



## **Ordinary Meeting of Council**

# **Minutes**

## **24 March 2015**

MINUTES OF ORDINARY MEETING OF COUNCIL  
HELD IN COUNCIL CHAMBERS ON 24 MARCH 2015

## 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 March 2015.



Stan Scott  
**CHIEF EXECUTIVE OFFICER**

## Confirmed Minutes

These minutes were confirmed at a meeting held on 28 April 2015.

Signed:  .....

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

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**ADDENDUM** *with separate index follows Item 16.*

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# Shire of Toodyay

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## ORDINARY MEETING – 24 MARCH 2015

### MINUTES

#### 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

#### 2. RECORDS OF ATTENDANCE

##### Members

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

##### Staff

Mr S Scott	Chief Executive Officer
Ms C Delmage	Manager Corporate Services
Mr G Bissett	Manager Planning & Development ( <i>arrived 4.53 pm</i> )
Mrs A Bell	Manager Community Development ( <i>arrived 4.57 pm</i> )
Mrs M Rebane	Executive Assistant

##### Visitors

P Robinson	J Forsyth	J Pearce
I Bull	M Leggett	D Mustchin
M Sinclair-Jones	B Ranger	S Kerr

#### 2.1 APOLOGIES

Nil.

#### 2.2 APPROVED LEAVE OF ABSENCE

Cr Rayner has been granted Approved Leave of Absence from 26 March 2015 to 8 May 2015 inclusive.

## 2.3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

## 3. DISCLOSURE OF INTERESTS

Cr D Dow, Shire President, advised that he and Cr McCann had a disclosure of interest in the form of a written notice to make during the meeting.

*Cr Dow declared an impartiality interest pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 in relation to Agenda Item 9.2.1 Lot 180 Hamersley Street, Toodyay – Retrospective fence with variation to LPP.20. Cr Dow stated that the nature of his interest was that he lived in the same street as the applicant and he has known the applicant for several years and therefore I state that I will consider this item on its merits and vote accordingly.*

*Cr McCann declared an impartiality interest in Item 9.1.2 - 2014/2015 Community Depot Project, as he is the Chairman of Toodyay Festivals and a member of the Avon Woodturners who have proposed buildings in this development. Cr McCann stated that as a consequence there may be a perception that my impartiality on the matter may be affected. I will therefore declare that I will consider this matter on its merits and vote accordingly.*

## 4. PUBLIC QUESTIONS

### 4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Ordinary Meeting of Council held on 24 February 2015 no questions were taken on notice.

### 4.2 PUBLIC QUESTION TIME

Nil.

## 5. CONFIRMATION OF MINUTES

### 5.1 Ordinary Meeting of Council held on 24 February 2015

Cr Chitty moved the Officers Recommendation as follows:

**That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 24 February 2015 be confirmed.**



Cr Craddock moved an amendment to the motion as follows:

**That the words "subject to an amendment being made to the heading 11.1 – "Notice of Motions" instead of "Notice of Motion" within the minutes" be inserted following the words "be confirmed"**

Cr Chitty accepted the amendment.

The substantive motion was put.

<p><b>OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO 57/03/15</b></p> <p><b>MOVED</b> Cr Chitty</p> <p>That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 24 February 2015 be confirmed subject to an amendment being made to the heading 11.1 – "Notice of Motions" instead of "Notice of Motion" within the minutes.</p> <p style="text-align: right;"><b>MOTION CARRIED 8/0</b></p>
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## **5.2 Council Forum Meeting held on 10 March 2015**

***The Shire President ruled that in accordance with Standing Order 4.6 that Council could consider Agenda Item 5.2 and 5.3 for adoption by exception.***

Cr McCann moved a motion as follows:

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

- 5.2 Council Forum held on 10 March 2015; and**
- 5.3 Confidential Minuted Items**

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

***In accordance with Standing Order 4.6 the Shire President sought clarification as to whether any member wished to make a statement or move a motion other than the Officer's recommendation.***

***In accordance with Standing Order 4.6 the Shire President declared the motion carried without debate and without taking a vote.***

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

**COUNCIL RESOLUTION NO 58/03/15**

**MOVED** Cr McCann

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

- 5.2 Council Forum held on 10 March 2015; and
- 5.3 Confidential Minuted Items

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

**MOTION CARRIED 8/0**

**5.3 Confidential Minuted Items**

**5.3.1 Ordinary Meeting of Council held on 24 February 2015**

**OFFICERS RECOMMENDATION/ADOPTION BY EXCEPTION  
RESOLUTION NO 58/03/15**

**MOVED** Cr McCann

That the Unconfirmed Confidential Minuted Item as follows:

- 14.1 Application to Extend Planning Approval – Lot 11 Chitty Road

from the Ordinary Meeting of Council held on 24 February 2015 be confirmed.

**MOTION CARRIED 8/0**

**6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

**6.1 PETITIONS**

Nil.

**6.2 DEPUTATIONS**

Nil.

**6.3 PRESENTATIONS**

Nil.

#### **6.4 SUBMISSIONS**

Mr J Pearce addressed Council regarding Agenda Item 9.2.1 Lot 180 Hamersley Street, Toodyay – Retrospective fence with variation to LPP.20.

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

Nil.

#### **8. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

##### **8.1 PRESIDENT'S REPORT**

Congratulations once again to Toodyay's Tidy Towns Committee and the community as a whole for their combined efforts throughout 2014, culminating in Toodyay becoming the winner of the iconic 25<sup>th</sup> Australian Tidy Towns Awards, announced in Sheffield Tasmania. This achievement was driven by hundreds of volunteers throughout the Shire. Toodyay Friends of the River and Toodyay Naturalist Club, along with our local Bendigo Bank undoubtedly helped to lay claim to the Litter Prevention and Environmental Protection and Innovation Awards. I also acknowledge and thank Shire Administration Staff and Works Crews for their contribution. The contracted Operator and Staff of the Toodyay Waste Transfer Station also deserve recognition for their outstanding management of the Waste Transfer Station, resulting in a win in the category of Resource Recovery.

While in Sheffield delegates were given an overview of local activities and projects including a visit to a regional landfill complex, a water course rehabilitation site and a vintage steam train that is the backbone of an annual Steamfest attracting 15,000 enthusiasts each March long weekend.

Sheffield is known as the Town of Murals and we were given an excellent tour and presentation on the economic and social benefits of this concept of living art. A large proportion of the murals are renewed annually during a Muralfest that attracts 10,000 visitors throughout the six day event.

I also took the opportunity to visit Sheffield's aged care complex to gain an insight into the operation and structure of their independent living units, along with an overview of their secure medium-care facility. Sheffield is well known for "best practices in aged care".

The challenge is to now build on the knowledge and enthusiasm gained by delegates and partners during their Sheffield visit.

The Wheatbelt Development Commission has confirmed that Toodyay Festivals Inc. are to receive a grant of \$19,060 to fund Moondyne Joe's pop-up Colonial Village and a mobile stage. This augers well for the continued success of the Moondyne Festival. To obtain grant funds in the current tight fiscal environment confirms the strength and commitment of the committee volunteers and is one less potential drain on Shire resources.

The reconstruction of the Anzac Avenue section of the Heavy Haulage Route is almost completed and is now being enhanced by the planting of "Spirit of Anzac Grevilleas". The planting of these commemorative shrubs is an initiative of the Toodyay RSL sub-branch aided by funding from the Toodyay Op Shop.

On Sunday 22<sup>nd</sup> March, I (in conjunction with the Toodyay Lion's Club) had the privilege of representing the Shire in welcoming the Black Dog Motor Cycle Riders to our town. This dedicated group are part of an Australia-wide movement raising awareness of depression and suicide prevention, particularly in men.

## **9. REPORTS OF COMMITTEES AND EMPLOYEE REPORTS**

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

- 9.1.1 Shire of Toodyay Heritage Master Plan;**
- 9.5.3 Memorandum of Understanding for the operation of Avon Regional Organisation of Councils (AROC); and**
- 9.5.4 Museum Advisory Committee Membership.**

Cr Craddock moved a motion as follows:

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

- 9.1.1 Shire of Toodyay Heritage Master Plan;**
- 9.5.3 Memorandum of Understanding for the operation of Avon Regional Organisation of Councils (AROC); and**
- 9.5.4 Museum Advisory Committee Membership**

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

***In accordance with Standing Order 4.6 the Shire President sought clarification as to whether any member wished to make a statement or move a motion other than the Officer's recommendation.***

***In accordance with Standing Order 4.6 the Shire President declared the motion carried without debate and without taking a vote.***

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

**COUNCIL RESOLUTION NO 59/03/15**

**MOVED** Cr Craddock

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

- 9.1.1 Shire of Toodyay Heritage Master Plan;
- 9.5.3 Memorandum of Understanding for the operation of Avon Regional Organisation of Councils (AROC); and
- 9.5.4 Museum Advisory Committee Membership

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

**MOTION CARRIED 8/0**

## 9.1 COMMUNITY DEVELOPMENT

### 9.1.1 Shire of Toodyay Heritage Master Plan

Date of Report:	12 March 2015
Name of Applicant / Proponent/s:	Shire of Toodyay
File Reference:	HER1
Author:	Audrey Bell – Manager Community Development
Responsible Officer:	Stan Scott – Chief Executive Officer
Previously Before Council:	20 November 2012 – OCM [318/11/12]; 25 Feb 2014 and 11 November 2014 – Forum.
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive
Attachments:	1. DRAFT Heritage Master Plan; 2. Heritage Strategy; 3. Schedule of submissions; and 4. Table of correlation between Heritage Strategy and Heritage Master Plan.
Voting Requirements:	Simple majority

#### PURPOSE OF THE REPORT

The purpose of this report is to consider adoption of the amended DRAFT Heritage Master Plan (**Attachment 1**).

#### BACKGROUND

At its Ordinary Meeting held 20 November 2012, Council resolved:

*'That Council:*

- 1. receive the proposed Heritage Master Plan for the Shire of Toodyay; and*
- 2. advertise the proposed Heritage Master Plan for an extended consultation period, with a closing date of 1 March 2013.'*

The Heritage Master Plan was presented at a Council Forum held 25 February 2014 where it was requested that it be brought to Council for adoption.

The Heritage Strategy was adopted by Council on 25 March 2014 (**Attachment 2**).

The Heritage Master Plan was then presented at a Council Forum held 11 November 2014. Laura Grey - Heritage Advisor for the Shire of Toodyay attended this Forum. Council were advised by the Heritage Advisor that it was necessary to adopt the Heritage Master Plan as reference to the Heritage Strategy.

The Heritage Master Plan is considered to be a living document and has been amended by the Heritage Advisor and Museum Curator who have worked through the submissions received in 2012/2013 (**Attachment 3**) and linked the adopted Heritage Strategy with the Heritage Master Plan (**Attachment 4**).

This process was followed to see if the actions then proposed in the Heritage Master Plan were being accommodated in the adopted Heritage Strategy. The public submissions received have been incorporated into the Heritage Master Plan.

## **CONSULTATION IMPLICATIONS**

The Heritage Advisor and Museum Curator advised that the linkage between the two reports is more of a reference between the two documents rather than a 'tight' link. They are aware that when working through the Action Plan some items may need to be reviewed due to time taken from inception of the Plan to the current date.

No further consultation has taken place since the call for submissions in 2012. Those who submitted submissions will be advised of the outcome.

## **STRATEGIC IMPLICATIONS**

Council's Strategic Community Plan – Toodyay 2023 (SCP) makes a reference to the Heritage Master Plan in the historical reference to the first families of the Avon Valley.

**Strategic issues facing the community:** balanced development (heritage protection): nurturing the distinctive heritage and identity of Toodyay while enabling appropriate development to occur without undue cost, delay or uncertainty.

**Community engagement:** is central to the development of the Strategic Community Plan. The Heritage Master Plan received submissions to it when advertised for public comment in 2012. These submissions have been considered during the Heritage Master Plan amendment.

The Heritage Master Plan is listed as a Shire of Toodyay Strategy/Plan in the Strategic Community Plan.

## **POLICY IMPLICATIONS**

This proposal does not contain any notable policy implications.

## **FINANCIAL IMPLICATIONS**

The Strategic Community Plan states that funding will be required for implementation of the Heritage Master Plan. Funding will be subject to Shire of Toodyay budgetary processes and in some instances, through the availability of other grant funding sources and/or support from funding bodies/partner agencies.

## **LEGAL AND STATUTORY IMPLICATIONS**

Section 45 of the *Heritage of Western Australian Act 1990* states as follows:

- 's.45. Local government to compile etc. inventory of buildings with cultural heritage significance*
- (1) A local government shall compile and maintain an inventory of buildings within its district which in its opinion are, or may become, of cultural heritage significance.*
  - (2) The inventory required by subsection (1) shall be compiled no later than 4 years from the commencement of this Act and shall be —*
    - (a) updated annually; and*
    - (b) reviewed every 4 years after compilation.*
  - (3) A local government shall provide the Council with a copy of the inventory compiled pursuant to this section.*
  - (4) A local government shall ensure that the inventory required by this section is compiled with proper public consultation.'*

## **RISK IMPLICATIONS (including DAIP)**

This proposal does not contain any notable risk implications.

## **ENVIRONMENTAL IMPLICATIONS**

This proposal does not contain any notable environmental implications.

## **SOCIAL IMPLICATIONS**

This proposal does not contain any notable social implications.

## **OFFICER COMMENT / DETAILS**

The Heritage Master Plan was written at the request of Council as a response to the reactive heritage conservation and interpretation projects that have occurred



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within the Shire Toodyay over the years. It is now ready for adoption by Council.

The Heritage Strategy was adopted by Council on the recommendation of the Heritage Advisor in part to meet the statutory requirements and the funding obligations in relation to the Heritage Advisor's position. It is important however that the extensive work and research that went into the development of the Heritage Master Plan is not lost. As a result we propose that Council adopt the Heritage Master Plan as an informing document to the Heritage Strategy. To assist in this process the key actions of both documents have been mapped against each other and are set out in **Attachment 4**.

When the Heritage Master Plan was presented to Council Forum in November 2014 the view of the Elected Members was that the Heritage Master Plan, if linked with the Heritage Strategy, would serve as an excellent reference document for the Heritage Planning Process which also includes the maintenance of a municipal inventory list in accordance with the *Heritage of Western Australian Act 1990*.

OFFICERS	RECOMMENDATION/ADOPTION	BY	EXCEPTION
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RESOLUTION NO 58/03/15

**MOVED** Cr Craddock

That Council adopt the Heritage Master Plan as an underpinning reference document to the Heritage Strategy.

**MOTION CARRIED 8/0**

***Cr McCann declared an impartiality interest in Item 9.1.2 - 2014/2015 Community Depot Project, as he is the Chairman of Toodyay Festivals and a member of the Avon Woodturners who have proposed buildings in this development. Cr McCann stated that as a consequence there may be a perception that my impartiality on the matter may be affected. I will therefore declare that I will consider this matter on its merits and vote accordingly.***

<b>9.1.2 2014/2015 Community Depot Project</b>
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Date of Report:	15 March 2015
Name of Applicant / Proponent/s:	Shire of Toodyay
File Reference:	COC10/GRT21/LEG080/COM24
Author:	Audrey Bell - Manager Community Development
Responsible Officer:	Audrey Bell - Manager Community Development
Previously Before Council:	5 August 2014 Resolution No. 247/08/14
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive
Attachments:	1. Minutes - Community Depot Management Advisory Committee – including Endorsed Layout and the LotteryWest Grant Approval.
Voting Requirements:	Simple Majority

### **PURPOSE OF THE REPORT**

The purpose of this report is to get approval to commence the 2014/2015 Community Depot Project.

### **BACKGROUND**

As part of the budget process, Council resolved to make a number of specified works/expenditure items, including the Community Depot, subject to Council approval prior to commencement.

Progress to date:

- We have now received confirmation from Lotterywest of a grant of \$130,432;
- The Community Depot Management Advisory Committee has endorsed the master plan for the area;

- Much of the spoil from the IGA car park project has been deposited at the community depot to assist in site preparation; and
- Groups funding some of their own infrastructure are now ready to proceed.

### **CONSULTATION IMPLICATIONS**

The Community Depot Management Advisory Committee is the formal means by which affected community groups are consulted.

### **STRATEGIC IMPLICATIONS**

This proposal does not contain any notable Strategic implications.

### **POLICY IMPLICATIONS**

Council Policy F.3 – Purchasing will apply to acquisition and construction of new buildings/facilities at this site.

### **FINANCIAL IMPLICATIONS**

GL: 133332 – Community Depot Works has an allocation of \$215,432 for this Project.

### **LEGAL AND STATUTORY IMPLICATIONS**

This proposal does not contain any notable legal or statutory implications.

### **RISK IMPLICATIONS (including DAIP)**

The most significant risk from this Project is that new facilities will be inadequate or not meet the need of individual groups. There will be further rounds of individual consultation prior to purchases proceeding.

### **ENVIRONMENTAL IMPLICATIONS**

This proposal does not contain any notable environmental implications.

### **SOCIAL IMPLICATIONS**

This proposal does not contain any new notable social implications that have not been canvassed in previous reports.

### **OFFICER COMMENT / DETAILS**

The necessary funding for this Project has now been secured. To date, work undertaken at the site this year has been incidental (spreading of fill from the IGA car park). We need Council endorsement to implement the Project.

**OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO 60/03/15**

**MOVED** Cr Chitty

That Council:

1. Endorse the agreed Master Plan but allow for minor variations to meet the needs of community groups; and
2. Authorise the implementation of the Community Depot Project including site works, construction of car park, purchase and installation of accessible toilet and inviting tenders for the supply and installation of sheds as per the agreed Master Plan.

**MOTION CARRIED 8/0**

## 9.2 PLANNING AND DEVELOPMENT

*Cr Dow declared an impartiality interest pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 in relation to Agenda Item 9.2.1 Lot 180 Hamersley Street, Toodyay – Retrospective fence with variation to LPP.20. Cr Dow stated that the nature of his interest was that he lived in the same street as the applicant and he has known the applicant for several years and therefore I state that I will consider this item on its merits and vote accordingly.*

### 9.2.1 Lot 180 Hamersley Street, Toodyay – Retrospective fence with variation to LPP.20

Date of Report:	9 March 2015
Name of Applicant / Applicant/s:	P & J Forsyth
File Reference:	180HAM/A121
Author:	Hugo de Vos – Planning Officer
Responsible Officer:	Graeme Bissett - Manager Planning & Development
Previously Before Council:	N/A.
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Quasi-Judicial
Attachments:	<ol style="list-style-type: none"> <li>1. Lot 180 Hamersley Street - Aerial showing non-compliant section of fencing;</li> <li>2. Lot 180 Hamersley Street - Street view depicting non-compliance;</li> <li>3. PICTURE - Brick and Tile Bungalow (Lot 180); and</li> <li>4. PICTURES - Hamersley Street Boundary Fence Examples.</li> </ol>
Voting Requirements:	Simple Majority

### PURPOSE OF THE REPORT

The purpose of this report is to provide a determination on a retrospective application for planning approval for a boundary fence at Lot 180 Hamersley Street in Toodyay.

### BACKGROUND

This property is located within the Shire of Toodyay Local Planning Policy No. 20 – Central Toodyay Heritage Area (LPP No. 20). This proposal is to seek retrospective approval of a fence that is not fully compliant with the Policy. This

matter is being brought to Council as there is no delegated authority to determine this at an Officer level.

Lot 180 Hamersley Street is a 0.1184 hectare property with a north-south aspect overlooking the railway line and Toodyay town site. Under the Shire of Toodyay's Local Planning Scheme No. 4, the property is zoned Residential (**Attachment 1**).

The applicant sought advice from the Shire's Planning Department about fencing and indicated that there was a matter of urgency due to the fact the applicant had booked a tradesman to erect the fence and was under the assumption that planning was not required. Taking this into consideration advice was given that the tradesman could erect the portion of the fence to the rear of the property which was predominantly not visible from the street. However advice was given that an application for Planning Approval would be required as the property was located within the Central Toodyay Heritage Area and that the front set back section was not to be erected until such approval was granted. Here there seems to be a matter of contention or miscommunication as the applicant went ahead and had the whole fence erected despite this advice. As such the matter is being treated as a retrospective application.

### **CONSULTATION IMPLICATIONS**

Council Policy M.2 Public Consultation applies which requires this development to undertake a Level A consultation process (no advertising). The matter was however, reviewed by the Shire's Heritage Advisor.

As this was a retrospective Planning Application a decision was made to conduct a Level C consultation process. The plans and site photographs were advertised for a period of fourteen days ending 4 March 2015. No submissions were received.

The Heritage Advisor has previously been consulted on the issue of colorbond fences and the advice received is that such fencing should not be supported on street frontages or in front of the building line. In this case all bar the front three panels of the side fence would be acceptable within the scope of this advice.

### **STRATEGIC IMPLICATIONS**

This proposal does not contain any notable strategic implications.

### **POLICY IMPLICATIONS**

LPP No. 20 – Central Toodyay Heritage Area applies to this Application.

Section 3.0 of LPP No. 20 has provisions in relation to residential development. This section of the Policy outlines a number of requirements including scale and size, form, siting, materials and colours, detailing and setting that residential dwellings should achieve. The Application complies with the requirements of the Policy, with the exception of Clause 3.4.27.(b), which states that "fibre cement

sheeting or steel, iron or colorbond sheeting as a fencing material shall be avoided on any street frontage in front of the building line.”

### **FINANCIAL IMPLICATIONS**

This proposal does not contain any notable financial implications.

### **LEGAL AND STATUTORY IMPLICATIONS**

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*.

### **RISK IMPLICATIONS (including DAIP)**

This proposal does not contain any notable risk implications.

### **ENVIRONMENTAL IMPLICATIONS**

This proposal does not contain any notable environmental implications.

### **SOCIAL IMPLICATIONS**

This proposal does not contain any notable social implications.

### **OFFICER COMMENT / DETAILS**

During the assessment of the Application, it was determined that it did not comply with LPP No. 20 Section 3.4.27(b) (**Attachment 2**).

Specifically, the issue identified is in relation to the front three panels of a solid colourbond fence. These have been identified as being in front of the building line and therefore do not comply with the provisions of the Local Planning Policy Section 3.4.27(b).

The neighbouring property is already providing considerable screening by way of established vegetation. This is enough to address the applicant’s concern about noise and privacy.

There may be a case to question the need for heritage compliance on a property which is essentially a brick and tile bungalow that has no heritage characteristics (**Attachment 3**). It is noted that there are numerous examples of boundary fences that pre-date the Policy that would be non-compliant (**Attachment 4**).

In October 2013 Council refused planning permission for a colorbond fence on a secondary street frontage. Removal of the three panels in front of the building line would be consistent with the previous decision.

The best course of action is seen to approve the Application with a condition that the non-compliant front panels be removed.

**OFFICERS RECOMMENDATION**

That Council approve the retrospective planning application for a boundary fence at Lot 180 Hamersley Street, Toodyay subject to the removal of the three panels in front of the building line in order to comply with Section 3.4.27(b) of the Shire of Toodyay Local Planning Policy No. 20 – Central Toodyay Heritage Area.

Cr Lloyd moved the Officer's Recommendation as follows:

**That Council approve the retrospective planning application for a boundary fence at Lot 180 Hamersley Street, Toodyay subject to the removal of the three panels in front of the building line in order to comply with Section 3.4.27(b) of the Shire of Toodyay Local Planning Policy No. 20 – Central Toodyay Heritage Area.**

Clarification was sought in relation to a reduction in height of the three panels.

Cr McCann moved an amendment to the motion as follows:

**That the motion be reworded to read as follows:**

**That Council approve the retrospective planning application for a boundary fence at Lot 180 Hamersley Street, Toodyay including the three panels in front of the building line.**

Cr Lloyd did not accept the amendment.

Cr Rayner seconded the amendment.

Debate commenced.

Clarification was sought.

Cr Dow foreshadowed a minor amendment subject to result of the debate.

The amendment was put.



**AMENDMENT/COUNCIL RESOLUTION NO 61/03/15**

**MOVED** Cr McCann

**SECONDED** Cr Rayner

That the motion be reworded to read as follows:

That Council approve the retrospective planning application for a boundary fence at Lot 180 Hamersley Street, Toodyay including the three panels in front of the building line.

**MOTION CARRIED 6/2**

Cr Dow moved an amendment to the substantive motion as follows:

**That the words “subject to panel 3 being tapered at the same angle to conform with the rest of the fence” be included after the words “building line”**

Cr Lloyd accepted the amendment.

Clarification was sought.

Cr Madacsi objected to the substantive motion.

Cr Chitty seconded the substantive motion.

Debate commenced.

The substantive motion was put.

**OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO 62/03/15**

**MOVED** Cr Lloyd

**SECONDED** Cr Chitty

That Council approve the retrospective planning application for a boundary fence at Lot 180 Hamersley Street, Toodyay including the three panels in front of the building line subject to panel 3 being tapered at the same angle to conform with the rest of the fence.

**MOTION CARRIED 7/1**

*The Officer's recommendation was amended by decision of Council, thereby permitting, in this instance, non-compliance in relation to Section 3.4.27(b) of the Shire of Toodyay Local Planning Policy No. 20 – Central Toodyay Heritage Area.*

**9.2.2 Proposal - Old Shire Depot - Reuse As a Museum**

Date of Report:	13 March 2015
Name of Applicant / Proponent/s:	Mr Bruce Ranger
File Reference:	248HARP/A2094
Author:	Graeme Bissett – Manager Planning & Development
Responsible Officer:	Stan Scott – Chief Executive Officer
Previously Before Council:	August 2014 Council Forum
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive
Attachments:	1. Council's information request; and 2. Applicant additional information supplied.
Voting Requirements:	Simple Majority

**PURPOSE OF THE REPORT**

The purpose of this report is to consider an updated proposal in relation to leasing the Old Works Depot Site for use as a museum.

**BACKGROUND**

Mr Ranger and his associates are seeking Council permission to lease most of the site and buildings located at 5 Harper Road, Toodyay which was the former Shire Works Depot.

The proposal to use the site for a museum to house items from their collection currently stored elsewhere was last considered at a Council Forum held in August 2014. Photos of some of the collection items were presented at this Forum and will be available again at the meeting.

Council guidance was that prior to formally considering the proposal, further information was required. This request was relayed to the applicant and then formally put in writing (**Attachment 1**).

The applicant has since supplied the requested information (**Attachment 2**).

It is expected that the applicant will also attend the meeting to make a verbal submission.

In addition to the recent contaminated site report that was prepared, the old fuel tanks have been removed and the site has been cleared for uses similar to its use as a former depot.

If a more sensitive commercial/residential use is proposed, a more detailed report would be needed and an additional site clean-up may be required.

### **CONSULTATION IMPLICATIONS**

This matter was previously considered at a Council Forum in August 2014.

If Council decides to proceed with this proposal it is anticipated public consultation would be carried out.

Informal consultation with staff involved with running the current Shire Museums has highlighted concerns over the establishment of such a facility on this site and how it would not complement the existing ones.

Council has sought expressions of interest for this site previously with the result being the Men's Shed having use of a small section. There is now a case to seek fresh expressions of interest for future use/s if Council decides not to proceed with this proposal.

### **STRATEGIC IMPLICATIONS**

The importance and development potential of this site is identified and targeted for redevelopment in the Corporate Business Plan. This is a very strategic site in the middle of town and any redevelopment of this site will potentially impact the adjoining land use and nearby recreation and CBD precinct.

### **POLICY IMPLICATIONS**

This site is in the Central Toodyay Heritage Area and subject the LPP No. 20 which is the relevant Planning Policy for this area.

### **FINANCIAL IMPLICATIONS**

Future financial implications depend entirely on what Council ultimately decides to do with the site.

In relation to this proposal, potential financial returns to Council are minimal.

### **LEGAL AND STATUTORY IMPLICATIONS**

If this use is approved, Planning Consent under the Shire Town Planning Scheme No. 4 under the Planning and Development Act will be required.

Any building alterations or additions required would be subject to the issue of a Building Permit under the *Building Act 2011*.

### **RISK IMPLICATIONS (including DAIP)**

This is a strategic site to the Shire so depending on the outcome any future use there is potential risk to Council's reputation if the use is perceived to be negative.

### **ENVIRONMENTAL IMPLICATIONS**

This proposal does not contain any notable environmental implications.

### **SOCIAL IMPLICATIONS**

This proposal does not contain any notable social implications.

### **OFFICER COMMENT / DETAILS**

The applicant has been given an opportunity to sell this proposal to Council a second time through addressing the request for additional information given.

Out of the five points addressed, the information supplied in Numbers three, four and five are the ones of importance. These will be addressed separately. It is believed the answers to points 1 and 2 address Council concerns in this area and need no further discussion.

