFT14233	16/07/2013	MM Electrical Merchandising	Igniter Units		264.00
EFT14234	16/07/2013	Mobile Concrete Service	Footpath Repairs - Clinton Street		401.50
EFT14235	16/07/2013	Melton Electrics	Light Repairs - Library		2,882.00
EFT14236	16/07/2013	Toodyay Festivals Inc	Insurance Cover - Earth Mother Day		264.00
EFT14237	16/07/2013	Mitre 10 Northam	Plumbing Parts		20.39

Shire of Toodyay

List of Payments Presented to Council for Period 1 July 2013 to 31 July 2013

Pay/Type	Date	Name	Description	Amount	
EFT14238	16/07/2013	Northam Bearing Sales	Aligator Clips		61.60
EFT14239	16/07/2013	Oliomio Olive & Lavender Farm	V/C Consignment Stock		10.45
EFT14240	16/07/2013	Lisa Panizza	V/C Consignment Stock		6.00
EFT14241	16/07/2013	PT & JJ Contractors	Contract Cleaning - 25/6 - 8/7/13		3,692.00
EFT14242	16/07/2013	Public Transport Authority	Transwa Ticket Sales - June 13		548.37
EFT14243	16/07/2013	Anittel Communications P/L	Network & Data Services - July 13		866.80
EFT14244	16/07/2013	Book Easy Australia	Online Booking Commission - June 13		198.00
EFT14245	16/07/2013	Reflections Glass & Glazing	Supply & Install Pet Door - Library		265.32
EFT14246	16/07/2013	Raeco	9 X Bayend Shelf Panels		705.90
EFT14247	16/07/2013	Rural Waste Management	Waste Collection - Dept & Showgrounds		187.00
EFT14248	16/07/2013	Reliance Petroleum	20008 Ltrs Distillate		36,463.56
EFT14249	16/07/2013	John Hughes Group	Repairs		109.88
EFT14250	16/07/2013	Sacred Valley Retreat	Accommodation to 12/7/13		124.60
EFT14251	16/07/2013	Shire of Bruce Rock	Contract Bs - 7/19/28-6/13		2,598.00
EFT14252	16/07/2013	RM Smith & Sons	Animal Sustenance		442.00
EFT14253	16/07/2013	Securus	Alarm Monitoring - Connors Mill 1/7 - 309/913		228.80
EFT14254	16/07/2013	Avon Descent	2013 Avon Descent Sponsorship		10,000.00
EFT14255	16/07/2013	Toodyay Express	Freight		220.00
EFT14256	16/07/2013	Toodyay Traders	Shed & Bolts - New Depot		849.99
EFT14257	16/07/2013	Toodyay Herald	Dvertising - Monthly Article - July 13		1,642.00
EFT14258	16/07/2013	Shire Of Northam	Disposal Of Waste - June 13		7,368.00
EFT14259	16/07/2013	Toodyay IGA	Staff Amenities - June 13		761.62
EFT14260	16/07/2013	Timberworks Carpentry Solutions	Bathroom Repairs - 19A Clinton St		1,950.00
EFT14261	16/07/2013	Toodyay Historical Society	V/C Consignment Stock		30.00
EFT14262	16/07/2013	Toodyay Auto Parts & Pumps	Vehicle & Machinery Maintenance		3,932.50
EFT14263	16/07/2013	Road Signs Australia	Signage, Tape & Line Marker		3,104.64
EFT14264	16/07/2013	Toodyay Tyre Service	Repairs & Replacements		1,793.40
EFT14265	16/07/2013	Toodyay Mens Shed Inc	Trailer Hire - Briagades End of Year Function		100.00
EFT14266	16/07/2013	Toodyay Community Resource Centre	To Conduct Online Drivers Testing 12/13		1,673.10
EFT14267	16/07/2013	Vernice Pty Ltd	Sand & Machinery Hire - Duidgee Park & Salt Valley Road		11,039.61
EFT14268	16/07/2013	Victoria Hotel	Accommodation to 12/7/13		140.64
EFT14269	16/07/2013	IT Vision Aust Ltd	13/14 Annual Licence Fee - It Software & Database & User Licence		38,401.00
EFT14270	16/07/2013	Vinces Italian Restaurant	3 Trays Pizza - End of Year Brigade Function		150.00

Shire of Toodyay

List of Payments Presented to Council for Period 1 July 2013 to 31 July 2013

Pay/Type	Date	Name	Description	Amount	
EFT14271	16/07/2013	Visitor Centre Association of Wa	Membership 13/14		180.00
EFT14272	16/07/2013	WA Local Government Association	Post Convention Training - EM'S		3,160.00
EFT14273	16/07/2013	Wheatbelt Business Network	Friend of The Wheatbelt Membership Network - 2013/14		60.00
EFT14274	16/07/2013	Western Australian Treasury Corporation	Loan Payment No. 63 - Purchase Bank Building		9,291.84
EFT14275	16/07/2013	Wallis Timber Floors	Memorial Hall Floor Restoration		12,590.00
EFT14276	16/07/2013	Wheatbelt Safetywear	Safety Boots		155.00
EFT14277	16/07/2013	WA Hino Sales & Service	Purchase New Hino 700 Series Prime Mover		117,835.15
EFT14278	17/07/2013	Shire of Toodyay Salaries & Wages	Payroll Deductions		2,828.72
EFT14279	17/07/2013	WA Local Govt Super Plan	Superannuation Contributions		13,732.14
EFT14280	23/07/2013	WA Local Govt Super Plan	Superannuation Contributions		542.00
EFT14281	23/07/2013	Australian Taxation Office	BAS Return June 13		14,690.00
EFT14282	31/07/2013	Shire of Toodyay Salaries & Wages	Payroll Deductions		2,438.80
EFT14283	31/07/2013	WA Local Govt Super Plan	Superannuation Contributions		14,091.68
EFT14284	31/07/2013	Ag Implements Merredin Pty Ltd	Repairs to Hydraulic /Grease Line		76.43
EFT14285	31/07/2013	Avon Waste	Waste Collection		5,333.12
EFT14286	31/07/2013	Advanced Autologic	Cleaning Products		564.00
EFT14287	31/07/2013	Abco Products	Paper Towels & Toilet Papers		202.08
EFT14288	31/07/2013	Amber Springs Gardens	Accommodation to 12/7/13		1,121.40
EFT14289	31/07/2013	Australian Super	Superannuation Contributions		2,127.86
EFT14290	31/07/2013	Ampac Debt Recovery	Debtors Debt Recovery		189.36
EFT14291	31/07/2013	Australian Ethical	Superannuation Contributions		503.88
EFT14292	31/07/2013	Boya Equipment Pty Ltd	Filters		120.32
EFT14293	31/07/2013	Biomax Pty Ltd	Waste Management Maintenance		100.00
EFT14294	31/07/2013	BT Lifetime Super	Superannuation Contributions		135.31
EFT14295	31/07/2013	Bendigo Superannuation Plan	Superannuation Contributions		275.88
EFT14296	31/07/2013	B Vec Electrical Services	Light Repairs - Library		1,039.23
EFT14297	31/07/2013	Courier Australia	Freight		124.17
EFT14298	31/07/2013	Country Copiers Northam	Service Colour Copier & Meter Readings		1,342.32
EFT14299	31/07/2013	Civic Legal	Legal Fees - Graeme Buchanan & Canola Trial		19,499.89
EFT14300	31/07/2013	S Craddock	Monthly Attendance Allowance - Jul 13		904.00
EFT14301	31/07/2013	City of Albany	Travel Expenses G Foster (to Attend Court Hearing - SOT/ G Buchanan)		711.85
EFT14302	31/07/2013	The Cola Cafe	Refreshments - Council & Local Law Meetings		507.00
EFT14303	31/07/2013	Toodyay Central Bush Fire Brigade	Refreshments - Structural Training Course		270.00

Shire of Toodyay

List of Payments Presented to Council for Period 1 July 2013 to 31 July 2013

Pay/Type	Date	Name	Description	Amount	
EFT14304	31/07/2013	Staples	Stationery		94.71
EFT14305	31/07/2013	Clockwork Print	Shire of Toodyay Banners		994.40
EFT14306	31/07/2013	Landgate	Land Enquiries		192.00
EFT14307	31/07/2013	David Dow	Members Attendance & Allowance - Jul 13		550.00
EFT14308	31/07/2013	Easy Strike Pty Ltd	200 Pkts Waterproof Matches - Brigades		604.52
EFT14309	31/07/2013	Foxburrow Holiday Accommodation	Accommodation To 26/7/13		178.00
EFT14310	31/07/2013	Filter Supplies (WA) Pty Ltd	Plant Filters		2,951.06
EFT14311	31/07/2013	SF Fitzgerald Plumbing & Gas	Toilet Repairs - Pelham Reserve, Duidgee Park & Water Fountain		2,044.90
EFT14312	31/07/2013	Chris Firns	Monthly Attendance Allowance - Jul 13		150.00
EFT14313	31/07/2013	Fire & Safety WA	Personal Protective Equipment		323.84
EFT14314	31/07/2013	Paula Greenway	Monthly Members Attendance Allowance - Jul 13		550.00
EFT14315	31/07/2013	Grove Wesley Design Art	IFF - Banners		979.00
EFT14316	31/07/2013	Galaxy Enterprises	V/C Stock		318.23
EFT14317	31/07/2013	Health Insurance Fund	Payroll Deductions		383.40
EFT14318	31/07/2013	Harcourt Street B & B	Accommodation to 12/7/13		249.20
EFT14319	31/07/2013	Hills Fire Equipment Service Trust	1kg Dry Powder Extinguisher		77.00
EFT14320	31/07/2013	Kevin Hogg	Monthly Attendance Allowance - Jul 13		1,816.67
EFT14321	31/07/2013	Toodyay Hardware & Farm	Misc Hardware - June 13		2,693.78
EFT14322	31/07/2013	ING Masterfund	Superannuation Contributions		532.20
EFT14323	31/07/2013	Jason Signmakers	DFES Striping - Brigade Maintenance Vehicle		2,103.42
EFT14324	31/07/2013	Jacaranda Homestead	Accommodation to 12/7/13		854.40
EFT14325	31/07/2013	Lizard Landscape	Paving - Community Centre		1,200.00
EFT14326	31/07/2013	Little Farm - Toodyay	Additional Spraying - Malkup Brook Reserve		1,967.00
EFT14327	31/07/2013	Local Health Authorities Analytical Committee	Analytical Services- 13/14		1,274.89
EFT14328	31/07/2013	Bethan Lloyd	Monthly Attendance Allowance - Jul 13		550.00
EFT14329	31/07/2013	Leyland Engineering Services	Vehicle& Machinery Service & Repairs		3,423.74
EFT14330	31/07/2013	Rosemary Madacsi	Monthly Attendance Allowance - Jul 13		550.00
EFT14331	31/07/2013	McLernons	Furniture - New Depot & Community Centre		5,542.80
EFT14332	31/07/2013	MM Electrical Merchandising	Electrical Conduit - Duidgee Park		19.80
EFT14333	31/07/2013	Andrew Mccann	Monthly Members Attendance Allowance - Jul 13		550.00
EFT14334	31/07/2013	Murby Productions Pty Ltd	IFF Entertainment - Grand Illusion Show - 50% Deposit		1,925.00
EFT14335	31/07/2013	LGIS Insurance Broking Services Of Wa	Insurances 13/14		37,565.92
EFT14336	31/07/2013	LGISWA	Insurances 13/14		103,378.84

Shire of Toodyay

List of Payments Presented to Council for Period 1 July 2013 to 31 July 2013

Pay/Type	Date	Name	Description	Amount	
EFT14337	31/07/2013	Major Motors	Filters - Toodyay 12.2 Fire Vehicle		1,503.47
EFT14338	31/07/2013	Midalia Steel Pty Ltd	Steel for Trolleys - Memorial Hall		312.19
EFT14339	31/07/2013	Metal Artwork Creations	Staff Plaques - A Agius & J Forsythe		167.86
EFT14340	31/07/2013	Mitre 10 Northam	Painting Supplies		47.89
EFT14341	31/07/2013	MLC Nominees	Superannuation Contributions		50.63
EFT14342	31/07/2013	Northam Bearing Sales	Castor Wheels		486.31
EFT14343	31/07/2013	Oxter Services	V/C Paper Bags		195.19
EFT14344	31/07/2013	John Prater	Monthly Attendance Allowance - Jul 13		750.00
EFT14345	31/07/2013	PT & JJ Contractors	Contract Cleaning		3,692.00
EFT14346	31/07/2013	Planning Institute of Australia	Registration 2013 PIA State Conference - D Hills		800.00
EFT14347	31/07/2013	PT & JA Perkins	V/C Stock		176.40
EFT14348	31/07/2013	Pritchard Bookbinders	Binding Minutes & Agenda Items		878.90
EFT14349	31/07/2013	Q Print Online	Business Cards - Rangers & Museum Curator		301.40
EFT14350	31/07/2013	Robb Hydraulic Consulting	Consultant Engineer - Donegans Cottage		5,500.00
EFT14351	31/07/2013	Reflections Glass & Glazing	Safety Grills - Youth Hall		1,229.71
EFT14352	31/07/2013	St John Ambulance -Toodyay	2 x First Aid Kits & Dressings		410.76
EFT14353	31/07/2013	Sunny Industrial Brushware	Brushes - Sweeper		1,085.70
EFT14354	31/07/2013	SGL Consulting Group	Progress Payment - Rec Strategy		16,500.00
EFT14355	31/07/2013	Toodyay Express	Freight		836.00
EFT14356	31/07/2013	Toodyay Auto Centre	Battery - Bejoording Light		178.00
EFT14357	31/07/2013	Toodyay Newsagency	Newspapers & Misc Items - Jul 13		105.60
EFT14358	31/07/2013	The Art of Jeremy Boot	V/C Stock		182.56
EFT14359	31/07/2013	Timberworks Carpentry Solutions	Bathroom Repairs - 19A Clinton St		780.00
EFT14360	31/07/2013	Trackspares	Grader Blades		3,190.00
EFT14361	31/07/2013	The Watershed Water Systems	Reticulation - Duidgee Park Upgrade		86,082.70
EFT14362	31/07/2013	Toodyay Garden & Outdoor Centre	Parks & Gardens Supplies		188.50
EFT14363	31/07/2013	Toodyay Friends of The River	Native Tubestock - Malkup Brook Reserve		2,200.00
EFT14364	31/07/2013	Vernice Pty Ltd	Sand - Duidgee Park		491.43
EFT14365	31/07/2013	Victoria Hotel	Accommodation to 12/7/13		302.38
EFT14366	31/07/2013	IT Vision Aust Ltd	Records Training - R Byrne		1,045.00
EFT14367	31/07/2013	Vanessa Australia	V/C Stock		890.44
EFT14368	31/07/2013	West Coast Honey	V/C Stock		141.44
EFT14369	31/07/2013	WA Local Government Association	Walga Annual Subscriptions 13/14 & Advertising		28,071.13

Shire of Toodyay

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Pay/Type	Date	Name	Description	Amount	
EFT14370	31/07/2013	Workplace Training Advisory Aust	S Salmond - Donation by Shire of Toodyay		4,000.00
EFT14371	31/07/2013	Wajon Publishing Company	V/C Stock		139.50
EFT14372	31/07/2013	Downer EDI Works	Premix		1,589.50
EFT14373	31/07/2013	WA Pistachios	V/C Stock		132.00
EFT14374	31/07/2013	West Scheme	Superannuation Contributions		1,268.88
EFT14375	31/07/2013	Wellburn Superannuation Fund	Superannuation Contributions		124.30
			Total Payments		1,220,368.73

IPV 258,062.10

BPV 120,877.06

Trust 3,081.71

EFT 802,030.57

Muni Chqs 36,317.29

TOTAL 1,220,368.73

Monthly Financial Statements



FOR THE PERIOD ENDING

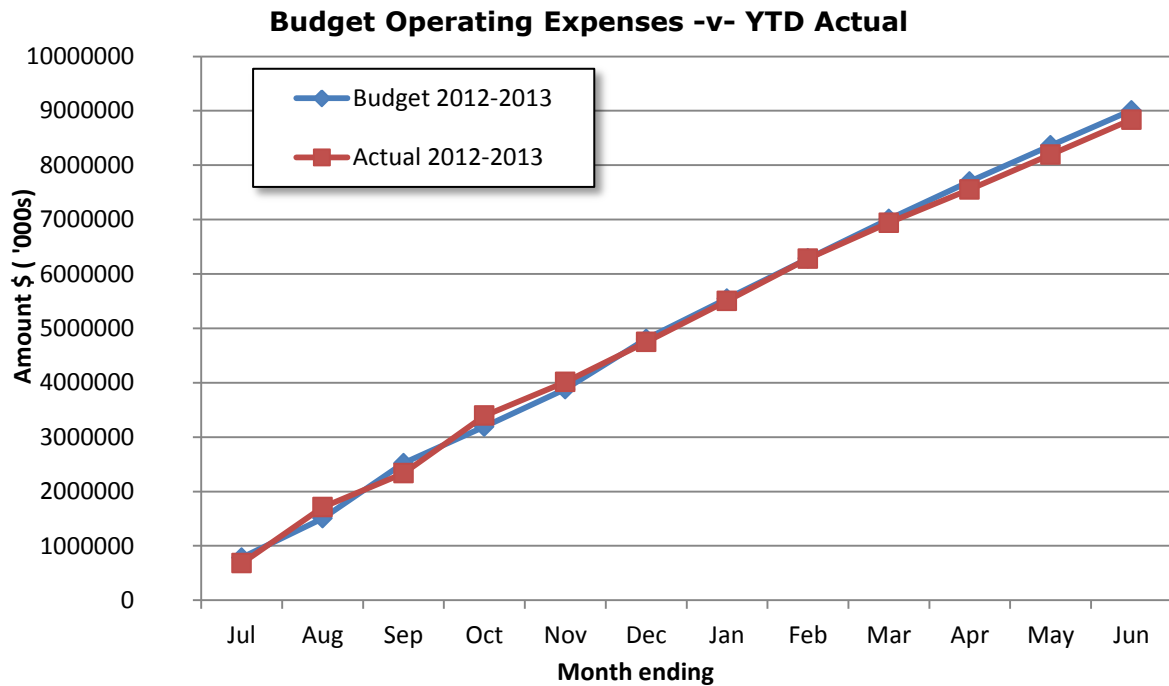
30 June 2013

Shire of Toodyay
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ending 30 June 2013

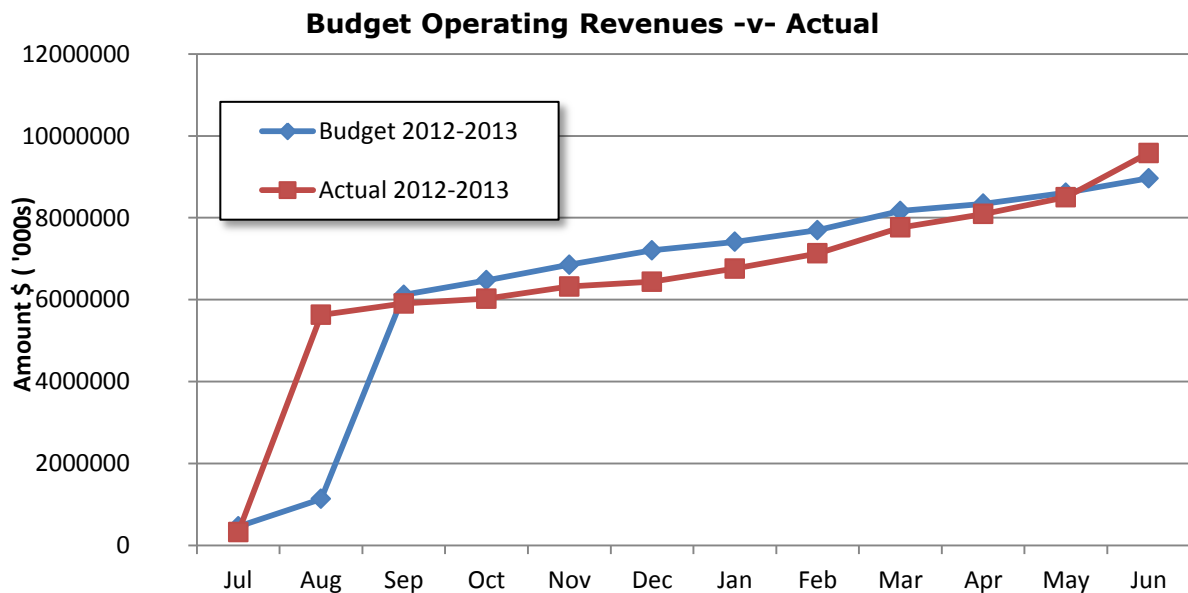
	Original Adopted Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
Note	4				3	3	
Operating Revenues		\$	\$	\$	\$	%	
Governance	61,158	77,600	77,600	58,685	(18,915)	(32.23%)	▲
General Purpose Funding	1,079,845	1,051,842	1,051,842	1,715,429	663,587	38.68%	
Law, Order and Public Safety	705,300	597,317	597,317	589,819	(7,498)	(1.27%)	▼
Health	52,500	58,000	58,000	55,745	(2,255)	(4.05%)	
Housing	31,600	53,520	53,520	52,495	(1,025)	(1.95%)	
Community Amenities	591,310	589,310	589,310	618,905	29,595	4.78%	
Recreation and Culture	595,322	192,933	192,933	204,001	11,068	5.43%	▼
Transport	1,478,136	1,268,771	1,268,771	1,093,677	(175,094)	(16.01%)	▲
Economic Services	348,700	348,700	348,700	310,006	(38,694)	(12.48%)	▼
Other Property and Services	101,504	106,504	106,504	315,929	209,425	66.29%	▲
Total (Excluding Rates)	5,045,375	4,344,497	4,344,497	5,014,690	670,193		
Operating Expense							
Governance	(897,806)	(876,361)	(876,361)	(794,485)	81,876	10.31%	
General Purpose Funding	(274,171)	(284,171)	(284,171)	(304,804)	(20,633)	(6.77%)	▼
Law, Order and Public Safety	(1,740,132)	(1,551,945)	(1,551,945)	(1,593,651)	(41,706)	(2.62%)	
Health	(237,899)	(216,275)	(216,275)	(212,079)	4,196	1.98%	
Housing	(138,353)	(109,785)	(109,785)	(142,915)	(33,130)	(23.18%)	▲
Community Amenities	(1,010,377)	(1,026,255)	(1,026,255)	(1,098,221)	(71,966)	(6.55%)	
Recreation and Culture	(1,345,364)	(1,382,574)	(1,382,574)	(1,269,442)	113,132	8.91%	▼
Transport	(1,736,464)	(2,500,339)	(2,500,339)	(2,504,315)	(3,976)	(0.16%)	
Economic Services	(995,260)	(866,267)	(866,267)	(852,173)	14,094	1.65%	
Other Property and Services	(225,065)	(167,197)	(167,197)	(65,849)	101,348	153.91%	▲
Total	(8,600,891)	(8,981,169)	(8,981,169)	(8,837,934)	143,235		
Funding Balance Adjustment							
Add back Depreciation	1,990,111	1,990,111	1,990,111	1,977,793	(12,318)	(0.62%)	▼
Adjust (Profit)/Loss on Asset Disposal	(59,469)	(59,469)	(59,469)	(92,771)	(33,302)	35.90%	
Adjust Provisions and Accruals				200,552	200,552	(100.00%)	
Net Operating (Ex. Rates)	(1,624,874)	(2,706,030)	(2,706,030)	(1,737,670)	968,360		
Capital Revenues							
Proceeds from Disposal of Assets	311,637	311,637	311,637	285,591	(26,047)	(9.12%)	
Proceeds from New Debentures	815,000	1,815,000	1,815,000	1,607,161	(207,840)	(12.93%)	
Transfer from Reserves	722,500	988,354	988,354	723,775	0	0.00%	
Total	1,849,137	3,114,992	3,114,992	2,616,526	(233,887)		
Capital Expenses							
Land and Buildings	(1,962,249)	(2,970,131)	(2,970,131)	(720,041)	2,250,090	312.49%	
Plant and Equipment	(829,000)	(829,000)	(829,000)	(798,944)	30,056	3.76%	
Furniture and Equipment	(35,000)	(137,500)	(137,500)	(84,286)	53,215	63.14%	
Infrastructure Assets - Roads	(2,650,579)	(2,418,126)	(2,418,126)	(2,365,823)	52,302	2.21%	
Infrastructure Assets - Other	(150,000)	(95,000)	(95,000)	(131,704)	(36,704)	(27.87%)	
Repayment of Debentures	(172,455)	(141,455)	(141,455)	(141,205)	250	0.18%	
Transfer to Reserves	(1,345,899)	(825,000)	(825,000)	(1,079,474)	(254,474)	(23.57%)	
Total	(7,145,182)	(7,416,211)	(7,416,211)	(5,321,476)	2,094,734		
Net Capital	(5,296,045)	(4,301,219)	(4,301,219)	(2,704,950)	1,860,848		
Total Net Operating + Capital	(6,920,919)	(7,007,248)	(7,007,249)	(4,442,620)	2,829,208		
Rate Revenue	4,629,891	4,579,895	4,579,895	4,563,761	(16,134)	(0.35%)	
Opening Funding Surplus(Deficit)	2,532,328	2,423,293	2,423,293	2,423,293	0	0.00%	
Closing Funding Surplus(Deficit)	241,300	(4,060)	(4,061)	2,544,433	2,813,074		

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2013

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Operating Expenses

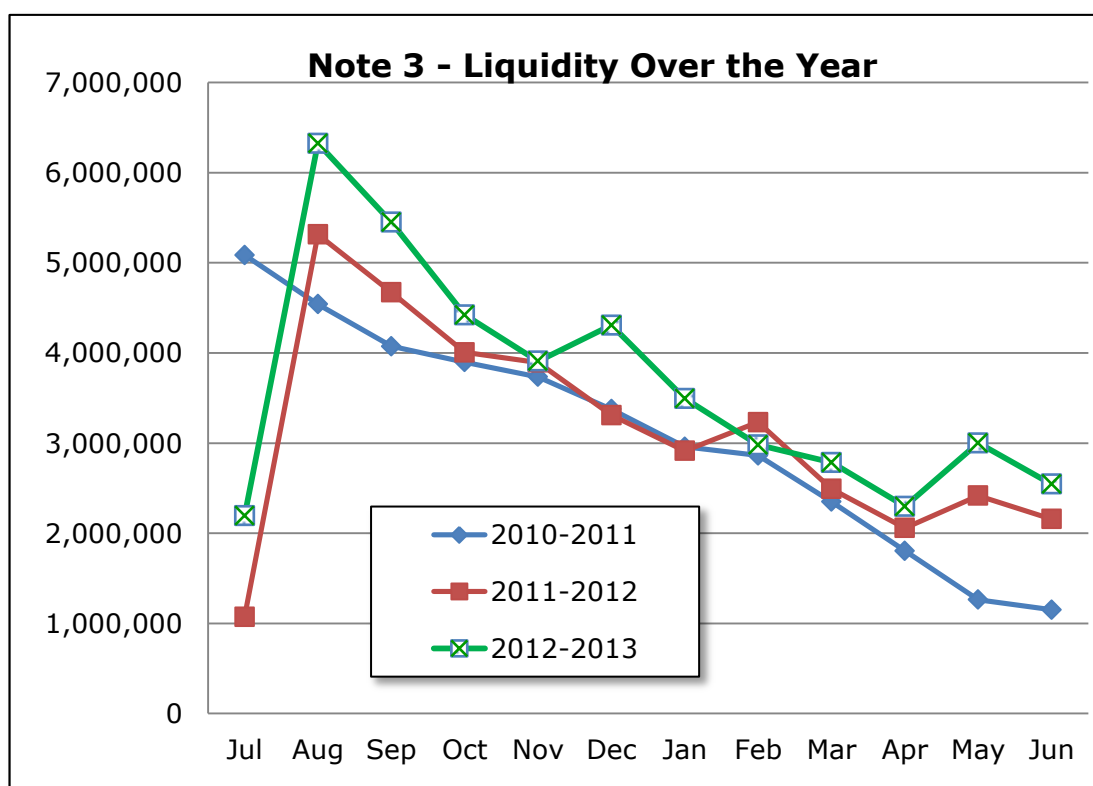


Comments/Notes - Operating Revenues

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2013

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)				
2012-2013				
Note	This Period	Last Period	Same Period Last Year	1 July BFWD
	\$	\$	\$	
Current Assets				
Cash Unrestricted	2,633,296	2,596,190	2,643,786	2,643,786
Cash Restricted	2,954,070	2,592,668	2,598,370	2,598,370
Investments	0	0	0	0
Receivables - Rates and Rubbish	422,296	474,607	333,178	333,178
Receivables -Other	69,451	24,310	91,939	91,939
Inventories	112,560	90,747	84,996	84,996
	6,191,673	5,778,521	5,752,270	5,752,270
Less: Current Liabilities				
Payables	(760,208)	(52,686)	(727,934)	(727,934)
Provisions	(386,739)	(384,745)	(396,757)	(396,757)
	(1,146,946)	(437,431)	(1,124,691)	(1,124,691)
Less: Cash Restricted Reserves	(2,954,070)	(2,592,668)	(2,598,370)	(2,598,370)
Adjustment for Current Borrowings	195,091	(12,749)	128,456	128,456
Adjustment for Cash Backed Liabilities	258,686	265,628	265,628	265,628
Net Current Funding Position	2,544,433	3,001,301	2,423,293	2,423,293



Comments - Net Current Funding Position

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2013

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal		349,318	950,000			1,299,318	Bendigo Bank	At Call
Reserve			1,221,029			1,221,029	Bendigo Bank	At Call
Toodyay Bush Fire Relief Fund			10,582			10,582	Bendigo Bank	At Call
Trust				866,580		866,580	Bendigo Bank	At Call
(b) Term Deposits								
Municipal	4.25%	500,000				500,000	Bendigo Bank	03.07.13
CLGF/RFR 2011/2012 Funds	4.15%	584,578				584,578	Bendigo Bank	17.07.13
Depot Loan Funds NO. 71	4.60%	439,378				439,378	Bendigo Bank	16.09.13
Reserve	4.10%		1,808,040			1,808,040	Bendigo Bank	08.08.13
Trust - T83	4.25%			114,996		114,996	Bendigo Bank	19.08.13
Trust - T84	4.25%			179,393		179,393	Bendigo Bank	19.08.13
Trust - T794	4.25%			89,688		89,688	Bendigo Bank	27.08.13
Trust - T100	4.10%			116,105		116,105	Bendigo Bank	27.09.13
(c) Investments								
Not Applicable						0		
Total		1,873,274	3,989,652	1,366,762	0	7,229,688		

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 unpresented cheques and payments, and monies received by the Shire on the last day of the month.