In addressing point three, no indication of their financial state is indicated. The business proposal is brief with little detail. They have indicated that they would like a twenty year lease with a further two x ten year options sought. They have indicated some connection with Whiteman Park but not supplied any documentation proving this.

In point four, in terms of the uniqueness of the collection, the overview given lists many different types of classes of item with no overall theme. Without seeing everything laid out it is hard to say it is unique. The pictures shown so far do not give this impression. They have indicated they may have a number of attractions and seek loans from Whiteman Park but there is no proof of this.

In addressing point five the applicant has indicated a need for the entire site left after allowing for the Men's Shed needs.

Strategically this site is very important to the Shire and there are many options for its future use. There is a concern that this proposal may be only one of a number of equal or better options and would tie up most of the site for the foreseeable future based on the information submitted. Locking the site away for this use for at least twenty years without a clear understanding of how it could work and be a success is a risk. Unfortunately its uniqueness has not been proven and the items to be displayed are seen as not complementary to Council's other museums.

Based on the information submitted it is difficult to consider this proposal a preferred use. While the applicants are certainly enthusiastic about their

proposal, based on the information submitted so far, it would be hard to support this as the best viable use for this site.

There would be little point in seeking additional information from the applicant unless Council considers that there is a compelling case for the site to be used long term for that purpose. The material provided so far does not, unfortunately make a compelling argument.

The Shire of Toodyay Museum Curator with the support of the museum Advisory Committee is presently undertaking a review of the collection of agricultural equipment, machinery and artefacts to establish the significance and provenance of these items. As part of the process some items identified as significant and important may need to be stored somewhere temporarily until better display and interpretation or restoration can be arranged. This alone would probably be a better short term use of the old depot site and has the advantage of being able to be curtailed at relatively short notice if Council adopts other plans.

#### **OFFICERS RECOMMENDATION**

That Council:

1. Acknowledge the applicant's proposal for the long term lease of the balance of the Shire of Toodyay's former Works Depot site at Lot 5 Harper Road, Toodyay;
2. Advise the applicant that the proposal for this site is not supported; and
3. Direct administration to prepare a report regarding possible future uses of this site for Council to consider at a Forum to be held in May 2015.

#### **OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO 63/03/15**

**MOVED** Cr Craddock

That Council:

1. Acknowledge the applicant's proposal for the long term lease of the balance of the Shire of Toodyay's former Works Depot site at Lot 5 Harper Road, Toodyay;
2. Advise the applicant that the proposal for this site is not supported; and
3. Direct administration to prepare a report regarding possible future uses of this site for Council to consider at a Forum to be held in June 2015.

**MOTION CARRIED 8/0**

**9.2.3 Application for Demolition - Knockdomony Cottage**

Date of Report:	15 March 2015
Name of Applicant / Proponent/s:	Country Realty (On Owner's Behalf)
File Reference:	62GOOT/A2942
Author:	Graeme Bissett – Manager Planning & Development
Responsible Officer:	Graeme Bissett – Manager Planning & Development
Previously Before Council:	NA
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Quasi-Judicial
Attachments:	<ol style="list-style-type: none"> <li>1. Application Letter;</li> <li>2. Location Aerial Photographs;</li> <li>3. Municipal Inventory Details; and</li> <li>4. Report from Heritage Advisor – Ms Laura Gray.</li> </ol>
Voting Requirements:	Simple Majority

**PURPOSE OF THE REPORT**

The purpose of this report is to consider an application for planning approval to demolish a dwelling at Lot 62, No. 76 Goomalling Toodyay Road, Toodyay (known as Knockdomony (fmr)).

**BACKGROUND**

This property is listed in the Shire of Toodyay's Municipal Inventory (MI) (No 78). The application for planning approval to demolish this building is referred to Council given the identified significance of the building.

Lot 62, No. 76 Goomalling Toodyay Road, Toodyay is not far from the Toodyay town site (**Attachment 2**) and is a 58ha property zoned 'Rural Living' under the provisions of Local Planning Scheme No. 4.

A dwelling with surrounding sheds is located in close proximity (**Attachment 2**). The dwelling, which is currently uninhabitable, is immediately behind the newer dwelling (which is currently rented out). The dwelling has historic value through its association with early settlers, the Whitfield and Connor families. The architectural style is described as Victorian vernacular.

An application has been received by the Shire of Toodyay to demolish the dwelling on the property. The applicant cites the condition of the building and

advises that the roof sheeting is coming off. The applicant states that demolishing the general existing dwelling is the most feasible option for the dwelling due to the significant works that would be required to restore the dwelling to a habitable state.

### **CONSULTATION IMPLICATIONS**

This application has been referred to our Heritage Advisor who inspected the building and made comment (**Attachment 4**). In summary, the Heritage Advisor does not support this application.

### **STRATEGIC IMPLICATIONS**

The reduction in applications for demolition of listed buildings is listed as a key indicator in the Strategic Community Plan.

### **POLICY IMPLICATIONS**

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 provides the mechanism for protecting and enhancing the environment of the district, controlling land use and building development, setting aside land for future reserves and other matters authorised by the *Planning and Development Act 2005*.

The process for the demolition of buildings in the Central Toodyay Heritage area is covered in Local Planning Policy No. 20. The Local Planning Policy states that Council should not support the application for the demolition of a heritage place if it is relatively feasible to restore it.

### **FINANCIAL IMPLICATIONS**

This building could be secured with relatively little cost with a tarp over the roof to prevent further damage occurring. There will be significant costs involved in its restoration but given its location it could provide a financial return if set up as a Bed and Breakfast or some other short term rental.

### **LEGAL AND STATUTORY IMPLICATIONS**

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 provides the mechanism for protecting and enhancing the environment of the district, controlling land use and building development, setting aside land for future reserves and other matters authorised by the *Planning and Development Act 2005*.

Under the provisions of the Local Planning Scheme, Council has prepared and adopted a heritage list (which is the Municipal Inventory). As the building is

included on the Heritage List and is within a Heritage Area, planning approval is required for any proposed demolition and/or alteration of a building.

**RISK IMPLICATIONS (including DAIP)**

This proposal does not contain any notable risk or DAIP implications.

**ENVIRONMENTAL IMPLICATIONS**

This proposal does not contain any notable environmental implications.

**SOCIAL IMPLICATIONS**

This proposal does not contain any notable social implications.

**OFFICER COMMENT / DETAILS**

As the building is listed on the Shire of Toodyay's Municipal Inventory and not a state heritage listed building, it is at Council's discretion whether planning approval is issued to allow the demolition of this building.

It is considered that this building is worth saving and it is listed as a Category 3 on the MI. While the roof framing/sheeting and front deck needs significant work, the rest of the building, apart from neglect and relatively minor cracking, is considered reasonable structurally sound. The Heritage Advisor concurs with this view. Some photos of its external current condition are attached.

This building is at a crossroads. It has become exposed to weather due to the loose/missing roof sheets and if it is not secured by a tarp or something more permanent in the near future it will quickly deteriorate and become unsalvageable.

It is believed that the location of this building to both the main dwelling and town would make it ideal for use as a Bed and Breakfast or similar. Apart from the roof and deck repairs the building also needs a new kitchen and bathroom, a repaint and other minor repairs. While the cost of this would be significant it could again be a useful building.

Apart from the basic securing of the building the above works could be delayed until a later date but it does need to be protected. This will be reflected in the recommendation.

**OFFICERS RECOMMENDATION**

That Council:

1. Refuse planning approval to demolish Knockdomony Cottage located at Lot 62 Goomalling Toodyay Road, Toodyay;
2. Direct the owners to take steps to secure the roof with a protective



- tarpaulin or similar to protect it from further damage; and
3. Encourage the owners to discuss future renovation plans with Council's Heritage Advisor - Ms Laura Gray.

*Attachments relating to consideration of this item were tabled at 4.50 pm.*

Cr Craddock moved the Officer's Recommendation as follows:

**That Council:**

1. **Refuse planning approval to demolish Knockdomony Cottage located at Lot 62 Goomalling Toodyay Road, Toodyay;**
2. **Direct the owners to take steps to secure the roof with a protective tarpaulin or similar to protect it from further damage; and**
3. **Encourage the owners to discuss future renovation plans with Council's Heritage Advisor - Ms Laura Gray.**

Clarification was sought.

*Manager Planning and Development entered Council Chambers at 4.53 pm.*

Cr Chitty objected to the motion.

Cr Madacsi seconded the motion.

Debate commenced.

Cr Lloyd moved an amendment to the motion as follows:

**That Point 2 be reworded to read as follows:**

2. **Direct the owners to take steps to repair the roof and make it weatherproof and secure the roof with a protective tarpaulin or similar to protect it from further damage; and**

Clarification was sought.

Cr Craddock accepted the amendment.

Further clarification was sought.

*Manager Community Development entered Council Chambers at 4.57 pm.*

Cr Lloyd moved an amendment to the motion as follows:

**That at Point 2 the word “meanwhile” be inserted prior to the words “secure the roof”**

Cr Craddock accepted the amendment.

Further clarification was sought.

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

**COUNCIL RESOLUTION NO 64/03/15**

**MOVED** Cr Rayner

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

**MOTION CARRIED 8/0**

The meeting was closed to the public in accordance with Section 5.23(2)(d) of the *Local Government Act 1995*.

*All members of the public departed the Council Chambers at 5.05 pm.*

**PROCEDURAL MOTION/COUNCIL RESOLUTION NO 65/03/15**

**MOVED** Cr Dow

**SECONDED** Cr Rayner

That debate of this item be adjourned to the next Ordinary Meeting of Council in order to obtain further information.

**MOTION CARRIED 8/0**

**COUNCIL RESOLUTION NO 66/03/15**

**MOVED** Cr Rayner

That Council move from behind closed doors.

**MOTION CARRIED 8/0**

*The Council Chambers were re-opened at 5.16 pm. The Shire President read aloud resolution 65/03/15 for the benefit of the public gallery.*

**9.2.4 Request to Modify Noise Requirements LLP.5 Foggarthorpe Design Guidelines - Lot 3 Drummond Street and Lot 6 Goomalling Toodyay Road, Toodyay**

Date of Report:	15 March 2015
Name of Applicant / Proponent/s:	River Hills Estate –Bill Carmody
File Reference:	S144729/NAM224
Author:	Graeme Bissett – Manager Planning & Development
Responsible Officer:	Graeme Bissett – Manager Planning & Development
Previously Before Council:	19 February 2013 – Resolution No 33/02/13
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Legislative
Attachments:	<ol style="list-style-type: none"> <li>1. Revised Noise assessment report;</li> <li>2. Example of noise notification;</li> <li>3. Advice from Main Roads; and</li> <li>4. State Planning Policy 5.4.</li> </ol>
Voting Requirements:	Simple majority.

**PURPOSE OF THE REPORT**

The purpose of this report is to consider a request from the developers of River Hills Estate to vary the noise requirements outlined in LPP No. 5 Foggarthorpe Residential Estate Guidelines (now known as River Hills Estate).

**BACKGROUND**

At its Ordinary Meeting held 19 February 2013, resolved:

*'Council consider amending LPP No. 5 Foggarthorpe Design Guidelines to include the State Planning Policy (5.4 Road and Rail transport Noise and Freight Considerations in Land Use Planning) Implementation Guidelines as the appropriate noise standard and remove the reference to the Quiet House Design Principles subject to the following:*

1. *A Revised Noise Impact Assessment is submitted to substitute for the existing one submitted with the Subdivision approval for Lot 3 Drummond Street and Lot 6 Goomalling Toodyay Road;*
2. *The Department of Main Roads is contacted to ascertain which noise mitigation measures they propose to include for the proposed*

*Toodyay Bypass when it is constructed and Council is satisfied with the measures proposed; and*

- 3. The proposed revised draft LPP No. 5 will be reconsidered for adoption by Council after the appropriate Consultation process has taken place.'*

The original subdivision application submission received in 2007 referenced the Quiet House Design Principles as the appropriate standard in its acoustic report to follow in the design of housing for this estate because it was the only Standard available back then. The WAPC subsequently adopted the Implementation Guidelines, referred to above, in May 2009 for use in conjunction with SPP5 which is the basis of the requirement for noise control for new residential subdivisions.

The applicant was advised of the above and the relevant parties contacted.

### **CONSULTATION IMPLICATIONS**

Correspondence from Main Roads has been received confirming their intentions (**Attachment 3**). This indicated they will do some treatment of the bypass if it is ever built. WAPC officers were also consulted and they indicated support for this approach.

### **STRATEGIC IMPLICATIONS**

This proposal does not contain any notable strategic implications.

### **POLICY IMPLICATIONS**

If this proposal is adopted by Council it would mean Appendix No. 2 of LLP No. 5 would need to be revised to refer to the state Planning Policy 5.4 Implementation Guidelines as the standard to follow for residence design/construction within the areas designated within LPP No. 5 as noise sensitive.

### **FINANCIAL IMPLICATIONS**

This proposal does not contain any notable financial implications.

### **LEGAL AND STATUTORY IMPLICATIONS**

This proposal does not contain any notable statutory implications

### **RISK IMPLICATIONS (including DAIP)**

Ensuring that a notification system is in place to inform potential owners/purchasers that lots may be affected by noise minimises risk. The applicant has confirmed that such a system is in place (**Attachment 2**) and every affected lot has this noted on its title.

## **ENVIRONMENTAL IMPLICATIONS**

This proposal does not contain any notable environmental implications.

## **SOCIAL IMPLICATIONS**

This proposal does not contain any notable social implications.

## **OFFICER COMMENT / DETAILS**

The current Quiet House Design Principles adopted in Appendix 2 of LPP No. 5 are very prescriptive and could significantly raise development costs and restrict the type of dwelling that can be built of lots designated as 'noise affected' by the future Toodyay Bypass.

The proposed revised Guidelines are linked to State Planning Policy 5.4 already referred to in the subdivision application and are considered more flexible and less onerous than the current requirements. When taken with the fact Main Roads appear to have agreed to implement the appropriate road noise mitigation measures when the Bypass is built this proposed change to LLP No. 5 is seen as reasonable.

A revised report from the Acoustic consultant who prepared the original submission for the subdivision application has been submitted addressing Council's resolution (Attachment 1). The WAPC have confirmed they are happy to proceed with this change providing owners are notified of the changes. The Department of Main Roads have indicated what they will undertake to treatment (Attachment 3).

Given the applicant has addressed Council's resolution points it is believed we can now proceed.

## **OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO 67/03/15**

**MOVED** Cr Chitty

That Council amend LPP No. 5 - Foggarthorpe Design Guidelines to include the State Planning Policy (5.4 Road and Rail transport Noise and Freight Considerations in Land Use Planning) Implementation Guidelines as the appropriate noise standard and remove the reference to the Quiet House Design Principles subject to:

1. The proposed revised draft LPP No. 5 being considered for adoption by Council after the appropriate Consultation process has taken place.

**MOTION CARRIED 8/0**

### 9.3 WORKS AND TECHNICAL SERVICES

There are no reports for this area.

### 9.4 CORPORATE SERVICES

#### 9.4.1 List of Payments – February 2015

Date of Report:	5 March 2015
Name of Applicant/Proponent/s:	Shire of Toodyay
File Reference:	FIN6
Author:	Kerry Wandless – Accounts Officer
Responsible Officer:	Cherie Delmage – Manager Corporate Services
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Review
Attachments:	1. List of Payments – February 2015.
Voting Requirements:	Simple majority

#### PURPOSE OF THE REPORT

The purpose of this report is to present all cheques and electronic payments raised during the month of February 2015.

#### BACKGROUND

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

#### CONSULTATION IMPLICATIONS

This report did not require consultation.

#### STRATEGIC IMPLICATIONS

This report does not contain any notable strategic implications.

## **POLICY IMPLICATIONS**

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

## **FINANCIAL IMPLICATIONS**

This report does not contain any notable financial implications.

## **LEGAL AND STATUTORY IMPLICATIONS**

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

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

## **RISK IMPLICATIONS (including DAIP)**

This report does not contain any notable risk implications.

## **ENVIRONMENTAL IMPLICATIONS**

This report does not contain any notable environmental implications.

## **SOCIAL IMPLICATIONS**

This report does not contain any notable social implications.

## **OFFICER COMMENT / DETAILS**

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

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

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

The balance of creditors after the final cheque run for the month of February 2015 was \$0.00.

**OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO 68/03/15**

**MOVED** Cr McCann

That Council note the following payments listed and presented for the month of February 2015:

- a) Trust Fund Cheques numbered 1410 to 1413 amounting to \$1,219.93;
- b) Electronic Fund Transfers (EFT) payments numbered EFT17431 to EFT17583 and Municipal Fund Cheques numbered 12049 to 12058 amounting to \$636,793.99; and
- c) Direct Debits numbered IPV511 to IPV514 and BPV2089 to BPV2121 amounting to \$206,106.62; and
- d) Super Direct Debits totalling \$39,453.55

as being paid.

**MOTION CARRIED 8/0**



**9.4.2 Financial Statements – February 2015**

Date of Report:	13 March 2015
Name of Applicant/Proponent/s:	Shire of Toodyay
File Reference:	FIN3
Author:	Narelle Rodger - Accountant
Responsible Officer:	Cherie Delmage – Manager Corporate Services
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Review
Attachments:	<ol style="list-style-type: none"> <li>1. Monthly Financial Statements including Outstanding Rates Debtors and Outstanding Sundry Debtors for month ending 28 February 2015; and</li> <li>2. Bank Reconciliations for month ending 28 February 2015.</li> </ol>
Voting Requirements:	Simple majority

**PURPOSE OF THE REPORT**

The purpose of this report is to accept the Monthly Financial Statements, Outstanding Rates and Outstanding Sundry Debtors Information and the Bank Reconciliations for the period ending 28 February 2015.

**BACKGROUND**

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

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

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

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

## **CONSULTATION IMPLICATIONS**

This report did not require consultation.

## **STRATEGIC IMPLICATIONS**

This report does not contain any notable strategic implications.

## **POLICY IMPLICATIONS**

This report does not contain any notable policy implications.

## **FINANCIAL IMPLICATIONS**

This report does not contain any notable financial implications.

## **LEGAL AND STATUTORY IMPLICATIONS**

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

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

The Statement is to be accompanied by:

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

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

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

## **RISK IMPLICATIONS (including DAIP)**

This report does not contain any notable risk implications.

## **ENVIRONMENTAL IMPLICATIONS**

This report does not contain any notable environmental implications.

### **SOCIAL IMPLICATIONS**

This report does not contain any notable social implications.

### **OFFICER COMMENT / DETAILS**

Attached are the Monthly Financial Statements, Outstanding Rates and Outstanding Sundry Debtors Information and Bank Reconciliations for the period ending 28 February 2015.

### **OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO 69/03/15**

**MOVED** Cr Chitty

That Council accept the Monthly Financial Statements, Outstanding Rates and Outstanding Sundry Debtors Information and Bank Reconciliations for the period ending 28 February 2015.

**MOTION CARRIED 8/0**

## 9.5 EXECUTIVE SERVICES

### 9.5.1 Delegation Register

Date of Report:	5 March 2015
Name of Applicant / Proponent/s:	Shire of Toodyay
File Reference:	MAN6
Author:	Maria Rebane – Executive Assistant
Responsible Officer:	Stan Scott – Chief Executive Officer
Previously Before Council:	Council Forum November 2014 and March 2015
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> <li>1. Part 1 – Guide for Planning Delegations;</li> <li>2. Part 2 – Background for Planning Delegations;</li> <li>3. Delegation D.45 Regulatory Signs;</li> <li>4. City of Melville Policy CP044;</li> <li>5. City of Melville Policy CP056; and</li> <li>6. Other Delegations.</li> </ol>
Voting Requirements:	Absolute Majority

### PURPOSE OF THE REPORT

The purpose of this report is to consider reviewing Shire of Toodyay Planning Delegations based on the Local Government Industry Guide.

### BACKGROUND

Council considered the Delegation Register at a Forum held 11 November 2014.

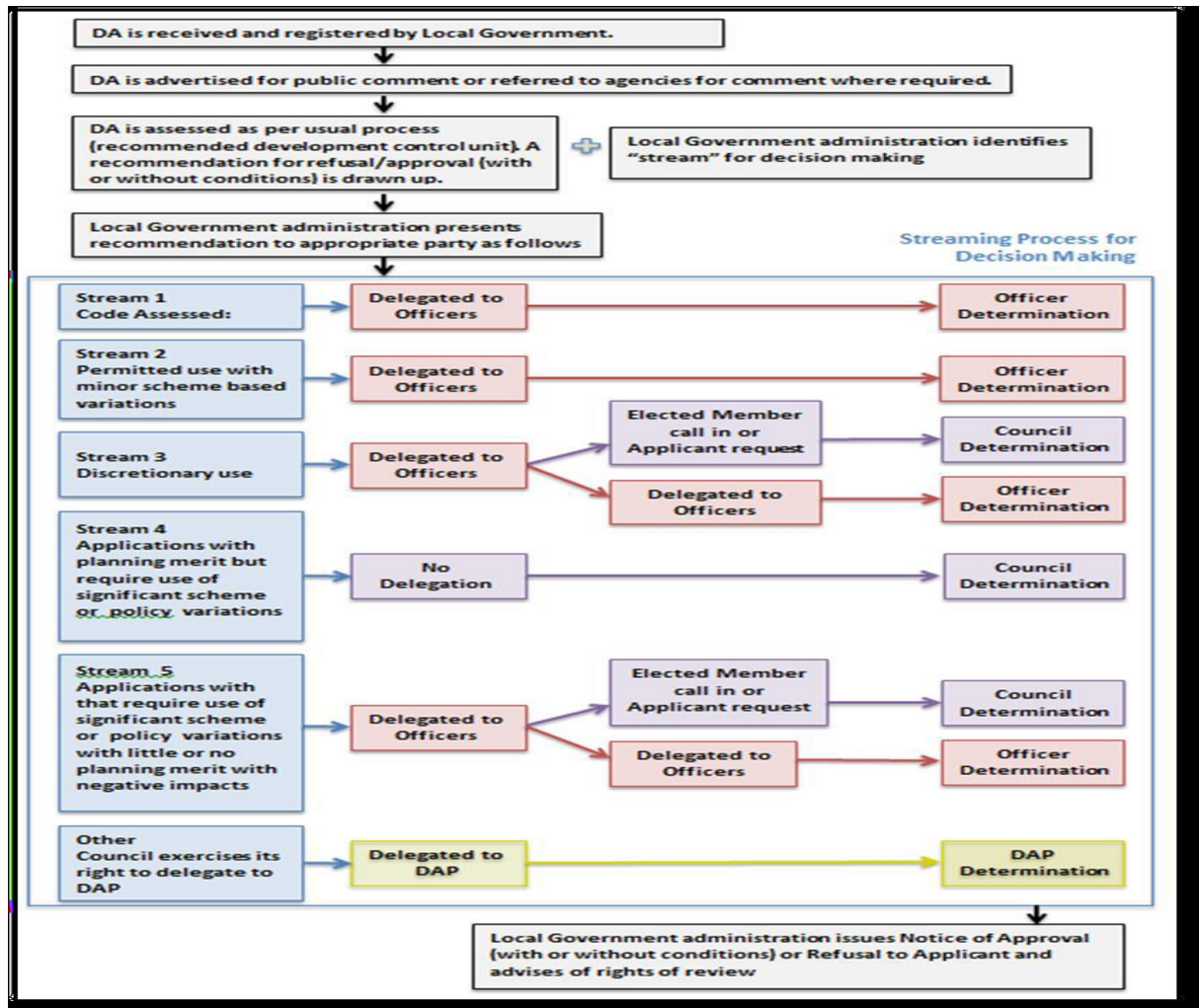
Guidance from Elected Members was for Officers to present a report for consideration by Council at a forthcoming Council Meeting that would include and/or provide clarification in relation to the following delegations (**Attachment 6**):

- D.12; D.36; D.43; D.17; D.45; and
- Concept of Acting Through to be provided in plain English, layman's terms to Councillors in due course.

Subsequent to these discussions State Council (WALGA) has endorsed a Guide for Planning Delegations and it is proposed that this Guide inform decisions on changes to Planning Delegations.

## CONSULTATION IMPLICATIONS

At a Council Forum held 10 March 2015, the CEO provided an overview in relation to a DRAFT Guide for Planning Delegations. The decision made by State Council was tabled at 5.43 pm. At this Forum, the Shire of Mundaring's Planning Delegations were referred to and a query was raised in respect to the definition of "elected member calling" located within *Figure 2 - Using the suggested model policy in the development approvals below:*



At this Forum, clarification was sought on the term "Elected Member Call In". Enquiries were made with WALGA in relation to this term. This term means that Elected Members receive a weekly list in relation to Planning and Development Applications that have a delegation in place. Elected Members then have the opportunity to "call the Application in" so that Council can make the determination. "Calling it in" may be in response to strong community opposition to a planning and development matter or the applicant can also

request the Application be "called in" and presented to Council for determination.

The advice received was that in general, regular applications would be acted upon by the Officer with delegated authority, without an Elected Member feeling the need to "call the application in".

WALGA suggested we seek feedback from a Council that practices the "calling it in" process.

### **Case Study – Town of Claremont**

Advice from the Governance Officer at the Town of Claremont in relation to their Planning Delegations Process is that:

1. Applications will be completely dealt with (i.e. approved/not approved) by the Officer with delegated authority;
2. This Officer will then, every Friday, send a summary to the Elected Members (not more than one paragraph or half a page [per application]) about the decision made under delegated authority;
3. Elected Members then have a maximum of three days to "call it in".

If one Elected Member 'calls it in', an internal process starts whereby the Manager Planning and Development (MPD) will contact the Elected Member and address any concerns that Member has in relation to how the Application was dealt with under delegated authority.

If more than one Elected Member "calls it in" the above process will be followed.

If there is no resolution from discussions that occur between the MPD and any Elected Member the MPD will then send a "letter of advice" to all Elected Members advising them that an Elected Member has "called it in".

Following this, the matter will be taken to Council for full consideration at the next Ordinary Council Meeting.

4. If no Elected Members "call it in" within the maximum three day period this means that the Application has been processed under delegated authority.
5. If the matter is taken to Council for consideration, whatever decision Council make at this time will be recorded as being made by Council Resolution.

### **Case Study – City of Melville**

Advice received from the Governance Officer at the City of Melville was similar to the advice written above. Their planning delegations are not available to the public.

### **Acting Through – Advice from DLGC**

At its Forum held November 2014, Elected Members sought guidance on the concept/term of 'Acting Through'. Advice received from the Principal Advisory Officer (Local Government Regulation and Support), Department of Local Government and Communities (DLGC) was as follows:

*'The Department has no official layman's definition of the term "acting through". We only have legal interpretations, the guideline on delegations and information which probably doesn't help to explain it in simple terms. I think the best way as I understand it is as follows:*

#### *Delegation:*

- *The ability to exercise a statutory power or duty (in the LG Act a number of powers and duties are provided to a local government, i.e. the Council and the CEO of a LG);*
- *Conditions may be applied to the exercise of the delegated power or duty;*
- *Statutory obligations are also attached to delegations such as the recording of the delegation (instrument of delegation) provided in for example, a register available for public scrutiny (accountability) and the keeping of a record by the delegate each time the delegation is exercised (these matters are provided for in the LG Act);*
- *The exercise of a delegation usually involves the application of the delegate's discretion or opinion (decision making) as if they are the person that primarily holds the power or duty.*

#### *Acting Through:*

- *An instruction or directive to perform a task or duty on a person's behalf i.e. to act as an agent;*
- *No statutory obligations i.e. there is nothing in the LG Act governing the process of acting through;*
- *Instructions or direction are usually more explicit than a delegation;*
- *Does not involve the application of discretion or opinion by the delegate;*
- *Where there exists a comprehensive statutory power of delegation the power of local governments' to "Act Through" becomes hardly relevant;*

*An inference has been drawn in case law that a delegate is seen to be a transferee of power who acts in his or her own name and own behalf, whereas a person who acts in the name of and on behalf of another person (superior) is not a delegate, but an "agent" or "servant" of the superior person.*

*I hope this information is of assistance in simplifying the term “Acting Through” or at least explains the difference between acting through and delegation.’*

## **STRATEGIC IMPLICATIONS**

Council’s Strategic Community Plan – Toodyay 2023 (SCP) makes the following statements in regards to Policies:

**Advocacy:** Develop Policy and Procedures which support organisational advocacy for staff and elected members; and

**Governance:** The Council seeks to have sound governance, promote community leadership and engagement and advocacy. It develops Local Laws and Policies that provide the structure by which the Shire meets its obligations under the *Local Government Act 1995* and other legislation affecting the function and powers of local government.

Council's Corporate Business Plan – Toodyay 2023 (CBP) states in relation to Governance (S26) that the Shire maintains a high standard of governance and accountability through maintaining a register of delegations from Council to the CEO, employees and committees.

## **POLICY IMPLICATIONS**

If the suggested Planning Delegations are implemented, some Policies that may be affected are listed below:

- Member Policy M.2 – Public Consultation Formal Matters;
- Administration Policy A.13 – Temporary Road Closures;
- Administration Policy A.15 – Keeping of 3 to 6 dogs; and
- Administration Policy A.11 – Applications for Public Events.

Planning Delegations will detail how the Planning and Development Department will handle planning and development matters. This may result in a review of Council Policy M.1 – Policy Manual.

The long-term future of Planning Policies is that they will be integrated into the Local Planning Scheme when it is reviewed. This will likely affect Council Policy M.1 - Policy Manual, Sections (6), (7) and (8).

The Model Process for Delegated Authority in the Guide endorsed by the State Council requires that steps be taken in regard to the development of a delegated authority policy and procedure.

A Policy Statement detailing the Delegation Process will need to be included in the Delegation Register or made a separate Council Policy following review of the local planning scheme.



The City of Melville has published a Policy Statement in regard to their Development Advisory Unit (**Attachment 4**).

Clause 4 Determinations details the process followed. Clause 5 Referral of Matters to Council is also explained in the attachment.

Clause 5 (1) (a) details the process undertaken when an applicant is "calling a matter in" for full consideration by Council.

Clause 5 (2) (b) details the process undertaken when an Elected Member is "calling a matter in".

The above Policy is to be read in conjunction with a Policy Statement in regard to Planning Process and Decision Making (**Attachment 5**).

### **FINANCIAL IMPLICATIONS**

This proposal does not contain any notable environmental implications.

### **LEGAL AND STATUTORY IMPLICATIONS**

Section 5.42 Delegation of some powers and duties the CEO from the *Local Government Act 1995* provides Local Government (Council) the authority to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under (a) this Act other than those referred to in section 5.43; or (b) the *Planning and Development Act 2005* Section 214(2), (3) or (5).

### **RISK IMPLICATIONS (including DAIP)**

This proposal does not contain any notable risk implications.

### **ENVIRONMENTAL IMPLICATIONS**

This proposal does not contain any notable environmental implications.

### **SOCIAL IMPLICATIONS**

This proposal does not contain any notable social implications.

### **OFFICER COMMENT / DETAILS**

#### **Planning Delegations**

At its Forum held November 2014, Elected Members requested clarification regarding the following delegations:

- Delegation D.12 Keeping of 3 to 6 Dogs; and
- Delegation D.17 Development and Subdivision Applications.

As these may be incorporated into Planning Delegations no further comment or clarification is provided in relation to these delegations.

The State Council has endorsed the Guide for Planning Delegations. Whilst the Guide states that it may not suit every local government, since its endorsement it has become the Local Government Industry Standard.

The Guide for Planning Delegations (the Guide) aims to provide a best practice toolkit for local government.

The Guide is split into two parts (**Attachments 1 and 2**):

Part 1: includes the process for preparing a delegation system and processes to reflect a local governments specific needs; and

Part 2: provides the background and supporting information, explaining what delegation aims to achieve, where the power to delegate comes from and provides a summary of the sample delegation arrangements.

The Shire of Mundaring's Delegation Register is available on-line at <http://www.mundaring.wa.gov.au/AboutCouncil/CouncilPolicies/Pages/default.aspx>

At its Forum held 10 March 2015, the CEO advised Elected Members of the Shire of Mundaring's 367 page Planning Delegations document.

If implemented, Planning Delegations would:

1. Enable Council to focus on strategic planning matters and development of planning policies by reducing the number of non-complex development applications required to be considered and determined at its meetings;
2. Enable the development approval process to operate in a more consistent and efficient manner by reducing the number of reports that need to be prepared and presented to Council;
3. Enable the development approval process to operate in a timely manner by reducing the actual time taken to determine applications as they do not need to await presentation at a Council meeting;
4. Retain Council's ability to consider more complex or community sensitive development applications where appropriate; and
5. Recognise the professionalism of planning staff by providing them with more responsibility for decision making.

#### **Delegation D.45 Regulatory Signs**

In relation to D.45 Regulatory Signs, information provided to Council in November 2014 was as follows:

*'The Road Traffic Act 1974 / Code 2000 state that an **authorised body** means a government department, government instrumentality, statutory authority, local government or a body authorised by the Commissioner of Main Roads for the purposes of regulation 297(2) which states as follows:*

- (2) The Commissioner of Main Roads may allow an authorised body to erect, establish, display, alter or take down any particular road sign, road marking or traffic-control signal, or road signs, road markings or traffic-control signals of a class or type of classes or types, and in the circumstances (if any), specified in the instrument of authorisation.*

*The delegation is written in such a way as Council is permitting the CEO to make application to Main Roads for (2) above. Currently, the Manager Works and Services is the Officer who makes application to Main Roads in respect to this.*

*Delegation D.45 is considered operational in nature and should not be in the Delegation Register because the legislation states that the Commissioner of Main Roads "may" allow us to do what is stated in (2). It does not say "shall" and the Road Code and Road Traffic Act do not give authorisation to Council or the CEO for nomination of authorised persons.*

*This was a new delegation we introduced in April 2013. It was copied from another Council/Shire. Officer Recommendation is that a report be put to Council with the intention of asking Council to consider revoking Delegation D.45.'*

### **Other Delegations**

Delegation D.36 Lease of Council Buildings and Delegation D.43 Staff Use of Plant and Equipment are planned to be reviewed at Council Forum in November 2015 as there was no specific discussion in relation to these delegations at the November 2014 Council Forum.

### **Annual Delegation Register Review**

It is recommended that an annual review of the Delegation Register occur each November.

Historically, the review was conducted each November but an internal process change a few years ago moved it to the month of May in line with Member Policy M.1 allowing the Register to be reviewed at the same time the Policies were reviewed. This time of year is not ideal as preparation of the annual budget takes precedence over all other matters.

**OFFICERS RECOMMENDATION**

That Council:

1. Revoke Delegation D.45 Regulatory Signs;
2. Review the Delegation Register in November of each year;
3. Endorse a review of Planning Delegations based on the Guide for Planning Delegations; and
4. Authorise the CEO to include the reviewed Planning Delegations within the review of the Delegation Register, for presentation to a Council Forum prior to the November 2015 Council Meeting;

Cr Craddock moved the Officer's Recommendation as follows:

**That Council:**

- 1. Revoke Delegation D.45 Regulatory Signs;**
- 2. Review the Delegation Register in November of each year;**
- 3. Endorse a review of Planning Delegations based on the Guide for Planning Delegations; and**
- 4. Authorise the CEO to include the reviewed Planning Delegations within the review of the Delegation Register, for presentation to a Council Forum prior to the November 2015 Council Meeting.**

Clarification was sought.

Cr Craddock foreshadowed that she would make amendments to the motion.

Cr Dow objected to the motion.

Cr Madacsi seconded the motion.

Cr Craddock moved an amendment to the motion as follows:

**That a Point 5 be inserted to read as follows:**

- 5. That as part of the review of Planning Delegations, Officers prepare a policy on the Triggers for items to be referred to Council rather than dealt with under delegated authority.**

Cr Madacsi accepted the amendment.

Cr Craddock moved an amendment to the motion as follows:

**That at Points 2 and 4 the word “November” be changed to “September”**

Cr Madacsi accepted the amendment.

Clarification was sought.

The substantive motion was put.

**OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO 70/03/15**

**MOVED** Cr Craddock

**SECONDED** Cr Madacsi

That Council:

1. Revoke Delegation D.45 Regulatory Signs;
2. Review the Delegation Register in September of each year;
3. Endorse a review of Planning Delegations based on the Guide for Planning Delegations;
4. Authorise the CEO to include the reviewed Planning Delegations within the review of the Delegation Register, for presentation to a Council Forum prior to the September 2015 Council Meeting; and
5. That as part of the review of Planning Delegations, Officers prepare a policy on the Triggers for items to be referred to Council rather than dealt with under delegated authority.

**MOTION CARRIED 8/0**

*The Shire President adjourned the meeting at 5.54 pm.*

*The Shire President resumed the meeting at 6.38 pm.*

**9.5.2 Board Nomination – Wheatbelt Development Commission**

Date of Report:	10 March 2015
Name of Applicant / Proponent/s:	Wheatbelt Development Commission
File Reference:	CSD5/ICR31065
Author:	Stan Scott – Chief Executive Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Previously Before Council:	March 2014.
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Advocacy.
Attachments:	<ol style="list-style-type: none"> <li>1. Correspondence from Wheatbelt Development Commission (WDC); and</li> <li>2. Information regarding nominations downloaded from WDC website.</li> </ol>
Voting Requirements:	Simple majority

**PURPOSE OF THE REPORT**

The purpose of this report is to give Council the opportunity to nominate an Elected Member for consideration as a member of the Wheatbelt Development Commission (WDC) Board.

**BACKGROUND**

On 17 February 2015, the following email from the Acting Executive Officer from the WDC was received:

*'The Wheatbelt Development Commission Board nomination process has started. There are currently 3 positions available, Community, Local Government and Ministerial. If you would like to nominate please find attached (refer to **Attachment 1**) the following;*

1. *Letter to Shire's advising the opening of the WDC Board nomination process; and*
2. *Board nomination letter and forms.'*

Refer to **Attachment 2** for Information regarding nominations.

## **CONSULTATION IMPLICATIONS**

No consultation has occurred in relation to this item.

## **STRATEGIC IMPLICATIONS**

Board members operate for the best interests of the region, but there may be indirect benefits resulting from a better understanding of the region as a whole.

## **POLICY IMPLICATIONS**

This proposal does not contain any notable policy implications.

## **FINANCIAL IMPLICATIONS**

This proposal does not contain any notable financial implications.

## **LEGAL AND STATUTORY IMPLICATIONS**

This proposal does not contain any notable statutory implications.

## **RISK IMPLICATIONS (including DAIP)**

This proposal does not contain any notable risk implications.

## **ENVIRONMENTAL IMPLICATIONS**

This proposal does not contain any notable environmental implications.

## **SOCIAL IMPLICATIONS**

This proposal does not contain any notable social implications.

## **OFFICER COMMENT / DETAILS**

This type of role contributes to the skills of the participant and also provides a better understanding of regional development practice. Board Members are selected on merit. Elected Members can be nominated by their Local Government or can self-nominate as a community appointment. There were four changes to the Board following advertising in March 2014. Cr Madacsi was nominated by the Shire of Toodyay on that occasion.

Two of the three Local Government nominees are from the Avon sub-region, and unless one resigns it is unlikely that another from this region will be selected.

The make-up of the current WDC Board can be found on their website at <http://www.wheatbelt.wa.gov.au/about-us/board/>

**OFFICERS RECOMMENDATION**

That Council **nominate / not nominate** an Elected Member for consideration as a member of the Wheatbelt Development Commission Board.

Cr McCann moved a motion as follows:

**That Council not nominate an Elected Member for consideration as a member of the Wheatbelt Development Commission Board.**

Clarification was sought.

The motion was put.

**OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO 71/03/15**

**MOVED** Cr McCann

That Council not nominate an Elected Member for consideration as a member of the Wheatbelt Development Commission Board.

**MOTION CARRIED 8/0**



**9.5.3 Memorandum of Understanding for the operation of Avon Regional Organisation of Councils (AROC)**

Date of Report:	10 March 2015
Name of Applicant / Proponent/s:	Avon Regional Organisation of Councils
File Reference:	ORG3
Author:	Stan Scott – Chief Executive Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Previously Before Council:	No.
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive/Advocacy
Attachments:	1. AROC MOU.
Voting Requirements:	Simple majority

**PURPOSE OF THE REPORT**

The purpose of this report is to endorse the Avon Regional Organisation of Councils (AROC) Memorandum of Understanding (MOU).

**BACKGROUND**

AROC formed in 1991 and consists of member Councils: Toodyay, Goomalling, Northam, Dowerin, Chittering and Victoria Plains.

The only signed Agreement for AROC is dated "December 2001" and is titled "Agreement and Operational Guidelines".

The formalisation of AROC was last discussed at their meeting held 18 December 2008. The minutes record that at the time AROC resolved:

*'That the current voluntary Avon Regional Organisation of Councils be formalised as a Regional Council.'*

There is no record that AROC finalised this Agreement.

**CONSULTATION IMPLICATIONS**

Follow-up of the formalisation of AROC has been on the AROC Agenda since October 2014. The MOU was finalised in February 2015 so that each Member Council can present it to their Council for endorsement.

**STRATEGIC IMPLICATIONS**

This proposal does not contain any notable strategic implications.

**POLICY IMPLICATIONS**

This proposal does not contain any notable environmental implications.

**FINANCIAL IMPLICATIONS**

The Shire of Dowerin oversees the finances of AROC. In relation to this report there are no financial implications.

**LEGAL AND STATUTORY IMPLICATIONS**

This proposal does not contain any notable environmental implications.

**RISK IMPLICATIONS (including DAIP)**

This proposal does not contain any notable environmental implications.

**ENVIRONMENTAL IMPLICATIONS**

This proposal does not contain any notable environmental implications.

**SOCIAL IMPLICATIONS**

This proposal does not contain any notable social implications.

**OFFICER COMMENT / DETAILS**

The need to update the original 2001 Memorandum of Understanding between the now six Member Councils has been identified and a draft MOU was presented at the last AROC meeting for discussion.

The final draft (**Attachment 1**) is presented for endorsement by Council.

**OFFICERS RECOMMENDATION/ADOPTION BY EXCEPTION RESOLUTION  
NO 58/03/15**

**MOVED** Cr Craddock

That Council endorse the Memorandum of Understanding (MOU) for the operation of Avon Regional Organisation of Councils (AROC) dated February 2015.

**MOTION CARRIED 8/0**

**9.5.4 Museum Advisory Committee Membership**

Date of Report:	13 March 2015
Name of Applicant / Proponent/s:	Elizabeth Frayne
File Reference:	COC4/ICR30998
Author:	Merridith Lamb – Corporate Admin Support Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Previously Before Council:	EOI for Mr D Pike was put to Council in Jan 2014.
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive.
Attachments:	1. Confidential Attachment – Expression of Interest Received.
Voting Requirements:	Absolute majority

**PURPOSE OF THE REPORT**

The purpose of this report is to consider an Expression of Interest from Mrs Elizabeth Frayne to become a member of the Museum Advisory Committee (MAC).

**BACKGROUND**

At its Ordinary Meeting held 21 January 2014, Council resolved:

*'That Council appoint Mr David Pike as a member of the Museum Advisory Committee.'*

At a Special Meeting held 21 October 2013, Council resolved:

*'Members to the Museum Advisory Committee:*

*Councillor Craddock; Councillor Greenway; Councillor Lloyd; Museum Curator; Mrs S Hesse; Dr B Shepherd; Ms J Edgecombe; the Chief Executive Officer and/or his nominated representative.*

*Deputy Members in order of seniority as follows:*

*Councillor Dow and Councillor McCann'*

### **CONSULTATION IMPLICATIONS**

There has been no consultation in relation to this report.

### **STRATEGIC IMPLICATIONS**

This proposal does not contain any notable strategic implications.

### **POLICY IMPLICATIONS**

This proposal does not contain any notable policy implications.

### **FINANCIAL IMPLICATIONS**

This proposal does not contain any notable financial implications.

### **LEGAL AND STATUTORY IMPLICATIONS**

Section 5.10 of the *Local Government Act 1995* provides for membership of committees.

### **RISK IMPLICATIONS (including DAIP)**

This proposal does not contain any notable risk implications.

### **ENVIRONMENTAL IMPLICATIONS**

This proposal does not contain any notable environmental implications.

### **SOCIAL IMPLICATIONS**

This proposal does not contain any notable social implications.

### **OFFICER COMMENT / DETAILS**

The Expression of Interest Form is included as a confidential attachment to this report (**Attachment 1**). Mrs Frayne would be an excellent addition to this Committee.

### **OFFICERS RECOMMENDATION/ADOPTION BY EXCEPTION RESOLUTION NO 58/03/15**

**MOVED** Cr Craddock

That Council appoint Elizabeth Frayne as a member of the Museum Advisory Committee (MAC).

**MOTION CARRIED 8/0**

## 9.6 COMMITTEE REPORTS

There are no reports for this section.

## 10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

### 10.1 Councillor Craddock - Notice of Motions – Proposed \$30 million Recreation Centre Project

Date of Report:	13 March 2015
Name of Applicant / Proponent/s:	Councillor Craddock
File Reference:	PRO10
Author:	Maria Rebane – Executive Assistant
Responsible Officer:	Stan Scott – Chief Executive Officer
Previously Before Council:	Adoption of Recreation Strategy: Dec 2013 Adoption of Master Plan for Recreation Precinct: August 2014 Council Forum Updates: October 2014 and 10 February 2015.
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive
Attachments:	Nil.
Voting Requirements:	Simple majority

### PURPOSE OF THE REPORT

The purpose of this report is to consider a Notice of Motion provided by Councillor Craddock.

### BACKGROUND

At its Ordinary Meeting held 24 February 2015, Council Councillor Craddock provided a Notice of Motion for the Ordinary Meeting of Council of March 2015 as follows:

*'11.1 Councillor Craddock – Notice of Motion – Proposed \$30 million Recreation Centre Project*

*That the CEO present papers on the following to the April Forum;*

MINUTES OF ORDINARY MEETING OF COUNCIL  
HELD IN COUNCIL CHAMBERS ON 24 MARCH 2015

1. *An outline of the Roles and Responsibilities of the following in relation to the proposed \$30 million project;*
  - 1.1 *Council*
  - 1.2 *CEO*
  - 1.3 *Project Manager*
  - 1.4 *Steering Committee/Community Forum.*
  
2. *The Sources of revenue for the Capital Costs of the Project;*
  - 2.1 *Grants, with an indication of timing and criteria*
  - 2.2 *Loans*
  - 2.3 *Gifts*
  - 2.4 *Shortfall Le ratepayers*
  
3. *The financial implications of building the facility all in one hit, (as the CEO indicated in a recent Agenda Item), or staged development, as we have previously considered. This to be correlated with Grant and loan applications.*
  
4. *The whole of life costs of the proposed \$30million facility.*
  
5. *The financial implications of the Whole of Life costs and Capital costs for the ratepayer, including discussion of a rate, a levy, area weighting (lower for Morangup?), and consideration of special groups such as farmers and pensioners.*
  
6. *That a survey of ratepayers be taken to ascertain ability and willingness to pay the findings of#5 above.'*

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

## **CONSULTATION IMPLICATIONS**

At its Forum held February 2015, following an update on the progress of the Sport and Recreation Master Plan, Elected Members provided the following guidance:

- The creation of a ‘Steering Committee’ when the Project is ready to commence and final costings are in;
- A Project Manager be hired to manage the Project in liaison with architects, community representatives, builders; and
- A Stakeholder Reference Group be considered (not a committee of Council).

At its Forum held October 2014, the CEO advised Council that he had discussed the application for funding with Hon Christian Porter at the Toodyay

Agricultural Show and who had agreed with the proposed strategy. Mr Porter further noted that the Recreation Precinct Project would fit well within the proposed grant funding guidelines. The CEO advised that in regards to funding for the Project, we were looking at up to 40% of the funding from the National Stronger Regions fund plus a state contribution. Using the principal of co-funding by Local, State and Federal Governments, there is the potential to construct the project as a single stage project rather than extending construction over a decade or more.

## **STRATEGIC IMPLICATIONS**

Council's Strategic Community Plan – Toodyay 2023 states that current services will continue to be delivered but there will be a particular focus on the following strategic priorities over the coming years.

**Community Services:** strategic priorities listed were: preparation of a recreation plan and Investing in a recreation solution.

The key actions that will contribute to these strategic priorities over the period of the plan are outlined in the Strategic Community Plan. These are:

**Recreation Plan:** Development of a Recreation Plan. Note: This plan was adopted by Council in December 2013.

### **Investing In Recreation Solution:**

- Establish a new recreation precinct to accommodate long term needs of the community; and
- Provision of a multi-purpose recreation facility (including aquatic) – ten million over ten years (partially grant and loan funded) to meet identified needs

The Strategy suggests that the Shire of Toodyay undertake a series of actions to effectively leverage the economic opportunities identified in the Avon Sub Regional Economic Strategy (2012).

One fairly important action is the investigation of funding options for the coordinated development of recreation facilities.

In August 2014 Council adopted the Sport and Recreation Precinct Master Plan. The CEO, Manager Community Development and the Recreation Coordinator are currently liaising with Mr Gray from SGL Consulting in relation to the finalisation of plans including but not limited to:

- Procurement Management Plan;
- Asset Management Plan;
- Project Management Plan; and
- Business case.

The action in relation to Investment in a Recreation Solution is related to increasing Toodyay's attractiveness to visitors, 'tree changers' and current residents.

### **POLICY IMPLICATIONS**

This proposal does not contain any notable policy implications.

### **FINANCIAL IMPLICATIONS**

This proposal does not contain any notable financial implications.

### **LEGAL AND STATUTORY IMPLICATIONS**

The Shire of Toodyay Standing Orders Local Law prescribes the manner in which Notices of Motion are to be given. The provision of this Notice of Motion by Councillor Craddock is in accordance with these requirements.

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

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

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

The general function of a Local Government is to provide for the good government of persons in its district (the *Local Government Act 1995* s.3.1 (1)). The general function of a Local Government includes legislative and executive functions (the *Local Government Act 1995* s.3.4).

The Shire President liaises with the CEO on the Local Government's affairs and the performance of its functions in accordance with the *Local Government Act 1995* Section 2.8(1) (f).

### **RISK IMPLICATIONS (including DAIP)**

Council made an obligation in its Strategic Community Plan to move forward with investment in a Recreation solution.

Council should consider the time put in by the community in the development of its own Strategic Community Plan, together with the time spent through the Council Process prior to adoption of the Strategic Community Plan.

### **ENVIRONMENTAL IMPLICATIONS**

This proposal does not contain any notable environmental implications.



## **SOCIAL IMPLICATIONS**

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

## **OFFICER COMMENT / DETAILS**

Our Shire President, Cr David Dow, is planning to attend the National General Assembly in June 2015 in Canberra.

Communication has occurred through Hon Christian Porter MP in relation to obtaining an appointment for the Shire President to meet with the following Ministers:

- Hon Warren Truss MP (Minister Infrastructure & Regional Development);
- Hon Jamie Briggs MP (A/Minister Infrastructure & Regional Development);  
and
- Hon Sussan Ley MP, Minister for Sport.

The Shire President will update Ministers on the progress of our Sport and Recreation Precinct Master Plan which our Council adopted in August 2014. He will also talk to them about funding.

The Shire of Toodyay is currently putting together an application for funding to be submitted in May 2015 for our Sport and Recreation Precinct Master Plan.

The most challenging aspect of the Master Plan is the delivery of the Plan and ensuring that the facilities will meet community needs well into the future.

Council has debated the implementation process at some length and it is still not clear what process will finally be implemented. Round Two of the National Stronger Regions Fund opens on 1 May 2015 and closes on 31 July 2015. In preparation for that funding process we are preparing a number of documents including:

- Business Case;
- Procurement Plan;
- Project Management Plan;
- Risk Management Plan; and
- Lifecycle Costing for the project.

These plans will be provided to Council when completed. The critical question arising from these documents is the long term impact on Council's budget. This was broached in the Strategic Community Plan, but at that stage the cost estimate was considerably lower. This will form part of the business case and lifecycle costing.

At no stage during consideration of the project has Council made any indication of any of the following:

- That Council would conduct a community survey: Council has undertaken broad community consultation and the feedback has been very positive. The last community survey on the specific issue of a swimming pool had a single very loaded question and as a result had no credibility;
- Special area rates: This will be a single set of recreation facilities to meet the sporting needs of the wider Toodyay Community. Some residents may choose not to access the facilities, or access facilities elsewhere. Equally some people from neighbouring shires may choose to access the Toodyay facilities. There is no reasonable basis for a special area rate; and
- Special Groups: Pensioners have access to a 50% rates concession, and this will continue to apply. It took Council three years to progressively remove unsustainable concessions and I can see no reasonable basis why this issue would be raised again in the context of the recreation facilities.

The administration has been working with staff, consultants and stakeholders to develop the suite of documents required to apply for the necessary grant funding. This process is locked into the timetable for the grant application closing on 31 July 2015.

It would be preferable that the administration be allowed to continue with the orderly process of developing the key documents rather than the process being forced or derailed by artificial deadlines. The CEO's view is that the proposed motion would reopen the debate about whether Council supports the new facility and may create the impression that Council is not fully committed to the project.

**Councillor Craddock to move**

That Council authorise the CEO to present papers on the following to the April Forum;

1. An outline of the Roles and Responsibilities of the following in relation to the proposed \$30 million project;
  - 1.1 Council
  - 1.2 CEO
  - 1.3 Project Manager
  - 1.4 Steering Committee/Community Forum.
2. The Sources of revenue for the Capital Costs of the Project;
  - 2.1 Grants, with an indication of timing and criteria
  - 2.2 Loans
  - 2.3 Gifts
  - 2.4 Shortfall Le ratepayers

3. The financial implications of building the facility all in one hit, (as the CEO indicated in a recent Agenda Item), or staged development, as we have previously considered. This to be correlated with Grant and loan applications.
4. The whole of life costs of the proposed \$30million facility.
5. The financial implications of the Whole of Life costs and Capital costs for the ratepayer, including discussion of a rate, a levy, area weighting (lower for Morangup?), and consideration of special groups such as farmers and pensioners.
6. That a survey of ratepayers be taken to ascertain ability and willingness to pay the findings of #5 above."

**The Shire President requested the CEO provide a verbal update in relation to Progress on Recreation Planning (tabled at 6.56 pm).**

This is something we have worked on a great deal. SGL Consulting has been contracted to produce a series of documents forming part of our application. Those documents include:

- The Business Case;
- Project Management Plan;
- Risk Management Plan;
- Procurement plan;
- Asset Management Plan; and
- Life Cycle Costing Plan.

Most of these were specifically requested by the Federal Government. The Life Cycle Costing Plan is based on a template developed by the Department of Sport and Recreation.

There are other supporting documents that will form part of the application. This is where some work Council has done in the past will come to the fore. These are:

- Strategic Community Plan;
- Long-term Financial Plan – how Council will pay for it;
- Recreation Strategy;
- Sport and Recreation Master Plan – what it will look like;
- Avon and Toodyay Economic Development Plans – main criteria for funding for the Stronger Regional Communities Fund;
- Developing the Community Profile from Profile ID - that Council is aware of; and

- Details of Recycled Water Scheme – developed as part of the Master Plan.

There are also twenty-nine different letters of support to be obtained from various organisations.

The Manager Community Development, Sport and Recreation Coordinator and I attended the National Stronger Regions Fund Information Sessions yesterday in Northam. We have had a Project Planning meeting this morning. We have liaised with various organisations already and have more engagement to do with them. We have worked out who will be contacting these organisations in terms of who has the best relationship to get the best support.

The Shire President and I will be seeking a leverage contribution from Bendigo Bank to start a Community Contribution Fund. I will be going with the Manager Community Development to meet with School Council and Principal.

We have a Lotterywest appointment to keep in April to seek funding for the Function Centre. Goomalling was recently successful in obtaining half million dollars on basis that Sport Pavilions are not used for Sport and Recreation alone.

The Manager Community Development and I have had meetings with the Wheatbelt Development Commission who have identified from the Wheatbelt Blue Print elements of a project (not Sport and Recreation) that they can fund through Royalties for Regions Funding (e.g. water, power and recycled water).

The Manager Community Development, Sport and Recreation Coordinator and I have booked out three days in the first week of May to develop the draft documents provided to us from SGL and answer the 45 questions needed to be responded to. We will put together the best application. Once completed Hon Christian Porter's office and the office of RDA Wheatbelt have both offered to review our application. We will get their input. We have identified possible Consultants so that if we get to that point and we don't think we have it to the required standard we can get a Consultant to finalise it.

There are several steps we need to consider in the meantime such as:

- Dedicate internal roads within the complex – including the access road from Drummond Street to join up with the through road. We can get road funding to use against those instead of Sport and Recreation funding;
- Site survey and level marking needs to be done – we can make a start on some of the earthworks;
- Planning Consent - Council still needs to give consent. The land is listed as a D Use so there should be no barrier to planning consent;

MINUTES OF ORDINARY MEETING OF COUNCIL  
HELD IN COUNCIL CHAMBERS ON 24 MARCH 2015

- Construction Drawings – identify someone to construct buildings. This will not happen prior to 1 July but it will be the first thing that money is spent on;
- Commence earthworks - In-kind support contributions of clean-fill donations;
- Utilities and Services – this can be through Wheatbelt Development Commission funding; and
- Employ a full-time Project Manager during Budget deliberations – as this project needs a dedicated Coordinator.