Municipal Account includes Loan No. 72 - Purchase Of Land (\$1,000,000)

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2013

Note 6: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Sub Totals	Amended Budget Running Balance
	Budget Adoption	228/07/12	Opening Surplus(Deficit)	\$	\$	\$		\$ 241,300
051200	NDRP Strategic Access & Egress	348/12/12	Operating Expenses		265,000			506,300
051342	NDRP Funding 2010/2010	348/12/12	Operating Revenue			(280,000)		226,300
091250	Staff Housing – Capital Expenditure	348/12/12	Capital Expenses			(58,500)		167,800
106210	Town Planning Legal Costs	348/12/12	Operating Expenses			(90,000)		77,800
111353	Memorial Hall – Capital Works	348/12/12	Capital Expenses			(10,000)		67,800
161213	Loan 71 – Interest Payments	348/12/12	Operating Expenses		30,500			98,300
161270	Loan 71 – Capital Payments	348/12/12	Capital Expenses		31,000			129,300
117213	Community Grant Expenditure							129,300
	- Community Arts Network WA (CANWA) Creative Network Fund	348/12/12	Operating Expenses			(7,000)		122,300
	- Seniors Week	348/12/12	Operating Expenses			(925)		121,375
	- Thank a Volunteer Day (TAVD)	348/12/12	Operating Expenses			(1,000)		120,375
117335	Events - Miscellaneous Income							120,375
	- Community Arts Network WA (CANWA) Creative Network Fund	348/12/12	Operating Revenue		7,000			127,375
	- Seniors Week	348/12/12	Operating Revenue		925			128,300
	- Thank a Volunteer Day (TAVD)	348/12/12	Operating Revenue		1,000			129,300
115334	Library - Miscellaneous Income							129,300
	- Read Out Loud Relay Program - SLWA Foundation	348/12/12	Operating Revenue		1,000			130,300
115207	Library - Equipment		Operating Expenses					130,300
	- Read Out Loud Relay Program - SLWA Foundation	348/12/12	Operating Expenses			(1,000)	(112,000)	129,300
	Proceeds on Sale of Assets Reported in Operating & Capital					(311,637)		(182,337)
	Transfer Interest To Reserve Not Included In Reserve Transfers					(95,000)		(277,337)
	Detail Budget Correct but not transferred correctly to summary					(913,804)	(1,320,441)	(1,191,141)
	2011/2012 Annual Report Adoption - actual Surplus					(109,032)		(1,300,173)
147253	Transfer From Asset Development Reserve	381/12/12	Capital Revenue		265,854			(1,034,319)
113261	Purchase Land - Multi Purpose Recreation	381/12/12	Capital Expenses			(1,800,000)		(2,834,319)
113360	Loan No. 72 - Land	381/12/12	Capital Revenue		1,000,000			(1,834,319)
041223	Local Laws Review	398/01/13	Operating Expenses			(25,000)		(1,859,319)
041228	Integrated Strategic Plan - Consultant	398/01/13	Operating Expenses		25,000			(1,834,319)
031218	Legal Expenses		Operating Expenses			(10,000)		(1,844,319)
031301	Rates Levied All Areas		Operating Revenue			(50,000)		(1,894,319)
031331	Legal Expenses Recovered		Operating Revenue		10,000			(1,884,319)
032332	Special Projects - Bridges - MRWA Grant - Offset By GL: 121215		Operating Revenue			(38,000)		(1,922,319)
041202	Members Attendance & Allowance		Operating Expenses		10,000			(1,912,319)
041221	Strategic Development Plans		Operating Expenses		20,000			(1,892,319)
041226	175th Birthday Anniversary Celebration		Operating Expenses		35,000			(1,857,319)
041227	Cost Of DLG Audit Findings		Operating Expenses		5,000			(1,852,319)
042202	Salaries - LSL		Operating Expenses			(13,431)		(1,865,750)

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2013

Note 6: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Sub Totals	Amended Budget Running Balance
042205	Staff Insurances		Operating Expenses			(13,562)		(1,879,312)
042208	Advertising Positions		Operating Expenses		13,779			(1,865,533)
042212	Telephone & Internet		Operating Expenses		13,745			(1,851,788)
042213	Office Equipment & Maintenance		Operating Expenses			(10,841)		(1,862,629)
042214	Bank Charges		Operating Expenses			(5,117)		(1,867,746)
042216	Computer Expenses		Operating Expenses			(25,860)		(1,893,606)
042334	Admin - Miscellaneous Income		Operating Revenue		16,442			(1,877,164)
042254	Transfer To Admin Employee Entitlement Reserve		Capital Expenses		70,000			(1,807,164)
042400	Computer - Upgrade		Capital Expenses			(56,000)		(1,863,164)
042401	Administration Office - Refurbishment		Capital Expenses		40,000			(1,823,164)
051211	Fire Standpipe Expenses		Operating Expenses		5,000			(1,818,164)
052207	Dog Control Expenses		Operating Expenses		5,000			(1,813,164)
052208	Dog Pound Maintenance		Operating Expenses		5,000			(1,808,164)
052327	Grant Income - Cat Pound Facilities		Operating Revenue		105,000			(1,703,164)
052211	Animal Control - Cat Pound Facilities		Capital Expenses			(105,000)		(1,808,164)
054202	Recovery Expenses		Operating Expenses			(67,000)		(1,875,164)
054204	Community Emergency Services Manager		Operating Expenses			(24,813)		(1,899,977)
054332	Reimbursements - WANDRRA		Operating Revenue		30,000			(1,869,977)
054335	CESM Recoup		Operating Revenue		37,017			(1,832,960)
074201	Health Salaries		Operating Expenses		13,624			(1,819,336)
074209	Health - Legal Expenses		Operating Expenses		8,000			(1,811,336)
077330	Rental - Alma Beard Medical Centre		Operating Revenue		5,500			(1,805,836)
091204	Lease Payments - Staff Housing		Operating Expenses		12,500			(1,793,336)
091330	Rental - Staff Housing		Operating Revenue		6,000			(1,787,336)
091332	Rental - Other Staff Housing		Operating Revenue		8,000			(1,779,336)
092202	Stirling Terrace (O'Reillys)		Operating Expenses		6,789			(1,772,547)
092336	Recoups - 19B Clinton Street (Doctors)		Operating Revenue		7,920			(1,764,627)
101201	Waste Transfer Station		Operating Expenses		30,000			(1,734,627)
101202	Disposal Of Refuse		Operating Expenses		5,000			(1,729,627)
101203	Domestic Refuse Collection		Operating Expenses		5,000			(1,724,627)
101205	Waste Initiatives		Operating Expenses		20,000			(1,704,627)
101334	Domestic Collection Requested		Operating Revenue		13,000			(1,691,627)
102206	Street Bins Collection		Operating Expenses		8,200			(1,683,427)
102207	Litter Control - Other		Operating Expenses		12,000			(1,671,427)
106201	Town Planning Salaries		Operating Expenses			(48,429)		(1,719,856)
106205	Town Planning Other Employee Costs		Operating Expenses		20,000			(1,699,856)
106206	Town Planning Vehicle Expenses		Operating Expenses		5,290			(1,694,566)
106334	Town Planning Miscellaneous Fees		Operating Revenue			(15,000)		(1,709,566)
107201	Cemetery Maintenance		Operating Expenses		10,000			(1,699,566)

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2013

Note 6: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Sub Totals	Amended Budget Running Balance
107204	Toodyay Railway Station		Operating Expenses		12,061			(1,687,505)
111353	Memorial Hall – Capital Works		Capital Expenses			(20,000)		(1,707,505)
113201	Toodyay Showgrounds		Operating Expenses		15,000			(1,692,505)
113202	Toodyay Race Course		Operating Expenses			(5,000)		(1,697,505)
113203	Newcastle Park		Operating Expenses		8,000			(1,689,505)
113206	Parks & Gardens Depot		Operating Expenses		5,000			(1,684,505)
113208	Railway Wagon Reserve No. 31542		Operating Expenses		5,000			(1,679,505)
113212	Pelham Reserve		Operating Expenses			(10,000)		(1,689,505)
113213	Duidgee Park		Operating Expenses		20,000			(1,669,505)
113351	Recreation & Sport Grants & Contributions		Operating Revenue			(418,192)		(2,087,697)
113357	Toodyay Race Club - Shed		Operating Revenue			(5,000)		(2,092,697)
113256	Duidgee Park Upgrade - Reticulation		Capital Expenses		55,000			(2,037,697)
113258	Transfer To Recreation Centre Reserve		Capital Expenses		75,899			(1,961,798)
113260	Upgrade Toodyay Showgrounds - Changerooms		Capital Expenses		867,049			(1,094,749)
113264	Toodyay Showgrounds - Design		Capital Expenses		8,569			(1,086,180)
113265	Multi Purpose Recreation Centre		Capital Expenses		30,000			(1,056,180)
115201	Library Salaries		Operating Expenses			(16,546)		(1,072,726)
004314	Library Computer Hardware & Software		Capital Expenses			(6,500)		(1,079,226)
116212	Museum Curator - Salary		Operating Revenue		10,878			(1,068,348)
117202	Avon Descent		Operating Expenses		8,133			(1,060,215)
121213	Own Works Construction		Capital Expenses		194,453			(865,762)
121215	Bridge & Culvert Works		Capital Expenses		38,000			(827,762)
122206	Construct New Depot Facility		Capital Expenses		40,000			(787,762)
122210	Computer Hardware & Software		Capital Expenses			(40,000)		(827,762)
123201	Road Maintenance		Operating Expenses		136,734			(691,028)
123331	Operating Grants		Operating Revenue		7,568			(683,460)
132214	Visitor Centre Building Operation		Operating Expenses		5,000			(678,460)
132219	Ye Olde Lolly Shoppe Stock Purchases		Operating Expenses		7,460			(671,000)
132221	Tourist Information Bay		Operating Expenses			(5,739)		(676,739)
132230	Area Promotion Advertising		Operating Expenses			(7,791)		(684,530)
133201	Building Salaries		Operating Expenses		116,917			(567,613)
133203	Building Superannuation		Operating Expenses		15,484			(552,129)
133207	Building Control Expenses		Operating Expenses		6,389			(545,740)
143201	Public Works Overheads - Salaries		Operating Expenses		39,067			(506,673)
143208	Engineering Office Expenses		Operating Expenses		7,884			(498,789)
143219	Public Works Overheads - Insurance		Operating Expenses			(14,821)		(513,610)
008580	Wages - Backpay - Adjustments		Operating Expenses			(30,000)		(543,610)
008570	Workers Compensation		Operating Expenses			(20,000)		(563,610)
143331	Public Works Overheads - Miscellaneous Income		Operating Expenses		15,000			(548,610)

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2013

Note 6: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Sub Totals	Amended Budget Running Balance
143333	Workers Compensation - Recoups		Operating Expenses		25,000			(523,610)
143225	Transfer To Outside Employee Reserve		Capital Expenses		70,000			(453,610)
144202	Unleaded Fuel		Operating Expenses		16,598			(437,012)
144203	Distillate		Operating Expenses		33,774			(403,238)
144205	Tyres & Tubes		Operating Expenses		12,659			(390,579)
144208	Insurance & Licences		Operating Expenses			(6,424)		(397,003)
144330	Diesel Fuel Rebate		Operating Revenue		5,000			(392,003)
147252	Transfer To Asset Development Reserve		Capital Expenses		400,000			7,997
148201	Ranger Salaries		Operating Expenses			(22,557)		(14,560)
148206	Ranger Vehicle Expenses		Operating Expenses		10,500		1,187,081	(4,060)
Closing Funding Surplus (Deficit)				0	4,569,161	(4,814,521)	(245,360)	(4,060)

Classifications Pick List

Operating Revenue
Operating Expenses
Capital Revenue
Capital Expenses
Opening Surplus(Deficit)
Non Cash Item

Shire of Toodyay
Notes To The Statement Of Financial Activity
For the Period Ending 30 June 2013

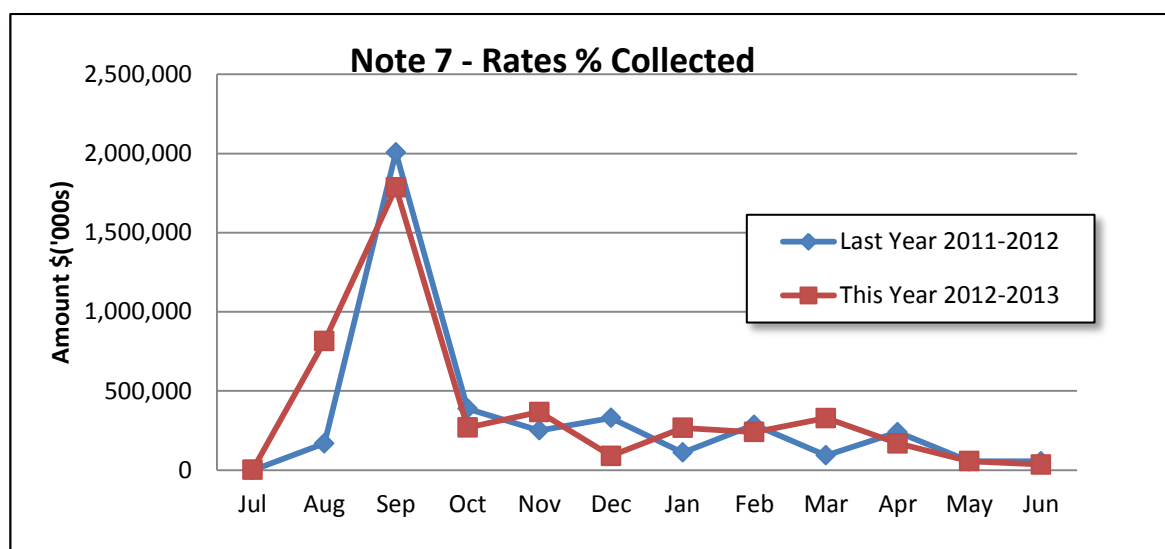
Note 7: RECEIVABLES

Receivables - Rates and Rubbish

Opening Arrears Previous Years
 Rates Levied this year
Less Collections to date
Plus - Rates Payments Made In Advance
 Equals Current Outstanding

Net Rates Collectable
 % Collected

Current 2012-2013	Previous 2011-2012	Total
\$	\$	\$
	140,866	140,866
4,629,892		4,629,892
(4,470,254)	(75,879)	(4,546,133)
77,836		77,836
237,474	64,987	302,460
		302,460
		95.29%



Comments/Notes - Receivables Rates and Rubbish

Current

Credit Balances	-77,836
Employee Direct Debit	1,239
Interim Rates	0
Legal Action	68,840
No Action Required	2,203
Overdue	53,528
Payment Arrangement	35,311
Pensioner	27,106
Properties in Receivership	28,589
Sale of Land LG Act S6.64	31,197
Intent To Summons	0
Skip Trace	0

Total Current **170,177**

Non- Current

Deferred Pensioners (not collectable till Pensioner property is sold)	132,283
Net Rates Collectable	302,460

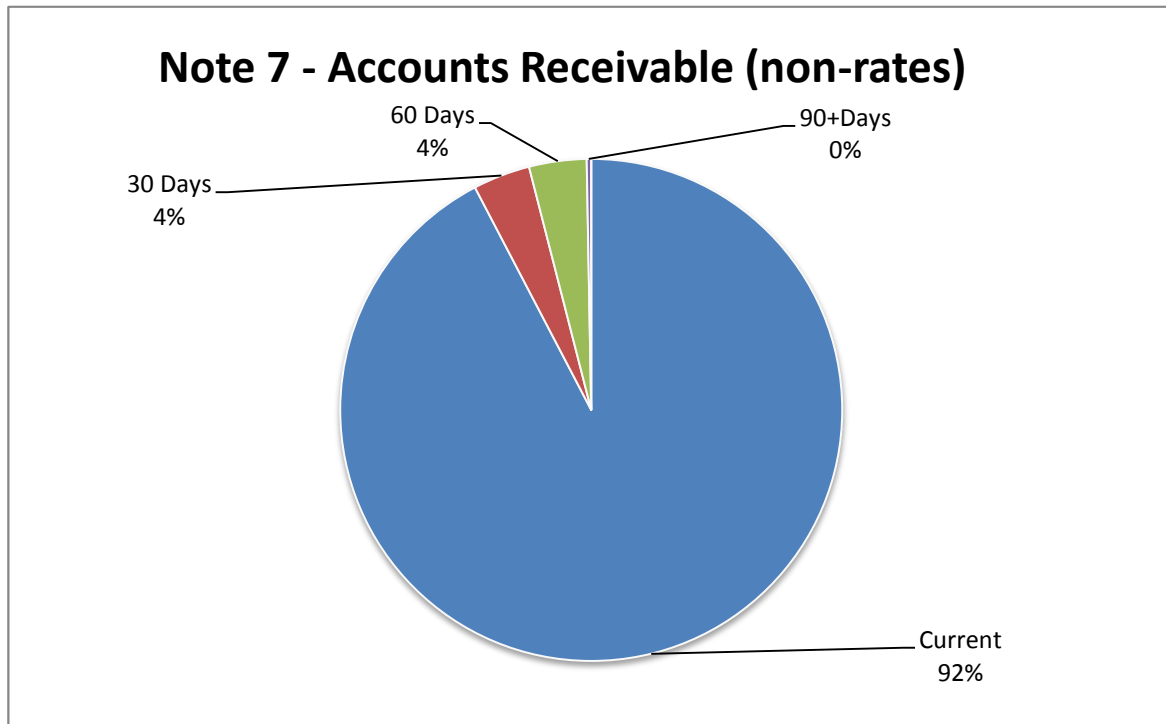
Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2013

Note 7: RECEIVABLES

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	143,301	5,708	5,741	446
Total Outstanding				155,197

Amounts shown above include GST (where applicable)



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	189.00
Seven Day Letters	9.00
Debt Collection	0.00
No Action Required	154,126.51
Payment Arrangement	0.00
Payroll Deductions	466.35
To be Written Off	405.88
Total Outstanding	155,196.74

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2013

Note 8: GRANTS AND CONTRIBUTIONS

Program/Details GL	Provider	Approval	2012-2013 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING							
Financial Assistance Grant - General - Untied	Federal Government	Yes	395,128	40,605	435,733	435,733	0
Financial Assistance Grant - Roads - Untied	Federal Government	Yes	284,271	(65,672)	218,599	218,599	0
Financial Assistance Grant - Special Project Bridges	Federal Government	Yes	114,000	(38,000)	76,000	76,000	0
GOVERNANCE		Yes					0
LAW, ORDER, PUBLIC SAFETY							
ESL Levy Recoup	DFES	Yes	133,400	24,125	157,525	157,525	0
FESA Firefighting Recoup	DFES	Yes	15,000		15,000	7,661	7,339
NDRP 2010/2011 Funding - Fire Egress	DFES	Yes	420,000	(280,000)	140,000	140,000	0
ESL Capital Grant - Morangup BFB Extentions	DFES	Yes	31,550		31,550	0	31,550
CESM Recoups	DFES & Shire of Goomalling	Yes	80,750		80,750	72,331	8,419
EDUCATION AND WELFARE		Yes					0
COMMUNITY AMENITIES							
Grant Income - DEC Waste Program	DEC	Yes	3,985	273	4,258	4,258	0
RECREATION AND CULTURE							
CSRFF Showground Changerooms	DSR	Yes	418,192	(418,192)	0	0	0
Bike Plan	Dept Transport	Yes	15,000	(5,000)	10,000	10,000	0
Grant Income - Interpretive Works	Lotterywest	Yes	26,000		26,000	0	26,000
Grant Income - Conservation	Lotterywest	Yes	11,310		11,310	11,310	0
Grant Income - EMRC - Avon/IFF Festival	EMRC	Yes	37,000		37,925	37,925	0
Creative Networks Fund - 2012	Community Arts Network WA	Yes		7,000	7,000	7,000	0
Seniors Week Grant		Yes		925	925	925	0
Thank A Volunteer Day Grant		Yes		1,000	1,000	1,000	0

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2013

Note 8: GRANTS AND CONTRIBUTIONS

Program/Details GL	Provider	Approval	2012-2013 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
TRANSPORT		(Yes/No)	\$	\$	\$	\$	\$
Regional Roads Group	MRWA	Yes	549,733	(183,244)	366,489	377,049	(10,560)
Roads To Recovery	Federal Government	Yes	262,403		262,403	97,355	165,048
Untied Operating Road Grant	MRWA	Yes	85,000	7,568	92,568	92,568	0
Road Construction (Private) Contributions	Private	Yes	100,000		100,000	25,678	74,322
Road Maintenance Contributions	Private	Yes	100,000	290,034	390,034	390,034	0
		Yes			0		0
ECONOMIC SERVICES		Yes			0		0
OTHER PROPERTY & SERVICES		Yes			0		0
TOTALS			3,082,722	(618,578)	2,465,069	2,162,951	302,118

Comments - Grants and Contributions

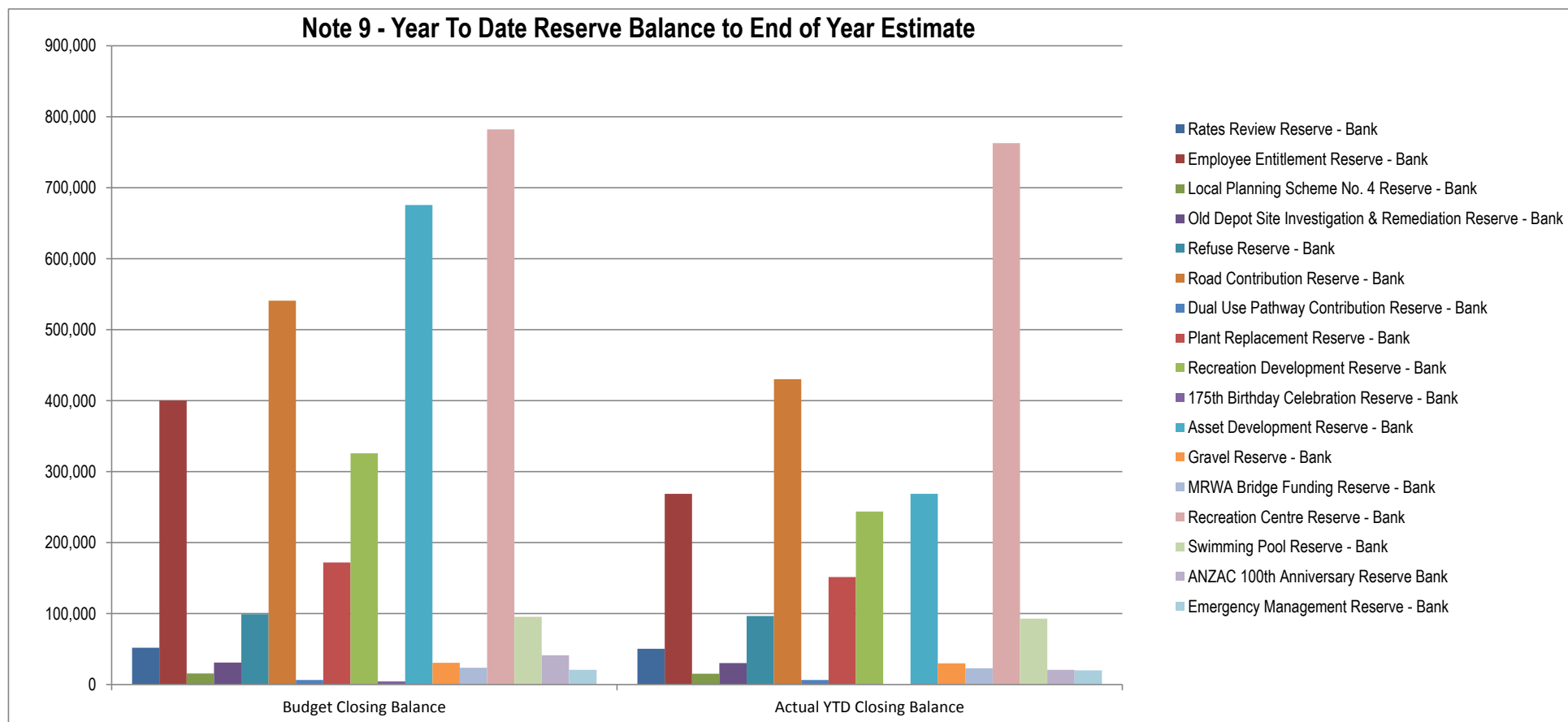
Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2013

Note 9: Cash Backed Reserve

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$
Rates Review Reserve - Bank	50,000	1,828	1,345	0		0		51,828	51,345
Employee Entitlement Reserve - Bank	265,628	9,712	8,058	60,000	60,000	(75,000)	(75,000)	260,340	258,686
Local Planning Scheme No. 4 Reserve - Bank	15,000	548	403	0		0	0	15,548	15,403
Old Depot Site Investigation & Remediation Reserve - Bank	30,000	1,097	807	0		0	0	31,097	30,807
Refuse Reserve - Bank	95,710	3,499	2,574	0		0	0	99,209	98,284
Road Contribution Reserve - Bank	425,354	15,552	17,138	100,000	374,214	0	0	540,906	816,706
Dual Use Pathway Contribution Reserve - Bank	6,381	233	172	0		0	0	6,614	6,552
Plant Replacement Reserve - Bank	149,724	5,474	4,282	550,000	550,000	(533,240)	(533,240)	171,958	170,766
Recreation Development Reserve - Bank	241,015	8,812	6,483			0	0	249,826	247,497
175th Birthday Celebration Reserve - Bank	114,260	4,178	1,274	0		(114,260)	(115,535)	4,178	0
Asset Development Reserve - Bank	265,854	9,720	7,151			(265,854)	0	9,720	273,005
Gravel Reserve - Bank	29,556	1,081	795	0		0	0	30,637	30,351
MRWA Bridge Funding Reserve - Bank	22,825	835	614	0		0	0	23,659	23,439
Recreation Centre Reserve - Bank	754,493	27,585	20,294	0		0	0	782,079	774,787
Swimming Pool Reserve - Bank	92,008	3,364	2,475	0		0	0	95,372	94,483
ANZAC 100th Anniversary Reserve Bank	20,563	752	858	20,000	20,000	0	0	41,315	41,421
Emergency Management & Recovery Reserve - Bank	20,000	731	538	0		0	0	20,731	20,538
	2,598,370	95,000	75,260	730,000	1,004,214	(988,354)	(723,775)	2,435,016	2,954,070

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2013

Note 9: Cash Backed Reserve (Continued)



Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2013

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Profit(Loss) of Asset Disposal				Disposals	Current Budget			
					Replacement			
Cost	Accum Depr	Proceeds	Profit (Loss)		Proceeds Budget	Proceeds Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$	\$	
247,650	(247,650)	95,000	95,000	T0007 Caterpillar	77,273	95,000	17,727	▲
79,115	(50,135)	30,900	1,920	T0009 Truck	70,000	30,900	(39,100)	▼
39,334	(8,524)	25,909	(4,901)	T0003 Toyota Hilux	22,727	25,909	3,182	▲
			0	T0026 Triton dual Cab	25,000	0	(25,000)	▼
34,908	(12,528)	23,600	1,220	T0004 Toyota Hilux	25,000	23,600	(1,400)	▼
51,932	(10,386)	25,455	(16,091)	T0 - CEO	25,455	25,455	0	
			0	1DGW896 Mazda MPD	20,000	0	(20,000)	▼
27,836	(8,358)	22,000	2,522	T6177 Triton - SBS/EHO	18,182	22,000	3,818	▲
			0	T0001 Toyota Hilux - ranger	28,000	0	(28,000)	▼
165,420	(115,794)	62,727	13,101	T0011 2005 Nissan	0	0	0	
			0				0	
			0				0	
			0				0	
646,196	(453,375)	285,591	92,771	Totals	311,637	222,864	(88,773)	

Comments - Capital Disposal

T0011 - This asset has been processed through the system incorrectly & will be corrected in due course.

T0001 - A new vehicle has been purchased for the Senior Ranger but trade-in has not yet occurred as the vehicle will become a Shire Firefighting resource with the trade in cost & the cost of a new canopy (approximately \$35,000) to be covered by the Bush Fire Brigades. It is anticipated that this will occur around February 2013.

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2013

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions Information				Summary Acquisitions	Current Budget		
Grants	Reserves	Borrowing	Total		Budget	Actual	Variance (Under)Over
\$	\$	\$	\$		\$	\$	\$
487,052	0	815,000	1,302,052	Property, Plant & Equipment	3,830,749	720,041	(3,110,708) ▼
0	533,240	0	533,240	Land and Buildings	829,000	798,944	(30,056) ▼
0	0	0	0	Plant & Property	35,000	71,325	36,325 ▲
				Furniture & Equipment			
				Infrastructure			
827,136	0	0	827,136	Roadworks	2,516,523	2,365,823	(150,700) ▼
76,000	0	0	76,000	Bridges	76,000	178	(75,822) ▼
0	0	0	0	Footpath & Cycleways	20,056	17,726	(2,330) ▼
0	0	0	0	Parks, Gardens & Reserves	150,000	113,800	(36,200) ▼
1,390,188	533,240	815,000	2,738,428	Totals	7,457,328	4,087,836	(3,369,492)

Comments - Capital Acquisitions

Contributions				Land & Buildings	Current Budget		
Grants	Reserves	Borrowing	Total		This Year		
Grants	Reserves	Borrowing	Total		Budget	Actual	Variance (Under)Over
\$	\$	\$	\$		\$	\$	\$
0			0	Admin Office Refurbishment	40,000	0	(40,000) ▼
31,550			31,550	Morangup BFB Shed Extensions	31,550	2,384	(29,166) ▼
0			0	STAFF HOUSING - CAPITAL EXPENDITURE	66,150	58,392	(7,758) ▼
0			0	Land Purchase - Federation Square	105,000	2,000	(103,000) ▼
0			0	Plan for Toodyay showground changerooms	25,000	18,231	(6,769) ▼
418,192			418,192	Upgrade Toodyay Showground changerooms	872,049	1,364	(870,685) ▼
0			0	Health & wellbeing centre - Design	30,000	0	(30,000) ▼
37,310			37,310	Upgrade to Heritage Buidlings	76,000	25,862	(50,138) ▼
		815,000	815,000	Railway Rd Depot	625,000	495,637	(129,363) ▼
			0	Harper Rd Depot	90,000	0	(90,000) ▼
			0	Recreation strategic Plan	20,000	23,000	3,000 ▲
			0	Tourist Information Bay & Entry Statements	40,000	0	(40,000) ▼
			0	Toodyay Tennis Club - Repair Retaining Wall	0	4,382	4,382 ▲

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2013

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

				Memorial Hall - Capital Works	10,000	38,789	28,789	▲
				Land - Recreation Precinct	1,800,000	50,000	(1,750,000)	▼
487,052	0	815,000	1,302,052	Totals	3,830,749	720,041	(3,110,708)	

Contributions				Plant & Equipment	Current Budget			
					This Year			
Grants	Reserves	Borrowing	Total		Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$	\$	
	533,240		533,240	T0007 Caterpillar	370,000	354,500	(15,500)	▼
			0	TR011HINO 700 Prime Mover	230,000	169,600	(60,400)	▼
			0	T0003 Toyota Hilux	38,000	36,196	(1,804)	▼
			0	T0004 Toyota Hilux	35,000	35,524	524	▲
			0	T0 - CEO	44,000	40,453	(3,547)	▼
			0	1DGW896 Mazda MPD	34,000	0	(34,000)	▼
			0	T6177 Triton - SBS/EHO	35,000	35,114	114	▲
			0	T0001 Toyota Hilux - ranger	43,000	34,241	(8,759)	▼
			0	T0009 - 2005 Nissan C/fwd 11-12	0	93,316	93,316	▲
0	533,240	0	533,240	Totals	829,000	798,944	(30,056)	

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2013

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions				Furniture & Equipment	Current Budget			
					This Year			
Grants	Reserves	Borrowing	Total		Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$	\$	
			0	Council Chambers - Audio System	15,000	14,943	(57)	▼
			0	Computer Hardware - Upgrade	20,000	56,382	36,382	▲
0	0	0	0	Totals	35,000	71,325	36,325	

Contributions				Roads	Current Budget			
					This Year			
Grants	Reserves	Borrowing	Total		Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$	\$	
549,733			549,733	RRG projects	549,733	571,387	21,654	▲
262,403			262,403	R2R projects	892,673	879,942	(12,731)	▼
			0	Own works	1,013,117	860,160	(152,957)	▼
			0	Charcoal Lane Lighting	29,000	34,003	5,003	▲
			0	Toodyay Townsite Treescape	10,000	0	(10,000)	▼
15,000			15,000	Bicycle Plan	22,000	20,331	(1,669)	▼
827,136	0	0	827,136	Totals	2,516,523	2,365,823	(150,700)	

Contributions				Bridges	Current Budget			
					This Year			
Grants	Reserves	Borrowing	Total		Budget	Actual	Variance (Under)Over	
\$ 76,000	\$	\$	\$ 76,000	Telegraph Rd Toodyay Brook ridge	\$ 76,000	\$ 178	\$ (75,822)	▼
76,000	0	0	76,000	Totals	76,000	178	(75,822)	

Contributions				Footpaths & Cycleways	Current Budget			
					This Year			
Grants	Reserves	Borrowing	Total		Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	Clinton Street Footpath	\$	\$	\$	
			0		20,056	17,726	(2,330)	▼
0	0	0	0	Totals	20,056	17,726	(2,330)	

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 30 June 2013

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions				Parks, Gardens & Reserves	Current Budget			
					This Year			
Grants	Reserves	Borrowing	Total		Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	Duidgee Park Upgrade - Reticulation	\$ 150,000	\$ 113,800	\$ (36,200)	▼
0	0	0	0	Totals	150,000	113,800	(36,200)	

Shire of Toodyay
Operating Statement By Function & Activity
For The Period Ending
30 June 2013

COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>GENERAL PURPOSE FUNDING</u>												
<u>RATES</u>												
<u>OPERATING EXPENDITURE</u>												
031208	Rates Written Off		1,000		1,000		1,000		16,493	15,493	1549.33%	▲
031209	Admin Alloc To Rates		177,965		177,965		177,965		174,676	(3,289)	(1.85%)	
031210	Rating Salaries		34,960		34,960		34,960		36,395	1,435	4.10%	
031211	Other Employee Costs - Rates Office - Uniforms - 600		600		600		600		0	(600)	(100.00%)	
031212	Conference & Training		500		500		500		0	(500)	(100.00%)	
031213	Superannuation		3,146		3,146		3,146		3,214	68	2.18%	
031215	Postage		5,500		5,500		5,500		3,135	(2,365)	(43.00%)	
	- Rates Notices - 3,000											
	- Instalments Notices x 3 - 2,500											
031216	Rating Valuations		35,000		35,000		35,000		38,483	3,483	9.95%	
	- GRV Valuations - 2,500											
	- UV Valuations - 30,000											
	- Interim Valuations - 2,500											
031217	Title Searches		500		500		500		1,180	680	136.09%	
031218	Legal Expenses		15,000		25,000		25,000		23,307	(1,693)	(6.77%)	
	- Debt Collection Costs - 15,000											
031219	Rates Review		0		0		0		0	0	0.00%	
			274,171		284,171		284,171		296,884	12,713		
<u>OPERATING REVENUE</u>												
031301	Rates Levied All Areas	(4,629,892)		(4,579,892)		(4,579,892)		(4,563,761)		16,131	(0.35%)	
031302	Ex Gratia Rates	(646)		(646)		(646)		(675)		(29)	4.43%	
031303	Non Payment Penalty	(26,000)		(26,000)		(26,000)		(20,117)		5,883	(22.63%)	▼
031305	Installment Charges	(20,000)		(20,000)		(20,000)		(16,260)		3,740	(18.70%)	
031306	Administration Fee	(20,000)		(20,000)		(20,000)		(16,320)		3,680	(18.40%)	

Shire of Toodyay
Operating Statement By Function & Activity
For The Period Ending
30 June 2013

COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
031307	Property A/C Enquiries	(16,000)		(16,000)		(16,000)		(17,836)		(1,836)	11.47%	▼
031308	Payment Plan Administration Fee	(3,500)		(3,500)		(3,500)		(2,356)		1,144	(32.69%)	
031330	Sale Of Electoral Rolls & Maps	(300)		(300)		(300)		(27)		273	(90.91%)	
031331	Legal Expenses Recovered	(15,000)		(25,000)		(25,000)		(19,497)		5,503	(22.01%)	
031332	ESL Admin Fee	(5,000)		(5,000)		(5,000)		(4,000)		1,000	(20.00%)	
		(4,736,338)		(4,696,338)		(4,696,338)		(4,660,848)		35,490		
TOTAL RATES - Operating		(4,736,338)	274,171	(4,696,338)	284,171	(4,696,338)	284,171	(4,660,848)	296,884	48,203		
<u>CAPITAL EXPENDITURE</u>												
			0		0		0		0	0		
			0		0		0		0	0		
<u>CAPITAL REVENUE</u>												
		0		0		0		0		0		
		0		0		0		0				
TOTAL RATES - Capital		0	0	0	0	0	0	0	0	0		
TOTAL RATES		(4,736,338)	274,171	(4,696,338)	284,171	(4,696,338)	284,171	(4,660,848)	296,884	48,203		
<u>GENERAL PURPOSE FUNDING</u>												
<u>GENERAL PURPOSE GRANTS</u>												
<u>OPERATING EXPENDITURE</u>												
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
<u>OPERATING REVENUE</u>												

Shire of Toodyay
Operating Statement By Function & Activity
For The Period Ending
30 June 2013

COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
032330	General Purpose Grant	(395,128)		(395,128)		(395,128)		(882,769)		(487,641)	123.41%	▲
032331	Road Improvement Grant	(284,271)		(284,271)		(284,271)		(506,950)		(222,679)	78.33%	▲
032332	Special Projects (Bridges) Grants	(114,000)		(76,000)		(76,000)		(76,000)		0	0.00%	
	- Telegraph Toodyay Brook - 76,000									0	0.00%	
032341	Special Projects Grants	0		0		0		(23,754)		(23,754)		▲
		(793,399)		(755,399)		(755,399)		(1,489,473)		(734,074)		
	TOTAL GENERAL PURPOSE GRANTS - Operating	(793,399)	0	(755,399)	0	(755,399)	0	(1,489,473)	0	(734,074)		
	<u>CAPITAL EXPENDITURE</u>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<u>CAPITAL REVENUE</u>											
		0		0		0		0		0	0.00%	
		0		0		0		0				
	TOTAL GENERAL PURPOSE GRANTS - Capital	0	0	0	0	0	0	0	0	0		
	TOTAL GENERAL PURPOSE GRANTS	(793,399)	0	(755,399)	0	(755,399)	0	(1,489,473)	0	(734,074)		
	<u>GENERAL FINANCE</u>											
	<u>OPERATING REVENUE</u>											
032333	Pens Def. Rates Int. Grant	0		0		0		0		0	0.00%	
032334	Interest On Investment	(85,000)		(85,000)		(85,000)		(56,266)		28,734	(33.80%)	▼
032335	Interest On Reserve Accounts	(95,000)		(95,000)		(95,000)		(71,161)		23,839	(25.09%)	▼
032336	Interest Earned On Trust	0		0		0		(1,443)		(1,443)	0.00%	
032339	Royalties For Regions	0		0		0		0		0	0.00%	
	TOTAL GENERAL FINANCE - Operating	(180,000)	0	(180,000)	0	(180,000)	0	(128,870)	0	51,130	(1)	0

Shire of Toodyay
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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	<u>CAPITAL EXPENDITURE</u>											
032204	Transfer Interest to Reserves		95,000		95,000		95,000		75,605	(19,395)	(20.42%)	▼
032205	Transfer to Bridge Reserve		0		0		0		0	0	0.00%	
			95,000		95,000		95,000		75,605	(19,395)		
	<u>CAPITAL REVENUE</u>											
		0		0		0		0		0	0	
		0		0		0		0				
	TOTAL GENERAL FINANCE - Capital	0	95,000	0	95,000	0	95,000	0	75,605	(19,395)		
	TOTAL GENERAL FINANCE	(180,000)	95,000	(180,000)	95,000	(180,000)	95,000	(128,870)	75,605	31,735		
	TOTAL GENERAL PURPOSE FUNDING	(5,709,737)	369,171	(5,631,737)	379,171	(5,631,737)	379,171	(6,279,190)	372,489	(654,135)		
<u>GOVERNANCE & ADMINISTRATION</u>												
<u>GOVERNANCE</u>												
	<u>OPERATING EXPENDITURE</u>											
041201	A.R.O.C. Subscription		5,000		5,000		5,000		3,060	(1,940)	(38.80%)	▼
041202	Memb. Attendance & Allowance		92,000		82,000		82,000		70,818	(11,182)	(13.64%)	
	<u>Attendance Fees</u>											
	Councillors x 8 - 52,800											
	Shire President x 1 - 12,000											
	<u>Telecommunications Allowance</u>											
	Councillors x 9 - 9,000											
	<u>Travel Allowance</u>											

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	Councillors x 9 - 9,000											
	<u>Expenses</u>											
	Councillors x 9 - 9,000											
041203	Members Conf & Travel Exp		12,000		12,000		12,000		18,230	6,230	51.91%	▲
041204	Election Expenses		15,000		15,000		15,000		9,957	(5,043)	(33.62%)	▼
041205	Shire Presidents Allowance		12,000		12,000		12,000		12,000	0	0.00%	
	- President's Allowance - 9,600											
	- D/Pres Allowance - 2,400											
041206	Wheatbelt Development Commission		8,000		8,000		8,000		30,000	22,000	275.00%	▲
	- Regional Housing Study - 5,000											
	- Membership - 3,000											
041207	Refreshments & F'Ns - Crs		10,000		10,000		10,000		5,114	(4,886)	(48.86%)	
041208	Refreshments & F'Ns - Staff		14,000		14,000		14,000		18,640	4,640	33.14%	
041210	Members Insurance		10,000		10,000		10,000		8,697	(1,303)	(13.03%)	
041211	Subscriptions		25,986		25,986		25,986		25,727	(259)	(1.00%)	
	- Avon Midland WALGA Zone - 10,000											
	- WALGA Assoc M/Ship - 8,196											
	- WALGA Procurement - 1,840											
	- Linking Councils & Communities - 2,900											
	- WALGA Local Laws Service - 850											
	- LGMA - 1,200											
	- Miscellaneous - 1,000											
041212	Misc Members Expenses		5,000		5,000		5,000		4,004	(996)	(19.92%)	
041213	Printing & Stationery		2,000		2,000		2,000		835	(1,165)	(58.26%)	
041214	Advertising		25,000		25,000		25,000		18,322	(6,678)	(26.71%)	▼
041218	Admin Allocated		366,773		366,773		366,773		359,994	(6,779)	(1.85%)	
041219	Audit Fees		35,000		35,000		35,000		37,595	2,595	7.41%	
041221	Strategic Development Plans		20,000		0		0		25,154	25,154	0.00%	
041222	Legal Fees		5,000		5,000		5,000		22,310	17,310	346.20%	▲
000312	Deprec Of Assets-Members		7,165		7,165		7,165		6,857	(308)	(4.31%)	
041223	Local Laws Review		10,000		35,000		35,000		23,850	(11,150)	(31.86%)	▼
041226	175th Birthday Celebrations		35,000		0		0		178	178	0.00%	
041227	Cost of DLG Audit Findings		5,000		0		0		0	0	0.00%	
041228	Integrated Strategic Plan - Consultant		130,000		105,000		105,000		93,801	(11,199)	(10.67%)	▼

Shire of Toodyay
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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
			849,924		779,924		779,924		795,143	15,219		
	<u>OPERATING REVENUE</u>											
041320	Recoups - Council Expenses	(100)		(100)		(100)		(1,963)		(1,863)	1862.54%	
041321	Recoups - Other	(1,000)		(1,000)		(1,000)		(26,684)		(25,684)	2568.40%	▲
		(1,100)		(1,100)		(1,100)		(28,647)		(27,547)		
TOTAL GOVERNANCE (Operating)		(1,100)	849,924	(1,100)	779,924	(1,100)	779,924	(28,647)	795,143	(12,327)		
	<u>CAPITAL EXPENDITURE</u>											
041251	Transfer to 175th Birthday Reserve		0		0		0		0	0	0.00%	
041252	Transfer to ANZAC Reserve		20,000		20,000		20,000		20,000	0	0.00%	
041254	Council Chambers - Audio System		15,000		15,000		15,000		14,943	(57)	(0.38%)	
			35,000		35,000		35,000		34,943	(57)		
	<u>CAPITAL REVENUE</u>											
041322	Transfer From Reserve	(114,260)		(114,260)		(114,260)		(115,535)		(1,275)	1.12%	
		(114,260)		(114,260)		(114,260)		(115,535)		(1,275)		
TOTAL GOVERNANCE (Capital)		(114,260)	35,000	(114,260)	35,000	(114,260)	35,000	(115,535)	34,943	(1,332)		
TOTAL GOVERNANCE		(115,360)	884,924	(115,360)	814,924	(115,360)	814,924	(144,181)	830,086	(13,659)		
GOVERNANCE & ADMINISTRATION												
	<u>ADMINISTRATION</u>											
	<u>OPERATING EXPENDITURE</u>											
042201	Salaries - Admin		977,828		977,828		977,828		844,291	(133,537)	(13.66%)	▼

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
042202	Salaries - L.S.L.		34,500		47,931		35,949		35,786	(163)	(0.45%)	
042204	Superannuation - Admin		84,100		84,100		84,100		84,648	548	0.65%	
042205	Staff Insurances		50,952		64,514		64,514		64,514	0	0.00%	
	- Public Liability Insurance - 11,960											
	- Workes Comp Insurance - 38,992											
042206	F.B.T. Admin Staff		45,000		45,000		45,000		32,504	(12,496)	(27.77%)	▼
042207	Conference & Training		40,000		40,000		40,000		46,884	6,884	17.21%	▲
042208	Advertising Positions		25,000		11,221		11,221		9,047	(2,174)	(19.37%)	
042209	Staff Uniforms		4,800		4,800		4,800		1,815	(2,985)	(62.19%)	
042210	Office Maint & Surrounds		84,105		84,105		84,105		111,140	27,035	32.14%	▲
042211	Admin Printing & Stationery		26,344		26,344		26,344		21,941	(4,403)	(16.71%)	
042212	Telephone & Internet		45,655		31,910		31,910		36,213	4,303	13.48%	
042213	Office Equip. Mtce.		17,157		27,998		27,998		30,657	2,659	9.50%	
042214	Bank Charges		12,000		17,117		17,117		12,792	(4,325)	(25.27%)	
042215	Postage & Freight		5,000		5,000		5,000		5,691	691	13.83%	
042216	Computer Expenses		94,140		120,000		120,000		116,606	(3,394)	(2.83%)	
042217	Admin Vehicle Expenses		21,000		21,000		21,000		22,626	1,626	7.74%	
042218	Admin Legal Expenses		5,000		5,000		5,000		3,402	(1,598)	(31.97%)	
042219	Consultant/Specialist (Valuers)		0		0		0		0	0	0.00%	
042220	Admin Misc Expense		8,579		8,579		8,579		6,622	(1,957)	(22.82%)	
	- Miscellaneous - 1,000											
	- Storage - Archive Records - 3,000											
	- Workplace Solutions - 3,004											
	- WALGA Tax Service - 1,175											
	- Noise Headphones - 400											
000772	Deprec Of Assets - Admin		22,861		22,861		22,861		32,407	9,546	41.76%	▲
00B402	Less Admin Allocation		(1,548,871)		(1,548,871)		(1,548,871)		(1,520,245)	28,626	(1.85%)	
			55,150		96,437		84,455		(658)	(85,113)		
OPERATING REVENUE												
042331	Legal Expenses	(500)		(500)		(500)		(40)		460	(91.94%)	
042333	Photocopying	(1,000)		(1,000)		(1,000)		(1,167)		(167)	16.69%	
042334	Admin Misc Income	(58,558)		(75,000)		(75,000)		(13,038)		61,962	(82.62%)	▼

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
042336	Transfer from LSL Reserve	0		0		0		0		0	0.00%	
042337	PAYG - Reduced Liability (ATO)	0		0		0		0		0	0.00%	
042341	Income Protection Insurance	0		0		0		(2,038)		(2,038)	0.00%	
042342	Admin Misc Income - GST Free	0		0		0		(13,755)		(13,755)	0.00%	
		(60,058)		(76,500)		(76,500)		(30,038)		46,462		
TOTAL ADMINISTRATION (Operating)		(60,058)	55,150	(76,500)	96,437	(76,500)	84,455	(30,038)	(658)	(38,651)		
CAPITAL EXPENDITURE												
042254	Transfer To Admin Emp Reserve		100,000		30,000		30,000		30,000	0	0.00%	
042400	Computer - Upgrade		20,000		76,000		76,000		56,382	(19,618)	(25.81%)	▼
042401	Administration Office Refurbishment		40,000		0		0		0	0	0.00%	
042402	Generator - Administration Office		0		0		0		0	0	0.00%	
			160,000		106,000		0		0			
CAPITAL REVENUE												
042330	Transfer To LSL Reserve - Admin	(34,500)		(34,500)		(34,500)		(34,500)		0	0.00%	
		(34,500)		(34,500)		(34,500)		(34,500)		0		
TOTAL ADMINISTRATION (Capital)		(34,500)	160,000	(34,500)	106,000	(34,500)	0	(34,500)	0	0		
TOTAL ADMINISTRATION		(94,558)	215,150	(111,000)	202,437	(111,000)	84,455	(64,538)	(658)	(38,651)		
TOTAL GOVERNANCE & ADMINISTRATION		(209,918)	1,100,074	(226,360)	1,017,361	(226,360)	899,379	(208,719)	829,428	(52,310)		
LAW, ORDER & PUBLIC SAFETY												
FIRE PREVENTION												
OPERATING EXPENDITURE												

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
051200	NDRP 2010/2011		875,000		610,000		610,000		653,508	43,508	7.13%	
051209	Firebreak Inspections		1,000		1,000		1,000		920	(80)	(7.98%)	
051210	Advertising & Signs		2,038		2,038		2,038		2,122	84	4.11%	
051211	Fire Standpipe Expenses		20,000		15,000		15,000		9,013	(5,987)	(39.91%)	▼
051212	Firebreaks - Shire Reserves		14,259		14,259		14,259		8,472	(5,787)	(40.59%)	▼
051213	Firebreaks Services - Maintenance		14,500		14,500		14,500		3,366	(11,134)	(76.78%)	▼
051214	Strategic Firebreak Services		0		0		0		3,346	3,346	0.00%	
051215	Firefighting - Shire Resources		40,000		40,000		40,000		34,417	(5,583)	(13.96%)	▼
051216	Legal Costs Incurred		0		0		0		0	0	0.00%	
051218	End Of Year Brigade Function		3,000		3,000		3,000		1,654	(1,346)	0.00%	
051219	Expenses from Ranger Services		122,210		122,210		122,210		120,760	(1,450)	(1.19%)	
051220	Brigade Plant & Equip (Less \$1,000)		5,000		5,000		5,000		1,958	(3,042)	(60.85%)	
051221	Brigade Plant & Equipment Maintenance		5,000		5,000		5,000		8,744	3,744	74.87%	
051222	Brigade Vehicles, Trailers Mtce		42,614		42,614		42,614		54,866	12,252	28.75%	▲
051223	Brigade Bldg Maintenance		3,886		3,886		3,886		16,036	12,150	312.65%	▲
051224	Brigade Clothing & Access		12,500		12,500		12,500		19,005	6,505	52.04%	▲
051225	Brigade Utilities, Rates & Taxes		11,400		11,400		11,400		24,117	12,717	111.55%	▲
051226	Brigade Other Goods & Services		3,000		3,000		3,000		2,440	(560)	(18.68%)	
051227	Brigade Insurances		20,000		20,000		20,000		16,088	(3,912)	(19.56%)	
001742	Deprec Of Assets - Fire		240,928		240,928		240,928		210,852	(30,076)	(12.48%)	▼
			1,436,335		1,166,335		1,166,335		1,191,683	25,348		
OPERATING REVENUE												
051331	Grant - Fire	0		0		0		(10,000)		(10,000)	0.00%	
051333	Strategic Firebreaks	0		0		0		0		0	0.00%	
051334	Legal Costs Recovered	0		0		0		(931)		(931)	0.00%	
051335	Fines & Penalties	(5,500)		(5,500)		(5,500)		(9,124)		(3,624)	65.89%	
051336	E.S.L. Levy Recoup	(133,400)		(133,400)		(133,400)		(157,525)		(24,125)	18.08%	▲
	- 10/11 Reimbursement - 30,000											
	- 12/13 Recoup - 103,400											
051338	F.E.S.A. Recoup For Firefighting	(15,000)		(15,000)		(15,000)		(7,661)		7,339	(48.93%)	▼
051342	NDRP 2010-2011 Funding	(420,000)		(140,000)		(140,000)		(140,000)		0	0.00%	
051343	LOPS Grants	(31,550)		(31,550)		(31,550)		0		31,550	(100.00%)	▼

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- Morangup BFB Extensions - 31,550 - Smart - Fire Water Tank - 10,000											
		(605,450)		(325,450)		(325,450)		(325,241)		209		
	TOTAL FIRE PREVENTION - Operating	(605,450)	1,436,335	(325,450)	1,166,335	(325,450)	1,166,335	(325,241)	1,191,683	25,557		
	<u>CAPITAL EXPENDITURE</u>											
51250	LOPS - Purchase Plant & Equip		0		0		0		0	0	0.00%	
51253	LOPS - Purchase Land & Bldgs		31,550		31,550		5,000		2,384	(2,616)	(52.31%)	
	- Morangup BFB Extensions											
	- Smart Tank Contribution - 10,000											
			31,550		31,550		5,000		2,384	(2,616)		
	<u>CAPITAL REVENUE</u>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	TOTAL FIRE PREVENTION - Capital	0	31,550	0	31,550	0	5,000	0	2,384	(2,616)		
	TOTAL FIRE PREVENTION	(605,450)	1,467,885	(325,450)	1,197,885	(325,450)	1,171,335	(325,241)	1,194,067	22,941		
	<u>LAW, ORDER & PUBLIC SAFETY</u>											
	<u>ANIMAL CONTROL</u>											
	<u>OPERATING EXPENDITURE</u>											
052207	Dog Control Expenses		7,600		2,600		2,600		7,132	4,532	174.29%	
052208	Dog Pound Maintenance		9,166		4,166		4,166		3,540	(626)	(15.02%)	
052209	Other Animal Control		1,000		1,000		1,000		333	(667)	(66.74%)	
052210	Expenses from Ranger Services		171,095		171,095		171,095		169,359	(1,736)	(1.01%)	

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
			188,861		178,861		178,861		180,363	1,502		
	<u>OPERATING REVENUE</u>											
052321	Fines & Penalties - Dog Act	(1,000)		(1,000)		(1,000)		(945)		55	(5.50%)	
052322	Impounding Fees - Dogs	(2,500)		(2,500)		(2,500)		(4,963)		(2,463)	98.50%	
052323	Dog Registration Fees	(11,500)		(11,500)		(11,500)		(12,090)		(590)	5.13%	
052324	Kennel Licences	(100)		(100)		(100)		0		100	(100.00%)	
052325	Fines - Other Animals	(500)		(500)		(500)		(120)		380	(76.00%)	
052326	Impounding Fees - Other	(1,500)		(1,500)		(1,500)		(205)		1,295	(86.36%)	
052327	Grant Income - Cat Pound Facilities	0		(105,000)		(105,000)		(110,245)		(5,245)	0.00%	
		(17,100)		(122,100)		(122,100)		(128,567)		(6,467)		
	TOTAL ANIMAL CONTROL - Operating	(17,100)	188,861	(122,100)	178,861	(122,100)	178,861	(128,567)	180,363	(4,965)		
	<u>CAPITAL EXPENDITURE</u>											
052211	Cat Pound Facilities		0		105,000		105,000		0	(105,000)	0.00%	
			0		105,000		105,000		0	(105,000)		
	<u>CAPITAL REVENUE</u>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	TOTAL ANIMAL CONTROL - Capital	0	0	0	105,000	0	105,000	0	0	(105,000)		
	TOTAL ANIMAL CONTROL	(17,100)	188,861	(122,100)	283,861	(122,100)	283,861	(128,567)	180,363	(109,965)		
	<u>OTHER</u>											
	<u>OPERATING EXPENDITURE</u>											

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
053203	Printing & Stationery		1,200		1,200		0		3	3	0.00%	
			1,200		1,200		0		3	3		
<u>OPERATING REVENUE</u>												
053321	Fines & Penalties - Misc	(2,000)		(2,000)		(2,000)		(2,542)		(542)	27.08%	
		(2,000)		(2,000)		(2,000)		(2,542)		(542)		
TOTAL (LOPS) OTHER - Operating		(2,000)	1,200	(2,000)	1,200	(2,000)	0	(2,542)	3	(539)		
<u>CAPITAL EXPENDITURE</u>												
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
<u>CAPITAL REVENUE</u>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL (LOPS) OTHER - Capital		0	0	0	0	0	0	0	0	0		
TOTAL (LOPS) OTHER		(2,000)	1,200	(2,000)	1,200	(2,000)	0	(2,542)	3	(539)		
<u>EMERGENCY MANAGEMENT</u>												
<u>OPERATING EXPENDITURE</u>												
054202	Recovery Expenses		0		67,000		67,000		70,608	3,608	5.38%	
054204	Community Emergency Services Manager		113,736		138,549		138,549		150,994	12,445	8.98%	
	- Public Liability Insurance - 1,076											
	- Workes Compensation Ins - 3,508											
	- CESM Wages & Allowances - 78,942											
	- CESM Superannuation - 13,146											

Shire of Toodyay
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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- Admin Assistant - 12,064 - Vehicle & Other Costs - 5,000											
			113,736		205,549		205,549		221,602	16,053		
	<u>OPERATING REVENUE</u>											
054332	Reimbursements - WANDRRA	0		(30,000)		(30,000)		(0)		0	0.00%	
054335	CESM Recoup	(80,750)		(117,767)		(117,767)		(103,197)		14,570	(12.37%)	▼
		(80,750)		(117,767)		(117,767)		(103,197)		14,570		
TOTAL EMERGENCY MANAGEMENT - Operating		(80,750)	113,736	(117,767)	205,549	(117,767)	205,549	(103,197)	221,602	30,623		
	<u>CAPITAL EXPENDITURE</u>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<u>CAPITAL REVENUE</u>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL EMERGENCY MANAGEMENT - Capital		0	0	0	0	0	0	0	0	0		
TOTAL EMERGENCY MANAGEMENT		(80,750)	113,736	(117,767)	205,549	(117,767)	205,549	(103,197)	221,602	30,623		
TOTAL LAW ORDER & PUBLIC SAFETY		(705,300)	1,771,682	(567,317)	1,688,495	(567,317)	1,660,745	(559,547)	1,596,035	(56,940)		
HEALTH												
PUBLIC HEALTH												