We have made a list of possible contributions. If all possible funding contributions come to us the loans required to meet the \$27 million price tag is \$6.7 million, which is manageable and a lot less than the original plan.

There are \$3.5 million contingencies built in to the project. The intention in terms of how Council becomes involved in the process is that as we sign off on documents the plan was to bring them to Council.

I would caution the Council against having a parallel set of processes with different timelines for Council that may work against the set of processes we are following in order to meet the requirements of funding bodies. My preference would be to have Council use the current Council Forum process to keep informed of Progress on Recreation Planning.

The Shire President advised Elected Members that because this was a verbal report from the CEO, requested at short notice, and because the tabled information has only just been provided, he would allow questions.

***The Shire President ruled that questions / responses not be recorded in the minutes.***

Following the verbal report and questions Cr Craddock elected not to move the motions on the notice paper.

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

Nil.

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

Nil.

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

**13.1 MEMBERS**

Cr McCann advised of new business of an urgent nature, regarding an update on Recreation Planning that he wished to introduce by decision of the meeting.

**COUNCIL RESOLUTION NO 72/03/15**

**MOVED** Cr McCann

That Council consider as new business of an urgent nature Item 13.1.1 Setting up of a Special Council Forum to consider Planning for the Sport and Recreation facilities.

**MOTION CARRIED 8/0**

**13.1.1 Setting up of a Special Council Forum to consider Planning for Sport and Recreation Facilities**

Cr McCann moved a motion as follows:

**That Council hold a Special Council Forum in the third Tuesday in May to discuss the progress of Sport and Recreation Precinct Planning.**

Clarification was sought.

The motion was put.

**COUNCIL RESOLUTION NO 73/03/15**

**MOVED** Cr McCann

That Council hold a Special Council Forum in the third Tuesday in May to discuss the progress of Sport and Recreation Precinct Planning.

**MOTION CARRIED 8/0**

**13.2 EMPLOYEES**

Nil.

#### 14. CONFIDENTIAL BUSINESS

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

##### **COUNCIL RESOLUTION NO 74/03/15**

**MOVED** Cr Lloyd

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

**MOTION CARRIED 8/0**

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

*All members of the public departed the Council Chambers at 7.29 pm.*

#### **14.1 Write off Legal Charges**

##### **OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO 75/03/15**

**MOVED** Cr Lloyd

That Council approve the 'once off' write off of legal charges of \$592.40 against the said property due to extenuating circumstances.

**MOTION CARRIED 8/0**

##### **COUNCIL RESOLUTION NO 76/03/15**

**MOVED** Cr McCann

That Council move from behind closed doors.

**MOTION CARRIED 8/0**

*The Council Chambers were re-opened at 7.31 pm. No members of the public returned to the Chambers and therefore the resolution made behind closed doors was not read aloud.*



**15. NEXT MEETINGS**

Council Forum	14 April 2015
Community Depot Management Advisory Committee Meeting	23 April 2015
Council Meeting	28 April 2015
Works Advisory Committee Meeting	30 April 2015

**16. CLOSURE OF MEETING**

The Shire President declared the meeting closed at 7.32 pm.







## **ADDENDUM**

Attachments to Minutes of the

# **ORDINARY MEETING OF COUNCIL**

**24 March 2015**



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# Public Submissions Registration Form

SHIRE OF TOODYAY	
Record Number:	ICR31663
24 MAR 2015	
Doc Ref:	EXECSEC
File Number:	MTG7

Before completing this form please refer to the Public Submissions Information Sheet.

## Contact Details

Name JOHN THOMAS PEARCE  
 Property address 31 JUBILEE STREET, TOODYAY, 6566  
 Postal address (if different) AS ABOVE  
 Signature John Pearce  
 Date TUES 24-3-2015

Are you an elector of the Shire of Toodyay?  Yes  No

Please be advised that at the meeting on 24-3-2015, I intend to address the Council.


Agenda Item number 9.2.1  
 Subject matter BOUNDARY FENCE - LOT 180 HAMERSLEY STREET  
 Basis of address TO PRESENT ADDITIONAL COMMENTS WITH REGARD TO THIS MATTER

Please indicate whether you are speaking for or against the recommendation listed within the agenda.


For  Against

NEITHER - WILL BE REQUESTING COUNCIL TO DEFER THIS MATTER TO THE NEXT

Thank you for taking the time to complete this form. Once complete, please return it to the Shire via any of the below methods. MEETING

 Email Scan and Email to [pqr@toodyay.wa.gov.au](mailto:pqr@toodyay.wa.gov.au)

 Fax Fax to (08) 9574 2158

 Mail Post to  
Shire of Toodyay  
PO Box 96  
TOODYAY WA 6566

 In person Visit the Administration Centre at  
Old Courthouse Building  
15 Fiennes Street  
TOODYAY WA 6566

Please Note: Registration forms need to be lodged by no later than midday on the day of the scheduled meeting

L

SUBMISSION  
AGENDA ITEM 9.2.1  
JOHN PEARCE

MR CHAIRMAN, COUNCILLORS, COUNCIL STAFF, LADIES AND GENTLEMEN -  
MY NAME IS JOHN PEARCE AND I AM A RATEPAYER OF THE SHIRE OF  
TOODYAY AND WISH TO MAKE A SUBMISSION IN REGARD TO ITEM 9.2.1 OF  
YOUR MEETING AGENDA.

MY INTEREST IN THIS SUBJECT IS DUE TO THE FACT THAT AS OF  
FEBRUARY 2015, STEW AND I HAVE PURCHASED THE PROPERTY THAT IS 37  
HAMERSLEY STREET WHICH MEANS THAT WE ARE NOW NEXT DOOR NEIGHBOURS TO  
PETER AND JOAN FORSYTH OF LOT 180 HAMERSLEY STREET, TOODYAY.

37 HAMERSLEY STREET IS THE PROPERTY MY PARENTS LIVED IN DURING  
THE FINAL YEARS OF THEIR LIFE. PETER AND JOAN WERE ABSOLUTELY WONDERFUL  
NEIGHBOURS TO MY PARENTS IN THAT TIME. THEY HAVE ALSO CONTINUED TO  
MAINTAIN THE GARDENS AND BUILDINGS IN THE NEARLY 2 YEARS SINCE THE DEMISE  
OF BOTH MY PARENTS.

MY BEING HERE TODAY IS SIMPLY A THANK YOU TO THE WONDERFUL,  
CARING PEOPLE THAT THEY ARE AND TO SEE IF A CONSENSUS BETWEEN COUNCIL  
THROUGH YOUR PLANNING OFFICER AND YOUR PLANNING DEPARTMENT CAN BE REACHED  
WITH PETER AND JOAN WITH REGARD TO THEIR BOUNDARY FENCE. I AM  
CONVINCED THAT IF OUR PLANNING OFFICER WOULD AGREE TO A LITTLE MORE  
DIALOGUE WITH THE FORSYTHS THAT A MORE COMPLETE SOLUTION TO THEIR  
FENCING DILEMMA COULD BE ACHIEVED THROUGH CONSENSUS.

AT THE TIME THE BOUNDARY FENCE WAS CONSTRUCTED NEITHER THE  
FORSYTHS NOR THE CONTRACTOR, MR IAN BULL, BELIEVED THAT THEY WERE  
CONTRAVENING ANY COUNCIL POLICIES OR BY-LAWS. THE FENCE WAS PUT UP  
IN GOOD FAITH.

THE RECOMMENDATION BY YOUR PLANNING OFFICER TO COUNCIL IS AS  
FOLLOWS "THAT COUNCIL APPROVE THE RETROSPECTIVE PLANNING APPLICATION FOR  
A BOUNDARY FENCE AT LOT 180 HAMERSLEY STREET, SUBJECT TO THE REMOVAL  
OF THE THREE PANELS IN FRONT OF THE BUILDING LINE IN ORDER TO COMPLY  
WITH SECTION 3.4.27 (b) OF THE SHIRE OF TOODYAY LOCAL PLANNING POLICY NO.  
20 - CENTRAL TOODYAY HERITAGE AREA."

NOW LPP NO. 20 SECTION 3.4.27 a) ALSO SAYS "FOR EXISTING  
HOUSES OR PROPERTIES, FENCING AND GATES SHALL MATCH THE PERIOD OF

DEVELOPMENT." I BELIEVE THAT THIS IS PROBABLY THE PARAGRAPH THAT YOUR PLANNING OFFICER IS REFERRING TO WHEN HE SAYS "THERE MAY BE A CASE TO QUESTION THE NEED FOR HERITAGE COMPLIANCE ON A PROPERTY WHICH IS ESSENTIALLY A BRICK AND TILE BUNGALOW THAT HAS NO HERITAGE CHARACTERISTICS (ATTACHMENT 3) IT IS NOTED THAT THERE ARE NUMEROUS EXAMPLES OF BOUNDARY FENCES THAT PRE-DATE THE POLICY THAT WOULD BE NON-COMPLIANT (ATTACHMENT A)."

IT IS MY UNDERSTANDING THAT A COLOURBOND BOUNDARY FENCE HAS BEEN ERECTED <sup>IN HAMERSLEY STREET</sup> SINCE LPP NO. 20 WAS ADOPTED BY COUNCIL.

IT THEREFORE APPEARS TO ME THAT LPP NO. 20 SECTION 3.4.27 IS A POLICY THAT IS UNCLEAR, CONFUSING AND THEREFORE SUBJECT TO INTERPRETATION. I HAVE ABSOLUTELY NO CONCERNS WITH THE REASONING USED BY YOUR PLANNING OFFICER IN RELATION TO HIS INTERPRETATION OF LPP NO. 20 SECTION 3.4.27 AND I BELIEVE THAT HIS APPROACH WAS BOTH LOGICAL AND EVEN-HANDED AT ARRIVING AT HIS RECOMMENDATION TO COUNCIL.

IT ALSO APPEARS TO ME THAT IF COUNCIL IS TO CONSIDER THIS MATTER AT THIS POINT IN TIME THAT THERE WOULD NEED TO BE SOME VERY COMPELLING REASONS FOR COUNCIL TO NOT ADOPT THE RECOMMENDATION OF YOUR PLANNING OFFICER AND AT THIS POINT IN TIME I CANT SEE ANY. IT THEREFORE FOLLOWS THAT IF COUNCIL DEALS WITH THIS MATTER AT THIS TIME, THEN IT IS MORE THAN LIKELY THAT COUNCIL WILL ADOPT THE RECOMMENDATION OF YOUR PLANNING OFFICER.

SHOULD THIS EVENTUALITY OCCUR, MY MAJOR CONCERN WOULD BE THAT COUNCIL WOULD ONLY BE PROVIDING A PARTIAL SOLUTION TO THE FENCING DILEMMA THAT PETER AND JOAN FORSYTH ARE FACED WITH. BY ADOPTING THE RECOMMENDATION COUNCIL WOULD BE GIVING PLANNING APPROVAL FOR ONLY  $\frac{3}{4}$  OF THE EXISTING FENCE. THE FORSYTHS HAVE NO PLAN B IF THEY ARE COMPELLED TO REMOVE THE 3 FRONT PANELS OF THEIR EXISTING FENCE. IF THEY ARE COMPELLED TO REMOVE THE 3 FRONT PANELS OF THEIR EXISTING FENCE, THEY ARE DETERMINED TO REPLACE IT WITH FENCING OF SOME DESCRIPTION. AT THIS POINT IN TIME THE FORSYTHS ARE DISAPPOINTED AT THE POSSIBILITY OF HAVING TO REMOVE PART OF THEIR FENCE WHEN THERE ARE SO

MANY EXISTING BOUNDARY FENCES ON OTHER PROPERTIES WITHIN THE CENTRAL HERITAGE AREA THAT DO NOT COMPLY WITH LPP NO. 20 SECTION 3.4.27.

MY REQUESTS OF COUNCIL ARE THEREFORE AS FOLLOWS :-

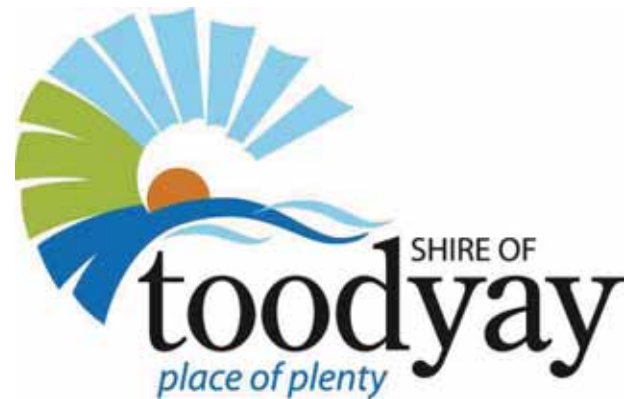
1) THAT COUNCIL CONSIDERS DEFERRING THIS MATTER UNTIL THE NEXT COUNCIL MEETING.

2) THAT SUBJECT TO AGREEMENT BY YOUR PLANNING OFFICER THAT DIALOGUE BETWEEN YOUR PLANNING OFFICER AND INTERESTED PARTIES IN RELATION TO THE FORSYTH BOUNDARY FENCE CONTINUE WITH A VIEW TO ARRIVING AT A SOLUTION ACCEPTABLE TO BOTH PARTIES.

3) THAT IF A SOLUTION ACCEPTABLE TO BOTH PARTIES IS NOT ARRIVED AT BY NEXT COUNCIL MEETING, THAT COUNCIL CONSIDERS YOUR PLANNING OFFICERS RECOMMENDATION AS IT NOW STANDS.

MR CHAIRMAN, COUNCILLORS, COUNCIL STAFF, LADIES AND GENTLEMEN -  
THANK YOU FOR YOUR TIME.

JOHN PEARCE  
0A27 7A2 248



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# SHIRE OF TOODYAY HERITAGE MASTER PLAN

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Prepared by M Wilson, BSc (MA)

May 2012

February 2015

Adopted by Council on 24 March 2015

## EXECUTIVE SUMMARY

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This Heritage Master Plan was written at the request of the Shire of Toodyay's Council as a response to the disparate and reactive heritage conservation or interpretation projects that have been undertaken in Toodyay over the years.

An analysis of Toodyay's tourism landscape reveals that Toodyay is attractive to older, Western Australian visitors who travel as part of a range of activities, but desire to experience a cultural theme. For the most part these visitors travel between April to October along the Toodyay Road and then walk after parking within town, mostly around the Avon Bridge end of Stirling Terrace where there is a concentration of businesses and attractions.

An analysis of Toodyay's Shire-controlled heritage places reveals that the collective heritage landscape of Toodyay exhibits aesthetic, historic, social, research/scientific value and provides the area with identity and sense of place. This heritage landscape is made up of the following components; Toodyay town site, West Toodyay, Rural localities, Law & order/Convicts, Transport networks, Ecclesiastical, Exploration and Indigenous.

By combining these two factors a SWOT analysis of Toodyay's heritage conservation and tourist potential reveals the following:

- In terms of conservation Toodyay has exceptional heritage places of local and state significance but more identification is needed; a priority list of heritage conservation works needs to be established; clearer guidelines are needed for non-built heritage; there also exists significant conservation opportunities across the shire for regional or state partnerships.
- In terms of heritage tourism the historic character and businesses of the Toodyay town site is recognised as a significant part of Toodyay's tourism economy; the Law and Order/Convict component has exceptional potential to be developed as a new heritage tourism attraction with lesser opportunities existing in the other landscape components; Toodyay is in close proximity to Perth and has established branding through Moondyne Joe but this is hampered by a lack of cohesive marketing, advertising and physical presentation; significant opportunities exist to build state and regional tourism ventures that can dramatically improve Toodyay's place as the tourism destination of the Avon.

This plan outlines a vision of the future for Toodyay's heritage landscape and identifies 39 strategic actions that can be taken to improve tourism and conservation, organised into a heritage conservation strategy and a heritage tourism strategy. These strategic actions have varying staffing and funding requirements but are estimated as being able to be completed within five years from adoption of this document. This plan also provides a priority conservation list of all Shire-controlled heritage places based upon their significance, condition and vulnerability.

## **AUTHORSHIP**

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This report was written by Moss Wilson, Museum Curator/Heritage Officer for the Shire of Toodyay, with input, research and guidance from Laura Gray, Regional Heritage Advisor for the Avon Arc.

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## **DISCLAIMER**

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The author is not accountable for omissions and inconsistencies that may result from information which may come to light in the future but was not available or forthcoming at the time of writing.



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## 1 INTRODUCTION

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### 1.1 BACKGROUND TO PROJECT

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The Shire's approach to Heritage conservation and promotion has been both passionate and sustained over the years, providing the Shire with heritage plans and initiatives that are rare for a Local Government Authority of Toodyay's size. However the heritage projects enacted have largely been reactive, responding to community concerns, structural problems or taking hold of opportunities as they have arisen. This has resulted in a patchwork of heritage places, trails and projects; only a portion of which have been restored or developed, some of which are related but generally are not presented in an overarching framework of conservation or interpretation. This has also had the unfortunate effect of differing projects competing for the Shire's care, funding, and development rather than complementing and building upon each other.

It is for this reason that discussion of a Heritage Master Plan arose at a meeting of the Shire of Toodyay Council on 17 February 2012, which raised the possibility of a Heritage Master Plan that could reference all historic sites controlled by the Shire, including historic precincts, townscapes, sites and artefacts, and if such a plan could be used as a basis for typing together disparate heritage attractions into a single tourist presentation. At this meeting, the Council resolved to

*“Investigate a method and likely funding opportunities to develop an overall ‘Heritage Master Plan’ which will include all Shire Controlled Heritage sites and artefacts (including products of Tourism Interest) in one document.”*

The plan would serve two purposes; to identify and prioritise the Shire-controlled heritage places of Toodyay in terms of significance, historic theme and conservation needs as well as providing a strategy of how the different places making up Toodyay's unique heritage can be presented in a unified, coherent and engaging manner.

The mission of the plan is:

*“To conserve and develop the heritage landscape of the Shire Toodyay by uniting all Shire-controlled buildings, places and sites into a single vision.”*

with the objectives listed as:

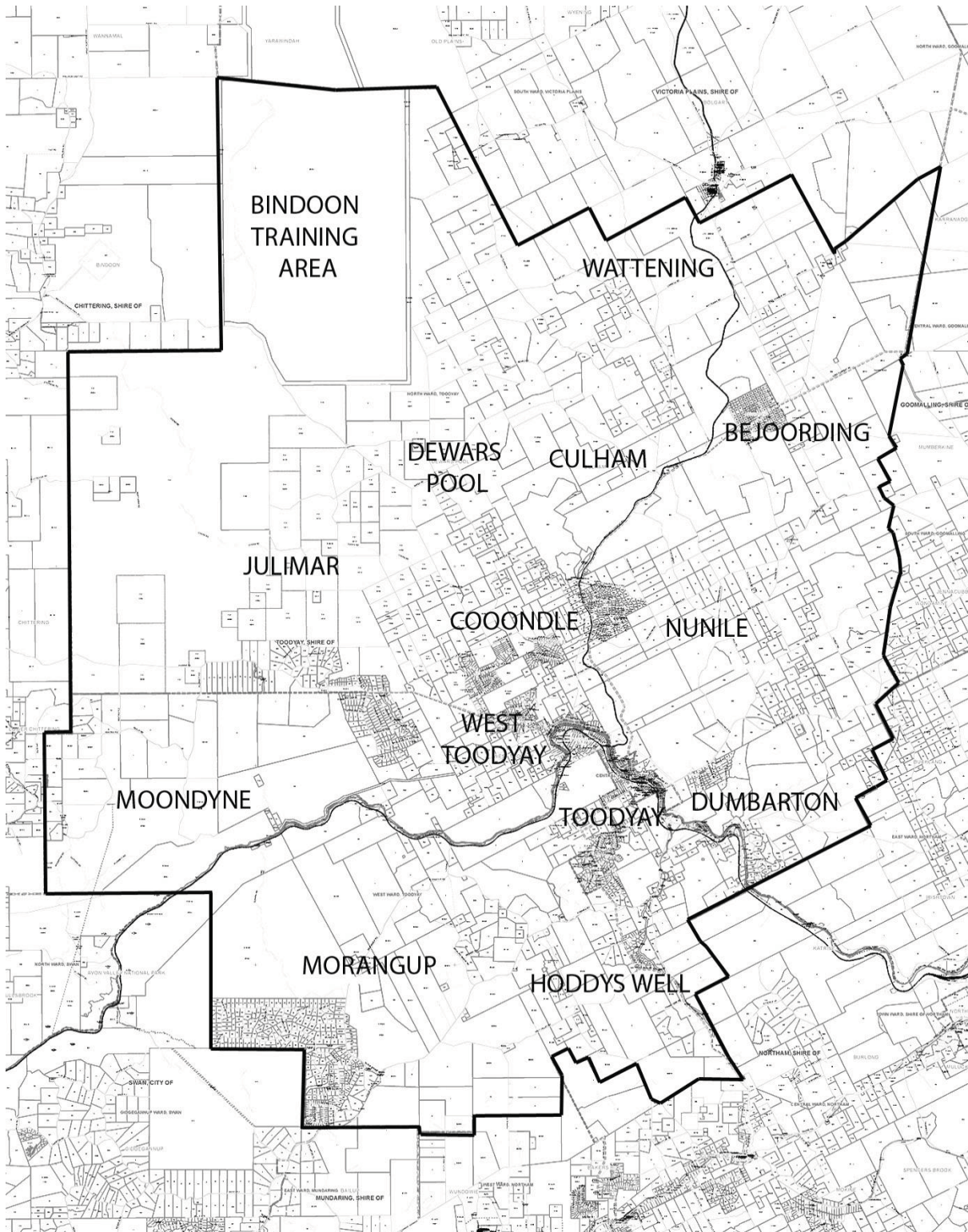
- To provide a Strategic Vision of how Toodyay's heritage places can be conserved and developed.
- To provide a Strategic Vision of how Toodyay's heritage places can be integrated into a single heritage tourism presentation.
- To provide policy recommendations on improving the conservation and interpretation of Toodyay's heritage landscape.
- To identify conservation priorities for the heritage places included in the Heritage Master Plan.
- To provide a timeframe for the implementation of the Heritage Master Plan.

## 1.2 PROJECT AREA

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The Shire of Toodyay is a small rural Local Government Area in the Avon region of Western Australia, located approximately 85 km east-northeast of Perth. The Shire spans an area of approximately 1683 square kilometres, bisected by the Avon River and bordering the Perth Metropolitan area to the southwest. The area's landscape is made up of low granite hills and ephemeral waterways, with the Avon River forming the main waterway of the area. The dominant vegetation is classified as Northern Jarrah Forest with a significant area of land cleared for small-scale farming.

The Shire's population currently stands at 4,629 people with the main population centres in West Toodyay and the Toodyay town site.



**Figure 1.** Map of the Shire of Toodyay

## 1.3 HISTORICAL OVERVIEW OF THE PROJECT AREA

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In order to provide a historical context to the analysis of the Shire's heritage places, a brief overview of Toodyay's history is provided, and is primarily concerned with the development of Toodyay's cultural landscape.

### 1.3.1 BALLARDONG NOONGAR AND EUROPEAN SETTLEMENT

Humans first came to Western Australia approximately 40,000 years ago, travelling south from South East Asia using land bridges and watercraft. These groups spread throughout the state by establishing extended family groups along the coast and eventually inland through following the major waterways including what is now known as the Avon River. The physical culture of these families was based upon wooden and flaked stone implements, and the society evolved into a number of related cultural groups, governed by a complex set of kinship ties and an intimate knowledge of the local environment. The families of the Avon Valley were known as the Ballardong, part of the larger Noongar cultural group which was itself part of the continental Pama-Nyungan language group. The activity areas of these Ballardong families are characterised by small, ephemeral camp sites with larger activity nodes associated with law grounds, ritual sites and stone/seasonal food sources.

Change occurred in 1829 with the arrival of the British and establishment of the Swan River Colony by Captain James Stirling. The soldier Ensign Robert Dale led a group that sought out areas for further settlement in the Avon Valley in 1830, with the Toodyay Valley considered for future settlement in 1831. The availability of fresh water from the river was critical to the development of European settlement patterns. By 1836 the town site of Toodyay (West Toodyay) was gazetted. Noted botanist James Drummond was one of the early European settlers in the district. In 1838 Captain Whitfield was appointed the area's first Resident Magistrate and presided over the establishment of early farms, land clearing as well as the surveying of roads and property boundaries. Relations with the local Ballardong families were largely peaceful and the Indigenous people were used as a source of cheap labour. Early infrastructure in Toodyay (West Toodyay) included Police Barracks (and lock-up) and Stables. Physical development at this time was characterised by small, disparate groups of farmhouses constructed of wattle and daub, replaced later with local Toodyay stone and hand-made brick.

### 1.3.2 CONVICT PERIOD

By the 1850s the town site of Toodyay (West Toodyay) had expanded, with infrastructure including a Gaol, schools, inns and churches. However a weak economy and small labour pool led to calls for convict labour from England. Landowners in the Avon region also wished for convicts to build roads, bridges and other infrastructure. Convicts arrived in Western Australia in 1850, with a Convict Depot established at a site upstream of Toodyay (West Toodyay) in 1851 that was formally gazetted as the town of Newcastle (Toodyay) in 1859. The establishment of the Newcastle Convict Depot saw a rapid creation of farms, building construction and road clearing, however severe flooding in 1860 saw the focus of development shift from Toodyay (West Toodyay) to the more secure Newcastle (Toodyay). Structures

built during this time include the Newcastle Gaol, Newcastle Police Stables, St Stephens Church, bridges, schools, inns, pensioner guard cottages and a number of steam mills. The Newcastle Convict Depot in particular saw the construction of a range of buildings, including Warden's Quarters, Depot Association Ward, Kitchen, Infirmary and the Superintendent's Quarters. These developments still followed the patterning of small, widely spaced farmhouses with a central clustering around Toodyay (West Toodyay) and along the 'New Road' (now Stirling Terrace) through Newcastle (Toodyay). Farming practices also expanded to include orchards and vineyards.

It was during this period that some of the smaller settlements in the Toodyay region including Bejoording, Pell Mell, Nunyle and Dumbarton began to flourish, due to a stronger economy and changes to local property laws. Other significant developments during this period included the establishment of telegraphic communications to Perth in 1874 and the formation of representative local government.

### 1.3.3 GOLD BOOM AND TOODYAY'S 'GOLDEN AGE'

The connection of the Newcastle town site to the Eastern Districts railway line created a new economic opportunity which reshaped the development of the area. While convict transportation to Western Australia ceased in 1872 a new influx of migrants from the Eastern States occurred with the discovery of gold in Western Australia's interior during the 1880s. While attempts were made to establish mining ventures in Toodyay, the area instead augmented its staple economy of grain and wool with the supply of fresh produce to the Goldfields.

This new economy saw the rapid expansion of orchards and vineyards, and the new wealth of both the local economy and newly-minted state government in 1890 saw the construction of many buildings in Newcastle's iconic streetscape and in the vicinity of the old Newcastle Convict Depot. The focus of this development was near the railway line, which was extended out to Bolgart in 1909. Some of the buildings within the now-abandoned Newcastle Convict Depot and in Toodyay were either adapted or demolished at this time. The Newcastle Gaol was also discontinued during this period and become a private residence.

This period also saw further growth in smaller farms after land estates were opened up in Coondle and Norman Estate. This development continued the area's settlement pattern of small clusters of buildings around small population centres surrounded by scattered, largely isolated farms at the edges.

In 1910, the development focus and confusion over the town's name saw Newcastle renamed as Toodyay, with the declining original town site of Toodyay renamed West Toodyay.

### 1.3.4 WORLD WARS I AND II

The period during and after World War I 1914 was characterised by slow growth in Toodyay, with the focus of development on infrastructure and new buildings along the main street of Toodyay (formerly Newcastle) rather than the expansion of farming settlements. Examples included new buildings in the Catholic Church grounds and the construction of the Toodyay power station in connection to Connor's Mill. This period also saw the establishment of civic buildings, schools and public halls in the smaller regional settlements rather than the development of new farms and farming areas. The area around the Newcastle Convict Depot continued to decline, with the majority of the remaining convict-era buildings demolished while tennis courts and the Toodyay War Memorial were constructed. This sluggish growth was further stalled by the Depression, various local floods and a rabbit plague. Chances for recovery were further stalled by the labour requirements of World War II.

World War II saw the establishment of new structures in the area of Pelham Reserve, including an earth bunker and a signal station. A prisoner of war labour centre was located in Stirling Terrace. The Pelham Reserve structures quickly fell into disrepair after the war ended.

This period also saw the use of motor cars and trucks become more common in the region, however the pattern of physical development was still firmly enmeshed around the railway line and the town of Toodyay.

### 1.3.5 POST WAR DEVELOPMENT

A stronger economy in the years following World War II saw continued development in Toodyay's main street, with the construction of several buildings and the upgrading of local roads. This period also saw the destruction of the remaining Newcastle Convict Depot buildings, leaving only the Newcastle Gaol and Newcastle Police Stables in the area. The Courthouse constructed in 1896 was eventually re-opened as the Toodyay Shire Administration. Another development in the town site in this period was the construction of the Industrial Extracts Factory, which also saw the construction of staff houses at the southern end of Toodyay.

Regional developments during this period were limited to infrastructure improvements including bridges, the water reservoir, local schools and the eventual linkage to State power supply. A major infrastructure development during this period was the construction of the Standard Gauge Railway, superseding the earlier lighter gauge railway. While the railway was designed for heavy haulage, improvements in road networks the common use of truck haulage saw the new rail network abandon many of the smaller rail landings and rail stockyards associated with local farms. Other notable aspects of the new railway were the demolition of several convict-era buildings in the Toodyay town site and the construction of the Windmill Hill Cutting, one of the longest and deepest for its time. The configurations of rail and road networks in the Avon region reflect the growth of Midland and Northam (and to a lesser extent York) as regional centres at the expense of Toodyay.

The rural economy of the area declined after the 1970s, the pattern of disparate farms and small clustered local centres slowly becoming complemented by the



increasing sub-division of farming areas into semi-rural, small scale farms and residences. This change was driven by the smaller, seasonal labour pool required for a smaller number of farms and the attraction of 'country living' for retirees and urban families. This period is also characterised by the development of the tourism economy, including the protection, renovation and adaption of heritage buildings particularly along Stirling Terrace and in the vicinity of the Newcastle Convict Depot. This tourism development also saw the conversion of farms and farming areas to B&Bs and tourism-based attractions. Newer railway infrastructure has been developed with a focus on passenger transport rather than farming haulage.

Further details of Toodyay's history can be found in the Shire Municipal Inventory and heritage list, *Old Toodyay and Newcastle* by Rica Erickson and the *Toodyay Chronology* by the Toodyay Historical Society. A historical overview and analysis of Toodyay's convict history can be found in the *Conservation Management Plan for the Archaeological Remains at Newcastle Convict Depot (Toodyay)* by Eureka Archaeological Research and Consulting.

## 1.4 PLANNING CONTEXT OF THE PROJECT AREA

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To provide a further context to the analysis of the Shire's heritage places, a brief overview of Toodyay's current planning strategies, heritage status, legislative requirements and previous heritage plans are provided.

### 1.4.1 LOCAL PLANNING STRATEGY AND PLAN FOR THE FUTURE

The Shire of Toodyay Local Planning Strategy was developed in November 2007, proposing direction for town, urban, rural and landscape areas; the desired approach for settlement patterns, environmental and heritage management. This plan has been created with regard to the State Planning Strategy (1996), Avon Arc Sub-Regional Strategy (2001) and various State Planning Policies that suggest a continued growth of the Toodyay area towards semi-rural residential lifestyles.

The Local Planning Strategy is read in conjunction with Local Planning Scheme No 4. This document outlines the growth of rural residential population to the expense of purely rural pursuits and the town centre and notes that the growth has not reinforced the Toodyay town site as a regional service centre. The Local Planning Strategy suggests the expansion and development of both the town site as a service centre, the subdivision of suitable land for residential expansion and the development of a Mixed Business area and Industrial areas near the town site. The Strategy also encourages the enterprises of intensive rural developments (e.g. alpaca farms, olive farms) and mineral/extractive industries.

However the Local Planning Strategy emphasises the protection of productive agricultural land, environmental, landscape and heritage values of Toodyay.

This document also makes reference to the potential for Tourism related activities to expand their role in Toodyay's economy, stating that:

*“The tourism potential of the Shire has yet to be fully explored and a tourism strategy for the Shire is needed. The tourism strategy should consider growth opportunities, servicing requirements and how to accommodate tourism in a manner that safeguards the long-term sustainability of the Shire’s many resources”*

This Local Planning Strategy is complemented by the Shire of Toodyay’s Plan for the Future 2007-08 to 2017-18, a requirement of the Local Government Act (1995). This document guides Council decisions by creating a set of future goals that are felt to reflect the direction that the community wishes to take. The Plan for the Future outlines five areas of development, of which Outcome 4, Built Environment, proposing:

*“A built environment that is on harmony with Toodyay’s natural, cultural and historical heritage.”*

This outcome is expanded upon in Objective 4.2, “Protect and enhance the cultural & historical features of the Shire.” To fulfil this objective, Precinct Design Guidelines, Walkways/Trails and an Interpretive Strategy for Heritage and Environment were all recommended to be developed by 2018. It is this Interpretive Strategy which will be partially covered by this Heritage Master Plan.

#### 1.4.2 LEGISLATIVE FRAMEWORK AND CURRENT HERITAGE STATUS

The assessment and conservation of places with heritage significance are determined by the Australia ICOMOS Charter for Places of Cultural Significance (1999), also known as the Burra Charter. The charter states that the places it applies to “may include memorials, trees, gardens, parks, places of historical events, urban areas, towns, industrial places, archaeological sites and spiritual and religious places.”

The cultural heritage values used for assessment outlined in the Burra Charter (1999) have been adopted in State Planning Policy 3.5 *Historic Heritage Conservation*, which states that it applies to:

*“historic cultural heritage including heritage areas, buildings and structures, historic cemeteries and gardens, man-made landscapes and historic or archeological (sic) sites with or without built features”.*

The purpose of this planning policy is to provide direction to State and Local government departments on conserving places of heritage significance and ensuring planning and development decisions do not adversely affect heritage places.

This policy in turn informs the *Heritage of Western Australia Act* (1990), which provides specific legislation on the formation of the State Heritage Council and the methods by which heritage places are protected by the State Government and the requirement for Local Governments to keep a Municipal Inventory of heritage places. Part 7 of The Model Scheme Text provided by the *Town Planning Regulations* (1967) further contain the provisions enabling a Local Government to protect places of heritage value through the creation of a Heritage List.

The Shire of Toodyay keeps a Municipal Inventory of heritage places under Section 45 of the *Heritage of Western Australia Act* (1990). This Inventory was reviewed and adopted by Council in October 2010. Currently there are 153 places and three precincts listed in the Municipal Inventory as exhibiting some form of heritage significance, of which 34 are owned or controlled by the Shire Administration.

This Municipal Inventory forms the basis for the Shire's Heritage List, which includes all heritage places that are considered to be significant to the identity and history of the Shire. Part 7 of the Shire of Toodyay 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. The Shire's Heritage List consists of 153 places derived from the Municipal Inventory, of which 34 are owned or controlled by the Shire Administration. The Shire of Toodyay was also declared a Historic Town by the National Trust (WA) in 1980, and was more recently recognised at the 2011 Western Australian Heritage Awards for Outstanding Heritage Practices by a Regional Local Government.

The Shire of Toodyay has also adopted LPP.20 *Central Toodyay Heritage Area*, which provides guidelines for signage and development of both residential and commercial buildings within the central area of the Toodyay town site.

Apart from the state and local legislative requirements, development of heritage places within the Shire of Toodyay is informed by Conservation and Management Plans where such documents exist. Heritage places that are the subject of a Conservation Management Plan includes Connor's Mill, the Newcastle Gaol, Police Stables and Lock-up, Butterly House, Syred's Cottage, Toodyay Public Library and the archaeological ruins of the Newcastle Convict Depot. Interpretation and presentation of Connor's Mill, the Newcastle Gaol the archaeological ruins of the Newcastle Convict Depot are further guided by Interpretation Plans.

Indigenous heritage places, cultural and physical remains are treated differently to other heritage places, protected at a state level through *Aboriginal Heritage Act* (1972) and at a national level by the *Commonwealth Aboriginal and Torres Strait Islander Heritage Protection Act* (1984), with further guidance and definition on the protection of Indigenous cultural heritage provided under the state's *Aboriginal Heritage Regulations* (1974).

### 1.4.3 HERITAGE ASSESSMENT METHOD

The criteria for the assessment of heritage value is derived from the Burra charter and used as the standard for assessment by the Heritage Council of Western Australia. They are summarised as;

- Aesthetic value: is significant in exhibiting particular aesthetic characteristics.
- Historic value: is significant in the evolution or pattern of the history of the local district.
- Research/Scientific value: has demonstrable potential to yield information that will contribute to an understanding of the natural or cultural history of Western

Australia, also that it is significant in demonstrating a high degree of technical innovation or achievement.

- Social value: is significant through association with a community or cultural group in Western Australia for social, cultural, education or spiritual reasons.
- Rarity: demonstrates rare, uncommon or endangered aspects of the cultural heritage of the local district.
- Representativeness: is significant in demonstrating the characteristics of a class of cultural places or environments in the local district.

#### 1.4.4 PREVIOUS HERITAGE PLANS

This is not the first time that a Heritage Tourism Plan has been attempted by the Shire of Toodyay. In 2005, Chris Antill and Associates were appointed by the Shire to prepare a concept plan for the Toodyay town centre. This plan was put to Council after public submissions in September 2006, which gave the proposed plan mixed reviews. Common issues raised in the public submissions were that the plan favoured tourists over residents, disagreement with what was felt to be a 'café strip' development, a lack of connection to the heritage values of the place, lack of parking and that the money required to enact the plan could be better spent elsewhere. As such, the Shire Council only adopted the plan as a 'guidance document.'

In 2008, Mulloway Studio and historian Paul Kloeden were engaged to write an Interpretation and Heritage Tourism Plan specific to central Toodyay. The objective of the project was to "improve the access to the Central Toodyay Townscape and its cultural heritage significance for key stakeholders, the community and visitors." A plan was produced and put to the Shire Council in May 2009 after a public submissions period. Again the plan received a mixed response from some sections of the Toodyay community and was only endorsed in principal by the Shire Council with no support given for the interpretation elements/furniture designed by Mulloway studios.

What can be learnt from these experiences? The Mulloway plan had much to recommend it, considering multiple visitor experiences and pathways and providing detailed plans of proposed signage and interpretation. These designs were bold, introducing post-modern interpretative elements into the town's streetscape that attempted to harness the natural walkways and views created by the unique combination of shopping and heritage buildings of the area. However the Mulloway plan did not present these interpretative elements as a logical outcome of the cultural and environmental heritage of Toodyay; interpretation themes were designated as 'storylines' and then barely touched upon in the plan. Secondly, while the interpretative designs were recognisable as new work and did not simply replicate heritage structures, they did not frame, complement or enhance the heritage values of the streetscape. Indeed, they appeared to be completely alien to their surroundings.

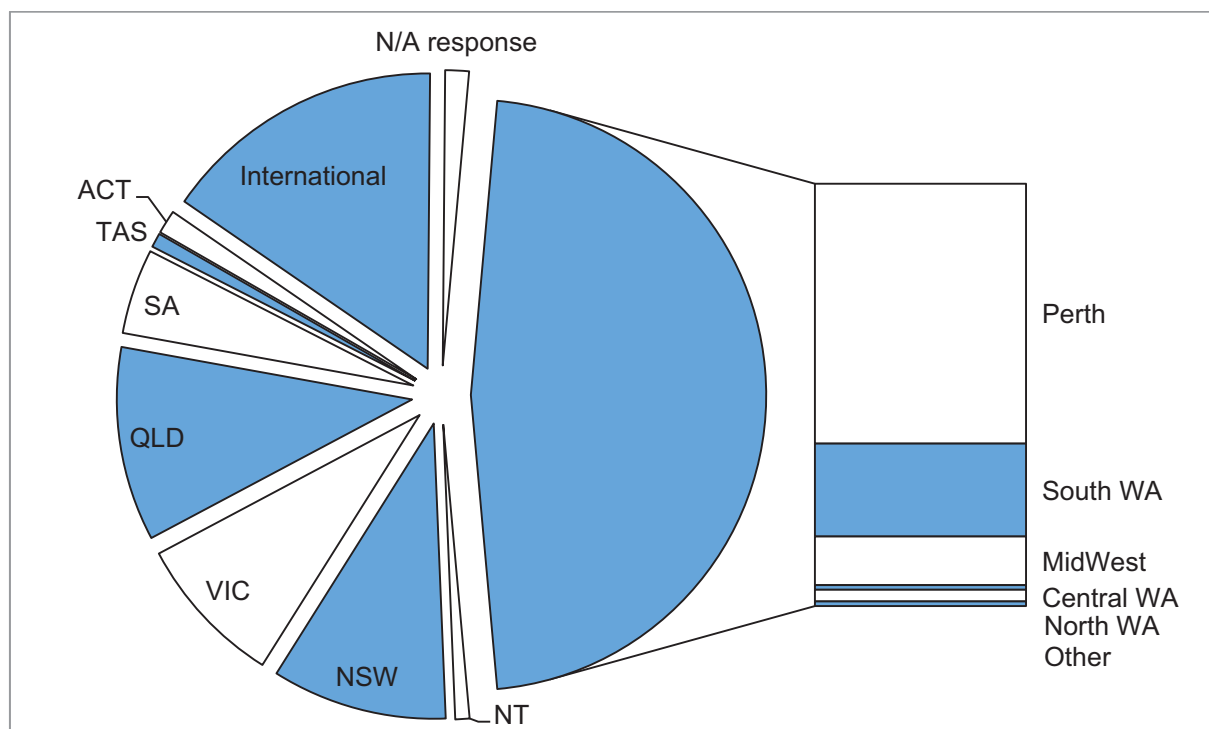
## 1.5 TOODYAY'S TOURISM LANDSCAPE

The range of heritage structures still extant in Toodyay has already influenced the development of the Toodyay tourism industry, the current state of which will need to be considered in determining the strategic vision of Toodyay's heritage landscape.

### 1.5.1 VISITOR PROFILE

The Avon region of Western Australia has developed into a historic tourism destination, with places such as York, Beverley and New Norcia using their heritage places as a method of attracting visitors. Tourism statistics for the Wheatbelt Region indicate that the majority (85%) of visitors are from Western Australia, with interstate and international visitors making up the remainder of the market (Tourism Western Australia 2011). These Western Australian visitors to the Wheatbelt tend to stay for short periods, with an average of 2.5 nights recorded. The age groups of these visitors tend to be between 25 to 64 years, with a high proportion of this group made up of people aged over 45. These visitors tended to travel in groups, either with family or friends. These visitors tended to stay with friends or relatives, with a smaller proportion staying in caravans or hotels.

This data is generally supported by a survey of customers who bought souvenirs at the Toodyay Visitors Centre between July 2011 and June 2012. Of 386 people interviewed, 180 came from Western Australia, with the majority of this group coming from Perth (Figure 2). The greater proportion of international visitors in this regard can be attributed to the fact that this group tends to spend more during a visit (Allen & Yap 2009).

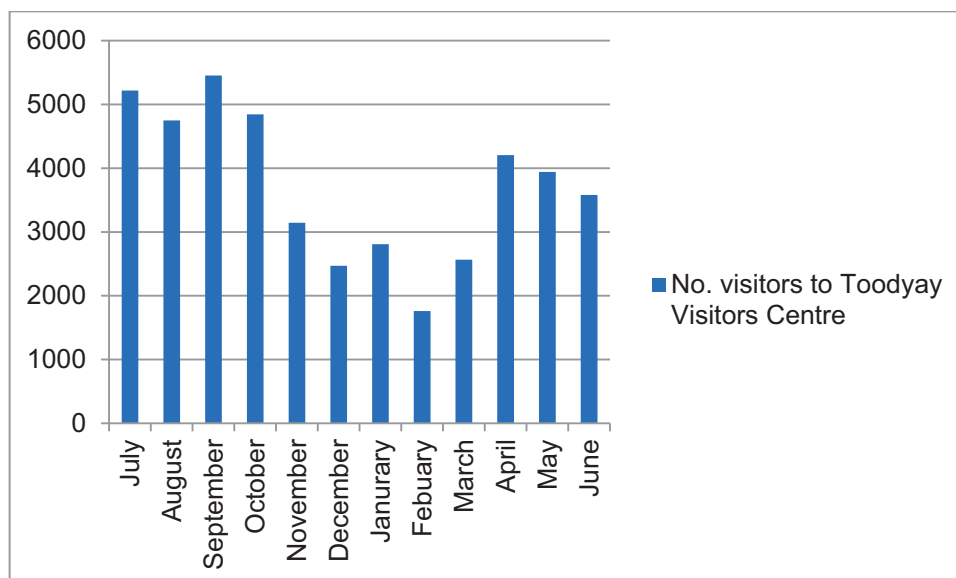


**Figure 2.** Sample of Toodyay Visitor Centre numbers by location.

This profile of middle aged, Western Australian travelling in small groups for short trips into the region is reflected in the Shire Policy O.3 *Museum Interpretation and Exhibition*, which places the target audience as:

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

The Toodyay Visitors Centre records the weekly numbers of visitors to the building, with 42,318 visitors recorded in the financial year 2011-2012. The data from 2006-2012 indicates that visitors tend to come from April to October, usually with a peak in the months after June. The off-season occurs between November and March, when the weather becomes too hot for tourists (Figure 3).



**Figure 3.** Average visitors to Toodyay Visitors Centre by month, 2008-2012

### 1.5.2 VISITOR ACCESS AND TRANSPORT

Regionally, Toodyay receives most of its visitation via the Toodyay Road, either travelling through Midland, Middle Swan or northwest from Northam (Figure 4). This places the Toodyay town site as the primary destination within the Shire, with travellers often continuing north towards Bolgart or New Norcia via the Toodyay-Bindi Bindi Road or south towards Northam and York via the Northam-Toodyay Road. Bindoon-Dewar's Pool Road and Julimar Road tend to be used by visitors less, with the other major roads in the area tending towards domestic local use.

The other method via which visitors travel to Toodyay is the Avon Link, although the volume of tourist movement using this method is minimal.

Observations of visitor behaviour in 2012 found that tourists were arriving at the parking areas along Stirling Terrace and Charcoal Lane would walk (or park directly at) the Toodyay Visitors Centre and proceed along Stirling Terrace down to the Avon

River or over the railway line towards the Newcastle Museum. This analysis largely concurs with the Malloway Studios (2008). This study identified Stirling Terrace as the main area of visitor activity in Toodyay, in particular the area stretching from Duidgee Park and the Avon River bridge to Newcastle Park, which contain the majority of visitor-oriented businesses and river views. Most visitors arrived by car and parked along Stirling Terrace, Piesse Street or at the Train station. The main nodes of activity identified by Malloway Studios were as the Stirling/Piesse street intersection (created by the Toodyay Visitor Centre, Connor's Mill and pubs/cafes) and the Duke Street railway crossover but the 2012 observations found little evidence for the latter.

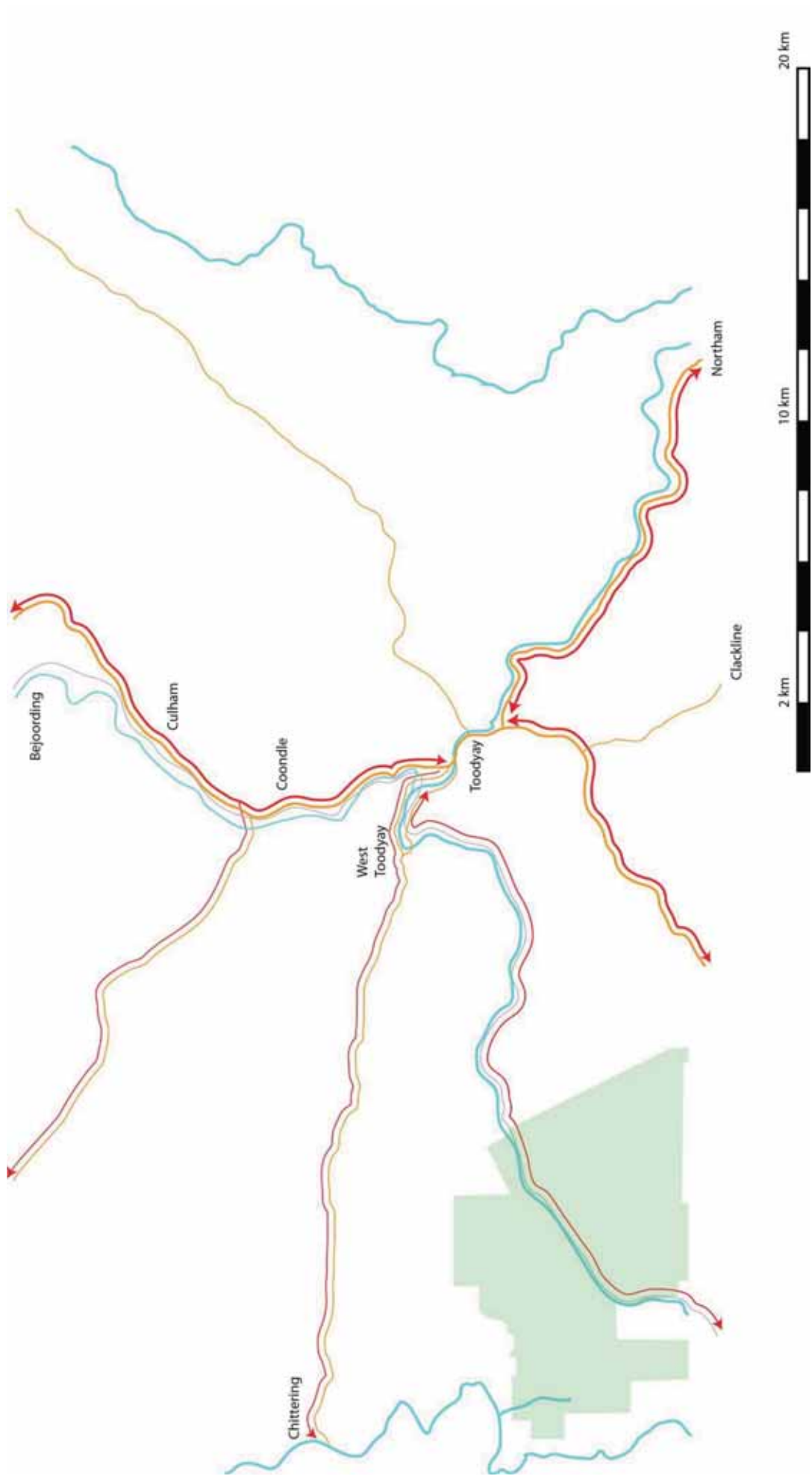
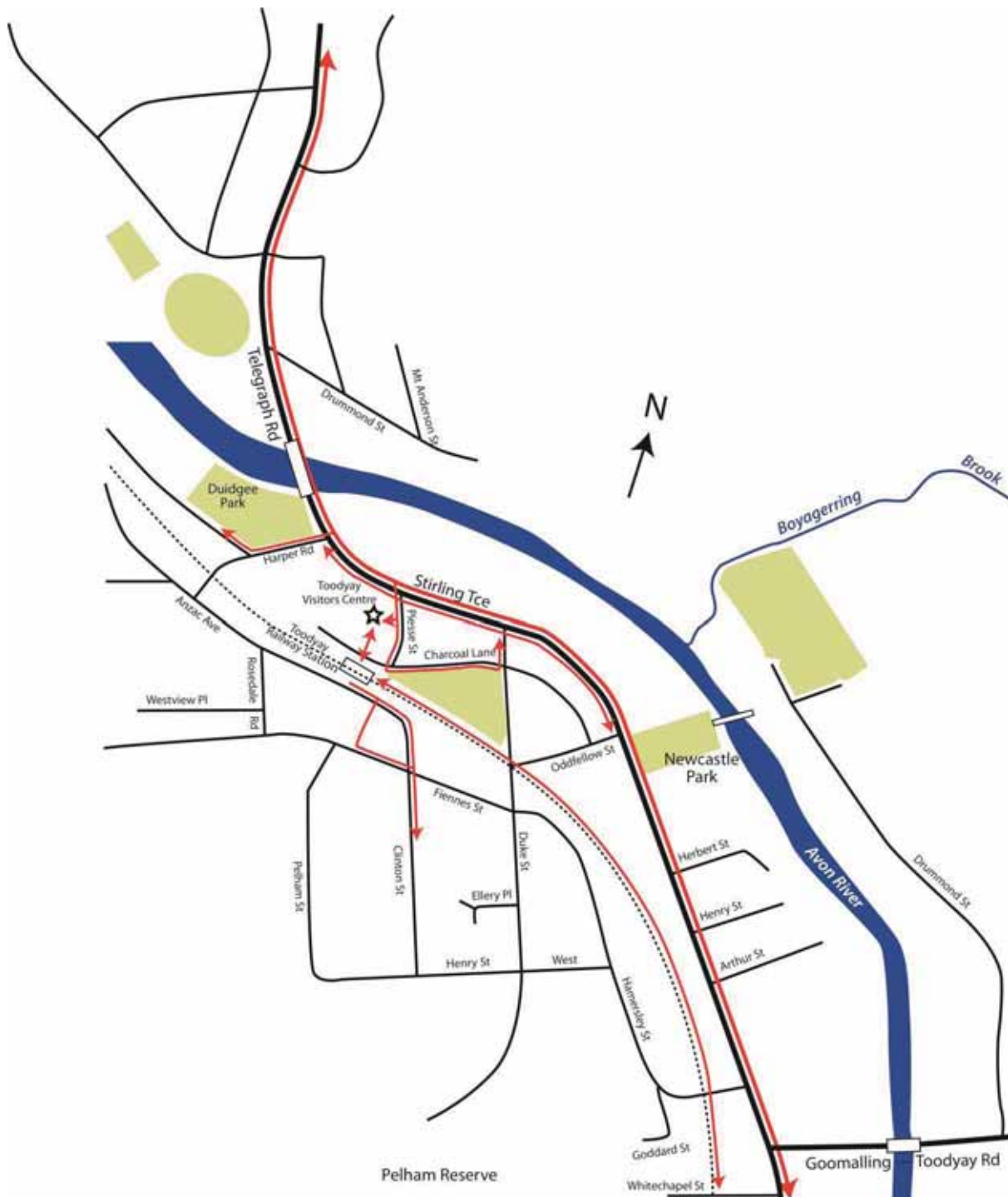


Figure 4. Visitor routes to and from Toodyay





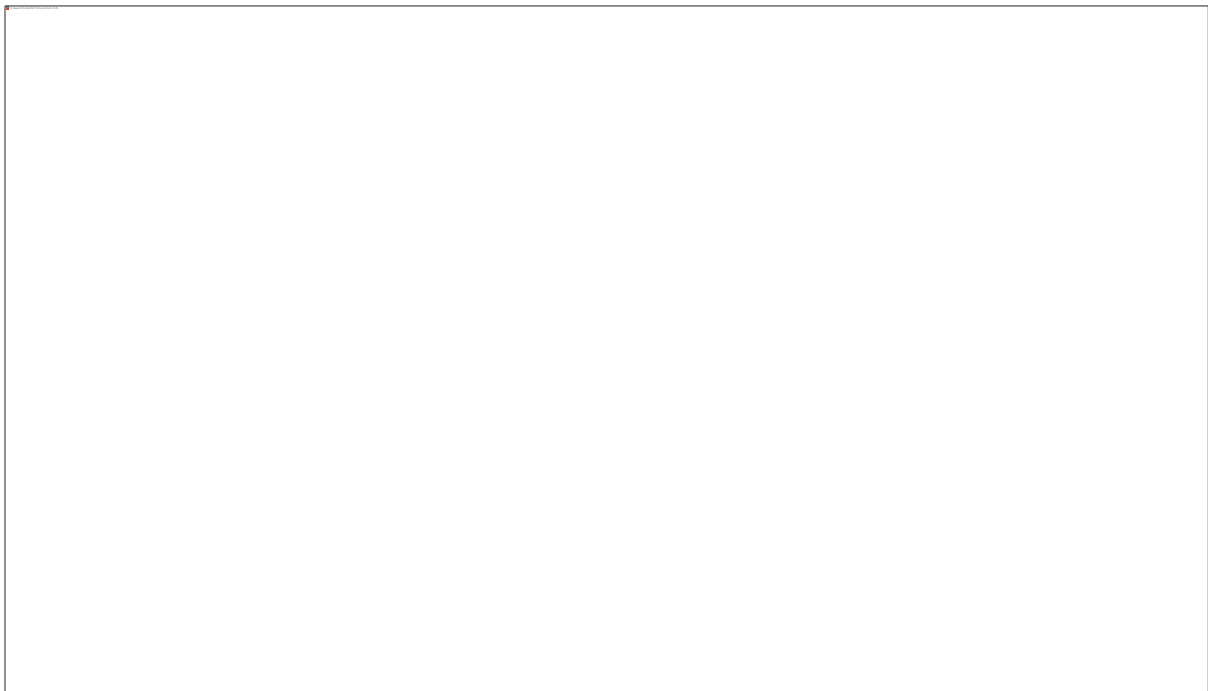
**Figure 5.** Visitor routes within Toodyay

### 1.5.3 VISITOR ATTRACTIONS

The largest tourism attraction in Toodyay (in reference to pedestrian use) is the shopping district in the Toodyay town site found on both sides of Stirling Terrace from Newcastle Bridge to Newcastle Park. These shops are private businesses that include hotels/ pubs, cafés, restaurants, gift/antique stores, art galleries, clothing stores and hobby shops (Figure 6).