Shire of Toodyay
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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	<u>OPERATING EXPENDITURE</u>											
074201	Health Salaries		59,838		46,214		46,214		42,355	(3,859)	(8.35%)	
074202	Salaries - L.S.L.		0		0		0		0	0	0.00%	
074204	Health Superannuation		4,705		4,705		4,705		7,222	2,517	53.50%	
074206	Health - Other Employment Costs		12,419		12,419		12,419		10,847	(1,572)	(12.66%)	
074207	Vehicle Expenses		1,000		1,000		1,000		0	(1,000)	(100.00%)	
074208	Health Control Expenses		1,000		1,000		1,000		0	(1,000)	(100.00%)	
074209	Legal Expenses		10,000		2,000		2,000		0	(2,000)	(100.00%)	
076201	Analytical Expenses		1,500		1,500		1,500		1,093	(407)	(27.11%)	
074210	Admin Allocated		24,317		24,317		24,317		23,868	(449)	(1.85%)	
074211	Consultant Expenses		0		0		0		1,891	1,891	0.00%	
002502	Deprec Of Assets - Health		18,169		18,169		18,169		19,049	880	4.85%	
			132,948		111,324		111,324		106,325	(4,999)		
	<u>OPERATING REVENUE</u>											
074331	Legal Expenses Recoup	(500)		(500)		(500)		(1,238)		(738)	147.56%	
074332	Health Act Fees,Licences	(17,500)		(17,500)		(17,500)		(14,265)		3,235	(18.48%)	
074333	Misc Income	0		0		0		0		0	0.00%	
		(18,000)		(18,000)		(18,000)		(15,503)		2,497		
	TOTAL PUBLIC HEALTH - Operating	(18,000)	132,948	(18,000)	111,324	(18,000)	111,324	(15,503)	106,325	(2,502)		
	<u>CAPITAL EXPENDITURE</u>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<u>CAPITAL REVENUE</u>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		

Shire of Toodyay
Operating Statement By Function & Activity
For The Period Ending
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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL PUBLIC HEALTH - Capital	0	0	0	0	0	0	0	0	0		
	TOTAL PUBLIC HEALTH	(18,000)	132,948	(18,000)	111,324	(18,000)	111,324	(15,503)	106,325	(2,502)		
	<u>OTHER HEALTH</u>											
	<u>OPERATING EXPENDITURE</u>											
077201	Alma Beard Centre - Doctor Fit Out / Misc - 29,000 - Building Maintenance - 14,545 - Garden Maintenance - 9,906 - Utilities, Insurance et al - 17,000		70,451		70,451		70,451		71,254	803	1.14%	
077202	Alma Beard Rental Contribution		34,500		34,500		34,500		34,500	0	0.00%	
			104,951		104,951		104,951		105,754	803		
	<u>OPERATING REVENUE</u>											
077330	Rental - Alma Beard Centre	(34,500)		(40,000)		(34,500)		(40,242)		(5,742)	16.64%	▲
		(34,500)		(40,000)		(34,500)		(40,242)		(5,742)		
	TOTAL OTHER HEALTH - Operating	(34,500)	104,951	(40,000)	104,951	(34,500)	104,951	(40,242)	105,754	(4,939)		
	<u>CAPITAL EXPENDITURE</u>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<u>CAPITAL REVENUE</u>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		

Shire of Toodyay
Operating Statement By Function & Activity
For The Period Ending
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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL OTHER HEALTH - Capital	0	0	0	0	0	0	0	0	0		
	TOTAL OTHER HEALTH	(34,500)	104,951	(40,000)	104,951	(34,500)	104,951	(40,242)	105,754	(4,939)		
	TOTAL HEALTH	(52,500)	237,899	(58,000)	216,275	(52,500)	216,275	(55,745)	212,079	(7,440)		
	HOUSING											
	STAFF HOUSING											
	OPERATING EXPENDITURE											
091201	Lot 14 Clinton St		18,290		18,290		18,290		21,995	3,705	20.26%	
091202	Other Staff Housing		1,000		1,000		1,000		3,564	2,564	256.37%	
091203	Lease Payments - Staff Housing		44,200		31,700		31,700		32,425	725	2.29%	
091204	Lot 46/47 Telegraph Rd		1,058		1,058		1,058		4,590	3,532	333.88%	
091205	Lot 3 Piesse St		0		0		0		24,672	24,672	0.00%	
091206	Clinton Street - Furnishings & Finishes		0		0		0		0	0	0.00%	
002602	Deprec Of Assets - Staff		2,508		2,508		2,508		2,400	(108)	(4.31%)	
002662	Deprec Of Assets-Housing		24,699		24,699		24,699		24,753	54	0.22%	
			91,755		79,255		79,255		114,400	35,145		
	OPERATING REVENUE											
091330	Rental - Staff Housing	(2,600)		(8,600)		(8,600)		(8,450)		150	(1.74%)	
091332	Rental - Other Staff Housing	(12,000)		(20,000)		(20,000)		(20,533)		(533)	2.66%	
091334	FBT - Reduced Liability As Per ATO	0		0		0		0		0	0.00%	
		(14,600)		(28,600)		(28,600)		(28,983)		(383)		
	TOTAL STAFF HOUSING - Operating	(14,600)	91,755	(28,600)	79,255	(28,600)	79,255	(28,983)	114,400	34,762		

Shire of Toodyay
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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>CAPITAL EXPENDITURE</u>												
091250	Staff Housing - Capital Expenditure - Clinton Street Duplex - Connors Cottage (Review)		7,650		66,150		66,150		58,392	(7,758)	(11.73%)	▼
			7,650		66,150		66,150		58,392	(7,758)		
<u>CAPITAL REVENUE</u>												
		0		0		0		0		0		
		0		0		0		0		0		
TOTAL STAFF HOUSING - Capital		0	7,650	0	66,150	0	66,150	0	58,392	(7,758)		
TOTAL STAFF HOUSING		(14,600)	99,405	(28,600)	145,405	(28,600)	145,405	(28,983)	172,792	27,004		
<u>OTHER HOUSING</u>												
<u>OPERATING EXPENDITURE</u>												
092202 092203 092205	Stirling Terrace (O'Reilleys) Butterley Cottages 19B Clinton Street - Doctors		20,002		13,213		13,213		12,053	(1,160)	(8.78%)	
			4,317		4,317		4,317		3,311	(1,006)	(23.30%)	
			13,000		13,000		13,000		13,151	151	1.16%	
			37,319		30,530		30,530		28,515	(2,015)		
<u>OPERATING REVENUE</u>												
092331 092336	Recoups - Butterley Cottages Recoups 19B Clinton Street - Doctors	(4,000)		(4,000)		(4,000)		(3,252)		748	(18.70%)	
		(13,000)		(20,920)		(20,920)		(20,260)		660	(3.15%)	
		(17,000)		(24,920)		(24,920)		(23,512)		1,408		
TOTAL OTHER HOUSING - Operating		(17,000)	37,319	(24,920)	30,530	(24,920)	30,530	(23,512)	28,515	(607)		

Shire of Toodyay
Operating Statement By Function & Activity
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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>CAPITAL EXPENDITURE</u>												
092250	Other Housing - Renewal/Upgrade		0		0		0		0	0	0.00%	
			0		0		0		0	0		
<u>CAPITAL REVENUE</u>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL OTHER HOUSING - Capital		0	0	0	0	0	0	0	0	0		
TOTAL OTHER HOUSING		(17,000)	37,319	(24,920)	30,530	(24,920)	30,530	(23,512)	28,515	(607)		
TOTAL HOUSING		(31,600)	136,724	(53,520)	175,935	(53,520)	175,935	(52,495)	201,307	26,397		
<u>COMMUNITY AMMENITIES</u>												
<u>HOUSEHOLD REFUSE</u>												
<u>OPERATING EXPENDITURE</u>												
101201	Waste Transfer Station		132,730		102,730		102,730		113,055	10,325	10.05%	▲
101202	Disposal Of Refuse		62,000		57,000		57,000		66,471	9,471	16.61%	▲
101203	Domestic Refuse Collection		155,000		150,000		150,000		164,443	14,443	9.63%	
101204	Admin Allocated		19,671		19,671		19,671		19,307	(364)	(1.85%)	
101205	Waste Initiatives		20,000		0		0		145	145	0.00%	
101206	AROC Waste Initiative Grant		0		0		0		0	0	0.00%	
002752	Deprec Of Assets-Rubbish		2,536		2,536		2,536		4,175	1,639	64.64%	
003502	Deprec Of Assets-Amenities		12,800		12,800		12,800		12,398	(402)	(3.14%)	
			404,737		344,737		344,737		379,994	35,257		
<u>OPERATING REVENUE</u>												

Shire of Toodyay
Operating Statement By Function & Activity
For The Period Ending
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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
101330	Domestic Collection Charges	(75,000)		(75,000)		(75,000)		(76,923)		(1,923)	2.56%	
101331	Commercial Collection Charges	(25,000)		(25,000)		(25,000)		(23,770)		1,230	(4.92%)	
101332	Transfer Station Fees	(1,500)		(1,500)		(1,500)		(1,744)		(244)	16.23%	
101333	Transfer Station Rates	(252,875)		(252,875)		(252,875)		(250,112)		2,763	(1.09%)	
101334	Domestic Collection Requested	(185,000)		(198,000)		(198,000)		(197,606)		394	(0.20%)	
101336	Waste Transfer Station Fees	0		0		0		0		0	0.00%	
101337	Waste Initiatives Grant	0		0		0		0		0	0.00%	
101338	Worm Farm/Compost Bins	(750)		(750)		(750)		14		764	(101.82%)	
101339	Waste Authority Grant	0		0		0		0		0	0.00%	
101340	Grant Income	(3,985)		(3,985)		(3,985)		(12,431)		(8,446)	211.95%	▲
		(544,110)		(557,110)		(557,110)		(562,573)		(5,463)		
TOTAL HOUSEHOLD REFUSE - Operating		(544,110)	404,737	(557,110)	344,737	(557,110)	344,737	(562,573)	379,994	29,794		
CAPITAL EXPENDITURE												
101250	Household Hazardous Waste		0		0		0		0	0	0.00%	
			0		0		0		0	0		
CAPITAL REVENUE												
101350	Transfer from Refuse Reserve	0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL HOUSEHOLD REFUSE - Capital		0	0	0	0	0	0	0	0	0		
TOTAL HOUSEHOLD REFUSE		(544,110)	404,737	(557,110)	344,737	(557,110)	344,737	(562,573)	379,994	29,794		
OTHER REFUSE												
OPERATING EXPENDITURE												

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
102206	Street Bins Collection		18,200		10,000		10,000		8,525	(1,475)	(14.75%)	
102207	Litter Control - Other		12,000		0		0		203	203	0.00%	
102210	Expenses from Ranger Services		6,111		6,111		6,111		6,138	27	0.44%	
			36,311		16,111		16,111		14,866	(1,245)		
OPERATING REVENUE												
102332	Litter Infringements	(200)		(200)		0		0		0	0.00%	
		(200)		(200)		0		0		0		
TOTAL OTHER REFUSE - Operating												
		(200)	36,311	(200)	16,111	0	16,111	0	14,866	(1,245)		
CAPITAL EXPENDITURE												
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
CAPITAL REVENUE												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL OTHER REFUSE - Capital												
		0	0	0	0	0	0	0	0	0		
TOTAL OTHER REFUSE												
		(200)	36,311	(200)	16,111	0	16,111	0	14,866	(1,245)		
COMMUNITY AMMENITIES												
SEWERAGE												
OPERATING EXPENDITURE												
			0		0		0		0	0	0.00%	

Shire of Toodyay
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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
			0		0		0		0	0		
	<u>OPERATING REVENUE</u>											
103332	Dividend - Nth'M Liquid Waste Fac	0		0		0		(20,358)		(20,358)	0.00%	
		0		0		0		(20,358)		(20,358)		
	TOTAL SEWERAGE - Operating	0	0	0	0	0	0	(20,358)	0	(20,358)		
	<u>CAPITAL EXPENDITURE</u>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<u>CAPITAL REVENUE</u>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	TOTAL SEWERAGE - Capital	0	0	0	0	0	0	0	0	0		
	TOTAL SEWERAGE	0	0	0	0	0	0	(20,358)	0	(20,358)		
	<u>COMMUNITY SPONSORSHIP</u>											
	<u>OPERATING EXPENDITURE</u>											
104201	Community Sponsorship - Discretionary Funds - 20,000 - TDHS Youth Leadership - 2,000 - TDHS Camp Bickley - 2,000 - Ida's Hideaway - 1,000 - RSL Sandakan - 1,000 - Youthcare - 3,800		37,800		37,800		37,800		36,451	(1,349)	(3.57%)	

Shire of Toodyay
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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- Toodyay Ag Soc - 500 - Toodyay Ag Soc - 1,500 - Moondyne Festival - 5,000 - Toodyay Art Prize - 1,000											
			37,800		37,800		37,800		36,451	(1,349)		
<u>OPERATING REVENUE</u>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL COMMUNITY SPONSORSHIP - Operating		0	37,800	0	37,800	0	37,800	0	36,451	(1,349)		
<u>CAPITAL EXPENDITURE</u>												
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
<u>CAPITAL REVENUE</u>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL COMMUNITY SPONSORSHIP - Capital		0	0	0	0	0	0	0	0	0		
TOTAL COMMUNITY SPONSORSHIP		0	37,800	0	37,800	0	37,800	0	36,451	(1,349)		
<u>TOWN PLANNING</u>												
<u>OPERATING EXPENDITURE</u>												
106201	Town Planning Salaries		161,901		210,330		210,330		230,386	20,056	9.54%	

Shire of Toodyay
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For The Period Ending
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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
106202	Salaries - L.S.L.		0		0		0		0	0	0.00%	
106204	Superannuation		18,675		18,675		18,675		14,975	(3,700)	(19.81%)	
106205	Other Emp Costs		47,621		27,621		27,621		25,405	(2,216)	(8.02%)	
106206	T.Plng Vehicle Expenses		15,000		9,710		9,710		10,347	637	6.56%	
106207	T.P.S. Scheme 4 - Review		0		0		0		0	0	0.00%	
106208	Rezoning/Subdivision Expenses		0		0		0		6,862	6,862	0.00%	
106209	T.Plng Misc. Expenses		16,200		16,200		16,200		2,736	(13,464)	(83.11%)	▼
	- Advertising - 4,000											
	- Mapping - 4,000											
	- Finalise Syreds inc rd & fence - 8,200											
106210	T.Plng Legal Costs		10,000		100,000		100,000		140,031	40,031	40.03%	▲
106212	Admin Allocated		154,577		154,577		154,577		151,720	(2,857)	(1.85%)	
106213	Depreciation of Assets		2,348		2,348		2,348		3,865	1,517	64.61%	
106214	Engineering Expenses		5,000		5,000		5,000		0	(5,000)	(100.00%)	
			431,322		544,461		544,461		586,328	41,867		
OPERATING REVENUE												
106332	Subdivision Fees	(4,000)		(4,000)		(4,000)		(7,191)		(3,191)	79.78%	
106333	Rezoning Fees	0		0		0		0		0	0.00%	
106334	T.Plng Misc Fees	(35,000)		(20,000)		(20,000)		(18,044)		1,956	(9.78%)	
106335	T.Plng Legal Costs Recovered	0		0		0		(1,075)		(1,075)	0.00%	
106336	Car Parking Contribution	0		0		0		0		0	0.00%	
		(39,000)		(24,000)		(24,000)		(26,309)		(2,309)		
TOTAL TOWN PLANNING - Operating												
		(39,000)	431,322	(24,000)	544,461	(24,000)	544,461	(26,309)	586,328	39,558		
CAPITAL EXPENDITURE												
106211	Transfer To Car Parking Reserve		0		0		0		0	0	0.00%	
			0		0		0		0	0		
CAPITAL REVENUE												

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	TOTAL TOWN PLANNING - Capital	0	0	0	0	0	0	0	0	0		
	TOTAL TOWN PLANNING	(39,000)	431,322	(24,000)	544,461	(24,000)	544,461	(26,309)	586,328	39,558		
COMMUNITY AMMENITIES												
OTHER COMMUNITY SERVICES												
OPERATING EXPENDITURE												
107201	Cemetery Maintenance		41,121		31,121		31,121		26,172	(4,949)	(15.90%)	
107202	Federation Square Mtce		19,604		19,604		19,604		18,657	(947)	(4.83%)	
107204	Tdy Railway Station		22,772		10,711		10,711		11,996	1,285	12.00%	
107205	Street Furniture		1,944		1,944		1,944		2,250	306	15.72%	
107206	War Memorial		19,766		19,766		19,766		21,509	1,743	8.82%	
			105,207		83,146		83,146		80,583	(2,563)		
OPERATING REVENUE												
107331	Cemetery Fees (Inc G S T)	(7,500)		(7,500)		(7,500)		(7,835)		(335)	4.46%	
107332	Cemetery Fees (Not Inc G S T)	(500)		(500)		(500)		(1,830)		(1,330)	266.00%	
		(8,000)		(8,000)		(8,000)		(9,665)		(1,665)		
	TOTAL OTHER COMMUNITY - Operating	(8,000)	105,207	(8,000)	83,146	(8,000)	83,146	(9,665)	80,583	(4,228)		
CAPITAL EXPENDITURE												
107272	Stirling Terrace Street Furniture		0		0		0		0	0	0.00%	
			0		0		0		0	0		

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>CAPITAL REVENUE</u>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL OTHER COMMUNITY - Capital		0	0	0	0	0	0	0	0	0		
TOTAL OTHER COMMUNITY SERVICES		(8,000)	105,207	(8,000)	83,146	(8,000)	83,146	(9,665)	80,583	(4,228)		
TOTAL COMMUNITY AMENITIES		(591,310)	1,015,377	(589,310)	1,026,255	(589,110)	1,026,255	(618,905)	1,098,221	42,171		

RECREATION & CULTURE

PUBLIC HALLS

OPERATING EXPENDITURE

111201	Memorial Hall Operation		44,514		44,514		44,514		39,705	(4,809)	(10.80%)	
111202	Morangup Comm Ctre.		14,351		14,351		14,351		18,310	3,959	27.59%	
111203	Community Ctre		49,405		49,405		49,405		50,559	1,154	2.34%	
111204	Admin Allocated		28,344		28,344		28,344		27,820	(524)	(1.85%)	
161205	Loan 65 - Interest Payments		6,143		6,143		6,143		6,108	(35)	(0.56%)	
003522	Deprec Of Assets - Halls		39,991		39,991		39,991		38,297	(1,694)	(4.24%)	
			182,748		182,748		182,748		180,800	(1,948)		

OPERATING REVENUE

111330	Memorial Hall Rentals	(6,000)		(6,000)		(6,000)		(8,355)		(2,355)	39.25%	
111332	Community Centre Rentals	(39,000)		(39,000)		(39,000)		(37,369)		1,631	(4.18%)	
	- Maximus Solutions - 5,000											
	- Silver Chain - 13,000											
	- Dept Child Protection - 15,000											
	- Christian Fellowship - 1,000											

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
111333	- Other Rentals - 5,000 Community Centre Reimbursements	(1,500)		(1,500)		(1,500)		0		1,500	(100.00%)	
		(46,500)		(46,500)		(46,500)		(45,724)		776		
TOTAL PUBLIC HALLS - Operating		(46,500)	182,748	(46,500)	182,748	(46,500)	182,748	(45,724)	180,800	(1,172)		
<u>CAPITAL EXPENDITURE</u>												
111351	Air Cons - Community Centre	0		0		0		0		0	0.00%	
111352	Purchase Of Land - Public Halls & Civic	105,000		105,000		105,000		2,000		(103,000)	(98.10%)	▼
111353	Memorial Hall - Capital Works	0		30,000		30,000		38,789		8,789	29.30%	▲
161256	Loan 65 - Principal Payment	7,553		7,553		7,553		7,553		0	0.01%	
		112,553		142,553		37,553		46,342		8,789		
<u>CAPITAL REVENUE</u>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL PUBLIC HALLS - Capital		0	112,553	0	142,553	0	37,553	0	46,342	8,789		
TOTAL PUBLIC HALLS		(46,500)	295,301	(46,500)	325,301	(46,500)	220,301	(45,724)	227,142	7,617		
<u>RECREATION & CULTURE</u>												
<u>RECREATION & SPORT</u>												
<u>OPERATING EXPENDITURE</u>												
113201	Toodyay Showgrounds	191,963		176,963		176,963		166,166		(10,797)	(6.10%)	
113202	Toodyay Race Course	5,000		10,000		10,000		8,220		(1,780)	(17.80%)	
113203	Newcastle Park	23,113		15,113		15,113		14,679		(434)	(2.87%)	
113204	Duke St Toilets/Skate Park	9,844		9,844		9,844		11,696		1,852	18.81%	

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
113206	Parks & Gardens Depot		13,979		8,979		8,979		5,755	(3,224)	(35.91%)	▼
113207	Pioneer Arboretum		4,618		4,618		4,618		2,239	(2,379)	(51.51%)	
113208	Railway Wagon Res (Mini Rail)		7,412		2,412		2,412		1,004	(1,408)	(58.36%)	
113209	Toodyay St Aboriginal Reserve		1,862		1,862		1,862		1,296	(566)	(30.39%)	
113210	Wilson Street (Parking) Reserve		1,023		1,023		1,023		432	(591)	(57.80%)	
113212	Pelham Reserve		10,481		20,481		20,481		13,213	(7,268)	(35.49%)	
113213	Duidgee Park		107,576		87,576		87,576		90,992	3,416	3.90%	
	- Parks & Gardens - 73,594											
	- Building Maintenance - 24,360											
	- Bolgart Bridge Reserve - 9,622											
113214	Misc Sports Club Facilities		6,261		6,261		6,261		6,123	(138)	(2.20%)	▼
113215	Misc Shire Parks & Gardens		10,712		10,712		10,712		9,155	(1,557)	(14.53%)	
113216	A.R.O.C. Rec. Coordinator		35,000		35,000		35,000		33,104	(1,896)	(5.42%)	
113221	Admin Allocated		47,860		47,860		47,860		46,976	(884)	(1.85%)	
113224	Be Active Grant Expenses		1,000		1,000		1,000		0	(1,000)	(100.00%)	
113226	Prelim Works for Recreation Facility		0		0		0		0	0	0.00%	
113227	Youth Advisory Council - Exp		2,000		2,000		2,000		2,982	982	49.11%	
113228	Community Grants & Sponsorships		23,774		23,774		23,774		6,421	(17,353)	(72.99%)	
	- Public Reserve/Open Space - 20,000											
	- Cricket Nets Upgrade - 3,774											
003792	Deprec Of Assets - Sport		55,169		55,169		55,169		53,922	(1,247)	(2.26%)	
			558,647		520,647		520,647		474,376	(46,271)		
OPERATING REVENUE												
113330	Showground Rental	(2,500)		(2,500)		(2,500)		(3,462)		(962)	38.47%	▲
113331	Equipment Hire	(150)		(150)		(150)		0		150	(100.00%)	
113332	Club Leases	(500)		(500)		(500)		(800)		(300)	60.00%	
113334	Sports Ground Power	0		0		0		0		0	0.00%	
113335	Clubs Insurance	(10,000)		(10,000)		(10,000)		(10,932)		(932)	9.32%	
113351	Grants & Contributions	(433,192)		(15,000)		(15,000)		(29,582)		(14,582)	97.21%	
	- CSRFF Changerooms - 418,192											
	- Dept Transport - Bike Plan - 15,000											
113354	Self Supporting Loan	(4,570)		(4,570)		(4,570)		(4,155)		415	(9.08%)	

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
113356	Corporate Challenge Income	(2,000)		(2,000)		(2,000)		(645)		1,355	(67.75%)	
113357	Toodyay Race Club - Shed	(5,000)		0		0		(2,623)		(2,623)	0.00%	
113358	Youth Advisory Council - Inc	(2,000)		(2,000)		(2,000)		(1,649)		351	(17.53%)	
		(459,912)		(36,720)		(36,720)		(53,847)		(17,127)		
TOTAL REC & SPORT - Operating		(459,912)	558,647	(36,720)	520,647	(36,720)	520,647	(53,847)	474,376	(63,398)		
CAPITAL EXPENDITURE												
113256	Duidgee Park Upgrade - Retic		150,000		95,000		95,000		113,800	18,800	19.79%	▲
113258	Transfer To Rec Centre Reserve		75,899		0		0		0	0	0.00%	
113259	Construct Skate Park Facility		0		0		0		0	0	0.00%	
113260	Upgrade Toodyay Showgrounds		872,049		5,000		5,000		1,364	(3,636)	(72.73%)	
113261	Purchase Land - Multi Purpose Rec		0		1,800,000		1,800,000		50,000	(1,750,000)	0.00%	
113262	Construct Skate Park Wall		0		0		0		0	0	0.00%	
113264	Toodyay Showgrounds - Design		25,000		16,431		16,431		18,231	1,800	10.95%	
113265	Multi Purpose Rec Centre		30,000		0		0		0	0	0.00%	
113266	Installation Of Lighting - TDHS		0		0		0		0	0	0.00%	
113268	Tennis Club - Retaining Wall		0		0		0		4,382	4,382	0.00%	
113273	Recreation Strategic Plan		20,000		20,000		20,000		23,000	3,000	15.00%	
113274	Transfer To Swimming Pool Reserve		0		0		0		0	0	0.00%	
113275	Transfer To Rec Development Reserve		0		0		0		0	0	0.00%	
113276	Bicycle Plan		22,000		22,000		22,000		20,331	(1,669)	(7.59%)	
			1,194,948		1,958,431		1,958,431		231,107	(1,727,324)		
CAPITAL REVENUE												
113355	Transfer from Reserve	0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL REC & SPORT - Capital		0	1,194,948	0	1,958,431	0	1,958,431	0	231,107	(1,727,324)		
TOTAL RECREATION & SPORT		(459,912)	1,753,595	(36,720)	2,479,078	(36,720)	2,479,078	(53,847)	705,483	(1,790,722)		

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>RECREATION & CULTURE</u>												
<u>LIBRARIES</u>												
<u>OPERATING EXPENDITURE</u>												
115201	Library Salaries		103,433		119,979		119,979		115,414	(4,565)	(3.81%)	▲
115202	Long Service Leave Provision		0		0		0		0	0	0.00%	
115203	Superannuation		13,778		13,778		13,778		13,749	(29)	(0.21%)	
115204	Other Emp Costs		8,407		8,407		8,407		7,094	(1,313)	(15.62%)	
115205	Library Operating Expenses		15,000		15,000		15,000		15,542	542	3.62%	
115206	Library Bldg. Maintenance		26,285		26,285		26,285		34,403	8,118	30.89%	
115207	Library Office Equipment		8,600		9,600		9,600		12,146	2,546	26.52%	
115208	Library Book Purchases		1,000		1,000		1,000		1,609	609	60.94%	
115210	Admin Allocated		26,176		26,176		26,176		25,692	(484)	(1.85%)	
161209	Loan 67 Interest		28,592		28,592		28,592		24,886	(3,706)	(12.96%)	
161211	Loan 69 - Interest		14,104		14,104		14,104		12,455	(1,649)	(11.69%)	
004072	Deprec Of Assets-Library		29,863		29,863		29,863		28,629	(1,234)	(4.13%)	
			275,238		292,784		292,784		291,619	(1,165)		
<u>OPERATING REVENUE</u>												
115330	Sale Of Old Library Books	(100)		(100)		(100)		(466)		(366)	366.37%	
115332	Lib. Photocopying	(2,500)		(2,500)		(2,500)		(2,357)		143	(5.74%)	
115333	Book Fines	(500)		(500)		(500)		(319)		181	(36.23%)	
115334	Misc Income	(500)		(1,500)		(1,500)		(2,071)		(571)	38.09%	
		(3,600)		(4,600)		(4,600)		(5,213)		(613)		
TOTAL LIBRARIES - Operating		(3,600)	275,238	(4,600)	292,784	(4,600)	292,784	(5,213)	291,619	(1,778)		
<u>CAPITAL EXPENDITURE</u>												
004314	Library Computer Hardware & Software		0		6,500		6,500		5,526	(974)	(14.98%)	

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
161258	Loan 67 Principal Payment		24,724		24,724		24,724		24,724	0	0.00%	
161261	Loan 69 Principal Payment		22,785		22,785		22,785		22,785	0	0.00%	
			47,509		54,009		47,509		47,509	0		
CAPITAL REVENUE												
115350	Loan Income	0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL LIBRARIES - Capital		0	47,509	0	54,009	0	47,509	0	47,509	0		
TOTAL LIBRARIES		(3,600)	322,747	(4,600)	346,793	(4,600)	340,293	(5,213)	339,128	(1,778)		
RECREATION & CULTURE												
HERITAGE												
OPERATING EXPENDITURE												
116201	Museum (Gaol) Maintenance		45,702		45,702		45,702		30,083	(15,619)	(34.18%)	▼
116202	Museum Honarariums		4,800		4,800		4,800		4,755	(45)	(0.95%)	
116203	Museum Displays		8,870		8,870		8,870		1,300	(7,570)	(85.34%)	▼
116204	Museum Subscriptions		200		200		200		250	50	24.80%	
116205	Mus. Conservation Materials		1,000		1,000		1,000		823	(177)	(17.68%)	
116206	Mus. Volunteer Uniforms		250		250		250		0	(250)	(100.00%)	
116207	Mus. Office Equip & Stationery		1,500		1,500		1,500		2,041	541	36.08%	
116208	Mus Trng & Workshops		2,000		2,000		2,000		1,751	(249)	(12.45%)	
116209	Mus. - Marketing/Promotion		400		400		400		346	(54)	(13.55%)	
116210	Heritage - Preservation & Conservation		29,690		29,690		29,690		29,690	0	0.00%	
116212	Museum Curator - Salary		64,624		53,746		53,746		45,357	(8,389)	(15.61%)	▼
116213	Long Service Leave Provision		0		0		0		0	0	0.00%	
116214	Museum Curator - Superannuation		5,672		5,672		5,672		4,198	(1,474)	(25.99%)	
116215	Museum Curator - Other Employee Costs		3,778		3,778		3,778		3,013	(765)	(20.24%)	

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
116217	Heritage Advisory Services		3,300		3,300		3,300		3,000	(300)	(9.09%)	
116218	Admin Allocated		45,227		45,227		45,227		44,391	(836)	(1.85%)	
116219	Cultural Heritage Interpret Works		40,000		40,000		40,000		39,004	(996)	(2.49%)	
116220	Conservation Plan - Archeological		0		0		0		0	0	0.00%	
004222	Deprec Of Assets-Culture		11,102		11,102		11,102		10,624	(478)	(4.31%)	
			268,115		257,237		257,237		220,626	(36,611)		
OPERATING REVENUE												
116332	Admissions To Museum	(6,000)		(6,000)		(6,000)		(5,268)		732	(12.20%)	
116333	Grant Income - Old Gaol	(37,310)		(37,310)		(37,310)		(37,310)		0	0.00%	
	- Lotterywest - Interpretive - 26,000											
	- Lotterywest - Conservation - 11,310											
116335	Recoups - Heritage Council	0		0		0		(2,160)		(2,160)	0.00%	
		(43,310)		(43,310)		(43,310)		(44,738)		(1,428)		
TOTAL HERITAGE - Operating		(43,310)	268,115	(43,310)	257,237	(43,310)	257,237	(44,738)	220,626	(38,039)		
CAPITAL EXPENDITURE												
117252	Upgrade To Heritage Buildings		76,000		76,000		76,000		25,862	(50,138)	(65.97%)	▼
	- Employee Costs - 15,500											
	- Labour Overheads - 10,000											
	<u>Newcastle Gaol</u>											
	- Install Cameras & Software - 15,000											
	- Touring & Temp Exhibits - 2,000											
	- Textiles Conservation - 3,000											
	- Display Cabinet - 2,500											
	- Hooks, Fixtures, Fittings - 1,000											
	<u>Connors Mill</u>											
	- Repairs To Motor - 12,500											
	- Display Cabinet - 6,500											
	<u>Native Cell</u>											
	- Interactive Upgrade - 8,000											