Within the town site, the main public attractions are Duidgee Park, Connor's Mill Museum, Newcastle Gaol Museum, Newcastle Police Stables and Pelham Reserve. Other public areas that are of public interest are the Church grounds (both Anglican and Catholic) and the Toodyay Cemetery.

The Newcastle Gaol Museum and the Newcastle Police Stables (which includes the Museum Workshops, Wicklow Shearing Shed/Machinery display and Police Lock-up) currently display aspects of life in early Toodyay, with an added focus on World War II and the life of Moondyne Joe. The Newcastle Gaol has also developed a dedicated Exhibitions Gallery to present travelling exhibitions or in-house exhibitions on various historical themes. The museums offer self-guided tours and formal tours for school or holiday groups. Currently, there is a problem with museum storage, particularly of large objects, with display areas in the Newcastle Police Stables being used for object storage.



**Figure 6.** Visitor attractions within Toodyay

Outside of the town site, the main public tourist attraction is the Avon Valley National Park, which straddles the boundary between the Shire of Toodyay and the City of Swan. This park also includes the Morangup nature Reserve. Other environmental reserves include the Julimar Conservation Park and Flat Rock Gully Nature Reserve. Non-environmental public attractions include Nardie Cemetery and the Windmill Hill cutting, which was at one time the longest and deepest in the southern hemisphere (Figure 7).

Private tourism businesses outside of the Toodyay townsite include wineries, cafés, private gardens, artisan crafts, public farms, golfing and an archery park.

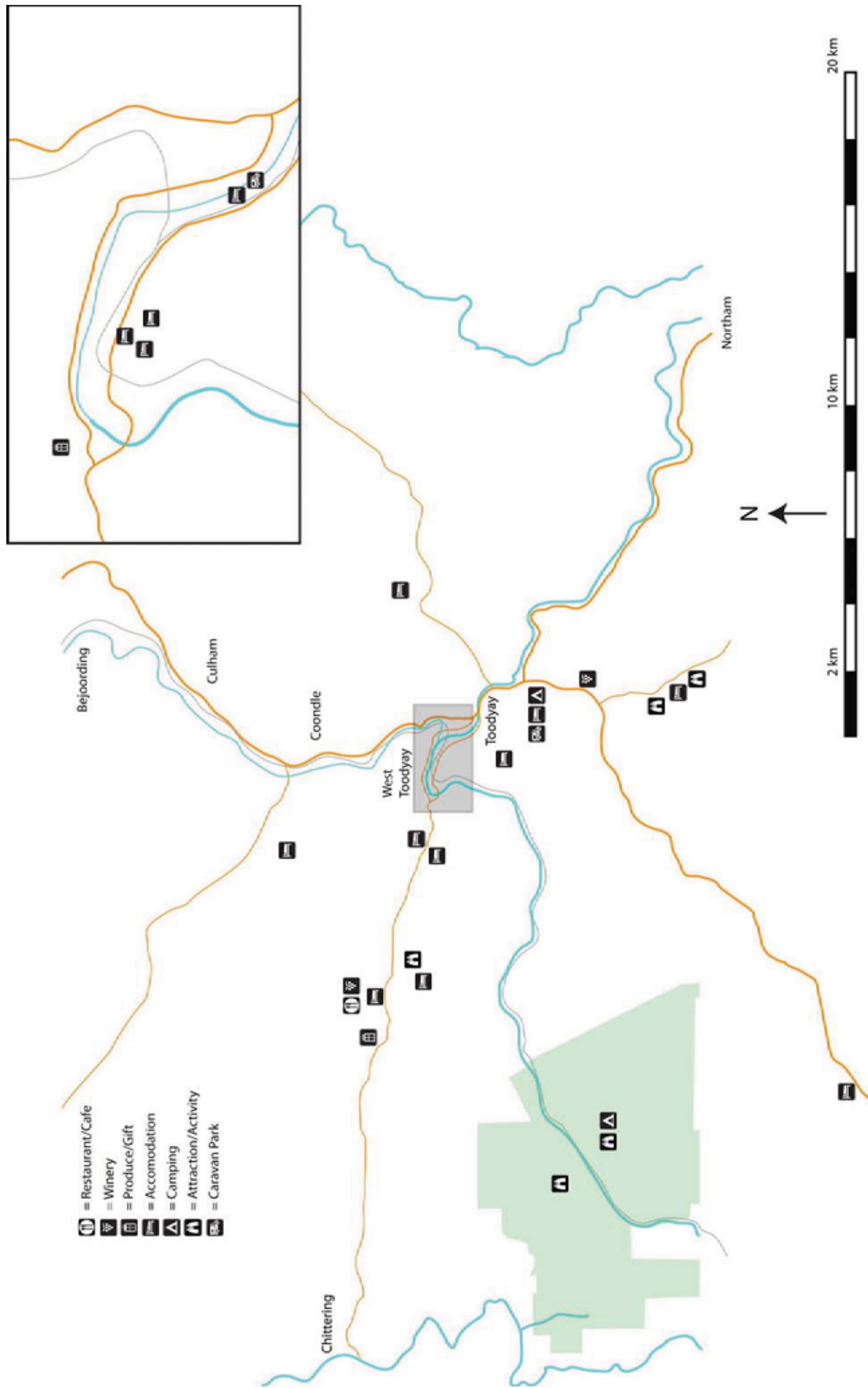


Figure 7. Visitor attractions within Toodyay region

There are also a number of tourist pathways, old and new, that span the Toodyay area. The oldest is the Toodyay Pioneer Heritage Trail, established as part of Australia's Bicentennial celebrations in 1988. This trail follows the original route into West Toodyay and covers 14 historic sites (on both public and private property). Observations of the sites made in 2012 found that while the metal plates have generally withstood the test of time, several had been stolen and the accompanying fingerpost or larger directional signage was faded. While the trail offered a variety of landscapes most of the sites were not presented with parking, reducing the experience of the trail to viewing a small plaque by the side of a narrow road, often in front of a blank site where little now remains. A more recent heritage trail is the Pioneer's Pathway, developed between 2004-2008, which covers an area from Perth to Merredin. Toodyay and Northam are both presented as alternate paths to take to Goomalling, however neither path is described in the Pioneer's Pathway booklet. The only physical presence of the pathways around the town are signs near the town along Julimar Road, Toodyay-Bindi Bindi Road and at the junction of the Northam-Toodyay Road. Both trails suffer by being disconnected from Perth. The trails start seemingly in the middle of nowhere with nothing to connect the journey from Perth to the Toodyay region where the trails begin.

There are also a number of trails within the Avon Valley National Park that span public picnic areas, picturesque vistas and historic surveying sites associated with John Forrest, which has been made part of the Avon Valley Survey Heritage Trail. Observations of the trail made in 2012 found that the roadways of the park are in variable repair, with many areas too eroded for safe vehicle access. Access to the specific historic sites was generally on foot through steep terrain. While there was some interpretation at the historic sites visited, the walk trail directional signage was minimal and generally uninformative as to where to go next or the distance to the destination. Finally, the main entrance for the park north of the Avon Rive was unmanned and in a state of disrepair. This trail would only be recommended to be visited by those with a high level of fitness who have experience in preparing for and navigating safely through dense bush away from accessible roads.

A small heritage trail was developed north of Toodyay, presenting the Coondle Sheep Dip, St. Phillip's Anglican Church, Britt's House (Walyen) and Coondle School. Of this trail, only the school site was marked with a sign, which was set back into the bush and in a deteriorated state. Interpretative signage or any other type of guide was not located for this trail in 2012.

Within the Toodyay town site there are two walking trails, the first being the Living History walk trail developed by the Shire Administration between 2009-2010. This presentation covers several walks originating from the Toodyay Visitor Centre, including walks along Stirling Terrace, up to the Newcastle Gaol Museum or even further to Pelham Reserve. These walk trails are advertised at the Toodyay Visitor Centre and a guide booklet is provided, however further physical interpretation is only available via some interpretative panels along Stirling Terrace. There are also short walking trails available through the Pelham Reserve, from the Drummond memorial and lookout to the remains of the reservoir and spill weir or the Toodyay Rifle Range. Observations of the area made in 2012 found that while the tracks at the Drummond lookout are generally in good repair and with some interpretation

present, the tracks within the reserve are not signposted and are in variable states of repair due to erosion and fallen trees. The picnic area, reservoir and spillway in particular have become overgrown and need to be improved in presentation.

In terms of tourism events, the main festivals in Toodyay include the Moondyne Festival (historic re-enactment), Avon Descent & Toodyay International Food Festival, Quit Targa West Tarmac Rally, Toodyay Picnic Races and the Toodyay Agricultural Show. These festivals span from May through to October each year, and are designed to take advantage of Toodyay's peak tourism season.

A range of accommodation options are available to visitors to Toodyay. This includes three hotels in the Toodyay townsite with B&B cottages, farmstays, caravan and camping parks scattered throughout the Shire.(figure 3)

#### 1.5.4 WHAT DO VISITORS WANT?

The question of visitor motivation needs to be raised in regard to the local tourism landscape. Research by Tourism Western Australia data reveals that the majority of tourists visiting the region are doing so as a leisure activity or to visit family and friends. Further research by Tourism Western Australia reveals that people travelling within Western Australia are motivated by the state's clean, friendly atmosphere and warm climate as well as the desire to see friends and family (Tourism Western Australia 2011, 2012). Given this context of leisure and recreation, it is clear that visitors want a pleasant, relaxing experience. The state's environmental resources are often the primary advertising in this regard, with Western Australia boasting a wide variety of landscapes and eco-oriented activities.

However, this does not explain cultural heritage tourism as a phenomenon. Heritage tourism has been identified as an expanding tourism industry globally driven by the 'baby boomer' demographic (Tourism Western Australia 2006a). This industry has experienced a slow but steady annual growth since 2000 but has been proven to provide economic benefits to the tourism economies of a number of Western Australian locations (Tourism Research Australia 2009, Heritage Council of Western Australia and Tourism Western Australia 2006b). The reasons for this growth appear to be a shift away from traditional mass-marketed holiday packages to smaller, shorter individualised holidays. The focus of these tourists is not simply to 'sightsee' in the general recreation/leisure sense, but to use the journey to have a cultural experience. Such visitors tend to be older, well-educated with a greater disposable income and partake in cultural heritage tourism as part of a range of activities rather than having one focus to their journey (Leader-Elliott 2000, UNESCO 2002, Tourism WA 2003, National Tourism and Heritage Taskforce 2003). The concept of 'experiencing' rather than simply viewing culture is easily understood in the context of international visitors, however in the context of domestic visitors it has been observed that cultural heritage tourism can be an important part of a visitors exploration of their own heritage and identity, thus making significant local heritage places a part of a journey- behaviour that expands the traditional behavioural models of recreation and leisure to include models of pilgrimage or research (Poria *et al* 2004).

In regards to the specific experiences that these visitors wish to engage in, these can include visiting cultural places (including famous landmarks, museums or trails), viewing important cultural artefacts, taking part in local traditions, celebrations or festivals and partaking in local foods. Such activities are generally presented as a variety of experiences common to a single cultural theme (Heritage Council of Western Australia, Tourism Western Australia 2003).

#### *1.5.4.1 CONSULTATIONS IN 2012*

While the strategic vision of this plan is informed by the market research and modelling of tourist behaviour outlined above, it is also important to consider what visitors to Toodyay find desirable specific to Toodyay itself. In 2012, consultations were made with a range of tourism operators, tour groups and tourism bodies to determine what impressions they had of Toodyay as a specific tourism destination. These questions were not asked in the format of a formal questionnaire but rather left to the person of group being interviewed to determine what they felt was the most important aspects of Toodyay in terms of making the decision to do business there.

The results of these interviews are found in Appendix 1, however they can be summarised as follows:

- Tour operators outside of Toodyay generally give a positive review of Toodyay, in particular the town's historic feel with several local attractions and festivals positively mentioned. The most common concern with Toodyay as a desirable tourist destination was that it did not do enough to advertise itself, and several felt that Toodyay needed to do more to develop its theme of history and heritage. Other common concerns were that the town site needed more places to eat, shop and stay and that these places needed to be open longer and more often. Other subjects mentioned were the importance of Visitors Centres and the tendency for Toodyay to be last on the list of regional tours, meaning that tourists travelling into the area were generally tired and had already spent their money.
- Tourism-related business owners within Toodyay responded with a very wide range of concerns, the most common of which were the need for more events/attractions in the main street throughout the year, more advertising of Toodyay as a tourist destination to outside markets and concerns with various aspects of Shire policy governing building development, signage and planning decisions. Other common responses were the need for more tourist trails, more consistent opening hours for local businesses and better directional signage in and around town. While some of these responses appear negative, there was also a common feeling that Toodyay was a good tourist town, well positioned to Perth and that aspects of the current heritage presentation or tourism attractions were good.
- The caravan and camping clubs overwhelmingly gave Toodyay positive reviews and considered to town to be a desirable tourist destination, many mentioning the town's close proximity to Perth, festivals, natural environment and historic streetscape/attractions. However common concerns were that the town needed to be more RV friendly with better parking, dump sites and

longer opening hours. As the majority of these clubs book twelve months in advance, the importance of Visitor's Centres was stressed as well as better advertising for town as a destination. A small number of groups suggested that Toodyay offer tour packages that included catered meals for the caravan clubs, and the majority of groups emphasised the importance of the caravan park facilities and local activities as important in selecting a tourist destination. A small number of clubs specifically mentioned that an IGA would be needed at a tourist destination so that they could buy food to take back to their camp.

- The tourism organisations consulted generally gave Toodyay a positive review, mentioning the town's close proximity to Perth and its historic values. The main concern with the town was the need to have businesses open longer and more often to service to tourism market as well as the need for better advertising/marketing of the town as a product. In carrying out a better marketing strategy, it was strongly emphasised to pursue the weekender and international market as being more lucrative than the domestic caravan/daytrip market. It was also strongly emphasised to form partnerships with other destinations, either in the Avon region or in Perth, to help advertise the place and direct tourists to the destination.

#### 1.5.5 ANALYSIS OF TOODYAY'S TOURISM LANDSCAPE

Toodyay's tourism landscape therefore appears to attract to older, Western Australian visitors who travel as part of a range of activities, but desire to experience a cultural theme. For the most part these visitors travel between April to October along the Toodyay Road and then walk after parking within town, mostly around the Avon Bridge end of Stirling Terrace where there is a concentration of businesses and attractions.

As a result a range of private businesses have arisen to support these visitors, and are spread out across the Toodyay landscape with a concentration in the Toodyay town site and along Julimar Road. A number of public attractions have been developed across the landscape, again with a concentration in the Toodyay town site.

Observations made in 2012 of the nature, spread and presentation of this tourism landscape indicates that many tourism-oriented businesses and public attractions are not located along the central transport route north and south from Toodyay, and must rely on visitors stopping in the town site to be directed to them. The role of the Toodyay Visitors Centre in orienting and directing visitors is therefore vital. However the tourism landscape is fragmented, with various attractions or businesses in variable states of development or repair and generally not directly linking into each other. This situation therefore reflects that of Toodyay's heritage landscape, with a great deal of activity and development that has not translated into a cohesive vision.

Interviews with the tourism operators, groups and organisations allow a closer look at the tourists coming to Toodyay, which can be further divided into several groups;

- “Quick-stop” tourists, who utilise the main access route along which Toodyay is located, who are already travelling through to another destination but may stop for fuel/supplies.
- Daytrippers, who come up to visit friends or as part of a day tour. They may travel to Toodyay specifically but appear just as likely to be travelling through the town as part of a longer journey. This group appears likely to engage local services and visit local attractions but do not utilise local accommodation options.
- Weekenders, who travel to Toodyay to stay for a period of time and experience the town. This group can be further subdivided into the *accommodation weekender*, who utilises local eating places, attractions and accommodation, and the *caravanner*, who tend to stay in the caravan park or camp grounds and visit local attractions, but do not appear to spend as much money on food and services.

Of these groups visiting Toodyay, it is apparent that the weekenders seeking accommodation and to experience a range of attractions and services in the town are the most likely to bring a solid economic benefit, and there are a number of possibilities to market Toodyay to these younger single and family groups who tend to spend more money.

The impression of Toodyay as a tourist destination within the wider tourism market appears to be positive, with Toodyay’s close proximity to Perth, its festivals, natural environment and historic streetscape/attractions all recognised across a variety of groups. However the most common concerns with the town appear to be a lack of a cohesive marketing or advertising strategy; that more attractions, eateries, shops and accommodation were needed; and that opening hours or availability of business in Toodyay is inconsistent.

From these consultations, it appears that many tourists appear to select their tourist destination before the travel to the region. Therefore advertising to potential tourists needs to be done *before they start travelling*, through the information sources open in today’s market. By the time a tourist has entered the town, it appears many have already made up their mind as to whether they will stay, what attractions/services they will engage with, and how much money they intend to spend.

The final aspect of Toodyay’s tourism landscape is the potential and need for partnerships with other tourism places, to help advertise the place and direct interest to the town.

## 1.6 METHODOLOGY

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Heritage Plans that seek to address an entire local government area are still rare in Western Australia, and as such there are no previous studies immediately available to use as a guide in the preparation of this document. However, as a heritage conservation document, the overarching principles of the Heritage Master Plan can be derived from the Burra Charter process.



This Heritage Master Plan is essentially three sections, outlining Toodyay's current state in heritage and tourism, a vision for the future and the steps of how to get there.

Chapter 1 of this document seeks to characterise Toodyay's current state in terms of legislation, planning, visitor profile and tourism market. Chapter 2 of this document identifies the heritage places in the Shire and unites them to characterise the nature and significance of Toodyay's collective heritage landscape.

Chapter 3 will build on these observations of Toodyay's tourism and heritage contexts to outline a vision for the future, a stated goal of what can be achieved based upon the current state of affairs.

Chapter 4 and 5 of the Heritage Master Plan uses this vision to outline development priorities, objectives, and policy recommendations for heritage conservation and heritage tourism respectively. Chapter 6 provides a timeline for the implementation of these steps.

Consultations were held with stakeholders during the formation of the Heritage Master Plan document and during a public submissions period of 28 days. This was performed in compliance with the requirements of the Local Planning Scheme No. 4 to provide a local voice in formation of heritage planning documents. These stakeholders included the Toodyay Community Inc., the Toodyay Historical Society and representatives of the Ballardong Noongar.

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## 2 IDENTIFICATION AND ANALYSIS

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### 2.1 ANALYSIS OF TOODYAY'S HERITAGE LANDSCAPE

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In order to identify and prioritise the Shire-controlled heritage places of Toodyay in terms of conservation needs and tourism potential the heritage places with the Municipal Inventory identified as being the property or management of the Shire were visited in 2012 and compared to their 2010 Municipal Inventory listing. The purpose of these observations was to produce recommendations on the future conservation of the structures, as well as to determine what heritage tourism potential exists in each place. This list should therefore not be considered final; previously unregarded heritage places may be assessed and added in the future.

While the purpose of the Heritage Master Plan is to unite the Shire-owned or controlled heritage places into a strategic vision of conservation and development, heritage precincts were also included in these observations. This is because while the individual heritage places within the precinct are generally privately owned, the precincts as a whole are important elements of the Shire's heritage landscape and are controlled through the Shire's existing planning policies and procedures. The raw observations for these individual places and precincts can be found in Appendix 2.

However to better prioritise conservation and to develop the tourism potential of these historic sites, structural remains, historic buildings, cemeteries and precincts, the places were united into a single assessment of Toodyay's aesthetic, historic, research/scientific and social values, as well as its rarity and representativeness as a cultural landscape

#### 2.1.1 HERITAGE SIGNIFICANCE

The cultural heritage landscape of Toodyay is one that stretches across the region, made up of a variety of heritage places, including historic sites, structural remains, historic buildings, cemeteries and precincts. While heritage significance of the individual places making up this landscape varies by individual contexts, the heritage significance of the landscape as a whole can be determined through its aesthetic, historic, research/scientific and social values, as well as its rarity and representativeness.

##### 2.1.1.1 AESTHETIC VALUE

The heritage landscape of Toodyay (this is, the combined landscape of cultural heritage places in the region) lies in the natural bushlands and rolling hills of the Avon region. The local character created by the collective heritage places and landmarks (in particular the historic streetscape of Stirling terrace) in combination with the natural environment create important vistas and aesthetic qualities that in turn give the community of Toodyay a distinctive identity. While this combination of cultural and natural landmarks appeals to the local community and has tourist potential, it is unlikely to meet the requirements for State or National heritage listing criteria.

The cultural heritage landscape of Toodyay is therefore considered to demonstrate Local heritage significance under the aesthetic value criteria.

#### *2.1.1.2 HISTORIC VALUE*

Historically, the Toodyay region was first occupied by the ancestors of the Ballardong Noongar people and was more recently settled by European migrants seeking to establish new farms to service the growing Swan River Colony. The heritage landscape of Toodyay demonstrates a diversity of cultural features illustrating this process of occupation, as well as the evolution of the Toodyay's infrastructure, economy and identity. Relative to its size and cultural landscape as a whole, Toodyay has a high number of heritage places with considerable and exceptional heritage significance that span settlement, government, economic, transport and social themes. Noteworthy among these heritage places are the historical developments demonstrated in four historic precincts (Original Town Site, Clackline to Toodyay Railway Line, Stirling Terrace, Catholic Church) as well as the historic group formed by the Newcastle Gaol, Police Stables and Police Lockup (fmr), and a proposed additional precinct at North Toodyay

A number of places within the Toodyay heritage landscape have been or are nominated to be listed on the State Register of Heritage Places with one area in particular, the archaeological remains of the Newcastle Convict Depot, assessed as demonstrating State with the potential for National heritage significance.

Many individual places across the heritage landscape of Toodyay have close association with individuals whose life, works or activities have been significant to the history of Toodyay or Western Australia. Joe's Cage, the Newcastle Gaol Museum, the Original Town Site Precinct all demonstrate an association with Joseph Bolitho Johns, aka "Moondyne Joe" whose exploits as a bushranger and escape artist are legendary in the state. The Rock Cairn in the Avon Valley National Park were built by the state's first Premier and Federal representative John Forrest while he was still a young surveyor. Connor's Mill and numerous cottages in the Toodyay town site are associated with Daniel Connor, an Irish convict who rose to become one of the wealthiest and politically powerful businessmen in the state. Hawthornden in northern Toodyay was originally built for James Drummond, the first botanist in the Swan River Colony who was responsible for classifying thousands of new plant species.

The cultural heritage landscape of Toodyay is therefore considered to demonstrate Local and State heritage significance under the historic value criteria.

#### *2.1.1.3 RESEARCH/SCIENTIFIC VALUE*

There are many aspects of Toodyay's heritage landscape that demonstrate potential to yield information contributing to a wider understanding of the history of the region. Many of the individual heritage places within Toodyay have the potential to contain archaeological remains that could answer research questions on the lifestyles, social structures and economic/technological development of Toodyay's settler families. The Clackline to Toodyay Railway Line Precinct has the potential to contribute to our understanding of how railway transport evolved in the region to meet local challenges and needs, as well as how it impacted upon local development. The configuration of the streetscape of the Toodyay town site and the development of the

smaller farming groups surrounding the town all have potential to yield information on central place theories considering the relationship between a town's economic development and its infrastructure in the context of Western Australia. While there are specific research/scientific values that relate to the Shire of Toodyay's heritage places, it should be noted that a set of formal research priorities for the Avon region as a whole has yet to be established. It is considered that significant opportunities exist to frame the research/scientific values of Toodyay's heritage landscape within a regional or state partnership.

This potential is strongest in the archaeological remains of the Newcastle Convict Depot, which can not only contribute to the understanding of convict architecture, lifestyles and history in Western Australia but has the potential to act as a reference or benchmark site for regional convict settlement, and has already shown potential as a teaching site in this regard.

The cultural heritage landscape of Toodyay is therefore considered to demonstrate Local and State heritage significance under the research/scientific value criteria.

#### *2.1.1.4 SOCIAL VALUE*

The heritage landscape of Toodyay is composed of a number of socially significant sites that still retain their community use, including the Toodyay War Memorial, Toodyay Memorial Hall, Toodyay Public Library, the churches (both Anglican and Catholic) and the various cemeteries in the region. These socially significant sites, combined with the aesthetic values already outlined, create a strong sense of place that gives Toodyay its unique identity and community spirit.

The unique combination of structures presented in the Newcastle Gaol, Police Stables and Lockup group, combined with the archaeological remains of the Newcastle Convict Depot, provide significant education opportunities for both the local community and visiting tourists regarding the history of Toodyay, law and order and convictism in Western Australia.

Despite these social uses and educational opportunities, it is unlikely that these social values would meet the requirements for State or National heritage listing criteria. The cultural heritage landscape of Toodyay is therefore considered to demonstrate Local heritage significance under the social value criteria.

#### *2.1.1.5 RARITY*

While some heritage places within the heritage landscape of Toodyay would be considered to exhibit rarity value in their structures, preservation or research value, the heritage landscape as a collection of landscapes and structures is not considered to demonstrate rare or uncommon heritage value. The exception to this is the archaeological remains of the Newcastle Convict Depot, which as one of only a handful of convict depots left in the state is considered to have high rarity value.

While Toodyay's heritage landscape is considered to provide a distinct and individual sense of place, it is unlikely that these rarity values would meet the requirements for State or National heritage listing criteria. The cultural heritage landscape of Toodyay

is therefore considered to demonstrate Local heritage significance under the criteria for rarity.

#### *2.1.1.6 REPRESENTATIVENESS*

The heritage landscape of Toodyay is considered to demonstrate the structures, styles and pattern of development that characterises the rural settlement of the Avon region between the 1830s to the present. This includes the settlement patterns created by the English system of land grants and manually surveyed road systems; the configuration of rural farms and businesses typical of early Western Australian rural practices; the impact of mechanised rail transport and gold boom on the architecture and economic practises of the area; and the historically recent changes in the cultural landscape caused by the declining rural economy and greater centralisation of Perth's transport network.

While the heritage landscape of Toodyay is considered to be representative of the patterns of development distinct to the Avon region, it is unlikely that these values would meet the requirements for State or National heritage listing criteria. The cultural heritage landscape of Toodyay is therefore considered to demonstrate Local heritage significance under the criteria for representativeness.

#### *2.1.1.7 STATEMENT OF SIGNIFICANCE*

The heritage landscape of Toodyay is the result of continued cultural development of early Indigenous and later European occupation of the area since the 1830s. This unique combination of heritage structures is the result of farming practices, settlement patterns and economic development representative of the Avon region.

The collective spatial patterning created by the individual heritage places within the landscape matches the historic settlement pattern of Toodyay, with clusters of sites or precincts in the Toodyay and West Toodyay town sites and smaller groups or individual places located in proximity to historic road networks. This pattern is overlain by later heritage places associated with the development of the rail network and 20<sup>th</sup> century economic change.

The heritage places making up this landscape include historic precincts, historic buildings, remnant structures, archaeological remains and historic sites. Many heritage buildings still contain significant elements of their original structural fabric and demonstrate the pattern of social and economic development of Toodyay, particularly in the Toodyay and West Toodyay town sites where three of the four heritage precincts are found. These structures includes examples of early rural settlement, law & order with a focus on convictism, transport and industrial structures as well as 20<sup>th</sup> century residences or businesses. These heritage places both individually and as related groups also demonstrate associations with a number of historically significant individuals including Moondyne Joe, Daniel Connor, John Forrest and James Drummond.

Many of these heritage places are still used by the Toodyay community in the purpose for which they were built, reinforcing the community identity and distinct sense of place. The combination of these heritage places with Toodyay's natural

environment additionally strengthens this sense of place, from the historic farmsteads dotting the rolling hills to the historic streetscape of Stirling Terrace.

This landscape of heritage places has significant research and scientific value, not just in the research potential of individual places but in the potential of region spanning structures such as the Clackline to Toodyay Railway line, or the configuration of residences and businesses to changing economic conditions. Of particular note is the research potential of Toodyay's convict structures in understanding convict lifestyles and government system controlling this forced labour.

**The combined landscape of cultural heritage places across Toodyay is therefore considered to demonstrate Local heritage significance through its aesthetic, historic, research/scientific and social values, and be representative of the development of the Avon region. Many individual places within this heritage landscape are additionally considered to demonstrate State heritage significance in their historic and research values.**

### 2.1.2 LANDSCAPE COMPONENTS; SIGNIFICANCE, CONDITION AND VULNERABILITY

In order to further explore the nature of Toodyay's heritage landscape and determine how the heritage places can be conserved and developed the heritage landscape has been divided by structural and functional relationships. The heritage significance of each of these components of Toodyay's heritage landscape can then determined by an examination of the collective Management Categories for each place provided in the Municipal Inventory.

However, such an assessment of heritage significance does not directly equal conservation priority. A place with a high or exceptional Management Category can be in excellent condition or be a ruin. Conversely, a place may require a great deal of conservation work to be stabilised but may still only have low heritage significance. Furthermore a place can individually be of moderate or low significance but have a higher priority of conservation work as part of a significant group or precinct.

A critical factor in determining conservation priorities for Toodyay's heritage landscape should be how *vulnerable* each component of that landscape is to development and change. This is presented in terms of immediate or future threats to the fabric of the heritage places/precincts in each landscape component. Each component is also considered in terms of sensitivity to change, the susceptibility of the heritage significance to be negatively impacted by development. A structure that is designed with a highly specific purpose will not be able to undergo structural development without impacting upon the heritage significance. Some heritage places will be so sensitive that the degree of alteration or addition possible without loss of significance may be very limited, particularly where there is a consistently high level of archaeological potential or architectural consistency. Alternately, some heritage

places will be flexible in their use and able to accommodate a great deal of development and change without losing their historical identity or significance.

While recommendations have been made at a site level, the tourist potential of each landscape component will also be considered. As a result of the individual site recommendations and the following analysis of heritage landscape components, a list of the Shire controlled heritage places, including Management Category, condition and vulnerability is included as Appendix 3.

#### *2.1.2.1 MAJOR HERITAGE LANDSCAPE COMPONENT: WEST TOODYAY*

Includes following precincts or Shire controlled heritage places: Original Toodyay Townsite Precinct, West Toodyay School (fmr).

This component of Toodyay's heritage landscape covers heritage places that demonstrate the settlement and development of the original Toodyay town site, later known as West Toodyay, between the 1830s to the 1930s. These structures include heritage buildings, structural remnants, subsurface archaeological remains and historic sites. These places exist in the West Toodyay locality and are mostly patterned along West Toodyay Road.

This component of the larger heritage landscape demonstrates Local heritage significance, with the individual places ranging from exceptional to some/moderate significance and several places grouped into the Original Toodyay Townsite Precinct.

The condition of this component is variable, with privately-owned heritage places demonstrating a range of conditions. The single Shire controlled heritage place within this area is a historic site with no fabric remaining.

The sensitivity to change of this landscape component is considered to be moderate for the built structures and the historic site, but high for the structural remnants and archaeological remains within the Original Toodyay Townsite Precinct. This is because any development on the site of these remains would inevitably damage their research/scientific values. The threats to this landscape component are from building development and lack of maintenance, but these threats are not considered immediate and are controlled through the Shire's existing planning procedures and policies.

While this area has significant fabric grouped to one area, observations of the Precinct in 2012 suggest the tourism development potential of this area is moderate.

#### *2.1.2.2 MAJOR HERITAGE LANDSCAPE COMPONENT: NEWCASTLE/TOODYAY*

Includes following precincts or Shire controlled heritage places: Butterly House, Connor's Mouse, Connor's Mill, Donegan's Cottage, House (33 Telegraph Road), Monger's Store, Parker's Cottage, Pelham Reserve, Recreation Ground, Shop and House (fmr) Stirling Terrace, Stirling Terrace Precinct, Toodyay Memorial Hall, Toodyay Public Library, Toodyay Shire Council, Toodyay War Memorial and Park, WA Bank (fmr) 108 Stirling Terrace.

This component of Toodyay's heritage landscape covers heritage places that demonstrate the settlement and development of the Newcastle and later Toodyay town site between the 1850s to the 1940s. These structures are mostly heritage buildings with some structural remnants and historic sites. These places exist in the town site and are mostly patterned along Stirling Terrace.

This component of the larger heritage landscape demonstrates Local heritage and State heritage significance, with the individual places ranging from exceptional to some/moderate significance and several places grouped into the historic streetscape of the Stirling Terrace Precinct.

The condition of this component is variable; however as many the heritage structures serve as residences or places of business they are kept in generally good condition. The single Shire controlled heritage place within this area is a historic site with no fabric remaining.

The sensitivity to change of this landscape component is considered to be moderate for the built structures and low for the area of Pelham Reserve, but moderate to high for the Stirling Terrace Precinct. This is because any development along this area of Stirling Terrace has the potential to negatively impact the historic streetscape of the area, even if the individual heritage place involved is only of moderate significance. The threats to this landscape component are from building development and lack of maintenance, but these threats are controlled through the Shire's existing planning procedures and policies, in particular LPP.20 *Central Toodyay Heritage Area*.

Given the historic streetscape and establishment of the tourism services/attractions in the area, this component is considered to have high potential for further heritage tourism development.

### **2.1.2.3 MAJOR HERITAGE LANDSCAPE COMPONENT: RURAL LOCALITIES**

Includes following precincts or Shire controlled heritage places: 10 Mile Hill, Bejoording Homestead, Bejoording Town site/Spring/Reserve, Coondle Hall (fmr), Culham Hall (fmr).

This component of Toodyay's heritage landscape covers heritage places that demonstrate the settlement and development of the individual rural locations such as Bejoording, Culham, Coondle and Dumbarton between the 1850s to the 1960s. These structures include heritage buildings, structural remnants, subsurface archaeological remains and historic sites. These places exist scattered across the Toodyay landscape but tend to cluster near historic transport routes. It is considered that there are still a number of heritage places yet to be identified and assessed relating to this landscape component.

This component of the larger heritage landscape demonstrates Local heritage significance, with the individual places ranging from exceptional to some/moderate significance. A small number of separate places have been assessed as demonstrating State level heritage significance.

The condition of this component is variable, with privately-owned heritage places demonstrating a range of conditions. A notable example is Bejoording homestead, of



which the homestead and kitchen building are in good condition, but the surrounding remnant structures are in very poor condition. A number of the Shire controlled heritage places within this area are historic sites with no fabric remaining.

The sensitivity to change of this landscape component is considered to be moderate for the built structures and low for the historic sites. Again, the exception is Bejoording Homestead, with structural remnants and archaeological potential considered to be highly sensitive to development. This is because any development on the site of these remains would inevitably damage their research/scientific values. Overall, the threats to this landscape component are from building development and lack of maintenance, but these threats are not considered immediate and can be controlled through the Shire's existing planning procedures and policies. A future threat that will need to be considered is future subdivisions and rural residential developments and how they will accommodate the scattered historic farm buildings.

While there are a number of significant heritage places across this landscape component, the scattered locations and low number of publically accessible buildings means that the heritage tourism potential of this area is considered to be low.

#### *2.1.2.4 MAJOR HERITAGE LANDSCAPE COMPONENT: LAW & ORDER, CONVICTS*

Includes following precincts or Shire controlled heritage places: Joe's Cage, Newcastle Gaol Museum, Newcastle Police Stables (fmr), Police Lock-up (fmr), Toodyay Shire Council (archaeological remains), Original Toodyay Townsite Precinct (West Toodyay Lockup).

This component of Toodyay's heritage landscape covers heritage places that demonstrate the development of law and order in the region between the 1830s to the 1870s, with a particular emphasis on convicts. These structures include heritage buildings, structural remnants, subsurface archaeological remains and historic sites. One of the places exists in West Toodyay but this component is mostly centred around Clinton Street and Fiennes Street in Toodyay where the Newcastle Convict Depot was originally located.

This component of the larger heritage landscape demonstrates Local and State heritage significance, with the individual places assessed as exhibiting exceptional and considerable heritage significance.

The condition of this component is variable, with the historic buildings in good condition but with many significant heritage remains either underground or (in the case of West Toodyay) as a remnant structure.

The sensitivity to change of this landscape component is considered to be high for both historic buildings and structural remnants/archaeological remains. The threats to this landscape component are from lack of maintenance and inappropriate development or conservation, but given that these areas are all controlled by the Shire, such threats are not considered immediate and repairs or development are

approached through the existing conservation management plans written for these areas.

Given the heritage significance of this theme in the state's history and grouped location of this landscape component as public buildings near Stirling Terrace, the heritage tourism potential of this landscape component is considered to be exceptional.

#### *2.1.2.5 MAJOR HERITAGE LANDSCAPE COMPONENT: TRANSPORT SYSTEMS*

Includes following precincts or Shire controlled heritage places: Bejoording Siding, Clackline to Toodyay Railway Line Precinct, Coondle Siding (fmr), Lunn's Landing (fmr), Ringa Railway Bridge and Windmill Hill Cutting.

This component of Toodyay's heritage landscape covers heritage places that demonstrate the development of across region, in particular the development of railways between the 1880s to the 1960s. These structures include heritage structures, structural remnants and historic sites. These places mainly exist along the route of the Light Gauge railway system, with the exception being Windmill Hill Cutting along the Standard Gauge line to Northam. It is considered that there are still a number of heritage places yet to be identified and assessed relating to this landscape component, particularly in relation to early wagon routes.

This component of the larger heritage landscape demonstrates Local heritage significance, with the individual places ranging from considerable to potential. The largest group of structures, the Clackline to Toodyay Railway Line, is considered to demonstrate some/moderate heritage significance.

The condition of this landscape component is hard to gauge<sup>1</sup>, with many of the historic sites currently being used for the Standard Gauge rail line. The Clackline to Toodyay Railway Line Precinct in particular travels through a number of private properties and has been impacted differently in different areas. Overall, the condition of these structures would be poor.

The sensitivity to change of this landscape component is considered to be low to moderate. The northern section of the historic railway route has already been adapted to its current use without significantly impacting upon the historic values of the place, although the remnants of the Clackline to Toodyay section would be negatively impacted by any further development or destruction. There are no threats to this landscape component for the northern half of the historic route, although the elements of the Clackline to Toodyay Railway Precinct may in the future be threatened by the conversion of farming land to rural residential. The most pressing threat to this landscape component would be lack of maintenance on the Ringa rail bridge. It is also recommended to identify and assess all remnants of the earlier wagon/cart transport routes in the region, particularly those travelling to West Toodyay, which would include historic river fords, wells and camp sites.

While there are a number of significant heritage places across this landscape component, the development of the Standard Gauge railway and low number of

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<sup>1</sup> No pun intended.

publically accessible remnants means that the heritage tourism potential of this area is low.

#### *2.1.2.6 MINOR HERITAGE LANDSCAPE COMPONENT: ECCLESIASTICAL*

Includes the Catholic Church Precinct along Stirling Terrace.

This component of Toodyay's heritage landscape covers heritage places that demonstrate the development of Toodyay's religious life, including all denominations but with a historical tendency towards Anglicanism and Catholicism between the 1830s to the 1970s. These structures include churches, cemeteries and historic sites. These places are generally associated with historic transport routes but are clustered in the Toodyay town site.

This component of the larger heritage landscape demonstrates Local heritage significance, with elements of the Catholic Church Precinct currently being considered for inclusion on the State register of Heritage Places. The individual heritage places of this landscape component range from exceptional to some/moderate significance.

The condition of this component is generally considered to be good.

The sensitivity to change of this landscape component is considered to be high, especially for the cemeteries and active places of worship. This is because these places have very specific uses, and changes to their use would impact upon their heritage significance. The threats to this landscape component are from mostly from lack of maintenance with a smaller threat from building development. However these threats are not considered immediate and can be controlled through the Shire's existing planning procedures and policies.

While this landscape component is made of significant buildings/places, including a Precinct on Stirling Terrace, the spiritual and social significance of the places may not be appropriate for heritage tourism development unless with the full support of the private owners involved. The heritage tourism potential is considered to be low to moderate.

#### *2.1.2.7 MINOR HERITAGE LANDSCAPE COMPONENT: EXPLORATION*

Includes following precincts or Shire controlled heritage places: Rock Cairn and Morangup Spring.

This component of Toodyay's heritage landscape covers heritage places that demonstrate the exploration and initial settlement of the Toodyay region between the 1830s to the 1860s. These structures include structural remnants and historic sites. These places exist in the Avon Valley National Park and along Morangup Road. It is considered that there are still a number of heritage places yet to be identified and assessed relating to this landscape component, in particular surveyor's markers (rock cairns and scarred trees) and any remnants of historic exploration trails.

This component of the larger heritage landscape demonstrates Local heritage significance, with the individual places ranging from exceptional to potential significance.

The condition of this component is difficult to determine given the nature of the small sample size; one heritage place is in moderate to good condition and the other is a historic site with no heritage fabric extant.

The sensitivity to change is again hard to determine. The surveyor's rock cairns would be highly sensitive to change, although the historic spring would be able to have some types of development without losing its historical significance. The threats to this landscape component are from building development and lack of maintenance, but both cases these threats are not considered immediate.

While the significance of this landscape component to the state lends itself to heritage tourism development, the inaccessible, scattered and largely unidentified locations of this landscape component indicate that the heritage tourism potential is low.

#### *2.1.2.8 MINOR HERITAGE LANDSCAPE COMPONENT: INDIGENOUS*

Includes the Indigenous burial ground included as a part of the Recreation Ground heritage place, however there are currently 22 places listed on the state's Register of Aboriginal Sites, including artefact scatters, resource areas and sacred sites.

This component of Toodyay's heritage landscape covers heritage places that demonstrate the original settlement of the Toodyay region by a culture spanning tens of thousands of years and have left an archaeological record of their actions. These places are scattered across the Toodyay landscape, but are generally associated with water resources and resource nodes.

The condition of this component is unknown, as the identification and assessment of these heritage places is controlled by the Department of Indigenous Affairs. The single Shire controlled heritage place within this area is in good condition, but part of the site is currently used as a hockey oval.

The sensitivity to change of this landscape component is considered to be high, given the culturally specific uses of these sites by the Ballardong people. Any development impacting these sites would inevitably damage their research/scientific values and should not be undertaken unless in communication with local Ballardong representatives and the Department of Indigenous Affairs. The threats to this landscape component are from building development but as many of these sites are located in the rural landscape these threats are not considered immediate. Any building development that does threaten a registered Aboriginal site would be controlled through the state's existing Indigenous heritage procedures.

While there is a growing appreciation of Indigenous culture, most Indigenous sites are on private properties and the cultural constraints on some sites do not lend themselves to heritage tourism development. The heritage tourism potential is considered to be low.

### *2.1.2.9 ADDITIONAL HERITAGE LANDSCAPE COMPONENT: NATURAL ENVIRONMENT*

The natural environment and the effect of human activities upon it should also be considered within its heritage context. Land and fire management practices have impacted today upon the bio-diversity of plants, animals and micro-organisms and most recently and obviously on the major water course of the region, the Avon River.

Varying land uses from Indigenous land management to the introduction of settler farming and grazing have modified the Toodyay environment. Agricultural practices, particularly since European settlement, have evolved and various locations throughout the Shire have historical associations with or are demonstrative of land uses such as broadacre farming, vineyards, sandalwood collection, harvesting of oil mallees, fruit orchards and olive groves.

Land and water degradation and future threats, such as climate change, are issues which may be showcased as part of heritage tourism presentations in the Visitor Centre, along Stirling Street or possibly within the museum precinct if this is determined to part of its overall vision.

### *2.1.2.10 ADDITIONAL HERITAGE LANDSCAPE COMPONENT: CULTURAL HERITAGE*

Customs, language, stories, beliefs, memories, identity and other intangible cultural practices overlay and link with the physical heritage landscape.

Sharing traditions, increasing awareness of forgotten histories, encouraging a meaningful sense of place, public art initiatives and community celebrations - such as the Moondyne Festival - all offer a high tourism potential if promoted appropriately.

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## 3 STRATEGIC VISION

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### 3.1 WHERE ARE WE NOW?

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By uniting all heritage places in the Shire into a single vision of Toodyay's heritage landscape, it can be seen that the landscape is made up of intangible cultural traditions, the natural environment, heritage buildings, structural remnants, archaeological remains and historic sites, largely associated with Toodyay's historic and current transport routes. The major physical components of this heritage identity relate to the development of the West Toodyay town site, the current Toodyay town site, the rural localities, transport systems and Law & Order/Convicts. Minor components of this heritage landscape include ecclesiastical, exploration and Indigenous heritage places. Of these landscape components, there is some tourism development potential in the West Toodyay and ecclesiastical components, a high tourism potential in the Toodyay town site and an exceptional heritage tourism potential in the Law & order/Convicts component.

In terms of conservation and tourist development of Toodyay's heritage landscape as a whole, a Strengths/Weaknesses/Opportunities/Threats analysis reveals the following:

#### 3.1.1 STRENGTHS

##### 3.1.1.1 CONSERVATION

- Numerous Local and State level heritage sites, in particular the Law & Order/Convicts group
- Many sites with conservation plans
- Local planning protection, Municipal Inventory, Heritage List, staff expertise
- Heritage a community priority
- Many historic sites still actively used by community
- Pro-active approach to conservation with several buildings undergoing structural analysis

##### 3.1.1.2 TOURISM DEVELOPMENT

- Proximity to Perth
- Unique heritage attractions
- Historic Streetscape and sense of place
- Many sites associated with major transport routes
- Established tourist area in Stirling Terrace, including Visitor's Centre
- Established branding with Moondyne Joe
- Development of *Living History* walk trail

#### 3.1.2 WEAKNESSES

##### 3.1.2.1 CONSERVATION

- Uneven conservation of places within landscape components
- Variable condition of heritage places within a landscape component
- Many places not yet formally identified and assessed
- Some places considered highly sensitive to change
- Some places are site only, no heritage fabric remaining

### 3.1.2.2 *TOURISM DEVELOPMENT*

- Lack of advertising and communication, in particular a cohesive theme to attract visitors
- Community concern with planning, development and signage in Stirling Terrace
- Many attractions/businesses not consistently open for business.
- Community concern with insufficient directional/informational signage
- Many landscape components do not lend themselves to tourist development, due to access or poor strength of theme.
- Many individual places in private ownership; makes unified development difficult
- Lack of advertising and communication, in particular a cohesive theme to attract visitors
- Lack of interpretation or dilapidated condition of some heritage sites and tourist sites
- Museum spaces being used for storage, not display
- Parking facilities need to be more developed

### 3.1.3 *OPPORTUNITIES*

#### 3.1.3.1 *CONSERVATION*

- Significant research/scientific potential for study of the past.
- Public education of heritage places, especially in finding out new information at familiar places
- Opportunities to formally identify and conserve previously unregarded heritage places
- Opportunity to develop guidelines for non-built heritage
- Opportunities to create conservation partnerships with regional or state bodies

#### 3.1.3.2 *TOURISM DEVELOPMENT*

- Opportunity to consolidate heritage and tourism approach to present what can only be found in the Toodyay area.
- Opportunity to develop new heritage tourism attractions, especially law & order/convict group.
- Opportunity to establish regional partnerships, with Perth/Fremantle or with other Avon towns.
- Opportunity to develop new approaches to museum interpretation and display.

### 3.1.4 *THREATS*

#### 3.1.4.1 *CONSERVATION*

- Building development that negatively impacts upon the heritage values of place or precinct
- Lack of maintenance for heritage buildings

#### 3.1.4.2 TOURISM DEVELOPMENT

- Lack of a unified approach to the tourism potential of the Shire

### 3.2 A VISION FOR THE FUTURE

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The Shire of Toodyay leads the regional local governments of Western Australia in its' dedication to heritage management and presentation, showcasing not only some of the state's most unique heritage attractions but the methods by which heritage conservation and heritage tourism can strengthen one another.

The Shire of Toodyay sets a regional benchmark with the highest standards of heritage management. The Shire's heritage planning procedures identify and assess all known heritage places and significant heritage areas are reasonably and appropriately protected. The Shire leads by example in maintaining its heritage places by establishing logical, evidence-based priorities for conservation work and funding. The Shire maintains its operational edge through active and practical heritage education. The Shire develops its conservation credentials by establishing links with other regional and state based bodies to promote the conservation of heritage landscapes. The Shire actively seeks partnerships with tourism initiatives both within and beyond the Avon Valley.

The Shire of Toodyay's heritage tourism industry is a leader in the Avon region, presenting law & order/convict heritage attractions in a way that that cannot be seen anywhere else. The Shire's museums stand out in their field, preserving the area's historic material and showcasing heritage in a way that is engaging and unique. The Shire's museums serve as centres of community and regional education, advancing new ways of communicating with the public.

This heritage tourism presentation takes its place with the Shire's other tourism enterprises to provide a satisfying experience for its target audience which includes local residents as well as visitors to the Shire. The Shire of Toodyay will actively establish its place within the tourism economy of the Avon region and the state by strengthening links with other tourism groups and tapping into state, national and international tourism markets.

### 3.3 HOW WILL WE GET THERE?

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In order for Toodyay to fulfil its heritage potential, this vision can be broken down into a number of strategic objectives. The specific actions needed to fulfil each these objectives are presented as strategies for heritage conservation or heritage tourism. While there will be overlap between these two strategies, the reasons for this divide are that one strategy will cover the preservation of the Shire's heritage landscape as a whole, while the other will tighten the focus to those places with heritage tourism



potential. This separate heritage tourism strategy will also allow for better integration into any future (all encompassing) Shire tourism strategies.

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## 4 HERITAGE CONSERVATION STRATEGY

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### 4.1 HERITAGE MANAGEMENT AND PLANNING

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*“The Shire’s heritage planning procedures identify and assess all known heritage places and significant heritage areas are reasonably and appropriately protected.”*

The Shire already has a number of planning documents and procedures dealing with the heritage landscape. However, these documents do not work from a complete picture of all heritage fabric, only places nominated by the public. Planning procedures also do not specifically protect any areas outside of Stirling Terrace, nor do they provide guidance for non-built heritage. Consultations have also expressed concern with planning restrictions on heritage listed buildings or buildings in the Central Toodyay Heritage Listed Area. Necessary restrictions to conserve heritage places can be offset through the establishment of a heritage levy on rates that can fund rates rebates for owners of heritage buildings, grants for conservation/repairs, waiving of development application fees and the fast-tracking of planning applications.

The actions needed to achieve this objective are:

- HM1. Maintain a Municipal Inventory and Heritage List
- HM2. Provide a short annual report on the state of the Municipal Inventory and Heritage List, including any significant changes to fabric of a place or change of ownership
- HM3. Establish a Synergy-based generated list of property owners on the Municipal Inventory that can be automatically updated when properties change hands
- HM4. Prepare for future Municipal Inventory reviews by actively surveying all heritage structures in the Shire for potential heritage value, with an emphasis on the development of Toodyay’s heritage landscape
- HM5. Review the Shire’s planning policies or create reasonable and appropriate planning procedures specific to the Shire’s heritage precincts
- HM6. Create a map showing all areas of archaeological potential within the Shire to help guide and inform future planning decisions
- HM7. Create guidelines to help deal with archaeological heritage wherever it may impact on planning and development
- HM8. Create a map of all known Indigenous heritage places and waterways, including their extent and buffer zones. This map should be kept as internal reference only

## 4.2 CONSERVATION AND MAINTENANCE

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*“The Shire leads by example in maintaining its heritage places by establishing logical, evidence-based priorities for conservation work and funding.”*

To resolve the problem of reactive conservation and maintenance, the Shire of Toodyay will need to follow a conservation schedule that is based upon current observations and expert evidence. This is best achieved through a priority approach that considers the significance, condition, vulnerability of each Shire-controlled heritage place, as well as its place within the larger cultural heritage landscape of Toodyay.

The actions needed to achieve this objective are:

- CM1. Complete the schedule of works included in the Structural Analysis of Connor’s Mill, Newcastle Gaol, Newcastle Police Stables, 1907 Lockup (fmr) and Bejoording Homestead
- CM2. Repair and maintain the Shire controlled heritage places in accordance with available funds and the list of conservation priorities (included as Appendix 3)
- CM3. Review building maintenance schedules and identify and heritage maintenance issues that require referrals to the State Heritage Office

## 4.3 HERITAGE EDUCATION

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*“The Shire maintains its operational edge through active and practical heritage education.”*

A concern raised during consultations with Toodyay business owners was the development procedures for heritage places, particularly along Stirling Terrace. To help resolve this problem, the Shire can provide as much educational resources as possible to help guide the public in valuing heritage as a community resource and making good planning decisions. This information should include heritage and planning developments processes, architectural terms, practical restoration/repair advice and project guidance. This information should also link to a map of all heritage places in the Shire and any active heritage grants for private owners. The emphasis of this education should be that heritage is a shared community experience, not simply the the purview of any one group or department. The Shire can retain and develop this education internally by continuing to educate employees involved with heritage projects.

The actions needed to achieve this objective are:

- HE1. Maintain the position of Heritage officer and retain the services of the Regional Heritage Advisor
- HE2. Establish a short (15min) heritage induction for Shire staff (Administration and Depot) involved in projects where heritage fabric may be impacted
- HE3. Provide practical heritage education for the Toodyay community by creating a heritage resources page on the Shire website.

#### 4.4 HERITAGE PARTNERSHIPS

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*“The Shire develops its conservation credentials by establishing links with other regional and state based bodies to promote the conservation of heritage landscapes.”*

Opportunities have been identified to actively conserve Toodyay’s heritage landscape within the framework of regional or state bodies. Such projects can link significant landscape elements across government boundaries or identify larger research or conservation values that can better guide heritage assessment at a local level.

The actions needed to achieve this objective are:

- HP1. Establish closer links with the State Heritage Office of Western Australia, particularly in continuing to develop best-practise standards for heritage management in the regions
- HP2. Establish closer links with the National Trust of Western Australia, particularly in conservation and heritage education projects the preservation of Western Australia’s heritage
- HP3. Establish closer links with the History Council of Western Australia, particularly in establishing thematic research questions effecting heritage assessment.
- HP4. Establish closer links with other Avon local governments to create conservation partnerships linking related heritage places or precincts across the region
- HP5. Establish closer links with community groups in Toodyay including the Toodyay Historical Society, the Friends of the River, the Naturalists Club, the Country Women’s Association & the Returned and Services League
- HP6. Establish closer links with the State Library, Museums Australia WA and the West Australian Museum

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## 5 HERITAGE TOURISM STRATEGY

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### 5.1 NEWCASTLE CONVICT DEPOT

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*“The Shire of Toodyay’s heritage tourism industry is a leader in the Avon region, presenting law & order/convict heritage attractions in a way that that cannot be seen anywhere else.”*

The Shire has already identified the opportunity of developing the Newcastle Gaol, Newcastle Police Stables and 1907 Lockup (fmr) with the archaeological remains of the Newcastle Convict Depot to create a unique heritage presentation. The convict presentation would link to other convict heritage sites across the state to form a heritage link between Fremantle and Toodyay. Consultations with Toodyay business owners have further indicated the need for new tourist attractions, trails and advertising. Such a unique presentation can therefore form the centre of Toodyay’s tourism marketing. Moondyne Joe is particularly useful as he is an established figure in Fremantle’s convict heritage presentation and could be the “hook” of an advertising campaign that directs tourists to Toodyay where the full range of Toodyay’s experiences can then be offered.

The actions needed to achieve this objective are:

- NCD1. Seek funding for and carry out the development of the Newcastle Convict Depot in accordance with the Newcastle Convict Depot Interpretation Plan.
- NCD2. Actively pursue a formal partnership with Tourism Western Australia, Fremantle Prison and other local government bodies to establish a state Convict Heritage Trail with the route between Fremantle and Toodyay as a priority.
- NCD3. Based on archaeological assessment, investigate opportunities for future National heritage listing or inclusion in the group World Heritage Listing for convictism in Australia.
- NCD4. Establish advertising in collaboration with these bodies to establish the theme of convict tourism and cement Toodyay’s place within the heritage trail.
- NCD5. Replace the current “top-hat” Toodyay.com logo with a Moondyne Joe logo to further establishing a marketing link with the state convict heritage trail.