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
			76,000		76,000		76,000		25,862	(50,138)		
	<u>CAPITAL REVENUE</u>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	TOTAL HERITAGE - Capital	0	76,000	0	76,000	0	76,000	0	25,862	(50,138)		
	TOTAL HERITAGE	(43,310)	344,115	(43,310)	333,237	(43,310)	333,237	(44,738)	246,488	(88,177)		
	<u>RECREATION & CULTURE</u>											
	<u>CULTURE</u>											
	<u>OPERATING EXPENDITURE</u>											
117201	Festivals - Other		8,578		8,578		8,578		4,356	(4,222)	(49.22%)	
117202	Avon Descent		17,326		9,193		9,193		9,523	330	3.59%	
	- Donation/Sponsorship - 10,000											
	- Maintenance - 7,065											
	- Parks & Gardens - 261											
117203	Aust. Day Celebrations		5,000		5,000		5,000		4,115	(885)	(17.71%)	
117204	Donegans Cottage		15,813		15,813		15,813		2,032	(13,781)	(87.15%)	▼
117205	Parkers Cottage		9,809		9,809		9,809		11,170	1,361	13.88%	
117206	Moondyne Festival		1,767		1,767		1,767		2,826	1,059	59.91%	
117207	International Food Festival		48,993		48,993		48,993		51,727	2,734	5.58%	
	- IFF Event Expenses - 45,000											
	- Maintenance - 2,299											
	- Waste Collection - 1,000											
	- Parks & Gardens - 194											
	- Hire Of Toilets/Emptying - 500											
117208	Targa West		3,377		3,377		3,377		904	(2,473)	(73.22%)	

Shire of Toodyay
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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
117210	Toodyay Ag Show		2,877		2,877		2,877		5,487	2,610	90.72%	
117211	Xmas Street Party		2,948		2,948		2,948		550	(2,398)	(81.36%)	
117212	Toodyay Races		1,000		1,000		1,000		1,317	317	31.71%	
117213	Community Grant Expenditure		0		8,925		8,925		8,013	(912)	(10.22%)	
			117,488		118,280		118,280		102,021	(16,259)		
OPERATING REVENUE												
117332	Grant Income - EMRC - Avon/IFF Festival	(37,000)		(37,000)		(37,000)		(37,925)		(925)	2.50%	
117333	Sponsorship - IFF	(2,000)		(2,000)		(2,000)		(4,659)		(2,659)	132.95%	
117334	Stallholder Fees - IFF	(1,500)		(1,500)		(1,500)		(705)		795	(53.03%)	
117335	Events - Miscellaneous Income	(1,500)		(10,425)		(10,425)		(11,190)		(765)	7.34%	
		(42,000)		(50,925)		(50,925)		(54,479)		(3,554)		
TOTAL CULTURE - Operating		(42,000)	117,488	(50,925)	118,280	(50,925)	118,280	(54,479)	102,021	(19,813)	0	
CAPITAL EXPENDITURE												
117251	Xmas Lights Purchase		0		0		0		0	0	0.00%	
			0		0		0		0	0		
CAPITAL REVENUE												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL CULTURE - Capital		0	0	0	0	0	0	0	0	0		
TOTAL CULTURE		(42,000)	117,488	(50,925)	118,280	(50,925)	118,280	(54,479)	102,021	(19,813)		
TOTAL RECREATION & CULTURE												
TOTAL RECREATION & CULTURE		(595,322)	2,833,246	(182,055)	3,602,689	(182,055)	3,491,189	(204,001)	1,620,262	(1,892,873)		

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>TRANSPORT</u>												
<u>CONSTRUCTION</u>												
<u>OPERATING EXPENDITURE</u>												
121201	Crossover Contributions		20,000		20,000		20,000		18,218	(1,782)	(8.91%)	
121203	Traffic Signs & Control Equipment		0		0		0		0	0	0.00%	
121214	Survey, Design & Audits		8,000		8,000		8,000		4,545	(3,455)	(43.19%)	
	- Heavy Haulage Route - 5,000											
	- Salt Valley Huddy Well - 3,000											
161210	Loan 68 - Interest Payments		14,593		14,593		14,593		13,642	(951)	(6.52%)	
161212	Loan 70 - Interest Payments		6,390		6,390		6,390		6,318	(72)	(1.12%)	
161213	Loan 71 - Interest Payments		49,500		19,000		19,000		18,658	(342)	0.00%	
121219	Realisation Of Disposed Assets		0		0		0		285,591	285,591	0.00%	
004670	Deprec Of Assets Roads		1,177,528		1,177,528		1,177,528		1,133,877	(43,651)	(3.71%)	
			1,276,011		1,245,511		1,245,511		1,480,848	235,337		
<u>OPERATING REVENUE</u>												
121334	R.R.G. (Project) Grants - Revenue	(549,733)		(549,733)		(549,733)		(377,049)		172,684	(31.41%)	▼
121337	Roads to Recovery	(262,403)		(262,403)		(262,403)		(97,355)		165,048	(62.90%)	▼
121339	Road Const. (Private) Contribution	(100,000)		(100,000)		(100,000)		(25,678)		74,322	(74.32%)	▼
121341	Contributions - Road & Pathways	0		0		0		0		0	0.00%	
		(912,136)		(912,136)		(912,136)		(500,082)		412,054		
TOTAL CONSTRUCTION - Operating		(912,136)	1,276,011	(912,136)	1,245,511	(912,136)	1,245,511	(500,082)	1,480,848	647,392		
<u>CAPITAL EXPENDITURE</u>												
112122	Footpath - Construction - Clinton Street		20,056		20,056		20,056		17,726	(2,330)	0.00%	
121204	Footbridge (Newcastle) School		0		0		0		0	0	0.00%	
121211	R.R.G. Project Grant Works		549,733		549,733		549,733		571,387	21,654	3.94%	

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
121212	Roads To Recovery Works		892,673		892,673		892,673		879,942	(12,731)	(1.43%)	
121213	Own Works Construction		1,013,117		818,664		818,664		860,160	41,496	5.07%	
121215	Bridge & Culvert Works		114,000		76,000		76,000		178	(75,822)	0.00%	
122202	Plant & Equipment		829,000		829,000		829,000		798,945	(30,055)	(3.63%)	
	- Grader - 370,000											
	- Nissan - 230,000											
	- Toyota Hilux - 38,000											
	- Toyota Hilux - 35,000											
	- Holden - 44,000											
	- Mazda - 34,000											
	- Triton - 35,000											
	- Toyota Hilux - 43,000											
122203	Transfer To Plant Reserve		550,000		550,000		550,000		550,000	0	0.00%	
122204	Transfer to Road & Pathways Reserve		0		0		0		0	0	0.00%	
122205	Transfer to Road Maintenance Reserve		100,000		100,000		100,000		374,214	274,214	274.21%	▲
122206	Construct New Depot Facility		625,000		585,000		585,000		495,637	(89,363)	(15.28%)	▼
	- Depot Construction - 225,000											
	- New Office - 350,000											
	- Generator - 20,000											
	- Stock Pound - 30,000											
122207	Remediation Old Depot Site - Harper road		90,000		90,000		90,000		0	(90,000)	(100.00%)	▼
	- Site Investigation - \$60,000											
	- Structure Planning - \$30,000											
122208	Charcoal Lane Lighting		29,000		29,000		29,000		34,003	5,003	17.25%	▲
	- 5 Solar Light Panels - Grant Funded											
122209	Toodyay Townsite Upgrade - Treescape		10,000		10,000		10,000		0	(10,000)	(100.00%)	▼
122210	Computer Hardware & Software		0		40,000		40,000		7,435	(32,565)	(81.41%)	▼
161259	Loan 68 - Principal Payment		40,611		40,611		40,611		40,611	0	0.00%	
161269	Loan 70 - Principal Payment		10,135		10,135		10,135		10,135	0	0.00%	
161270	Loan 71 - Principal Payment		44,000		13,000		13,000		12,749	(251)	0.00%	
			4,917,325		4,653,872		4,633,816		4,635,397	1,581		
CAPITAL REVENUE												

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
122330	Sale Of Plant & Equipment - T0007 Caterpillar Grader - T0011 Nissan - T0003 Toyota Hilux - T0004 Toyota Hilux - T0 - Holden - CEO - 1DGW896 Mazda - MPD - T6177 Triton - SBS - T0001 Toyota Hilux - Ranger	(311,637)		(311,637)		(311,637)		(285,591)		26,046	(8.36%)	
122331	Transfer from Plant Reserve	(533,240)		(533,240)		(533,240)		(533,240)		0	0.00%	
122334	Loan Income - Depot	(815,000)		(815,000)		(815,000)		(815,000)		0	0.00%	
		(1,659,877)		(1,659,877)		(1,348,240)		(1,348,240)		0		
TOTAL CONSTRUCTION - Capital		(1,659,877)	4,917,325	(1,659,877)	4,653,872	(1,348,240)	4,633,816	(1,348,240)	4,635,397	1,581		
TOTAL CONSTRUCTION		(2,572,013)	6,193,336	(2,572,013)	5,899,383	(2,260,376)	5,879,327	(1,848,322)	6,116,245	648,973		
<u>TRANSPORT</u>												
<u>MAINTENANCE</u>												
<u>OPERATING EXPENDITURE</u>												
123201	Road Maintenance		845,924		709,190		709,190		887,587	178,397	25.16%	▲
123202	Bridge Maintenance		110,900		110,900		110,900		56,543	(54,357)	(49.01%)	▼
123203	Street Cleaning & Sweeping (Contract)		8,000		8,000		8,000		2,750	(5,250)	(65.62%)	▼
123205	Footpath Maintenance		9,571		9,571		9,571		10,522	951	9.94%	
123206	Lighting Of Streets		22,000		22,000		22,000		24,052	2,052	9.33%	
123207	Verge Spraying (Contract)		30,000		30,000		30,000		20,600	(9,400)	(31.33%)	▼
123209	Depot Maintenance		27,555		27,555		27,555		28,967	1,412	5.13%	
123210	Upgrade To Roman System		5,600		5,600		5,600		5,234	(366)	(6.54%)	
004870	Deprec Of Assets - Maint		87,777		87,777		87,777		104,246	16,469	18.76%	▲
			1,147,327		1,010,593		1,010,593		1,140,503	129,910		

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	<u>OPERATING REVENUE</u>											
123330	M.R.W.A. Street Light Subsidy	(1,000)		(1,000)		(1,000)		(1,330)		(330)	32.95%	
123331	Operating Grants	(85,000)		(92,568)		(92,568)		(92,568)		0	0.00%	
123333	Road Maintenance Contributions	(100,000)		(100,000)		(100,000)		(391,764)		(291,764)	291.76%	▲
		(186,000)		(193,568)		(193,568)		(485,662)		(292,094)		
	TOTAL MAINTENANCE - Operating	(186,000)	1,147,327	(193,568)	1,010,593	(193,568)	1,010,593	(485,662)	1,140,503	(162,184)		
	<u>CAPITAL EXPENDITURE</u>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<u>CAPITAL REVENUE</u>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	TOTAL MAINTENANCE - Capital	0	0	0	0	0	0	0	0	0		
	TOTAL MAINTENANCE	(186,000)	1,147,327	(193,568)	1,010,593	(193,568)	1,010,593	(485,662)	1,140,503	(162,184)		
	<u>TRANSPORT</u>											
	<u>POLICE LICENSING</u>											
	<u>OPERATING EXPENDITURE</u>											
126201	Admin Allocated		169,137		169,137		169,137		166,011	(3,126)	(1.85%)	
126202	Police Licensing		11,000		11,000		11,000		11,927	927	8.43%	

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
126203	D.O.T. Direct Debits		1,250,000		1,250,000		1,250,000		1,226,127	(23,873)	(1.91%)	
126332	D.O.T. Direct Credits		(1,250,000)		(1,250,000)		(1,250,000)		(1,236,536)	13,464	(1.08%)	
			180,137		180,137		180,137		167,529	(12,608)		
<u>OPERATING REVENUE</u>												
126331	Police Licensing Commission	(70,000)		(70,000)		(70,000)		(66,040)		3,960	(5.66%)	
		(70,000)		(70,000)		(70,000)		(66,040)		3,960		
TOTAL POLICE LICENSING - Operating		(70,000)	180,137	(70,000)	180,137	(70,000)	180,137	(66,040)	167,529	(8,648)		
<u>CAPITAL EXPENDITURE</u>												
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
<u>CAPITAL REVENUE</u>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL POLICE LICENSING - Capital		0	0	0	0	0	0	0	0	0		
TOTAL POLICE LICENSING		(70,000)	180,137	(70,000)	180,137	(70,000)	180,137	(66,040)	167,529	(8,648)		
TOTAL TRANSPORT		(2,828,013)	7,520,800	(2,835,581)	7,090,113	(2,523,944)	7,070,057	(2,400,023)	7,424,277	478,141		
<u>ECONOMIC SERVICES</u>												
<u>RURAL SERVICES</u>												
<u>OPERATING EXPENDITURE</u>												

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
131201	Weed Control		10,000		10,000		10,000		0	(10,000)	(100.00%)	▼
131210	Rural Street Addressing		500		500		500		85	(415)	(82.91%)	
131211	Expenses from Ranger Services		6,111		6,111		6,111		6,038	(73)	(1.19%)	
131212	State Barrier Fencing		0		0		0		0	0	0.00%	
			16,611		16,611		16,611		6,123	(10,488)		
<u>OPERATING REVENUE</u>												
131334	Rural Street Addressing	(250)		(250)		(250)		(286)		(36)	14.55%	
		(250)		(250)		(250)		(286)		(36)		
TOTAL RURAL SERVICES - Operating		(250)	16,611	(250)	16,611	(250)	16,611	(286)	6,123	(10,524)		
<u>CAPITAL EXPENDITURE</u>												
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
<u>CAPITAL REVENUE</u>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL RURAL SERVICES - Capital		0	0	0	0	0	0	0	0	0		
TOTAL RURAL SERVICES		(250)	16,611	(250)	16,611	(250)	16,611	(286)	6,123	(10,524)		
<u>ECONOMIC SERVICES</u>												
<u>TOURISM & AREA PROMOTION</u>												
<u>OPERATING EXPENDITURE</u>												

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
132201	Salaries		140,373		140,373		140,373		140,209	(164)	(0.12%)	
132203	Superannuation		17,836		17,836		17,836		16,450	(1,386)	(7.77%)	
132204	Conferences & Training		2,000		2,000		2,000		1,656	(344)	(17.19%)	
132205	Staff Uniforms		1,800		1,800		1,800		245	(1,555)	(86.41%)	
132207	Printing & Stationery		2,000		2,000		2,000		1,636	(364)	(18.21%)	
132208	Postage		500		500		500		426	(74)	(14.77%)	
132209	Public Liability Insurance		4,000		4,000		4,000		4,000	0	0.00%	
132210	Telephone/Internet Costs		4,000		4,000		4,000		3,367	(633)	(15.81%)	
132211	Other Employee Costs		7,140		7,140		7,140		2,769	(4,371)	(61.22%)	
132212	Other V/C Office Expenses		10,000		10,000		10,000		8,658	(1,342)	(13.42%)	
132213	Connors Mill Bldg. Operation		18,786		18,786		18,786		19,232	446	2.37%	
132214	Visitors Ctre. Bldg. Operation		31,806		26,806		26,806		23,115	(3,691)	(13.77%)	
132215	Memberships Affiliated Bodies		500		500		500		92	(408)	(81.64%)	
132216	Accommodation Expense		77,000		77,000		77,000		68,977	(8,023)	(10.42%)	▼
132217	Accommodation Commission Expenses		2,500		2,500		2,500		2,223	(277)	(11.08%)	
132218	Ye Olde Lolly Shoppe Misc Expenses		2,500		2,500		2,500		1,355	(1,145)	(45.79%)	
132219	Ye Olde Lolly Shoppe Stock Purchases		35,000		27,540		27,540		27,262	(278)	(1.01%)	
132220	Ye Olde Lolly Shoppe Commission Paid		1,500		1,500		1,500		379	(1,121)	(74.76%)	
132222	TRANSWA Ticket Sales		5,000		5,000		5,000		4,767	(233)	(4.65%)	
132224	Floor Stock Purchases		35,000		35,000		35,000		25,472	(9,528)	(27.22%)	▼
132229	Admin Allocated		76,514		76,514		76,514		75,100	(1,414)	(1.85%)	
005502	Deprec Of Assets-Tourism		13,951		13,951		13,951		13,638	(313)	(2.25%)	
161204	Loan 64 - Interest Payments		9,116		9,116		9,116		7,573	(1,543)	(16.93%)	
			498,822		486,362		486,362		448,602	(37,760)		
OPERATING REVENUE												
132330	Admissions Connors Mill	(5,000)		(5,000)		(5,000)		(4,266)		734	(14.69%)	
132331	Travel & Accom Commissions	0		0		0		(19)		(19)	0.00%	
132332	Floor Stock Sales	(45,000)		(45,000)		(45,000)		(44,516)		484	(1.08%)	
132333	Misc Visitor Ctre Income	(50)		(50)		(50)		(590)		(540)	1079.86%	
132334	Membership Fees	(500)		(500)		(500)		(902)		(402)	80.30%	
132335	Accommodation Income	(88,000)		(88,000)		(88,000)		(64,117)		23,883	(27.14%)	▼
132336	Accommodation Commission	(8,800)		(8,800)		(8,800)		(8,711)		89	(1.01%)	

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
132337	Ye Olde Lolly Shoppe Stock Sales	(70,000)		(70,000)		(70,000)		(55,201)		14,799	(21.14%)	▼
132338	TRANSWA Ticket Sales	(5,500)		(5,500)		(5,500)		(6,370)		(870)	15.82%	
		(222,850)		(222,850)		(222,850)		(184,692)		38,158		
TOTAL TOURISM & AREA PROMO - Operating		(222,850)	498,822	(222,850)	486,362	(222,850)	486,362	(184,692)	448,602	398		
<u>CAPITAL EXPENDITURE</u>												
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
<u>CAPITAL REVENUE</u>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL TOURISM & AREA PROMO - Capital		0	0	0	0	0	0	0	0	0		
TOTAL TOURISM & AREA PROMOTION		(222,850)	498,822	(222,850)	486,362	(222,850)	486,362	(184,692)	448,602	398		
<u>ECONOMIC SERVICES</u>												
<u>OTHER TOURISM & AREA PROMOTION</u>												
<u>OPERATING EXPENDITURE</u>												
132221	Tourist Information Bay		761		6,500		6,500		6,315	(185)	(2.85%)	
132230	Area Promotion Advertising		8,000		15,791		15,791		18,684	2,893	18.32%	
	- Miscellaneous - 1,000											
	- Cyclo Sportif Event - 2,000											
	- Avon Valley Tourism - 5,000											
			8,761		22,291		22,291		24,998	2,707		
<u>OPERATING REVENUE</u>												

Shire of Toodyay
Operating Statement By Function & Activity
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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
132351	Community Directory	(3,000)		(3,000)		(3,000)		(3,000)		0	0.00%	
132352	Special Issue Licence Plates	(500)		(500)		(500)		(359)		141	(28.18%)	
132354	Grant Income	0		0		0		0		0	0.00%	
132358	Interpretation Grant Connors Mill	0		0		0		0		0	0.00%	
		(3,500)		(3,500)		(3,500)		(3,359)		141		
TOTAL OTHER TOURISM & AREA PROMO - Operating		(3,500)	8,761	(3,500)	22,291	(3,500)	22,291	(3,359)	24,998	2,848		
CAPITAL EXPENDITURE												
161255	Loan 64 - Principal Payment		11,827		11,827		11,827		11,827	(0)	(0.00%)	
132250	Buildings - Entry Statements & Info Bay - Tourist Info Bay - 5,000 - SoT Entry Statements - 35,000		40,000		40,000		40,000		0	(40,000)	(100.00%)	▼
			51,827		51,827		51,827		11,827	(40,000)		
CAPITAL REVENUE												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL OTHER TOURISM & AREA PROMO - Capital		0	51,827	0	51,827	0	51,827	0	11,827	(40,000)		
TOTAL OTHER TOURISM & AREA PROMO		(3,500)	60,588	(3,500)	74,118	(3,500)	74,118	(3,359)	36,825	(37,152)		
BUILDING SERVICES												
OPERATING EXPENDITURE												
133201	Building Salaries		226,187		109,270		109,270		99,773	(9,497)	(8.69%)	
133202	Long Service Leave Provision		0		0		0		0	0	0.00%	
133203	Superannuation		24,518		9,034		9,034		13,656	4,622	51.17%	
133204	Conferences & Training		5,400		5,400		5,400		5,075	(325)	(6.01%)	

Shire of Toodyay
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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
133205	Other Staff Expenses		18,288		18,288		18,288		29,270	10,982	60.05%	▲
133206	Bldg Vehicles Expenses		4,000		4,000		4,000		1,922	(2,078)	(51.95%)	
133207	Bldg Control Expenses		12,200		5,811		5,811		6,650	839	14.44%	
133208	Legal Expenses		3,000		3,000		3,000		18	(2,982)	(99.39%)	
133209	Admin Allocated		77,289		77,289		77,289		75,860	(1,429)	(1.85%)	
133210	Consultant Expenses		0		0		0		0	0	0.00%	
			370,882		232,092		232,092		232,225	133		
<u>OPERATING REVENUE</u>												
133331	Bldg Fines & Penalties	(100)		(100)		(100)		0		100	(100.00%)	▼
133333	Building Licences	(45,000)		(45,000)		(45,000)		(26,087)		18,913	(42.03%)	
133334	Building Fees - Other	(1,500)		(1,500)		(1,500)		(2,291)		(791)	52.76%	
		(46,600)		(46,600)		(46,600)		(28,378)		18,222		
TOTAL BUILDING SERVICES (Operating)		(46,600)	370,882	(46,600)	232,092	(46,600)	232,092	(28,378)	232,225	18,355		
<u>CAPITAL EXPENDITURE</u>												
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
<u>CAPITAL REVENUE</u>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL BUILDING SERVICES - Capital		0	0	0	0	0	0	0	0	0		
TOTAL BUILDING SERVICES		(46,600)	370,882	(46,600)	232,092	(46,600)	232,092	(28,378)	232,225	18,355		
<u>ECONOMIC SERVICES</u>												

Shire of Toodyay
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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>OTHER ECONOMIC SERVICES</u>												
<u>OPERATING EXPENDITURE</u>												
136208	Community Economic Dev Projects		0		0		0		0	0	0.00%	▲
137202	Standpipes		87,100		87,100		87,100		121,443	34,343	39.43%	
137203	Selling Costs		0		0		0		0	0	0.00%	
137205	Lot 3 Piesse St		13,574		13,574		13,574		9,690	(3,884)	(28.61%)	
137207	Extracts LIA		0		0		0		0	0	0.00%	
137208	Deprec of Assets		8,237		8,237		8,237		9,091	854	10.36%	
137210	Gravel Pit		0		0		0		0	0	0.00%	
			108,911		108,911		108,911		140,225	31,314		
<u>OPERATING REVENUE</u>												
137330	Standpipes	(75,000)		(75,000)		(75,000)		(84,253)		(9,253)	12.34%	▲ ▲
137331	Extractive Industry Licences	(500)		(500)		(500)		(9,100)		(8,600)	1720.00%	
137333	Gravel Income	0		0		0		0		0	0.00%	
137350	Sale Of Land	0		0		0		0		0	0.00%	
		(75,500)		(75,500)		(75,500)		(93,353)		(17,853)		
TOTAL OTHER ECONOMIC SERVICES (Operating)		(75,500)	108,911	(75,500)	108,911	(75,500)	108,911	(93,353)	140,225	13,460		
<u>CAPITAL EXPENDITURE</u>												
137251	Purchase of Building		0		0		0		0	0	0.00%	
137211	Transfer to Gravel Reserve		0		0		0		0	0	0.00%	
			0		0		0		0	0		
<u>CAPITAL REVENUE</u>												
137336	Transfer from Asset Reserve	0		0		0		0		0	0.00%	
		0		0		0		0		0		

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL OTHER ECONOMIC SERVICES (Capital)	0	0	0	0	0	0	0	0	0		
	TOTAL OTHER ECONOMIC SERVICES	(75,500)	108,911	(75,500)	108,911	(75,500)	108,911	(93,353)	140,225	13,460		
	TOTAL ECONOMIC SERVICES	(348,700)	1,055,814	(348,700)	918,094	(348,700)	918,094	(310,069)	864,000	(15,463)		
	<u>OTHER PROPERTY & SERVICES</u>											
	<u>PRIVATE WORKS</u>											
	<u>OPERATING EXPENDITURE</u>											
141201	Private Works		11,513		11,513		11,513		15,373	3,860	33.53%	
			11,513		11,513		11,513		15,373	3,860		
	<u>OPERATING REVENUE</u>											
141330	Private Works Income	(15,000)		(15,000)		(15,000)		(15,594)		(594)	3.96%	
		(15,000)		(15,000)		(15,000)		(15,594)		(594)		
	TOTAL PRIVATE WORKS - Operating	(15,000)	11,513	(15,000)	11,513	(15,000)	11,513	(15,594)	15,373	3,266		
	<u>CAPITAL EXPENDITURE</u>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<u>CAPITAL REVENUE</u>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		

Shire of Toodyay
Operating Statement By Function & Activity
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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL PRIVATE WORKS - Capital	0	0	0	0	0	0	0	0	0		
	TOTAL PRIVATE WORKS	(15,000)	11,513	(15,000)	11,513	(15,000)	11,513	(15,594)	15,373	3,266		
	<u>PUBLIC WORKS OVERHEADS</u>											
	<u>OPERATING EXPENDITURE</u>											
143201	Salaries		292,140		253,073		253,073		214,173	(38,900)	(15.37%)	▼
143202	Salaries - L.S.L.Provisions		0		0		0		0	0	0.00%	
143203	Engineering Expenses		20,000		20,000		20,000		0	(20,000)	(100.00%)	▼
143204	Superannuation - PWOH Supervisor		27,244		27,244		27,244		41,757	14,513	53.27%	
143205	Conferences & Training (Super)		2,500		2,500		2,500		2,487	(13)	(0.52%)	
143206	Other Staff Expenses (Supervisory)		5,000		5,000		5,000		10,832	5,832	116.64%	▲
143207	Supervisors Vehicles		15,000		15,000		15,000		17,297	2,297	15.32%	
143208	Engineering Office Expenses		26,500		18,616		18,616		18,630	14	0.07%	
143209	Eng. - Printing & Stationery		3,500		3,500		3,500		2,018	(1,482)	(42.33%)	
143210	Wages Staff - Training Exp.		16,900		16,900		16,900		9,354	(7,546)	(44.65%)	▼
143211	Wages Staff - Meetings		14,850		14,850		14,850		17,215	2,365	15.92%	
143212	Wages Staff - Annual Leave		90,500		90,500		90,500		79,259	(11,241)	(12.42%)	▼
143213	Wages Staff - Public Holidays		55,200		55,200		55,200		45,521	(9,679)	(17.53%)	▼
143214	Wages Staff - Sick Leave		35,000		35,000		30,000		40,387	10,387	34.62%	▲
143217	PWO - Back Pay		0		0		0		4,117	4,117	0.00%	
143216	Superannuation (Wages Staff)		166,292		166,292		166,292		120,523	(45,769)	(27.52%)	▼
143219	Insurance On Works		58,699		73,520		73,520		73,520	0	0.00%	
143220	Salaries - L.S.L. Taken		30,000		30,000		30,000		41,028	11,028	36.76%	▲
143222	Safety Equipment & P.P.E.		12,000		12,000		12,000		12,187	187	1.56%	
143223	Communications Costs		2,250		2,250		2,250		705	(1,545)	(68.67%)	
143224	Admin Allocated		242,243		242,243		242,243		237,766	(4,477)	(1.85%)	
143226	Small Plant Operating Costs		16,500		16,500		16,500		11,938	(4,562)	(27.65%)	
143228	Building Maintenance Allowance		3,500		3,500		3,500		64	(3,436)	(98.18%)	
143250	Less Allocated To Works & Services		(906,327)		(906,327)		(906,327)		(1,021,350)	(115,023)	12.69%	
			229,491		197,361		192,361		(20,572)	(212,933)		

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>OPERATING REVENUE</u>												
143331	P.W.O. Misc Income	(2,500)		(17,500)		(17,500)		0		17,500	(100.00%)	▼
		(2,500)		(17,500)		(17,500)		0		17,500		
TOTAL PUBLIC WORKS OVERHEADS - Operating		(2,500)	229,491	(17,500)	197,361	(17,500)	192,361	0	(20,572)	(195,433)		
<u>CAPITAL EXPENDITURE</u>												
143225	Transfer To Outside Employee Reserve		100,000		30,000		30,000		30,000	0	0.00%	
			100,000		30,000		30,000		30,000	0		
<u>CAPITAL REVENUE</u>												
143330	Transfer from LSL Reserve	(40,500)		(40,500)		(2,499)		(40,500)		(38,001)	1520.65%	▲
		(40,500)		(40,500)		(2,499)		(40,500)		(38,001)		
TOTAL PUBLIC WORKS OVERHEADS - Capital		(40,500)	100,000	(40,500)	30,000	(2,499)	30,000	(40,500)	30,000	(38,001)		
TOTAL PUBLIC WORKS OVERHEADS		(43,000)	329,491	(58,000)	227,361	(19,999)	222,361	(40,500)	9,428	(233,434)		
<u>OTHER PROPERTY & SERVICES</u>												
<u>PLANT OPERATION COSTS</u>												
<u>OPERATING EXPENDITURE</u>												
144202	Unleaded Fuel		50,000		33,402		33,402		33,864	462	1.38%	
144203	Distillate		275,000		241,226		241,226		225,442	(15,784)	(6.54%)	
144205	Tyres & Tubes		48,500		35,841		35,841		35,256	(585)	(1.63%)	
144206	Parts & Repairs		122,500		122,500		122,500		123,834	1,334	1.09%	
144207	Repair Wages		61,000		61,000		61,000		61,701	701	1.15%	

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
144208	Ins. & Licences		65,000		71,424		71,424		79,961	8,537	11.95%	▲
144209	Sundry Tool Purchases		10,200		10,200		10,200		10,629	429	4.21%	
004425	Less Plant Depn Written Back		(174,234)		(174,234)		(174,234)		(158,242)	15,992	(9.18%)	
005012	Loss On Sale Of Assets - Road Plant		33,598		30,810		30,810		20,992	(9,818)	(31.87%)	▼
008362	Plant Operation - Expen.Stores		500		500		500		125	(375)	(75.00%)	
008412	Plant Depreciation		217,141		217,141		217,141		243,622	26,481	12.20%	▲
144250	Less Allocated To Works & Services		(682,097)		(682,097)		(682,097)		(676,876)	5,221	(0.77%)	
			27,108		(32,287)		(32,287)		308	32,595		
OPERATING REVENUE												
001523	Profit On Sale Of Assets - Road Plant	(93,067)		(103,661)		(103,661)		(113,763)		(10,102)	9.75%	
144330	Diesel Fuel Rebate	(25,000)		(30,000)		(30,000)		(30,307)		(307)	1.02%	
144331	Reimbursements - Insurance	0		0		0		(22,654)		(22,654)	0.00%	
		(118,067)		(133,661)		(30,000)		(52,961)		(22,961)		
TOTAL PLANT OPERATION COSTS - Operating												
		(118,067)	27,108	(133,661)	(32,287)	(30,000)	(32,287)	(52,961)	308	9,634		
CAPITAL EXPENDITURE												
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
CAPITAL REVENUE												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL PLANT OPERATION COSTS - Capital												
		0	0	0	0	0	0	0	0	0		
TOTAL PLANT OPERATION COSTS												
		(118,067)	27,108	(133,661)	(32,287)	(30,000)	(32,287)	(52,961)	308	9,634		
MATERIALS IN STORE												

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	<u>OPERATING EXPENDITURE</u>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<u>OPERATING REVENUE</u>											
145330	Sale Of Stock Direct	0		0		0		0		0	0.00%	
		0		0		0		0		0		
	TOTAL MATERIALS IN STORE - Operating	0	0	0	0	0	0	0	0	0		
	<u>CAPITAL EXPENDITURE</u>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<u>CAPITAL REVENUE</u>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	TOTAL MATERIALS IN STORE - Capital	0	0	0	0	0	0	0	0	0		
	TOTAL MATERIALS IN STORE	0	0	0	0	0	0	0	0	0		
	<u>SALARIES & WAGES</u>											
	<u>OPERATING EXPENDITURE</u>											
008580	Wages - Backpay - Adjustments		0		30,000		30,000		0	(30,000)	(100.00%)	▼
008570	Workers Compensation		0		20,000		20,000		18,949	(1,051)	(5.26%)	

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COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
008571	Parenting Payments To Staff		0		0		0		15,953	15,953	0.00%	
008572	Employment Programs		0		0		0		9,700	9,700	0.00%	
146201	Salaries & Wages Drawn		3,100,000		3,100,000		3,100,000		3,163,698	63,698	2.05%	
146202	Salaries & Wages Allocated		(3,100,000)		(3,100,000)		(3,100,000)		(3,163,698)	(63,698)	2.05%	
			0		50,000		50,000		44,602	(5,398)		
OPERATING REVENUE												
143333	Workers Compensation Reimburse	0		(25,000)		(25,000)		(48,291)		(23,291)	93.17%	▲
146331	Parenting Payments - Reimburse	0		0		0		(10,917)		(10,917)	0.00%	
146332	Employment Programs - Reimburse	0		0		0		(9,965)		(9,965)	0.00%	
		0		0		0		(69,173)		(44,173)		
TOTAL SALARIES & WAGES - Operating		0	0	0	50,000	0	50,000	(69,173)	44,602	(49,571)		
CAPITAL EXPENDITURE												
101250	Household Hazardous Waste		0		0		0		0	0	0.00%	
			0		0		0		0	0		
CAPITAL REVENUE												
101350	Transfer from Refuse Reserve	0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL SALARIES & WAGES - Capital		0	0	0	0	0	0	0	0	0		
TOTAL SALARIES & WAGES		0	0	0	50,000	0	50,000	(69,173)	44,602	(49,571)		
OTHER PROPERTY & SERVICES												
UNCLASSIFIED ITEMS												

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For The Period Ending
30 June 2013

COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
OPERATING EXPENDITURE												
147204	6 Duke Street		1,158		1,158		1,158		532	(626)	(54.02%)	▼
147205	Bank Building Operations		10,574		10,574		10,574		5,029	(5,545)	(52.44%)	
147206	Syreds Cottage		10,288		10,288		10,288		8,158	(2,130)	(20.71%)	
147207	Lot 1 A&B Stirling Tce		552		552		552		0	(552)	(100.00%)	
161203	Loan 63 - Interest Payments		7,764		7,764		7,764		4,430	(3,334)	(42.94%)	
08682	Deprec of Assets - Unclassified		4,436		4,436		4,436		4,245	(191)	(4.30%)	
			34,772		34,772		34,772		22,395	(12,377)		
OPERATING REVENUE												
147331	Bank Bldg - Recoup Outgoings	(1,500)		(1,500)		(1,500)		(1,326)		175	(11.63%)	
147332	Bank Bldg - Rent Bank	(22,000)		(22,000)		(22,000)		(23,857)		(1,857)	8.44%	
147333	Recoups - Lot 1 A&B Stirling Tce	(1,500)		(1,500)		(1,500)		(1,351)		149	(9.93%)	
147335	Rental - Lot 1 A&B Stirling Tce	(30,504)		(30,504)		(30,504)		(32,617)		(2,113)	6.93%	
		(55,504)		(55,504)		(55,504)		(59,150)		(3,646)		
TOTAL UNCLASSIFIED ITEMS - Operating		(55,504)	34,772	(55,504)	34,772	(55,504)	34,772	(59,150)	22,395	(16,023)		
CAPITAL EXPENDITURE												
147252	Transfer To Asset Development Reserve		400,000		0		0		0	0	0.00%	
161254	Loan 63 - Principal Payment		10,820		10,820		10,820		10,820	(0)	(0.00%)	
			410,820		10,820		10,820		10,820	(0)		
CAPITAL REVENUE												
147253	Transfer From Asset Development Rese	0		(265,854)		(265,854)		0		265,854		
		0		(265,854)		(265,854)		0		265,854		
TOTAL UNCLASSIFIED ITEMS - Capital		0	410,820	(265,854)	10,820	(265,854)	10,820	0	10,820	265,854		
TOTAL UNCLASSIFIED ITEMS		(55,504)	445,592	(321,358)	45,592	(321,358)	45,592	(59,150)	33,214	249,830		

Shire of Toodyay
Operating Statement By Function & Activity
For The Period Ending
30 June 2013

COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>OTHER PROPERTY & SERVICES</u>												
<u>RANGER SERVICES</u>												
<u>OPERATING EXPENDITURE</u>												
148201	Salaries		137,451		160,008		160,008		137,942	(22,066)	(13.79%)	▼
148202	Superannuation		12,371		12,371		12,371		11,140	(1,231)	(9.95%)	
148203	Long Service Leave		0		0		0		0	0	0.00%	
148204	Insurance		6,916		6,916		6,916		6,749	(167)	(2.41%)	
148205	Training		5,500		5,500		5,500		4,312	(1,188)	(21.60%)	
148206	Vehicle Expenses		20,500		10,000		10,000		19,016	9,016	90.16%	▲
148207	Plant Depreciation		10,902		10,902		10,902		20,845	9,943	91.20%	▲
148211	Admin Allocated		92,777		92,777		92,777		91,107	(1,670)	(1.80%)	
148213	Telephone		4,000		4,000		4,000		4,878	878	21.95%	
148214	Misc Expenses		6,000		6,000		6,000		7,728	1,728	28.80%	
148215	Uniforms		1,200		1,200		1,200		818	(382)	(31.83%)	
148216	CEMO Expenses		0		0		0		0	0	0.00%	
148218	CCTV Maintenance		2,500		2,500		2,500		1,109	(1,391)	(55.65%)	
148212	Less Allocated to Schedules		(305,026)		(305,026)		(305,026)		(301,900)	3,126	(1.02%)	
			(4,909)		7,148		7,148		3,743	(3,405)		
<u>OPERATING REVENUE</u>												
148330	Recoups from other LGA's	(1,500)		(1,500)		(1,500)		(3,227)		(1,727)	115.12%	
148331	CESM Recoups	0		0		0		0		0	0.00%	
148332	Ranger Services - Misc Income	(2,000)		(2,000)		(2,000)		(2,061)		(61)	3.07%	
		(3,500)		(3,500)		(3,500)		(5,288)		(1,788)		
TOTAL RANGER SERVICES - Operating		(3,500)	(4,909)	(3,500)	7,148	(3,500)	7,148	(5,288)	3,743	(5,193)		
<u>CAPITAL EXPENDITURE</u>												
148217	Installation Of CCTV Cameras		0		0		0		0	0	0.00%	

Shire of Toodyay
Operating Statement By Function & Activity
For The Period Ending
30 June 2013

COA	Description	2012-2013 Original Budget		2012-2013 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
			0		0		0		0	0		
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	TOTAL RANGER SERVICES - Capital	0	0	0	0	0	0	0	0	0		
	TOTAL RANGER SERVICES	(3,500)	(4,909)	(3,500)	7,148	(3,500)	7,148	(5,288)	3,743	(5,193)		
	TOTAL OTHER PROPERTY & SERVICES	(235,071)	808,795	(531,519)	309,327	(389,857)	304,327	(242,666)	106,668	(25,467)		

**Shire Of Toodyay - Statement Of Financial Activity - 2012-2013
for the 12 month period 1 July 2012 to 30 June 2013**

Report Of Significant Variances Greater Than 10% and/or \$5,000

Operating & Capital Income

Rates

- 031303 Non Payment Penalty - under budget
- 031331 Legal Expenses Recovered - budget amendment not achieved

General Finance

- 032330 General Purpose Grant - higher allocation than originally advised
- 032334 Interest On Investment (Municipal) - under budget
- 032335 Interest On Reserve Accounts - under budget
- 032341 Special Projects Grant - CCTV Toodyay DHS - unbudgeted

Governance

- 041321 Recoups - Other - Shire of Dowerin Business Case Funding 12/13 AROC - Aged Care

Administration

- 042334 Admin Misc Income - funds redistributed to appropriate accounts

Fire Prevention

- 051336 ESL Levy Recoup - includes 11/12 reimbursement
- 051338 FESA Recoup For Firefighting - less fires - less claims/reimbursements
- 051343 Grant - Morangup BFB Exentions - timing variance - not yet claimed - works underway

Emergency Management

- 054335 CESM Recoup - timing variance - not full CESM for entire period & workers comp so not fully claimed

Other Health

- 077330 Rental - Alma Beard Medical Centre - incorrect budget amount

Household Refuse

- 101340 Grant Income - \$4,500 AROC Waste Mgt Refund & \$7,900 DEC Ewaste Program

Recreation & Sport

- 113351 Grants & Contributions - Malkup Brook Grant; State Fence Barrier Refund; Dept Transport Bike Plan Grant

Transport

- 121333 Road Maintenance Contributions - Dumbarton unbudgeted contribution
- 121334 RRG Grant Income - original budget allocation incorrect - should be \$366,489
- 121337 Roads To Recovery - grant funds not received due to prior works carried forward
- 121339 Road Construction (Private) Contribution - under budget

Tourism & Area Promotion

- 132335 Accommodation Income - under budget
- 132337 Ye Old Lolly Shoppe Stock Sales - under budget

Building Services

- 133333 Building Licences - under budget - less licences issued

Other Economic Services

- 137330 Standpipes - over budget
- 137331 Extractive Industry Licences - over budget

Public Works Overheads

- 143331 PWO Miscellaneous Income - under budget

Salaries & Wages

- 143333 Workers Compensation Reimburse - over budget

**Shire Of Toodyay - Statement Of Financial Activity - 2012-2013
for the 12 month period 1 July 2012 to 30 June 2013**

Report Of Significant Variances Greater Than 10% and/or \$5,000

Operating & Capital Expenditure

Rates

031208 Rates Written Off - over budget due to incorrect change of UV to GRV requiring reversal & refund

General Finance

032204 Transfer Interest To Reserves - under budget

Governance

041202 Member Attendance & Allowance - short two Councillors - included in budget review

041203 Members Conf & Travel Exp - includes CEO Performance Appraisal Training (\$4k) & Post Convention EMS Training (\$3k)

041204 Election Expenses - under budget

041206 Wheatbelt Development Commission - Verso Consulting & Aged Care Plan Contribution

041207 Refreshments & Functions - Councillors - under budget

041214 Advertising - under budget

041222 Legal Fees - over budget due to advice re: Buchanan \$10k+ & Canola \$7k+

041223 Local Laws Review - timing variance - included in 2013/2014 budget (Reserve)

041228 Integrated Strategic Plan - timing variance

Administration

042201 Salaries - Admin - under budget due to staff turnover & pay reviews

042206 FBT Administration Staff - costs correctly allocated to programs

042207 Conferences & Training - over budget due to new staff & position changes requiring training

042210 Office Maintenance & Surrounds - some postings incorrect & reallocation required

000772 Depreciation Of Assets - Admin - new vehicle resulting in overall increase of depreciation - non-cash expense

042400 Computer Upgrade - under budget - some jobs delayed

Fire Prevention

051211 Fire Standpipe Expenses - under budget

051212 Firebreaks - Shire Reserves - under budget - works not carried out

051213 Firebreak Services - Maintenance - under budget - works not carried out

051215 Firefighting - Shire Resources - under budget - dependent on fire events et al

051222 Brigade Vehicles, Trailers Mtce - ESL Funded - DFES advised of overspend

051223 Brigade Building Maintenance - ESL Funded - DFES advised of overspend

051224 Brigade Clothing & Accessories - ESL Funded - DFES advised of overspend

051225 Brigade Utilities, Rates & Taxes - ESL Funded - DFES advised of overspend

001742 Depreciation Of Assets - Fire - under-budget - non-cash expense

Staff Housing

091250 Staff Housing - Capital Expenditure - under budget

Household Refuse

101201 Waste Transfer Station - over budget

101202 Disposal Of Refuse - over budget

Town Planning

106209 Town Planning Miscellaneous Expenses - under budget

106210 Town Planning Legal Costs - increased costs due to Opal Vale - over budget

Public Halls

111352 Purchase Of Land - timing variance

111353 Memorial Hall - Capital Works - includes accrued expenditure of clock

113212 Pelham Reserve - under budget

Recreation & Sport

113212 Pelham Reserve - under budget

**Shire Of Toodyay - Statement Of Financial Activity - 2012-2013
for the 12 month period 1 July 2012 to 30 June 2013**

Report Of Significant Variances Greater Than 10% and/or \$5,000

113228 Community Grants & Sponsorships - under budget
113256 Duidgee Park - Capital Works - includes retic accrual

Libraries

115206 Library Building Maintenance - over budget - lighting repairs

Heritage

116201 Museum (Gaol) Maintenance - under budget
116203 Museum Displays - under budget
116212 Museum Curator Salary - position vacant for period of time - under budget
117252 Upgrade To Heritage Buildings - under budget

Culture

117204 Donegan's Cottage - under budget

Transport

122205 Transfer To Road Maintenance Reserve - unbudgeted road maintenance contribution
122206 Construction New Depot - under budget - works delayed - carry over included in 2013/2014 budget
122207 Remediation Old Depot Site - Harper Street - works delayed - some funds included in 2013/2014 budget
122208 Charcoal Lane Lighting - over budget
122209 Toodyay Townsite Upgrade - Treescape - project delayed - included in 2013/2014 budget
122210 Depot Computer Hardware/Software - jobs delayed - carry over included in 2013/2014 budget
123201 Road Maintenance - over budget
123202 Bridge Maintenance - under budget
123203 Street Cleaning & Sweeping (Contract) - under budget
123207 Verge Spraying (Contract) - under budget
004870 Depreciation Of Assets - Road Maintenance - non-cash expense

Rural Services

131201 Weed Control - under budget

Tourism & Area Promotion

132216 Accommodation Expense - under budget
132224 Floor Stock Purchases - under budget

Economic Services

132250 Entry Statement & Information Bay - under budget - carry over included in 2013/2014 budget

Building Services

133205 Other Staff Expenses - FBT being allocated to program

Other Economic Services

137202 Standpipes - \$50,000 Water Corp bill - over budget

Public Works Overheads

143201 Salaries - under budget
143203 Engineering Expenses - under budget
143206 Other Staff Expenses (Supervisory) - FBT being correctly allocated to program
143210 Wages Staff - Training - under budget
143212 Wages Staff - Annual Leave - under budget
143213 Wages Staff - Public Holidays - under budget
143214 Wages Staff - Sick Leave - over budget
143216 Superannuation - under budget
143220 Salaries - LSL Taken - over budget - payout on employee resignation

Plant Operation Costs

**Shire Of Toodyay - Statement Of Financial Activity - 2012-2013
for the 12 month period 1 July 2012 to 30 June 2013**

Report Of Significant Variances Greater Than 10% and/or \$5,000

144208 Insurances & Licences - over budget
005012 Loss On Sale Of Assets - Road Plant - under budget
008412 Plant Depreciation - new plant - higher depreciation costs - non-cash expense

Salaries & Wages

008580 Wages/Backpay/Adjustments - allocated to appropriate accounts

Other Property & Services

147205 Bank Building Operations - under budget

Ranger Services

148201 Salaries - under budget
148206 Vehicle expenses - over budget - correction of automatic plant recoveries required
148207 Plant Depreciation - new vehicles & delay in changeover to BFBs

Human Resources Policy

POLICY NO	HR.2
POLICY SUBJECT	Fitness For Work Policy – Workplace Drug & Alcohol Use
FILE NUMBER	HR2
ADOPTION DATE	20 AUGUST 2013
LAST REVIEW	

STATEMENT OF INTENT

The purpose of this Policy is to provide clear guidance to the Shire of Toodyay as an employer and to its employees in regards to the use of drugs and alcohol in the workplace.

OBJECTIVE

The aim of this Policy is to ensure a safe workplace free from the effects of drugs and alcohol. This Policy is directed towards the welfare of the individual and the safety and health of other people. Although disciplinary action may be necessary, the focus is on other preventative measures.

Employees are personally responsible for any civil or criminal penalty which results from being under the influence of drugs or alcohol in the workplace.

POLICY STATEMENT

The Shire of Toodyay has a responsibility to maintain a safe and healthy workplace. The Shire will take all reasonable steps to ensure that no-one is exposed to unnecessary risk arising from impaired work performance as a result of any of the following:

- Alcohol and other drug use
- Emotional stress/overload
- Fatigue/Illness
- Psychological impairment

When a manager or supervisor has reason to suspect that an individual's work performance is impaired by substance related problems the manager is required to address the issue with the employee concerned. The employee will be entitled to natural justice and procedural fairness including:

- The right to explain or defend their position
- The right to be accompanied by a friend or advocate
- The opportunity to address any issues identified

Employees experiencing problems with alcohol or other drugs, are encouraged to:

- Discuss this with their manager; and/or

- Seek counselling or treatment

The Shire of Toodyay is committed to a zero tolerance of alcohol and drugs in the workplace and will conduct random drug and alcohol screening to ensure compliance.

Employees displaying impaired work performance as a result of issues other than alcohol and or illicit drug use will be counselled on performance and, if appropriate, be offered alternate duties and requested to seek medical advice.

This policy applies to all Shire of Toodyay premises and work sites, including mobile plant and vehicles and applies to all employees including office and managerial staff.

GUIDING PRINCIPLES

Employee Responsibilities

Employees have a responsibility to ensure that when they attend work they are fit to undertake that work without impairment. This includes ensuring:

- That they are not affected by alcohol or illicit drugs
- That they are not impaired by prescription or over the counter medication
- They are not affected by fatigue as a result of illness or lifestyle issues
- They are not impaired by emotional or personal problems.

If an employee has a problem that will result in impairment they have a duty to ensure that they do not put themselves or others at risk and take appropriate steps to ensure that the problem is addressed.

Employees should seek advice or alternative treatment options if medication affects their capacity to perform their duties. If no alternative is available it may be necessary to get an appropriate medical certificate and take sick leave.

Employees also have a responsibility to take appropriate action if they become aware that someone else in the workplace is affected by some impairment.

Employer Responsibilities

The Shire of Toodyay, through its elected members, CEO, senior staff and supervisors has a responsibility to ensure it maintains a safe and healthy workplace.

The Shire has a responsibility to address any impairment by its employees that may put that employee or any other person at risk.

The Shire also has a responsibility to ensure that any employee found or suspected of being impaired in their capacity to perform their duties is afforded natural justice and procedural fairness.

Adopted by Council Resolution No 248/08/13 on 20 August 2013

Wednesday, 12 June 2013

Mrs Narelle Rodgers
Shire of Toodyay
15 Fiennes Street
Toodyay WA 6566
Email: rates@toodyay.wa.gov.au Phone: (08) 9574 2258

Re: Onsite Drug and Alcohol Testing Services

Dear Narelle

Thank you for your request for more information regarding accredited on-site drug and alcohol testing services.

Please find enclosed our proposal for your consideration, should you have any queries, or need any clarification on any points, please feel free to call me on 0411 747 466 or alternatively email me dbrien@fit4duty.com.au.

This proposal is valid for acceptance for 30 days from the date of this proposal.

Background

Fit4Duty has specialised solely in the Drug and Alcohol testing field since 1999. We hold the highest possible Quality Assurance and NATA Accreditation available for the on-site drug and alcohol testing industry in Australia.

Fit 4 Duty | Services

Fit4Duty offers the following specialist services:

- Expertise in Drug and Alcohol policy development and policy review.
- Onsite Employee Education Workshop, Management Communication Training.
- Onsite testing including "Random" / "For Cause" / "Suspicion" and "Return to Work" testing.
- Statistical analysis and reporting of all tests conducted, including % of positive results over time.
- Management of secure document storage.

The complete solution:
4 POLICY DEVELOPMENT
4 EDUCATION WORKSHOPS
4 ONSITE DRUG AND ALCOHOL TESTING
4 STATISTICAL REPORTING AND ANALYSIS



Excellent people, Outstanding service

p: 07 3286 9063 | www.fit4duty.com.au

Why choose Fit 4 Duty ?

Fit4Duty excels in the following areas:

- Fit4Duty is truly Zero Harm – we have an unrivalled unblemished safety record with not a single MTI or LTI being encountered throughout Australia since our inception in 1999.
- Fit4Duty is NATA accredited to AS 4308:2008 (*section 2 including Appendix A*).
- Fit4Duty is NATA accredited to AS 4760:2006 (*section 2: Collection, Storage, Handling and Despatch*).
- Fit4Duty is Quality Assured to JAS-ANZ ISO 9001 and ISO 15189 (*Medical Laboratory Competence*).
- Fit4Duty Collectors are Medical/ Healthcare Professionals with additional AQTF compliant qualifications.
- Fit4Duty provides a National Service with consistency and reliability through our direct employees (no contractors).
- Fit4Duty Staff are professional, friendly, courteous and respectful of employee's privacy.
- Fit4Duty utilises the latest equipment and procedures in all testing processes ensuring standard test kits have the correct cut-off levels and accurate sensitivity.
- Fit4Duty has extensive internal quality systems in order to provide safety, security, privacy and integrity to all our customers.
- Fit4Duty's uses secure password protected reporting including statistical reporting of results.
- Fit4Duty has vast experience in providing expert advice, testing services and training to both small Australian businesses and also to some of Australia's largest most complex organisations.

Fit 4 Duty | Policy Development and Review

At Fit4Duty we believe that Drug and Alcohol policies must be fair, as non-punitive as possible, represent sound scientific methodology and represent a cultural shift that encourages staff to alter any "at-risk" behaviour.

Fit4Duty can review both the operational and technical components of your existing policy, and give guidance and recommendations in order to strengthen any legal liabilities it may pose. This service is available on an hourly basis and is usually in the form of a meeting in consultation with key stakeholders of your organisation.

Alternatively Fit4Duty has developed a Drug and Alcohol Policy Template which we have found to be a quick and effective way to initiate a new Drug and Alcohol Policy.

Fit4Duty | Staff Education

Employee Education is an extremely important step in any Drug and Alcohol program, it serves to:

- Ensure your staff members are thoroughly informed about the testing program, prior to commencement.
- Resolve the many myths of drug testing, thereby settling any anxious or concerned staff.
- Ensure that staff gain an understanding on the method of the testing process.
- Provide important safety related information (including statistics) linked to drug usage in the workplace.

PowerPoint presentations can also be incorporated into this education phase. We highly recommend that these should be discussed prior to delivery of the session. Fit4Duty has approved standard presentations, questionnaires and literature, which can easily be adapted to meet the specific needs of an organisation.

Management / Supervisor Communication Training

Fit4Duty can assist your organisation with specific training for your managers and supervisors (if required) specifically for the correct application of your Drug and Alcohol Program.

The focus of this aspect of training is to provide further information to Managers and Supervisors so they can appreciate the correct language and communication techniques (and common pitfalls) when addressing staff who have returned positive or unusual results. This aspect is also important as it ensures that Managers do not misinterpret the content or application of a policy.

Education Fees

The fees for our education service are outlined in Schedule 1.

Fit4Duty | Testing Services

Accreditation and compliance are crucial factors in the conduct of Drug and Alcohol Testing. Fit4Duty holds the highest possible compliance in terms of NATA accreditation and Quality Assurance compliance and is one of the largest drug and alcohol testing companies in Australia.

Our Testing Service personnel hold Nursing, Science (and other appropriate healthcare qualifications) and are also specifically trained to operate in this field with AQTF compliance of the relevant drug testing Australian Standards.

Fit4Duty's Onsite Testing Service includes:

- Initial preparation of testing area.
- Provision of trained professionals specifically to conduct on-site drug and alcohol testing.
- Provision of paperwork required in the conduct of testing: chain of custody / consent forms, medication declaration forms.
- Provision of all testing consumables: gloves, collection devices, testing kits, sterilising chemicals, etc.
- Conduct of alcohol test, in which we use calibrated alcohol testing devices, similar to law enforcement devices.
- Conduct of drug screen analysis including the major drug classes detailed in both AS/NZS 4308:2008 and AS4760:2006.
- Conduct of drug masking / adulterant / substitute analysis where required (with urine testing only).
- Reporting of results to the designated company contact.
- Detailed statistical reports in secure, password protected PDF format.
- Secure storage of test records in accordance with statutory requirements.

Fee Schedule

All associated service fees are documented in Schedule 1.

Drug Screening

The fees for performing on-site random sample collection and screening are included in Schedule 1.

Control Tests

Control tests may need to be conducted in accordance with AS 4308:2008 or AS 4760:2006 at the commencement of each day's test session and every 25 tests thereafter.

Laboratory Fees

"Non-negative" samples that require NATA Accredited Laboratory confirmation are tested in an accredited laboratory. This involves laboratory analysis costs, laboratory confirmation packs and courier fees.

Alcohol Testing

Fit4Duty is happy to advise that there are no additional costs for performing alcohol testing when performed at the same time as a drug test for each individual tested. Alcohol testing (**only**) will incur the fee specified in Schedule 1.

Causal Testing (Post Incident / Suspicion / Return to Work / Monitoring / Emergency Callouts)

Causal Testing incurs a minimum callout fee of 3 hours base to base plus mileage (however no minimum number of tests applies).

Extensive Delays

In the event that our Collectors are extensively delayed for any reason (e.g. waiting for the arrival of a donor or for a donor to provide a sample where the waiting time exceeds 30 minutes) waiting time is charged on an hourly basis.

Induction Training

In the event that our Collectors are required to undertake induction or any site specific training; fees apply as per Schedule 1.

Travel Fees

Travel fees are based on hourly rates and mileage rates. Statutory Mileage rates are based on the Modern Award (at cost). We will endeavour to provide the most cost effective travel arrangements to meet your service requirements. For scheduled random testing we have assumed that testing would be conducted at the same time as other visits in the area (no travel fees will apply for up to 50km of travel per visit). Wherever possible travel fees will be shared).

Travel Expenses

Travel expenses such as flights and accommodation etc are charged at cost.

Payment Terms

Payment terms are strictly 30 days from the date of invoice.

Fit4Duty | Statistical Reporting

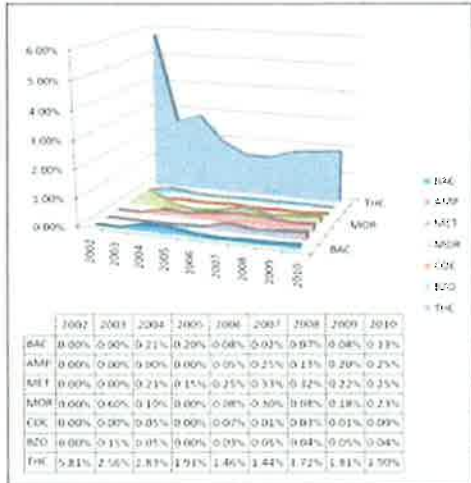


Figure 1

The examples to the left and below (Figure 1. and Figure 2.) highlight the drug usage trends that we experience in the Australian workplace as an example of our reporting capability.

There are a wide range of additional graphs charts and reports that we can provide to different levels of management:

- Test Session Reports after every visit – including statistical analysis and graphical presentation of test results
- Periodical Reports – by **business group**, **drug type**, **site location**, **contractor v direct employees** over any given time period. Clients can also request for any other category to be added to the reporting process during testing.

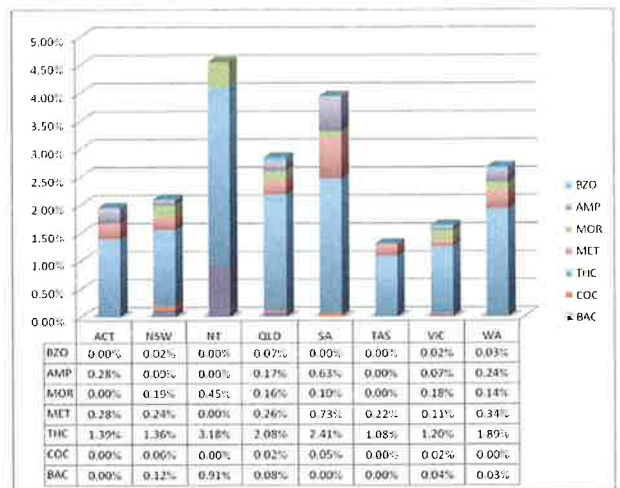
We find these reports provide useful information for clients so they can then create specifically tailored safety and awareness campaigns for the various sites / business groups / employee types that produce concerning results.

All Fit4Duty results can be generated into customisable reports according to your individual requirements.

It is imperative that the handling of sensitive employee information is safe and secure. One of the greatest strengths of Fit4Duty is our expertise in handling confidential, sensitive and private information.

The confidential information stored on your behalf is kept safely and securely, accessible only to restricted personnel, in order to provide valuable statistical information for any reporting and analysis purposes you may require.

Figure 2



Fit4Duty | Success Rate

Fit4Duty continually achieves outstanding results for our customers that utilise our programs. Typically our services reduce positive drug and alcohol testing result rates from **15% to 2-3%** and even better. Many of our customers now even continually enjoy 0% positive drug and alcohol testing rates on a regular basis.

We regularly receive thanks from individuals, parents and managers for the way in which we handle the testing process and the life changes that many of our customers experience as part of our program.

Fit4Duty | Experience

Fit4Duty has over 10 years experience providing services to a variety of industries throughout Australia.

We have successfully implemented and maintained programs for large national and multi-national companies. We look forward to helping you with your onsite Drug and Alcohol Testing program no matter how large or small.

Should you require any further information, please do not hesitate to contact me directly on 0411 747 466.

Kind Regards

Darron Brien

Director:

Fit4Duty Pty Ltd & the Drug Testing Institute Pty Ltd

Schedule 1 | Fit4Duty Service Schedule

Item 1 – Client:	Shire of Toodyay	
Item 2 – Client Liaison	Narelle Rodgers	
Item 3 – Term:	Two years from the commencement date (signing date)	
Item 4 – Testing Hours:	6am to 5 pm, Monday to Friday (Excluding all days that are deemed public or bank holidays in the relevant State or Territory where service is provided)	
Item 5 – Location for Service Provision	15 Fiennes Street Toodyay WA 6566	
Item 6 – Fee:	Units/ Quantity	Fee (Excluding GST)
Drug and Alcohol Policy Template	On request	Normally \$1500 (however at no cost on this occasion)
Drug and Alcohol Policy Review Service	On request	\$125 per hour (min 3 hours)
Employee Education Workshops (as required)	Hourly	\$125 plus travel fees (min 3 hours)
Test Fees:		
Post Incident/ Causal Testing (minimum 3 hours)	Per Test	Relevant test fee plus travel fees
Random Onsite Drug Screening Saliva	Per Test (minimum 10)	\$70 (using OFD or equivalent)*
Random Onsite Alcohol Testing (with drug test)	Per Test	Included (no additional fee)
Onsite Control Tests (as required)	Per Control Test	Same as test fee above
Laboratory Confirmations (as required)	Per chemistry	\$100 (urine) or \$240 (saliva)
Extended Delays	Hourly (exceeding 30 minutes)	\$75 per hour
Attendance at induction training	Hourly	\$75 plus travel fees
Reporting and Analysis		Included (no additional fee)
Travel Fees:		
Travel Time (minimum 3 Hours)	Hourly	\$85 per hour
Travel Mileage	Kilometre	Statutory rate (currently 75c per km)
Travel Expenses	As required	At cost
Service Notes		

*No travel fees will apply for scheduled random testing where local Collectors are available (up to 50km / visit). Where possible travel fees will be shared.

**When performed and as required by AS 4308:2008 or AS 4760:2006

This fee schedule is based on the further detail and assumptions included in the body of this document.

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MEMBERS POLICY

POLICY NO:	M.4
POLICY SUBJECT:	Conferences and Professional Development
ADOPTION DATE:	
LAST REVIEW:	

Objective

To ensure that Councillors have equitable access to a range of relevant training and professional development opportunities to enhance their ability to fulfil their roles and responsibilities as elected members and to provide good governance to the Shire.

Strategy

Council shall ensure adequate resources are allocated annually in the Shire's budget to provide the opportunity for Councillors to participate in appropriate training and development.

Authorised Training / Conferences – Elected Members

Councillors are permitted to attend the following training opportunities without requiring further Council authorisation:

- WALGA Elected Member Training Modules, seminars, forums and workshops;
- WALGA Annual Local Government Week Conference and associated training courses;
- Other relevant conferences or training opportunities in accordance with the criteria below.

The Chief Executive Officer is authorised to approve requests from Elected Members for professional development training and conference attendance without referral to Council providing that:

- The entire cost does not exceed \$1,200 for any single instance or \$3,000 in any 12-month period, and
- The CEO is satisfied that it is a legitimate industry recognised conference or course that is appropriate for the needs of the Elected Member and is relevant to the business of Council.

Authorised Training / Conferences – Shire President

In addition to the above permitted training opportunities, the President may attend one or more of the following conferences;

- the annual Local Government Managers Australia (LGMA) National Congress,
- the ALGA National General Assembly and the Prime Minister's Australian Council for Local Government Mayors and Presidents annual forum

In the event that the President is unable, or declines to attend, then Council may be represented by the Deputy President, or if the Deputy President is unable, or declines to attend, then Council may appoint a Councillor who is able to put forward the best case for attending.

Training / Conference Costs

Council will meet the full cost of registration, travel, accommodation and incidentals subject to the following conditions:

- The Shire will meet the costs of all the Councillor's accommodation, airfares, conference costs and associated insurance costs.
- The Shire will also meet the cost of additional travelling expenses including meals, transport and incidentals verified through the provision of receipts.
- An elected member may apply for an advance of up to \$200 prior to the conference. Receipts and any unspent funds are to be returned. If expenses exceed the advance the additional costs will be reimbursed to the Councillor.
- Councillors may at their own cost extend their stay beyond that reasonably required for the conference.
- The Shire will meet the cost of another person to accompany the elected member to conference dinners, partner programs, and associated functions. Elected members will be responsible for the cost of additional meals and airfares for the accompanying person.
- This policy is also to apply to the CEO when attending an intrastate or interstate conference accompanied by his spouse.
- Council's delegate is to provide a brief written report to Council on the key outcomes from any funded conference within 2 months of attending the conference.

Additional Training / Conference Opportunities require Council Approval

Elected members may request Council approval for conferences or training opportunities that:

- Do not meet the criteria set out on the policy;
- Where the costs are in excess of the specified limits; or

- Involve interstate or overseas travel.

Such requests will be in writing to the CEO a minimum of two weeks prior to the next Ordinary Meeting of Council.

MOTION LOST - POLICY NOT ADOPTED

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2013-14

BUDGET

Fact Sheets

PROGRAM RATIONALISATION

The Government's \$6.8 billion Fiscal Action Plan (see separate Fact Sheet) includes savings totalling \$526.5 million (in net debt terms) from a range of program rationalisation measures.

These savings measures were identified following a review by Ministers and agencies of existing programs and activities across the public sector that are no longer considered a priority or do not provide value for taxpayers' money.

While the quantum of required savings is reflected in relevant agencies' approved budgets, the Budget Papers do not provide agency-level detail of how these savings will be achieved. In this regard, Ministers and agencies have a degree of flexibility as to how they implement their required savings, to ensure minimal disruption to service delivery.

However, some examples of where the Government is targeting savings over the forward estimates period include:

- Synergy – a net debt benefit totalling \$76.9 million from reducing the rate paid to participants of the Feed-in Tariff Scheme from the current 40 cents per kilowatt hour (of electricity exported into the network) to 30 cents from 1 October 2013, and then to 20 cents from 1 July 2014;
- Public Transport Authority – savings of \$27.6 million from the discontinuation of, or reduction in, a number of public transport programs that have been assessed as not delivering value for money, including the 4am Trains Trial on Saturdays and Sundays, the Fremantle Night Rider Service and the AvonLink rail car service;
- Department of Commerce – savings of \$16.8 million primarily through internal restructuring of the Department's Industry and Innovation Division (following the transfer of the Office of Science to the Premier's portfolio) and Labour Relations Division (following implementation of the Government's new public sector wages policy);
- Department of the Premier and Cabinet – savings of \$5.3 million from a revised Parliamentary Electorate Offices relocation and refurbishment program, reduction in staff and changes to vehicle leasing, travel and leave management policies; and
- Commissioner for Equal Opportunity – savings of \$1.5 million from the abolition of the Commission's Substantive Equality Unit.

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 *tony maddox*
realestate

want to know more? asktonym.com.au



Photo of Lot 267 Stirling Terrace in 2010

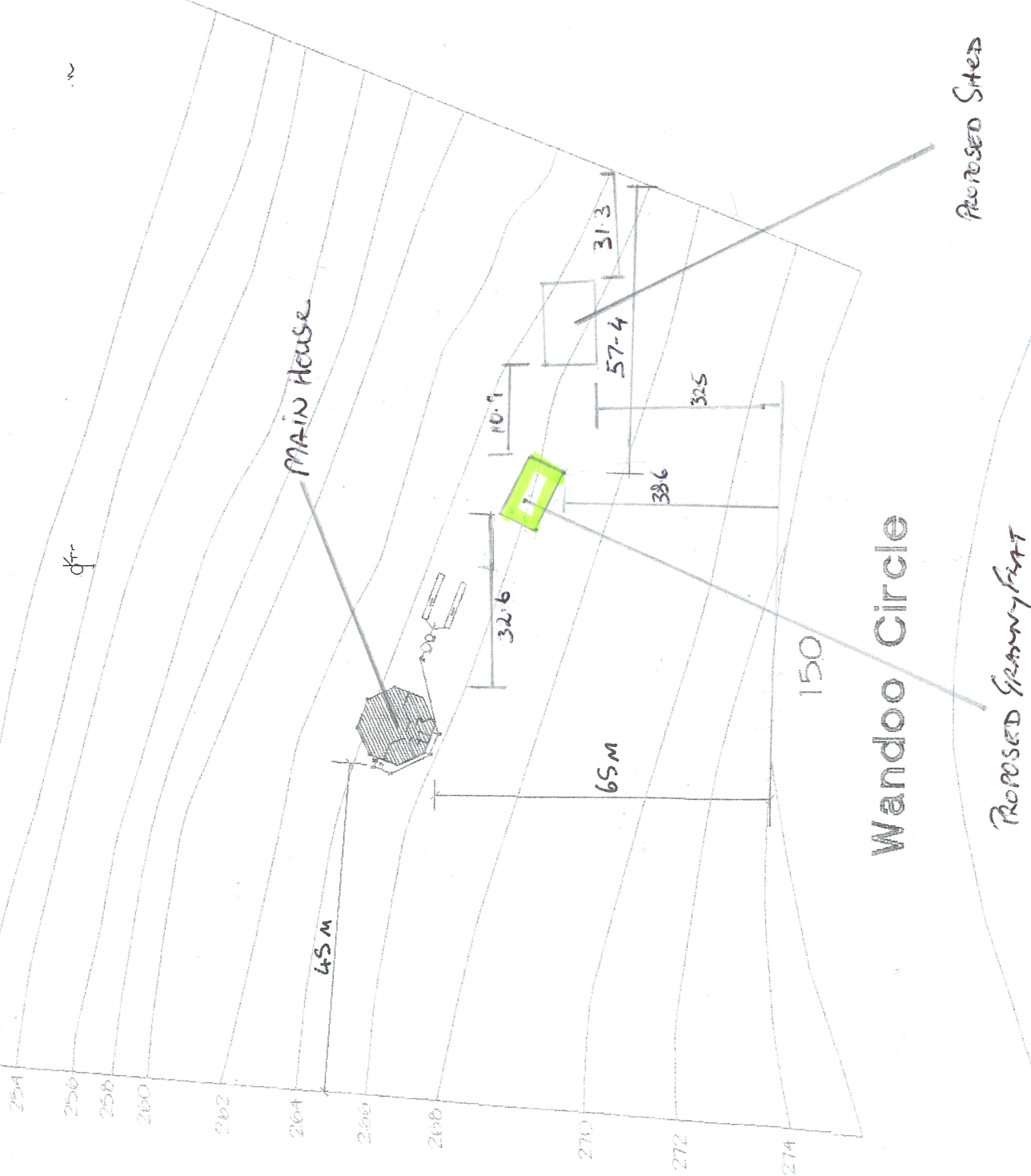


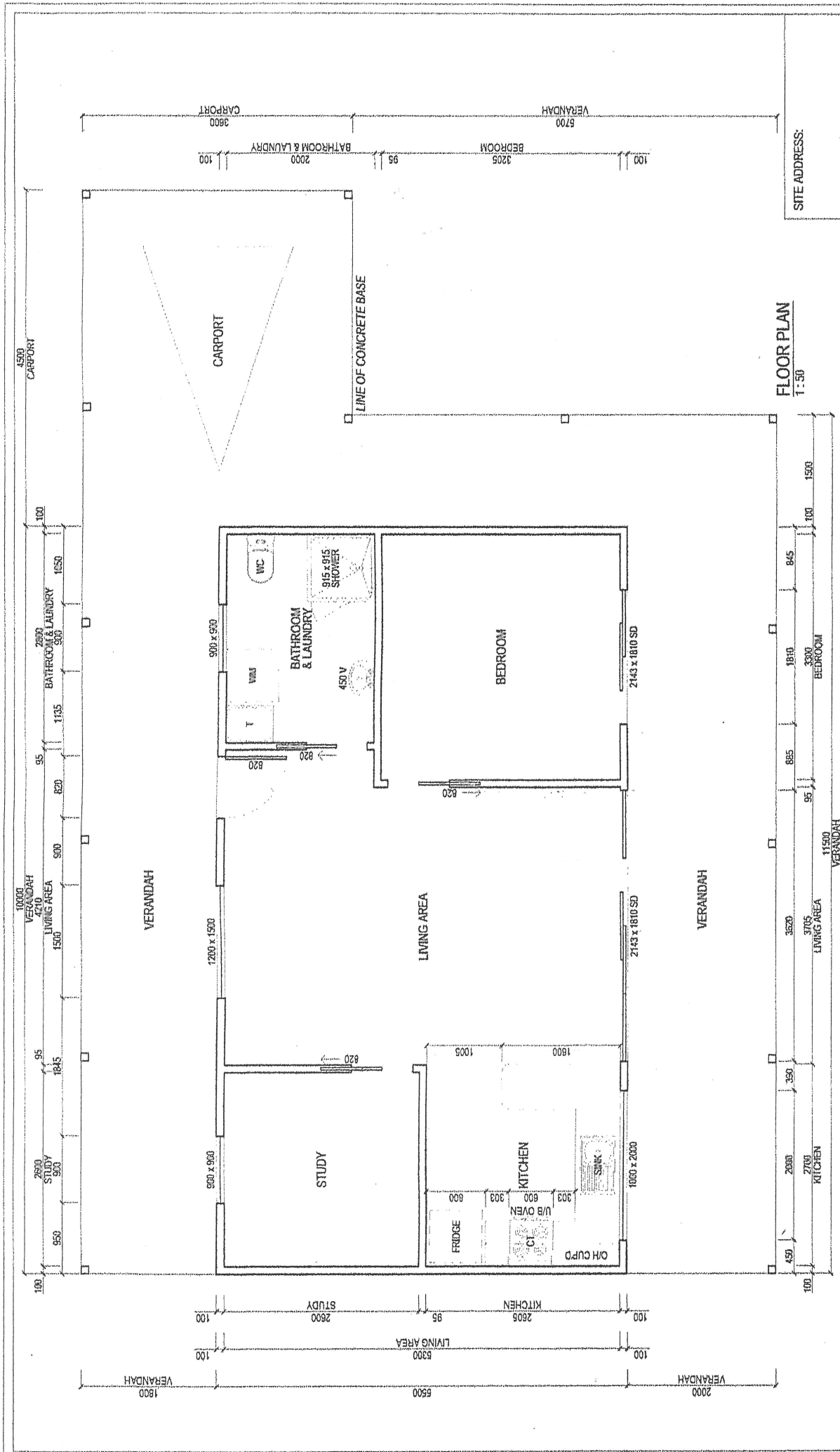


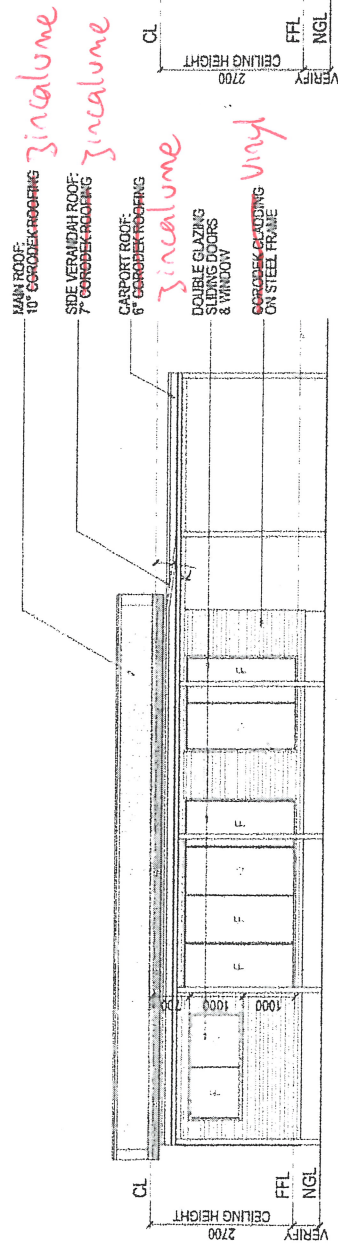
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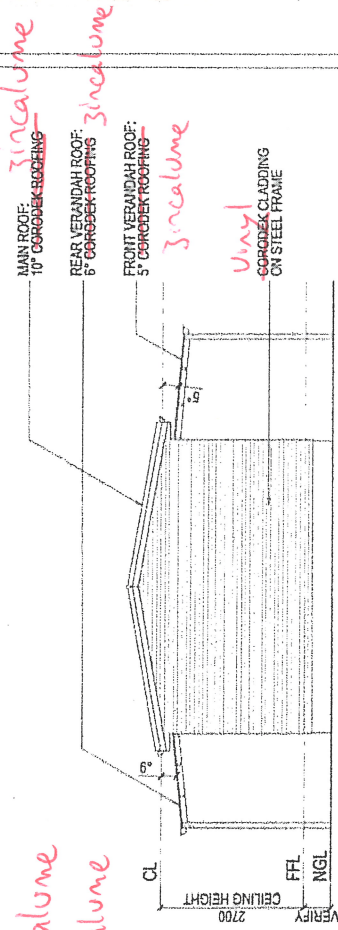
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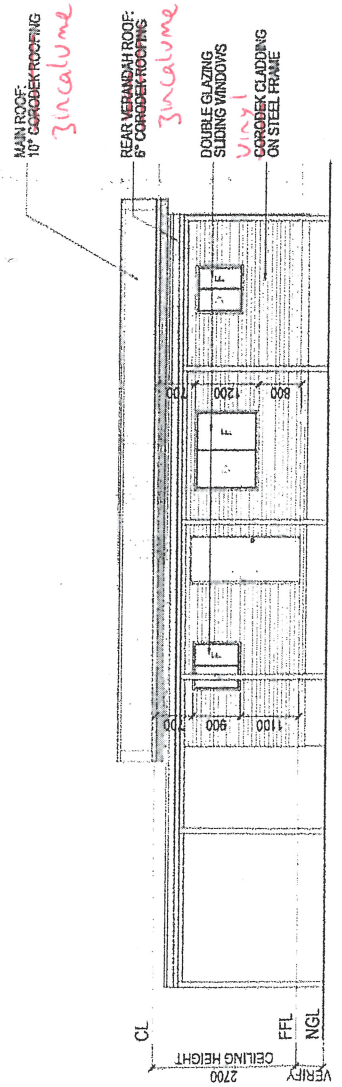




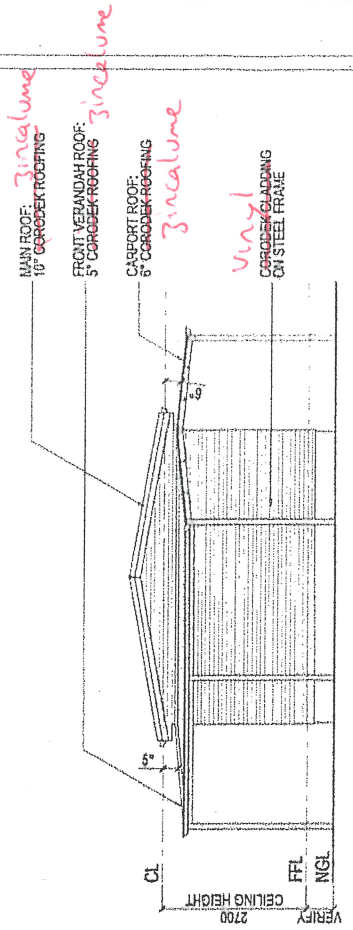
FRONT ELEVATION
1:100



LEFT ELEVATION
1:100

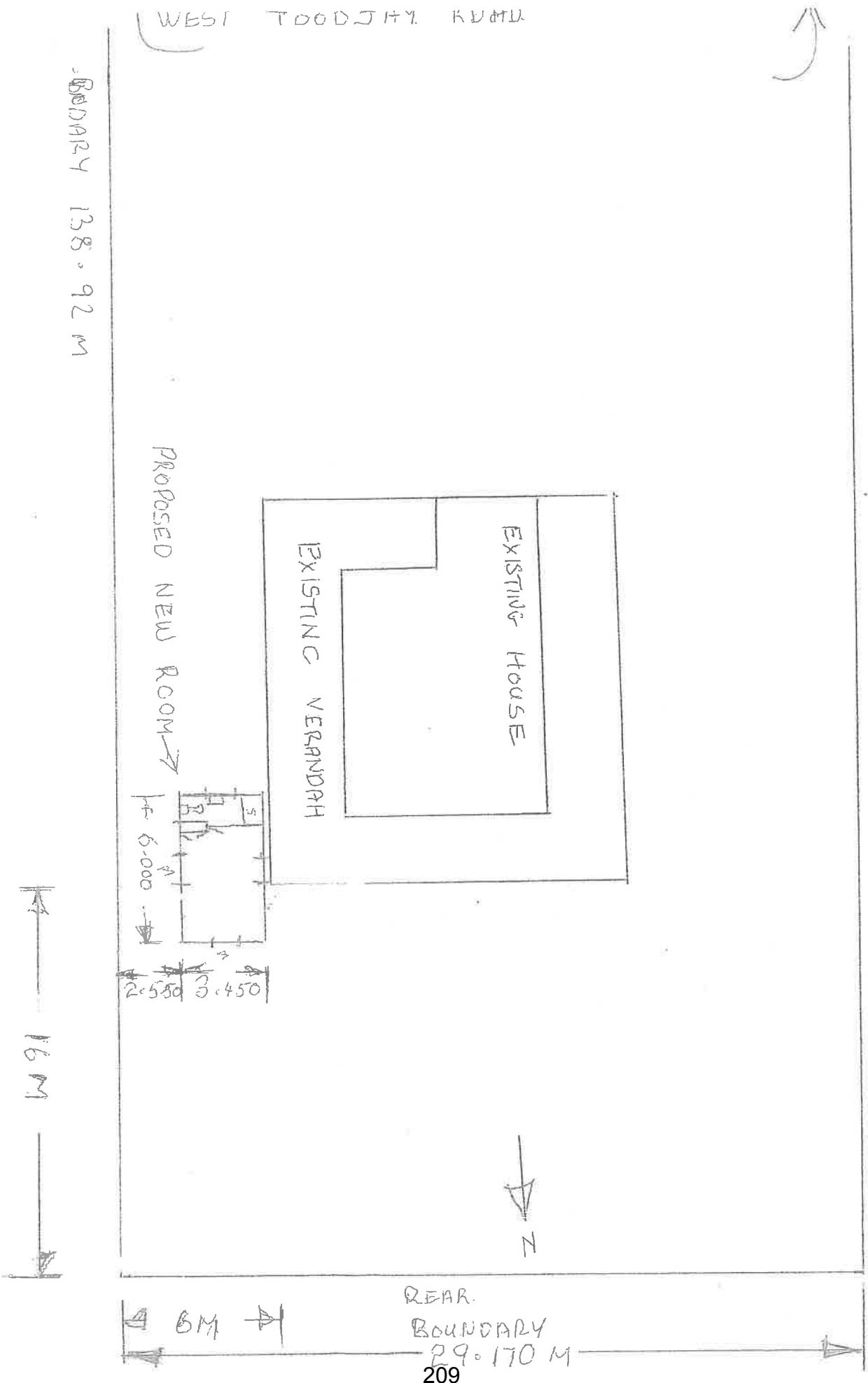


REAR ELEVATION
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RIGHT ELEVATION
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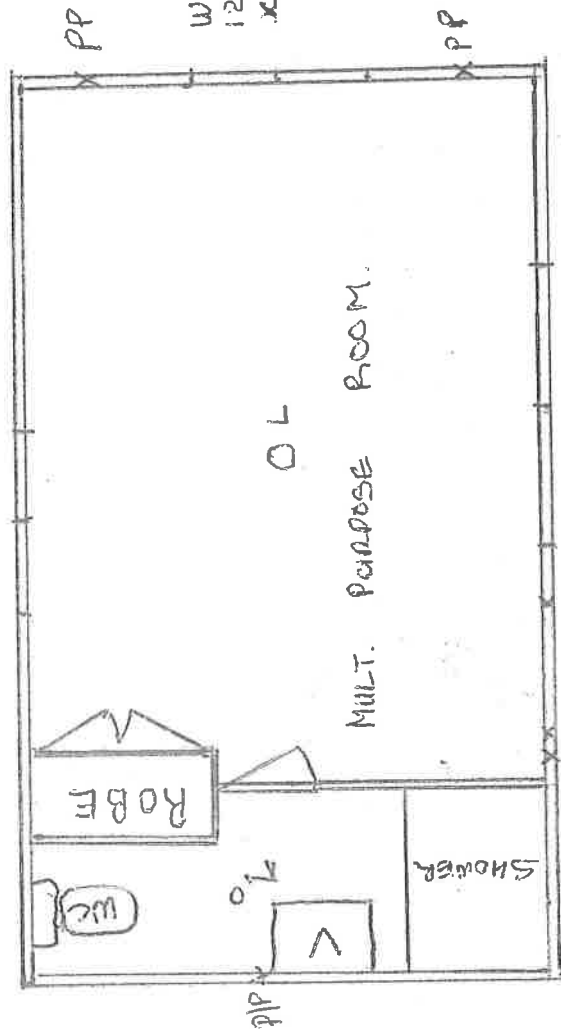
600

054-6

210

150

Q007



Windows.
1200 W x 1500
x 2

JO

MULT. PARADISE ROOM.

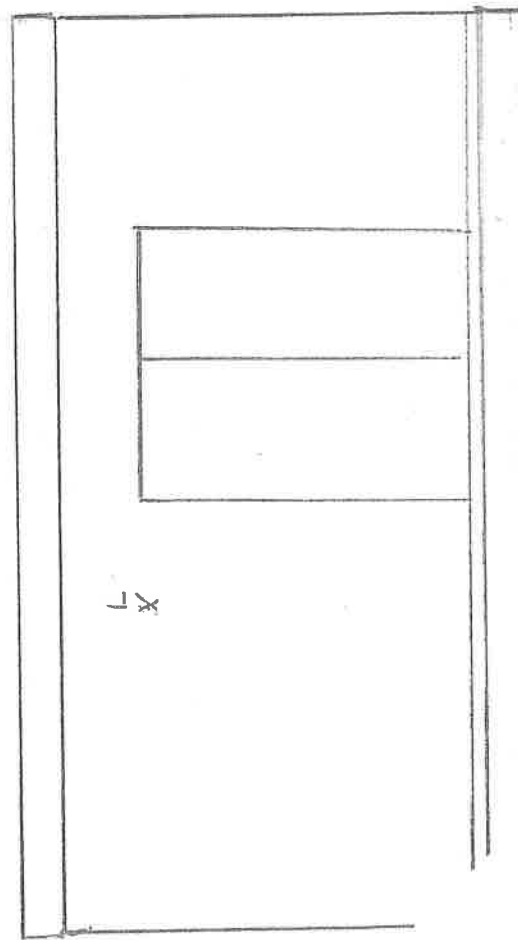
SHOAR

At 18 L

Sliding Door 1800W X 2150H

NOTE NOT TO SCALE
ANGLES 30MM x 30MM
RIVETS TOP AND SIDE

150 ROOF PANELS 75 IN WALLS
THERMAL PANEL 5.5 + R RATING



25mm x 25mm
AUG-LE

PAUL RIVERS
5 MM @ 200 f

PROPOSED FACILITY ROOM TRANSPORTABLE
FOR MICHAEL BELL & PATRICIA MORTON
320 TODDWAY WEST ROAD TODDWAY
20.5.2013
SCALE 1" = 20M.



Enquiries: Ed Cooper on (08) 96224789
Our Ref: 13/5970
Your Ref:

Mr Stan Scott
Chief Executive Officer
Shire of Toodyay
P O Box 96
TOODYAY WA 6566

SHIRE OF TOODYAY	
Record Number:	ICR 22491
10 JUL 2013	
Officer / Dept:	EXELSEC / MWS / SBS
File Number:	MRD 1

4 July 2013

Dear Mr Scott

**GOOMALLING-TOODYAY ROAD (M060) – 33.25 SLK
BEJOORDING/IRISHTOWN ROADS INTERSECTION IMPROVEMENTS
LAND REQUIREMENTS – Lot 2 Diagram 77036 & Lot M33 Diagram 2084
SHIRE OF TOODYAY**

As you are aware, the road geometry at this intersection has been of concern for some time, and Main Roads expects to have the final design for the proposed intersection improvements completed shortly.

Discussion with adjoining land owners has been very positive, with all land owners having given their informal consent to the land acquisitions for the proposed intersection improvement works and now that Land Dealing Drawings have been completed Main Roads is in the process of gaining their signed consent to the proposal.

It is also a requirement by State Land Services that Main Roads seek Local Government consent and concurrence to the land take and its dedication as road.

Attached for consideration by Council are plans of the improvement works to be carried out on the Goomalling-Toodyay Road, Bejoording/Irishtown Road intersection. In order for the project to proceed, the land shown shaded on plans 1360-051, 1360-052, 1360-053, 1360-054 & 1360-055 is required to be Taken and included in the road reserve.

To enable the additional land to be dedicated as road reserve it is a requirement of the Land Administration Act that Local Authority concurrence be given to the dedication action.

It would be appreciated if Council could consider the matter at its next meeting and provide the following statement in its letter of concurrence to satisfy State Land Services requirements:

“Council at its meeting of Day Month Year concurred to the dedication of the land, the subject of Main Roads’ Drawing No’s 1360-051, 1360-052, 1360-053, 1360-054 & 1360-055 as road under Section 56 of the Land Administration Act.”

In addition, State Land Services require a copy of the Council meeting minutes relating to the concurrence.

Main Roads will indemnify Council against all costs and charges that relate to this dedication action.

If Council has no objection, please forward both the letter of concurrence and a copy of the relevant minutes to the proposed land acquisitions.

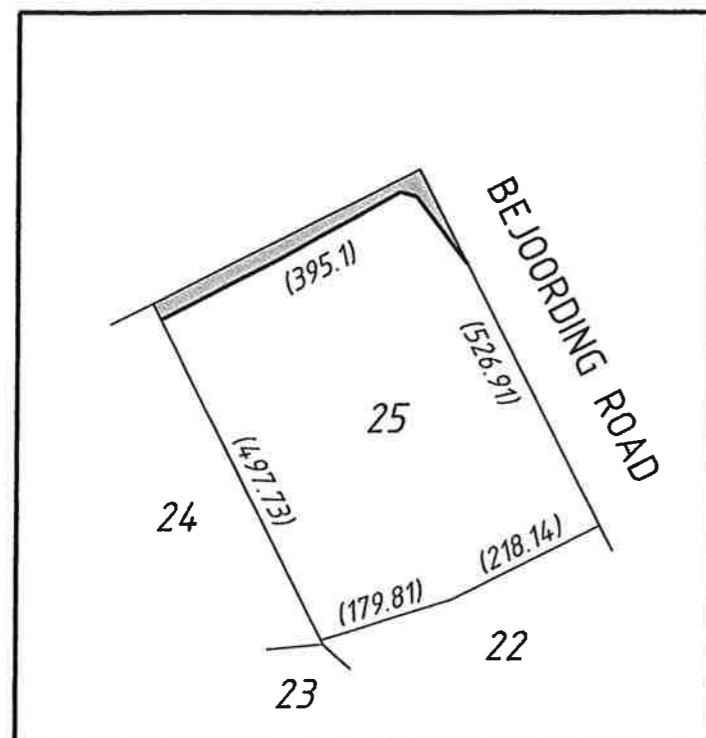
If you have any queries please do not hesitate to contact Ed Cooper on (08) 96224789.

Yours sincerely

A handwritten signature in black ink, appearing to read 'John Baker', with a stylized flourish at the end.

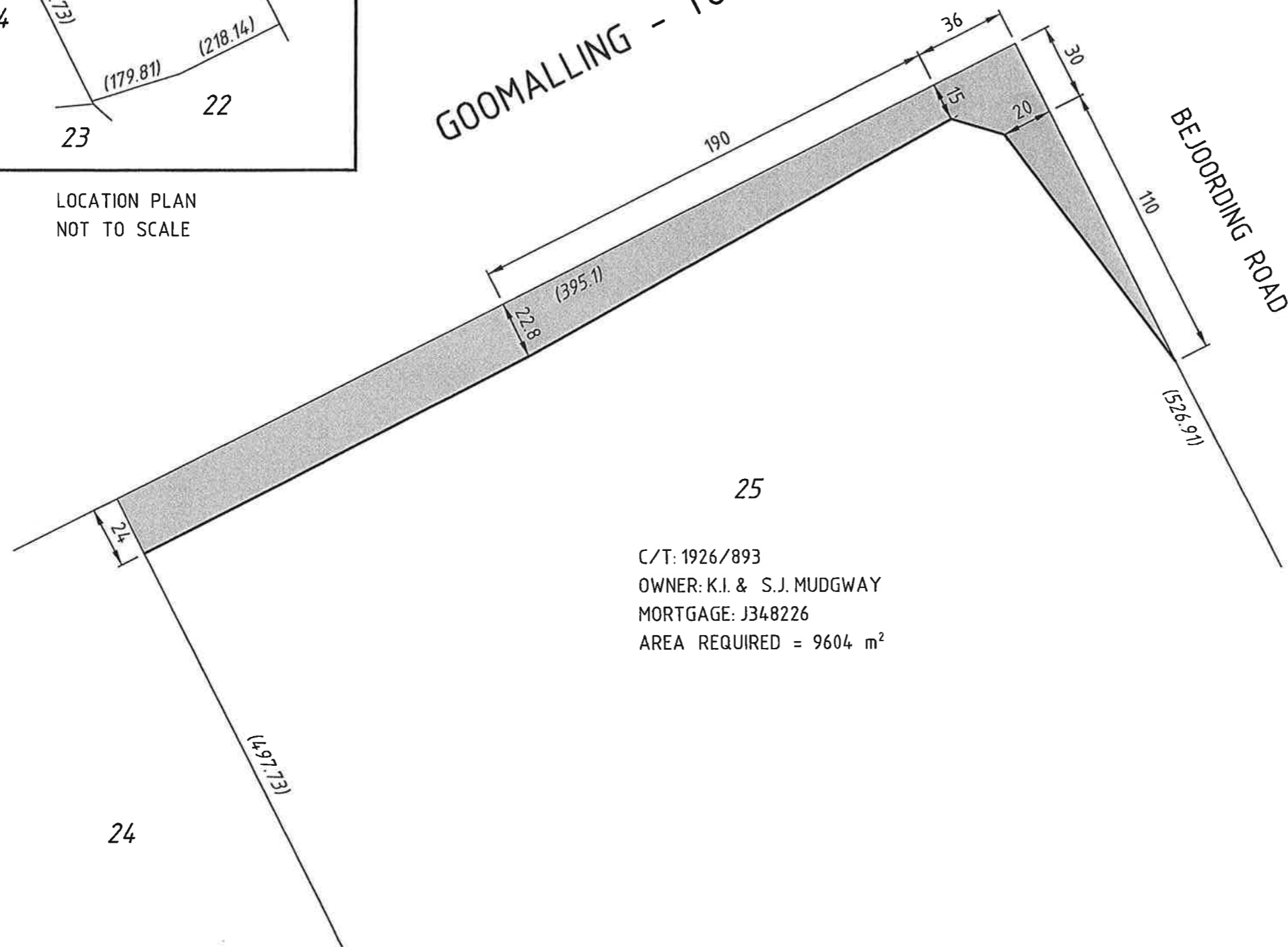
John Baker
A/REGIONAL MANAGER
Wheatbelt North Region

Enc: Main Roads Drawing No's. 1360-051, 1360-052, 1360-053, 1360-054 & 1360-055.



LOCATION PLAN
NOT TO SCALE

GOOMALLING - TOODYAY ROAD



C/T: 1926/893
OWNER: K.I. & S.J. MUDGWAY
MORTGAGE: J348226
AREA REQUIRED = 9604 m²

LEGEND



LAND REQUIRED FOR ROAD
PURPOSES



BOUNDARY TO BE SURVEYED.

NOTES

- 1 DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
- 2 S.L.K. IS A M.R. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY
- 3 HORIZONTAL DATUM IS MGA 94.
- 4 NOT TO BE USED FOR SURVEY REFER TO DRG 1360-051

WHEATBELT NORTH REGION

Telephone (08) 9622 4777

Fax (08) 9622 3767

APPROVED FOR IMPLEMENTATION

FILE NUMBER	FOLIO	DATE	APPROVAL NUMBER
12/914		14/6/13	
AUTHORISED			
APPROVED			



mainroads
WESTERN AUSTRALIA

FINANCE AND SERVICES
PROPERTY MANAGEMENT

Telephone 9323 4580

Fax 9323 4600

FILE No. 12/914

DRAWN/DESIGNED W.M. ROLLINGS 10/6/13

AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE
ROAD AND TRAFFIC ENGINEERING MANUAL

GOOMALLING - TOODYAY RD M60
LAND DEALINGS

LOT 25, 32.8 - 33.2 SLK

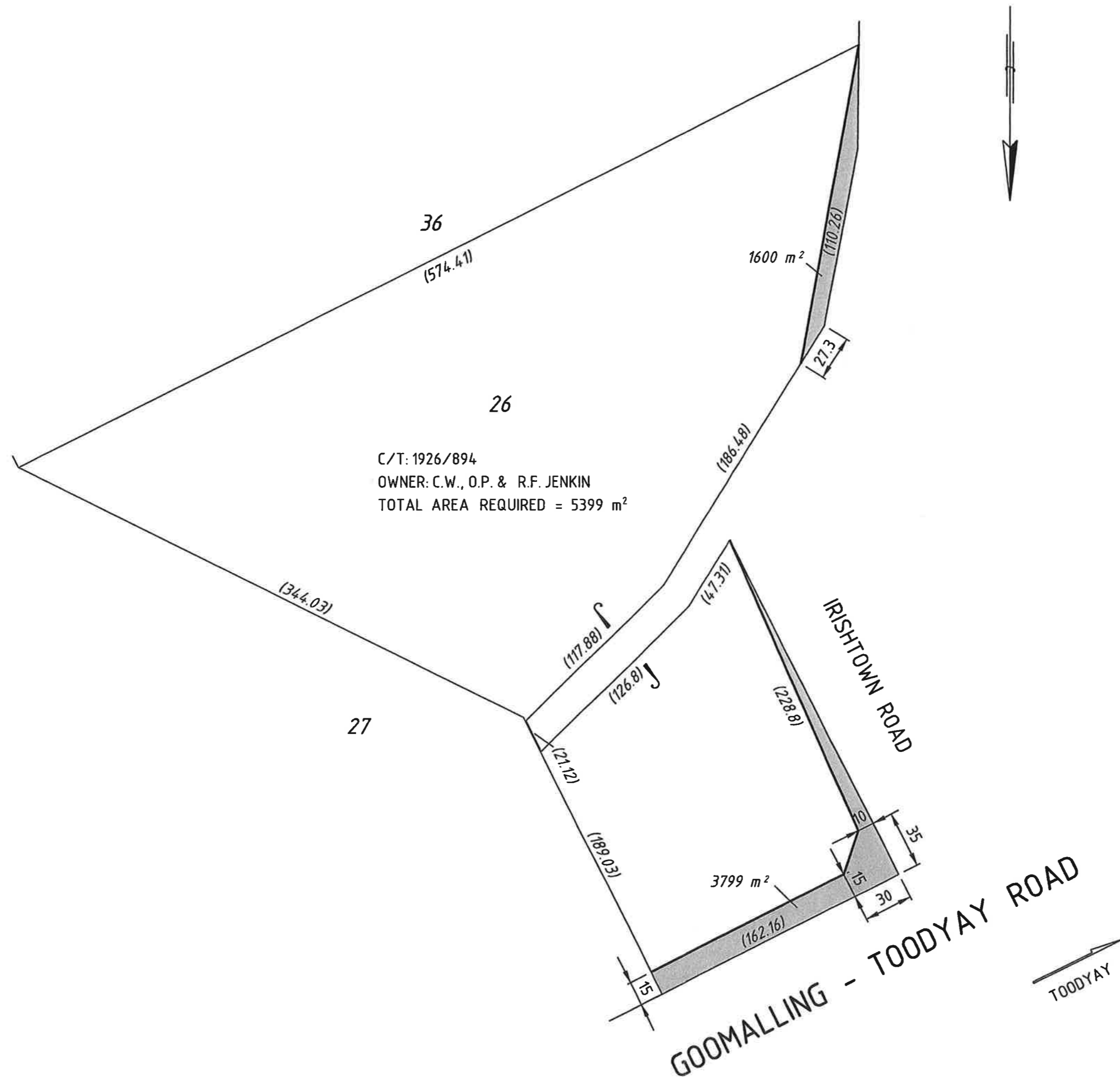
LOCAL AUTHORITY (408) SHIRE OF GOOMALLING

DRAWING TYPE DRAWING NUMBER

7200

1360-052

AMEND.



LEGEND



LAND REQUIRED FOR ROAD
PURPOSES



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12/914		19/6/13	
AUTHORISED			
APPROVED			



FINANCE AND SERVICES
PROPERTY MANAGEMENT

Telephone 9323 4580

Fax 9323 4600

FILE No. 12/914

DRAWN/DESIGNED W.M. ROLLINGS 10/6/13

AUDITED IN ACCORDANCE WITH STANDARD 67-08 48 IN THE
ROAD AND TRAFFIC ENGINEERING MANUAL 13/6/13

GOOMALLING - TOODYAY RD M60

LAND DEALINGS

LOT 26, 33.1 SLK

LOCAL AUTHORITY (408) SHIRE OF GOOMALLING

DRAWING TYPE DRAWING NUMBER

7200

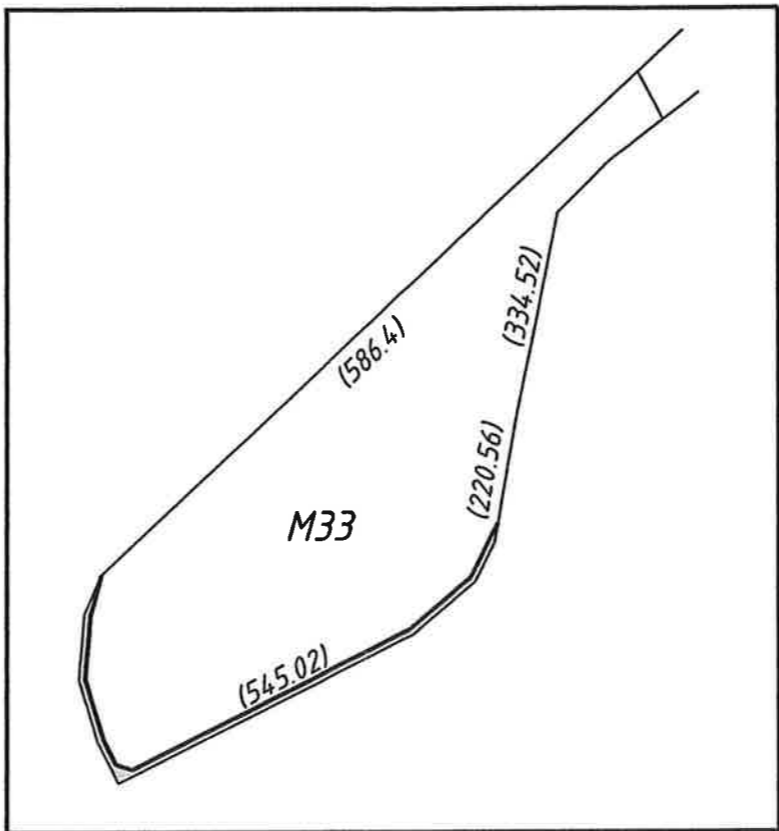
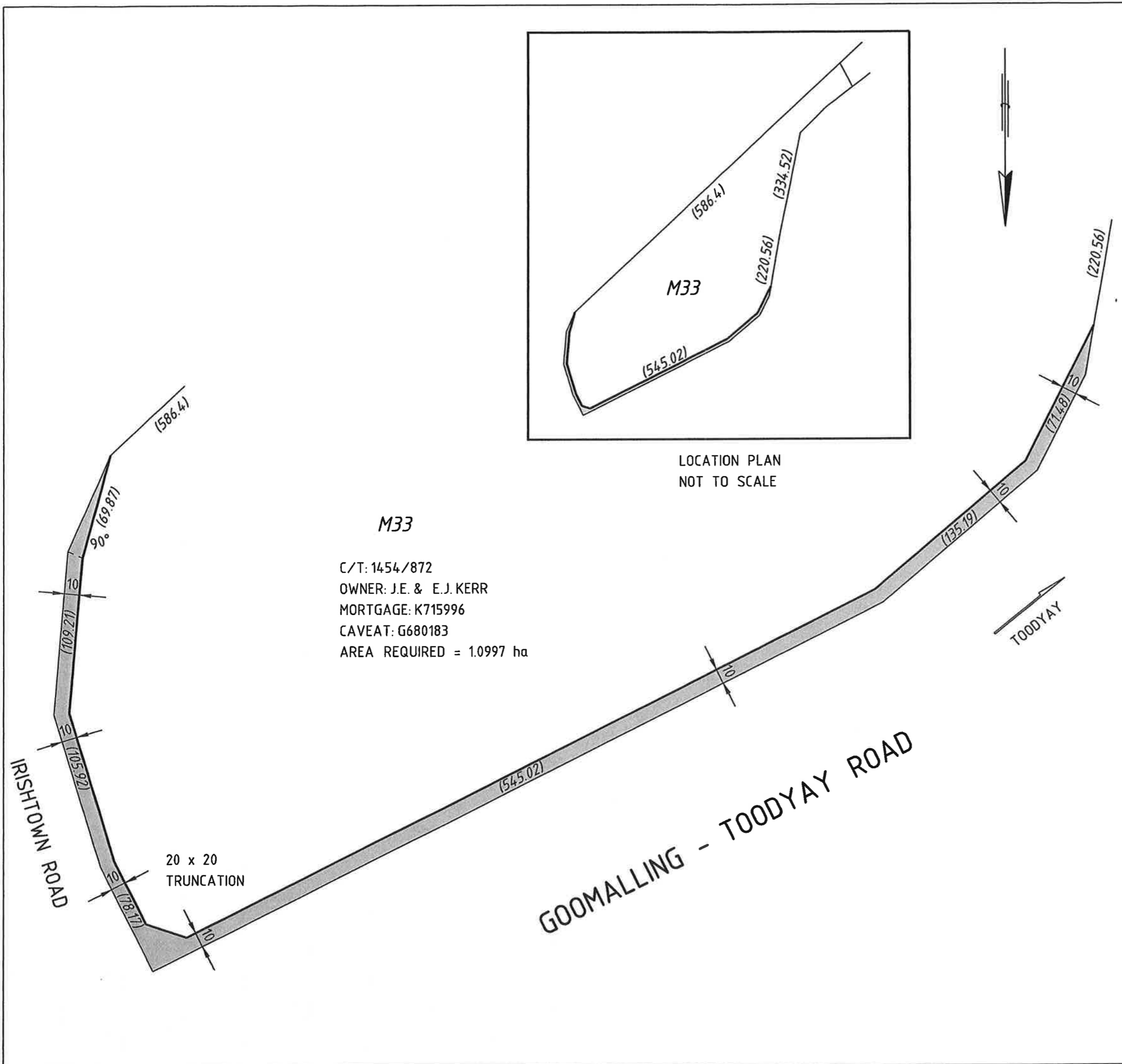
1360-053

AMEND.

300
200
100
0
SCALE 1:2500

SCAN DATE

A
3



M33
C/T: 1454/872
OWNER: J.E. & E.J. KERR
MORTGAGE: K715996
CAVEAT: G680183
AREA REQUIRED = 1.0997 ha

LEGEND



LAND REQUIRED FOR ROAD PURPOSES



BOUNDARY TO BE SURVEYED.

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WHEATBELT NORTH REGION

Telephone (08) 9622 4777

Fax (08) 9622 3767

APPROVED FOR IMPLEMENTATION

FILE NUMBER	FOLIO	DATE	APPROVAL NUMBER
12/914		14/6/13	
AUTHORISED			
APPROVED			



FINANCE AND SERVICES
PROPERTY MANAGEMENT

Telephone 9323 4580

Fax 9323 4600

FILE No. 12/914

DRAWN/DESIGNED W.M. ROLLINGS 10/6/13

AUDITED IN ACCORDANCE WITH STANDARD 67-08-18 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL

GOOMALLING - TOODYAY RD M60
LAND DEALINGS

LOT M33, 33.2 - 34.0 SLK

LOCAL AUTHORITY (426) SHIRE OF TOODYAY

DRAWING TYPE DRAWING NUMBER

7200

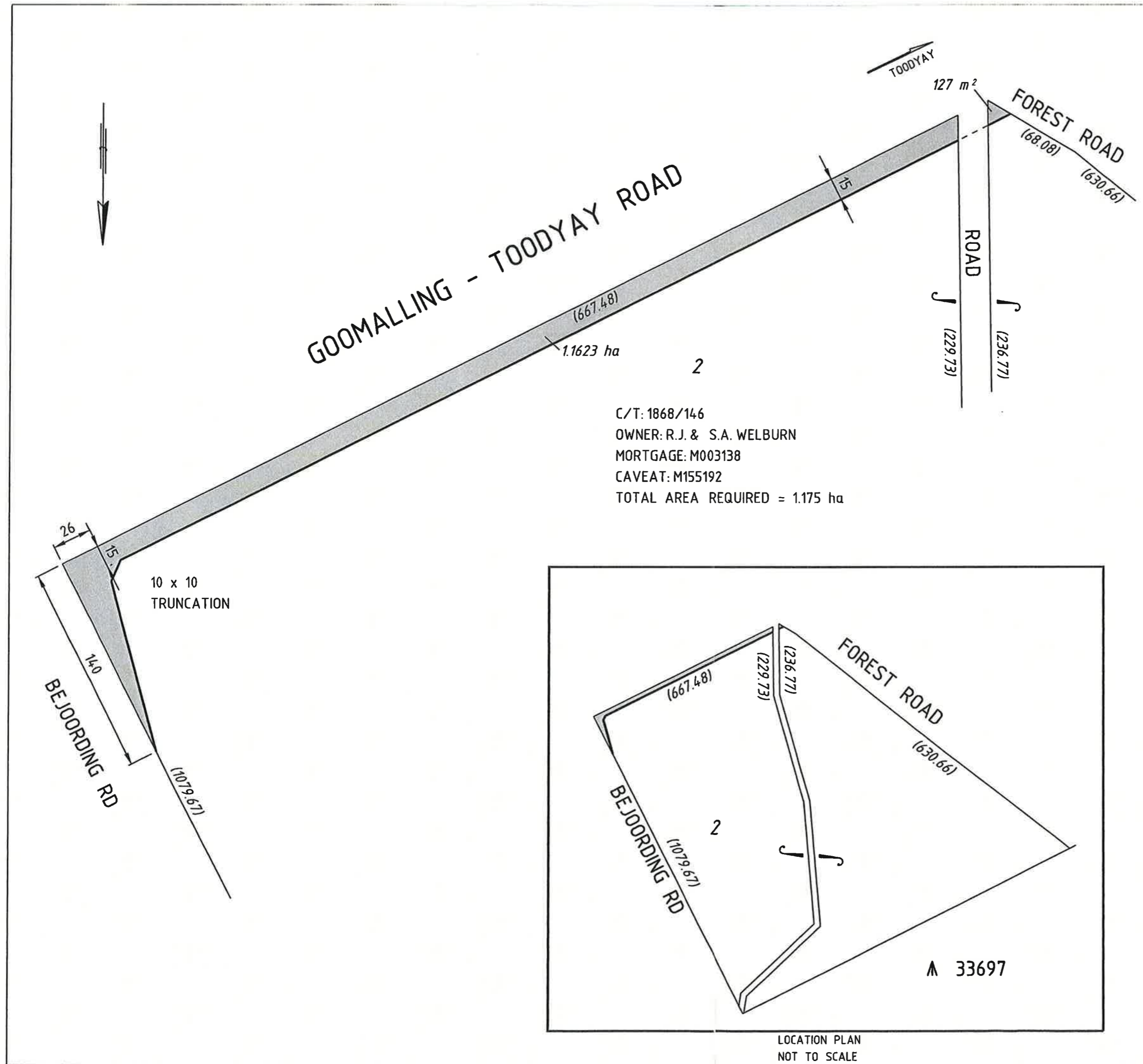
1360-054

AMEND.

SCALE 1:2500

SCAN DATE

A
3



LEGEND



LAND REQUIRED FOR ROAD PURPOSES



BOUNDARY TO BE SURVEYED.

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WHEATBELT NORTH REGION

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Fax (08) 9622 3767

APPROVED FOR IMPLEMENTATION

FILE NUMBER	FOLIO	DATE	APPROVAL NUMBER
12/914		19/6/13	
AUTHORISED			
APPROVED			



FINANCE AND SERVICES
PROPERTY MANAGEMENT

Telephone 9323 4580

Fax 9323 4600

FILE No. 12/914

DRAWN/DESIGNED W.M. ROLLINGS 10/6/13

AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL

GOOMALLING - TOODYAY RD M60
LAND DEALINGS

LOT 2, 33.2 - 33.9 SLK

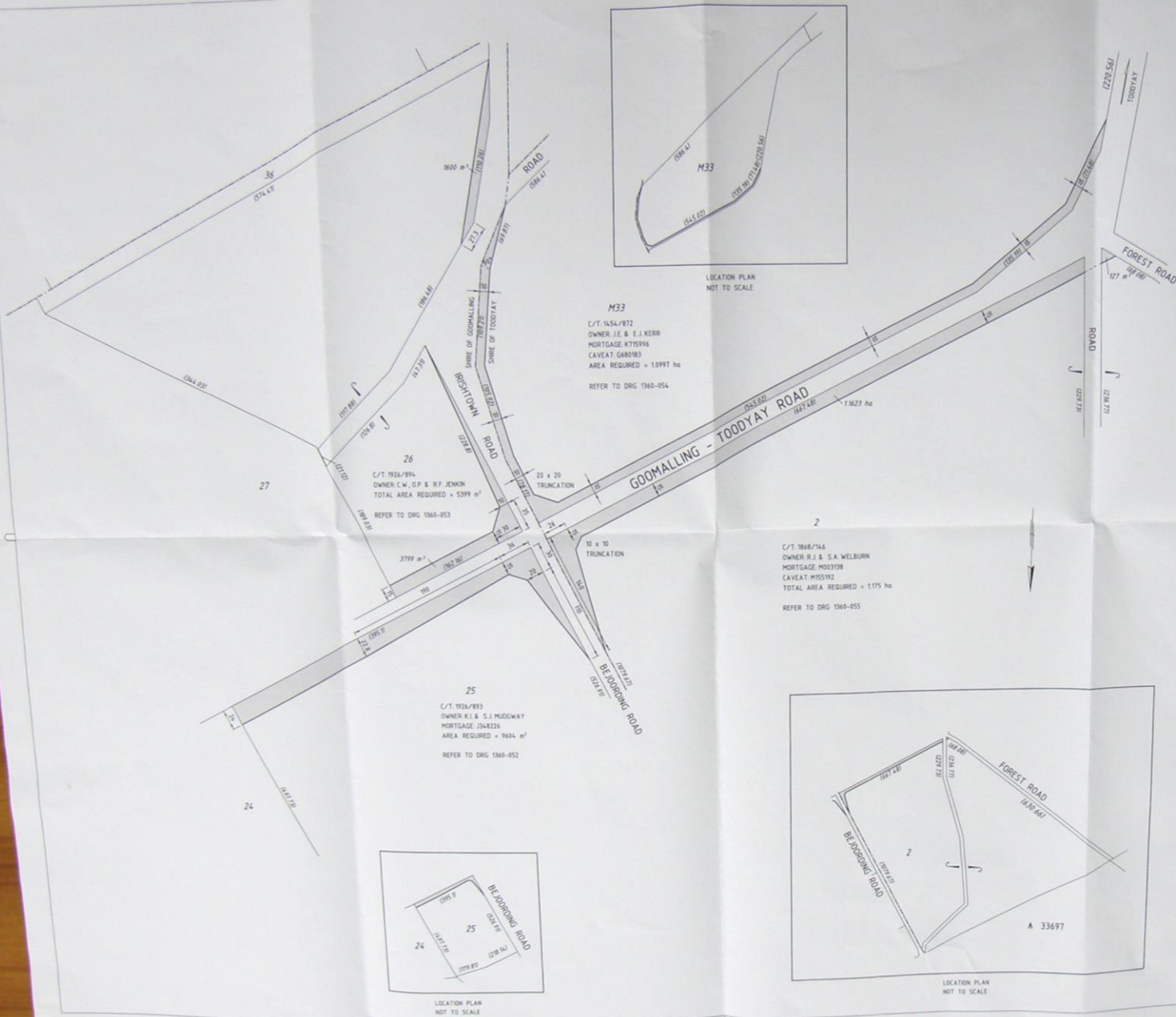
LOCAL AUTHORITY (426) SHIRE OF TOODYAY

DRAWING TYPE DRAWING NUMBER

7200

1360-055

AMEND.



AMENDMENTS

LEGEND

- LAND REQUIRED FOR ROAD PURPOSES
- BOUNDARY TO BE SURVEYED

NOTES

- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
- S.L.K. IS A STRAIGHT LINE KILOMETRE AND IS APPROPRIATE ONLY.
- CADASTRAL MODEL CAD1099A
- HORIZONTAL DATUM IS MGA 94

WHEATBELT NORTH REGION

Telephone 080 000 0000 Fax 080 000 0000

APPROVED FOR IMPLEMENTATION

FILE NUMBER 12/914 DATE 19/4/13 APPROVAL NUMBER
AUTHORISED BY [Signature] APPROVED BY [Signature]

mainroads
FINANCE AND SERVICES
PROPERTY MANAGEMENT
Telephone 9303 4000 Fax 9303 4000

ORIGINATED BY W.M. ROLLINGS DATE 11/6/13
CHECKED BY [Signature] DATE 11/6/13

1360-051

GOOMALLING - TOODYAY RD M60

LAND DEALINGS

32.8 - 34 SLK

LOCAL AUTHORITY (L288) SHARE OF GOOMALLING

GOOMALLING (L288) SHARE OF TOODYAY

7200

12/914

1360-051

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