### 5.2 MUSEUM DEVELOPMENT

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*“The Shire’s museums stand out in their field, preserving the area’s historic material and showcasing heritage in a way that is engaging and unique. The Shire’s museums serve as centres of community and regional education, advancing new ways of communicating with the public.”*

The Shire has already developed the Newcastle Gaol, Newcastle Police Stables and Connor's Mill as museums. However, the Newcastle Convict Depot Interpretation Plan proposes improvements in showcasing the Gaol and Stables, removing intrusive elements to a more appropriate storage location and developing the museum spaces to reflect the theme of convictism and life in early Toodyay. New methods of interpretation should be explored; examples include actors performing monologues as historic Toodyay characters or adding depth to presentation through the use of digital mobile devices. The Shire can also explore the possibility of establishing a convict ancestry database as part of a heritage tourism experience. These new heritage presentations can be located at the museum or along Stirling Terrace.

The actions needed to achieve this objective are:

- MD1. Complete the developments of Newcastle Gaol and develop the Newcastle Police Stables area as suggested in the Newcastle Convict Depot Interpretation Plan.
- MD2. Present the Toodyay Museums as a free attraction to maximise interest in visiting the area.
- MD3. Ensure that the museums are open seven days a week.
- MD4. Seek funding and develop better methods of heritage experience delivery during peak periods or in association with tours.
- MD5. Review current vision and mission statements
- MD6. Review current Collections Policy
- MD7. Review the role of the Museum Advisory Committee and its composition
- MD8. Review current operations with regards staffing, volunteering, costs and benefits against future aspirations
- MD9. Place a major emphasis on promoting the museum

### 5.3 HERITAGE TOURISM PRESENTATION IN TOODYAY

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*“(The) heritage tourism presentation takes its place with the Shire’s other tourism enterprises to provide a satisfying experience for its target audience.”*

The Shire’s heritage tourism presentation is developed as part of Toodyay’s wider tourism economy, encompassing the historic character of Stirling Terrace, the Shire’s museums and the presentation of convict heritage. As a themed tourist destination, the Shire’s heritage tourism attractions/activities link to the town’s services, amenities and accommodation to present a range of experiences to the region’s target audience, particularly weekenders. In order to create a cohesive advertising strategy, all signage should (where possible) should reflect the visual style of Toodyay’s Entry Statement. Consultations should be carried out with relevant groups to ensure unified information is represented.

The actions needed to achieve this objective are:

- HT1. Increase accessibility for tourists by improving parking at the Toodyay Rail Station and Duidgee Park.

- HT2. Improve tourism information and maps bay at the Northam/Toodyay turnoff and Toodyay Visitor's Centre. The same should be developed in a Stirling Terrace information bay and at the parking areas in Duidgee Park and the Toodyay Train Station.
- HT3. Improve directional signage to the Newcastle Gaol Museum and Duidgee Park (under the guidance of Main Roads regulations) and along Julimar Road.
- HT4. Complete interpretation of the *Living History* walk trail.
- HT5. Request the Department of Environment and Conservation repair the Avon Valley Survey Heritage Trail.
- HT6. Seek the repair or replacement of the Toodyay Pioneer Heritage Trail.
- HT7. Establish the themes of heritage, environment and activities in Shire tourist advertising at the Toodyay Visitor's Centre. This advertising should include all services, amenities and activities for tourists arriving in Toodyay as a Toodyay Holiday Planner.
- HT8. Develop the Toodyay Visitor's Centre website (Toodyay.com) to compete with other tourist destination websites in Western Australia, with a focus on the weekender market.
- HT9. Seek partnerships with Toodyay's tourism providers on tourist packages that present a range of activities.
- HT10 Establish public art along Stirling Terrace that is respectful of the area's historic character and reflects the environmental, European and Indigenous heritage of Toodyay
- HT11 Develop a self-drive tour which includes part or all of the Toodyay to Bejoording route.
- HT12 Maintain a good working relationship with accomodation providers through the Toodyay Visitor's Centre.
- HT13 Investigate the feasibility of the development of policies to encourage more accommodation options closer to the town site.

## 5.4 TOURISM PARTNERSHIPS

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*"The Shire of Toodyay will actively establish its place within the tourism economy of the Avon region and the state by strengthening links with other tourism groups and tapping into state, national and international tourism markets."*

In order to effectively promote the Shire's heritage tourist theme to the wider market, the Shire will need to develop or strengthen its links with other tourism and advertising bodies. Effective cross promotion can not only channel more of the tourist market through Toodyay but make the Shire more desirable as the 'first point of contact' for tourists travelling to the region.

- TP1. Establish stronger links with Experience Perth tourism group in relation to Perth heritage sites and the convict heritage trail outlined in NCD2, particularly in relation to emerging international markets.

- TP2. Establish stronger links with the Golden Outback tourism group as the doorway to the outback region
- TP3. Create a formal contact list of all community clubs, holiday groups and tour operators who may choose to travel to Toodyay and maintain regular communication to advertise Toodyay as a tourist destination
- TP4. Establish stronger links with the Balladong Noongar to explore cultural tourism opportunities
- TP5. Seek opportunities to advertise the heritage tourism theme of Toodyay in radio, television and newspaper reviews.
- TP6. Establish stronger links with Avon Tourism group in relation to Toodyay's place in the Avon experience and contribute to the creation and distribution of the Avon Valley Holiday Planner
- TP7. Actively seek and maintain links with other regional tourism initiatives such wildflower promotions in Chittering and the Golden Pipeline Heritage Trail.
- TP8. Seek to maximise tourism opportunities in partnership with event organisers of the Avon Descent and the Targa West rally.



## 6 IMPLEMENTATION

Implementing the Heritage Conservation and Heritage Tourism Strategies will require co-ordinated effort from both Shire Administration and local business, and many specific plans will require external funding. Given the limited resources of the Shire, the specific actions listed in the strategies are assigned priority and given a completion date relative to the adoption of the Heritage Master Plan. This will provide flexibility in the Shire's approach with a goal of completing the essential elements of this plan within 5 years of adoption.

### 6.1 IMPLEMENTATION SCHEDULE

Action Code	Responsibility	Priority	Resourcing	Completion date
HM1	Heritage Officer	High	Shire	Ongoing
HM2	Heritage Officer	Low	N/A	Ongoing
HM3	Heritage Officer	Low	N/A	Ongoing
HM4	Heritage Officer	Medium	N/A	2014
HM5	Heritage Officer	High	N/A	2013
HM6	Heritage Officer	Medium	N/A	2013
HM7	Heritage Officer	Medium; requires HM6	N/A	2014
HM8	Heritage Officer	Medium	N/A	2013
CM1	Building Maintenance Officer	High	Shire & external grant	2017
CM2	Building Maintenance Officer	High	Shire	Ongoing
CM3	Building Maintenance Officer	Low	N/A	2013
HE1	CEO	N/A	Shire	Ongoing
HE2	Heritage Officer	Low	N/A	2013
HE3	Communications Officer	High	Shire	2013
HP1	Heritage Officer	Medium	N/A	2015
HP2	Heritage Officer	Medium	N/A	2015
HP3	Heritage Officer	Low	N/A	2013
HP4	Heritage Officer	Medium	N/A	2015
NCD1	Heritage Officer	Essential	Shire and External	2015
NCD2	Heritage Officer	High; requires grant confirmation for NCD1	Shire & external grant	2015
NCD3	Heritage Officer	High; requires NCD1	Shire & external grant	2015
NCD4	Heritage Officer	High; requires NCD2	Shire & external grant	2015
NCD5	Communications Officer	High; requires		

		NCD2		
MD1	Heritage Officer	High	Shire & external grant	2015
MD2	Heritage Officer	Low	N/A	2013
MD3	Heritage Officer	Medium	N/A	2013
MD4	Heritage Officer	Medium	Shire and External	2015
MD5	Museum Curator	Medium	Shire	
MD6	Museum Curator	Medium	Shire	
MD7	Museum Curator	Medium	Shire	
MD8	Museum Curator	Medium	Shire	
MD9	Museum Curator	Medium	Shire	
HT1	Manager of Planning	Medium	Shire	2017
HT2	Manager of Planning	High	Shire	2015
HT3	Heritage Officer	Low	Shire	2014
HT4	Building Maintenance Officer	High	Shire & external grant	2015
HT5	Heritage Officer	Low	Shire & external grant	2015
HT6	Visitor's Centre Manager	High	Shire	2013
HT7	Communications Officer	High	Shire	2013
HT8	Communications Officer	High	Shire	2013
HT9	Visitor's Centre Manager	High	N/A	Ongoing
HT10	Heritage Officer/Manager of Planning	Low	Shire & External grant	2015
HT11	Museum Curator	Medium	Shire	
HT12	Visitor's Centre Manager	Medium	Shire	
HT13	Planning Officer	Medium	Shire	
TP1	Heritage Officer	High; requires NCD1, NCD2, NCD4	Shire	2017
TP2	Visitor's Centre Manager	Medium	Shire	Ongoing
TP3	Visitor's Centre Manager	Medium	Shire	Ongoing
TP4	Visitor's Centre Manager/Communications Officer	Medium	Shire	2013, then ongoing
TP5	Communications Officer	Low	N/A	Ongoing
TP6	Mgr, Comm. Development	Medium	Shire	
TP7	Museum Curator	Medium	Shire	
TP8	Planning Officer	Medium	Shire	

## 6.2 REPORTING AND EVALUATION

The responsible officer for each action within the Heritage Conservation and Heritage Tourism Strategies will be required to manage each task as their funding and experience dictates; upon completion of any action a short report should be written for the senior management of the Shire Administration referring to the action code of this plan and acknowledge that it is now complete.

At the end of financial year 2017, a review of the Heritage Master Plan is recommended. The first function of this review will be to confirm what actions within each strategy were completed or offer alternatives for any actions that could not be completed. The second function of this review will be to report on the effectiveness of each of the strategies in achieving the vision set out in section 3.2 of this document.

For actions requiring ongoing work or monitoring, the 2017 review will establish if the effect of the action has been positive or negative and in line with the vision set out in section 3.2

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## **1 APPENDIX: INDUSTRY CONSULTATIONS 2012**

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### **1.1 TOUR OPERATORS OUTSIDE OF TOODYAY**

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The following are professional tourism operators that either offer tour packages in Toodyay or in the Avon region, and were contacted to find their view on Toodyay as a tourism destination.

#### **1.1.1 KANDU HOLIDAYS**

Offers day trips or overnight stays as a coach tour. Have visited Toodyay within the last year and toured the museums. Looking for extra experiences to offer their clients, presented as a variety of attractions across a package tour of York, Northam and Toodyay. Would like to see new shops for tourist purchases. Did mention that Toodyay suffers from 'tour fatigue' as it is the last stop on the tour, therefore if people travel up to e.g. view historic buildings, they have already seen them by the time they arrive at Toodyay. Would be willing to move Toodyay to the first stop in the tour if there were more attractions. Mentioned the Emu Farm as a good activity.

#### **1.1.2 CASEY AUSTRALIA TOURS**

Offers day trips to Toodyay or stops through as part of a larger coach tour. Mentioned that it Toodyay is picturesque, and was a 'pleasant drive up.' Would like to see more on the historical/heritage presentation, in particular developing heritage as a theme that spans different activities, including European and Indigenous attractions. Would like to see a better display at the Newcastle Police Stables, develop the heritage walk with more plaques. Gave a good review of the Moondyne Joe Festival.

#### **1.1.3 COUNTRY ESCAPES IN WA TOURS**

Offers day trips to Toodyay as part of a coach tour. Would be interested in developing Toodyay as a specific day trip as it is a Heritage Listed town and suggested Toodyay needed more advertising in this regard. Other recommendations included more morning tea facilities and toilets, more cafes. Used the Visitors Centre but wished to see people always at counter "with a cheery hello," not at desk in office. Would like to see more on Indigenous culture and see the Newcastle Gaol in particular open more often, and for longer. Finally recommended that Toodyay have a greater communication with tour operators such as Country Escapes.

#### **1.1.4 PERTH LUXURY TOURS**

Offers day trips to Toodyay as part of a coach tour. Caters to small groups, again does not offer Toodyay as the first stop on their tour. Mentioned that Toodyay's businesses were closed at 2pm on last visit, therefore didn't stay but drove through to York. Did give a positive review to Connor's Mill given that it had moving machinery, but recommended more structured tours of area presenting a variety of

experiences. Would also recommend developing outdoor and “man-made” (cultural) attractions offering education and interaction.

#### 1.1.5 HILLS HERITAGE TOURS

Offers day trips through the Darling Scarp as part of a coach tour with a focus on wineries and fine dining. As a tour operator is interested in wineries, pubs, market gardens and “good places to eat.” In terms of Toodyay, gave a positive review to the Shire’s collection of historic buildings and river views, however recommended developing the Shire’s picnic areas and gave a negative review to the opening times for businesses, in particular places to eat.

#### 1.1.6 FUNSEEKER TOURS

Previously offered tours through Toodyay, but had discontinued them as senior’s tours were not profitable enough. Has since moved its business to the state’s southwest

#### 1.1.7 WESTERN AUSTRALIA TRAVEL BUG

Offers day trips through the Avon region to Wave Rock as part of a coach tour. Company has an emphasis on eco tourism and would only be interested in travelling to Toodyay if it offered a variety of experiences linked up as part of a larger theme. Would not consider Toodyay as a stop in any of their tours as Toodyay was not considered to be “on the way to anything.” However in general did recommend emphasising Toodyay’s heritage, shopping and environment as attractions, and specifically mentioned marketing to Asian tourists, who were generally interested in farmstays.

#### 1.1.8 HALLORAN’S WA TOURS AND CHARTERS

Offers day trips to Toodyay or stops through as part of a larger coach tour. Gave a positive review of Toodyay’s “original” and “individual” streetscape, much like York, however not interested in the museums. Offers a stop at Toodyay at the end of a tour, gave a positive review to the Avon River, barbeque facilities, Duidgee Park, the lookout and the cafes and pubs. However complained that not enough was open in the afternoon at Toodyay, needed more places to eat, also more markets, activities and eco-attractions. Mentioned that Toodyay’s main competitor is York, who have a greater market profile and better website, also mentioned that Goomalling is known for being “unique.” Recommended targeting tourists from UK and Asia.

#### 1.1.9 CRIKEY ADVENTURE TOURS

Used to offer tours through the Avon region however has changed business strategy and now focusses on remote 4WD tours. Did however recommend marketing Toodyay as a “unique” destination, especially to overseas tourists who often travel to Western Australia with a “destination in mind.”

### 1.1.10 GREAT WESTERN COACH TOURS

Currently offers a day trip through New Norcia and Chittering Valley. Used to offer a day trip through the Avon but didn't get the numbers as there "wasn't enough awareness." Recommended that Toodyay was not a coach tour destination but better suited to daytrippers and weekenders, and emphasised advertising to the self-drive market. Also recommended working with York to raise the advertising profile of the area and refine the target audience. Also warned against locals who were anti-tourism, which can leave a very bad impression on visitors.

### 1.1.11 MOTIVE TOURS AUSTRALIA

Has previously worked in Toodyay, at the Boshack Outback Camp. Recommended that Toodyay needs more accommodation and better reviews. Recommended that Toodyay should target Asian (in particular Chinese) tourists, who usually travelled as part of "bespoke" tours built for individual interests, but that these interests included anything to do with "the ground," including earthworks, ruins, farms and mining. Also recommended advertising to the self-drive market targeted at American and European travellers.

### 1.1.12 A DAY OUT TOURS

Offers coach tours to the Swan Valley, Mundaring and New Norcia. Does not offer any tours through Toodyay and had no reviews specific to the town. However, did recommend determining what the interests of seniors were, and emphasised that Toodyay had to offer "something different" and "anything with history." Also emphasised that a tourist destination needed good quality places to eat and would not cost too much in transport costs. Other concerns raised were the importance of Visitors Centres and internet advertising in bringing in and directing tourists as well as making sure the place has wheelchair/disabled friendly access.

## 1.2 TOURISM BUSINESSES WITHIN TOODYAY

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The following are private business owners within Toodyay that offer accommodation, services, goods or activities that may be available to tourists.

### 1.2.1 ALICIA ESTATE WINERY & RESTAURANT

Recommended more advertising of the town, mentioned television and newspaper opportunities. Stated that Toodyay was well positioned being close to Perth with a good environment and heritage. Gave a positive review of the Shire's organic growers. Recommended to improve directional signage.

### 1.2.2 AMBERFIELD

Recommended developing tourism for wildflowers. Gave a positive review of the heritage plaques on the bins in Stirling Terrace and recommended more promotion in the form of postcards and tea towels. Recommended more maps of the area.

### 1.2.3 AMBER SPRING GARDENS

Recommended improving the Visitor's Centre website, in particular to put more information on, also to provide leaflets on heritage trails to accommodation providers.

### 1.2.4 ARTS TOODYAY INC.

Recommended an artist in residence program.

### 1.2.5 AVALON HOMESTEAD

Recommended more advertising of the town, in particular of roadside promotional signage going into town. Also recommended changes to the information signage at the Toodyay/Northam Turnoff, to make it larger with signage on the ends, possibly overseen by a signage committee. Recommended improving directional signage, pointed out Windmill Hill Cutting as an example. Recommended developing walks in the Julimar area, and emphasised that they would need to be signposted, maintained and kept free of livestock or motorcycles.

### 1.2.6 AVON VALLEY JEWELLERY, GIFTS AND HOMEWARES

Recommended developing unique attractions for tourists, weekend markets with historical re-enactment or other types of entertainment or the development of a music venue for events. Also recommended the development of a 'Pioneer Passport' that tourists could fill in as they travel through businesses in Toodyay that would also offer some type of discount or bonus.

### 1.2.7 BEE HAPPY APIARIES

Recommended re-establishing the tourism trains, pointed out that the Avon Link is not convenient for tourists and that tickets cannot be bought at Toodyay. Recommended improving riverfront and walkways. Recommended making maps available to Tourists clearer and identify an heritage walk trail. Recommended planting examples of local wildflower types in town for wildflower tourists. Recommended encouraging local businesses to be open consistently across the board.

### 1.2.8 BLACK WATTLE RETREAT

Recommended guided heritage walks of the town, offered the example of Strahan in Tasmania. Recommended more on marketing Moondyne Joe. Recommended more activities for tourists, and suggested a historic town re-enactment. Recommended improving advertising and directional signage, as well as improving business hours on the main street to keep tourist dollars in Toodyay, not New Norcia.

### 1.2.9 BOSHACK OUTBACK

Recommended marketing the heritage of Bishop Rosendo Salvado who travelled through many areas of Toodyay on his various journeys. Mentioned the New Norcia Trek (essentially a local version of the Camino pilgrimage in Spain)

### 1.2.10 CALTEX PETROL STATION/TOODYAY ROADHOUSE

Revealed that there had previously been a tourist information stand in one of the roadhouses that acted as an 'after hours' tourist information point. Recommended more information for tourists as they arrive in Toodyay, in particular directing them to the Visitors Centre. Recommended improving directional signage to this end.

### 1.2.11 CARTREF PARK COUNTRY GARDENS

Concerned that the advertising that has taken place has not translated into results. Believed the heritage of the area was presented well, mentioned the cemeteries in particular. Recommended the development of bike tracks as an activity and more information at the Visitors Centre as to which businesses would be open on each day.

### 1.2.12 COLA CAFÉ

Recommended more festivals, mentioned the Jazz Festival as being popular, as well as motorcycle and vintage car events. Mentioned a more pre-active Council involvement in events and raised concerns that regulation of events was too restrictive.

### 1.2.13 COORINJA VINEYARD

Recommended greater flexibility with variations to the Town Planning Scheme to boost local opportunities for development. Recommended maintenance and preservation work on the Ringa Rail Bridge. Recommended working with the Avon Valley Environmental Society to develop walk trails associated with the early railway line.

### 1.2.14 COURTYARD ANTIQUES

Felt the colour palette allowed to buildings along Stirling Terrace was too restrictive. Recommended better pest control of pavement areas. Recommended more education of locals in heritage and to work more closely with local businesses. Requested a better local area map to direct tourists.

### 1.2.15 EARTH SCULPTURES POTTERY

Recommended improving directional signage within Toodyay. Recommended more advertising/promotion of Toodyay as a tourist destination in Perth, Fremantle. Recommended the development of an information bay on the main street to direct tourists. Suggested that a more involved, unified approach with the businesses of



Toodyay, especially in organising events where a small group of active people were carrying the load and warned that the Capelfest recently folded due to this problem. Raised the concern that accommodation in Toodyay was being used by shift workers, which left fewer options for tourist accommodation. Recommended to explore new audience markets and gave the example of Medieval (historical re-enactment) fairs, where young people were willing to travel and spend a significant amount of money to join in.

#### 1.2.16 EMU FARM

Gave a positive review to the Newcastle Gaol, Visitors Centre and Connor's Mill. Recommended more consultation with local businesses. Recommended trying to re-establish the tourist train trips and raised opening hours of local businesses as a concern. Emphasised that Toodyay was a "terrific" place and recommended keeping the rural feel to the area..

#### 1.2.17 FOXBURROW HOLIDAY ACCOMODATION

Gave a positive review to Toodyay, in particular mention the Little Trains and the Toodyay Visitors Centre. Raised concerns that there were too many closed shops and recommended making the town area more pedestrian friendly.

#### 1.2.18 FREEMASONS HOTEL/MOTEL

Recommended focusing on established marketing techniques, building on what has proven to work and using a personal approach. Recommended improving or building on the established festivals, especially as a *de facto* marketing tool for Toodyay and as a way to establish and retain repeat business. Suggested that if other, smaller, festival were considered the Shire would need to consider the cost and time involved in establishing the events.

#### 1.2.19 FUN-LEA NOVELTY SOAPS

Gave a positive review of Toodyay's tourist presentation, in particular mentioned the Toodyay Visitors Centre.

#### 1.2.20 HODDYWELL ARCHERY PARK

Gave a positive review to the town, felt it "like Subiaco". Recommended for the Toodyay Visitors Centre to work more directly with operators. Raised concerns that there were not enough activities for tourists in town and that opening hours of local businesses needed to be flexible to owners but be able to service tourists.

#### 1.2.21 HOUSE OF COUNTRY COLLECTIONS

Recommended more advertising of the town as a tourist destination. Recommended more events in the main street spread out over the year. Advised that more advertising would lead to greater stability in local businesses. Raised concerns with food and drink stallholders at festival that were not part of the local business

community. Recommended utilising the community bus to offer bus tours for groups of tourists.

#### 1.2.22 IPSWITCH VIEW B&B

Gave a positive review of Toodyay, in particular mentioning the Toodyay Visitors Centre and the support it gave to local businesses. Also mentioned the town's quaint rural character and proximity to Perth. Recommended preserving the culture of Toodyay and forming partnerships with other tourist destinations such as New Norcia.

#### 1.2.23 JACARANDA HOMESTEAD

Gave a positive review to Toodyay, mentioning the Newcastle Gaol as being good. Raised concerns that there were not enough places to eat in the evenings.

#### 1.2.24 JJ'S COBRA CAFÉ

Raised concerns with Toodyay's advertising signage policy, wished to be able to advertise more on the main street.

#### 1.2.25 JULIMAR COTTAGE BED AND BREAKFAST

Raised concerns with Toodyay's advertising and directional signage policies, recommended more directional signage in town. Gave a positive review to Toodyay's arts community. Recommended more festivals and events but raised concerns that regulation of these events was too restrictive. Recommended trying to re-establish the tourist trains.

#### 1.2.26 LADYRAVEN'S CLOTHING AND GIFTWARE

Recommended more festivals and attractions in the main street. Recommended establishing more parking, especially behind the main street. Raised concerns over stallholders present during festivals who were not part of the Toodyay business community.

#### 1.2.27 MARGO WATKINS GALLERY

Emphasised that heritage was core to tourism. Recommended a Toodyay Entry Statement and associated signage but cautioned that it must reflect local character and not be garish. Recommended more trees and greenery in the town. Recommended developing the Avon River walk. Recommended a more pro-active role for Toodyay's arts community.

#### 1.2.28 MOONDYNZ GALLERY

Recommended more public art on the main street and on the side walls of local buildings. Also suggested that some buildings in Toodyay may need repainting. Recommended developing street displays.

### 1.2.29 OLIOMIO OLIVE AND LAVENDER FARM

Recommended encouraging more tourism operators and suggested that a generational change was occurring. However, raised concerns with opening hours for local businesses. Recommended developing private gardens as an attraction. Raised concerns with legislation and fees being too restrictive to local tourist operators and acknowledge some advantages to heritage tourism. Recommended establishing stalls or markets at the Newcastle Gaol museum as an attraction.

### 1.2.30 PITWILLOWS ALPACA KNITWEAR

Pointed out that Toodyay was well positioned and in closed proximity to Perth, and more of a tourist destination than Northam. Recommended more advertising of the town as a tourist destination, through brochures or television. Recommended more festivals (in particular the Jazz Festival) and improvements to the TARGA West Rally. Recommended Ghost Tours or historical re-enactments of the town.

### 1.2.31 NARDIE, "PLACE OF PLENTY"

Recommended better signage advertising the Newcastle Gaol Museum, in particular at the Northam/Toodyay turnoff. Raised concern that the Town Planning Scheme was too restrictive and suggested that private enterprise take a greater role in developing the town. Recommended that advertising signage policies be less restrictive, if the signs were fully reversible (i.e. could be taken down with no evidence that they were mounted). Raised concern that the Toodyay Visitors Centre does not have enough of a presence on the main street, always appeared to be closed" even when it was open. Recommended greater use of A-frame signs in this respect.

### 1.2.32 ROOS AT SUE'S

Recommended developing more heritage trails and more environmental tourism, particularly for the wildflowers. Recommended more advertising to international tourists and to provide more activities for tourist once they were in town.

### 1.2.33 SOMMERVILLE GALLERY

Recommended more promotion of the town, pointed out that Toodyay is in a good position in relation to Perth and was attractive as a daytrip. Recommended developing the main street to encourage more wandering to shops at the back of blocks (i.e. with not street frontage) and recommended more public art to help this. Recommended more festivals and raised the concern that health and safety restrictions on festivals were too restrictive. Raised concern that the generational change and the mining boom was not putting more money into the community, young people were earning money but living and spending elsewhere.

### 1.2.34 TALLERLINGA BED & BREAKFAST

Gave a positive review of Toodyay as a tourist destination, mentioned the Toodyay Visitors Centre as being well presented.

### 1.2.35 THE FIBRE OF THE GODS – THE LAVENDER HILL MOB

Raised concern that the health and safety restrictions on festivals were too restrictive. Raised concerns that the Town Planning Scheme was too restrictive and suggested greater flexibility of the regulations in developing tourist ventures.

### 1.2.36 THE LIMES ORCHARD AND FARM STAY

Recommended to employ a regional approach and suggested developing more heritage trails. Raised concern that not enough heritage sites were open to the public and recommended raising more interest from volunteers in this respect. Recommended developing new tours, especially historic churches.

### 1.2.37 THE TOODYAY BUTCHER SHOP

Did not feel strongly on any issue.

### 1.2.38 TOODYAY BAKERY

Recommended more information for tourists, in particular an information board in the main street describing events and activities. Recommended more rubbish bins and gave a positive review to the heritage plaques attached to the current bins. Recommended more advertising of Toodyay as a tourist destination.

### 1.2.39 TOODYAY CARAVAN PARK/TOODYAY HOLIDAY PARK & CHALETS

Recommended more festivals and club events spread over the year, suggested having some type of event once every 5-6 weeks.

### 1.2.40 TOODYAY EMPORIUM

Recommended developing more places to eat. Recommended developing a historic tourist precinct, including wagon rides, shearing and blacksmithing, which would provide activities, experiences and souvenirs for tourists, even if it was only open once per month. Pointed out that the focus should be on getting tourists to participate in more and thus spend more time in the town. Observed that the Shire was generally improving.

### 1.2.41 TOODYAY IGA

Raised concern that it was difficult to advertise the IGA on the main street. Recommended that parking be improved in the Charcoal Lane area and that the area be more developed generally. Recommended more accommodation be developed in town, recommended that more activities be developed in town. Suggested more events such as vintage car festivals or a music festival to retain tourists for longer in town. Pointed out that the tourism market was generally day tripper recommended to try and attract more family groups.

### 1.2.42 TOODYAY MINIATURE RAILWAY

Recommended a sign for Duidgee Park, and suggested a presence on a sign for the Toodyay Miniature Railways. Recommended developing the pedestrian track to the Newcastle Gaol with the colonial “broad arrow” markers to lead tourists. Raised concerns that heritage policies were “too heavy” and “obstructive” and mentioned various buildings in the Shire that were of concern. Recommended re-establishing the tourist trains on weekends to bring tourists to the Shire.

### 1.2.43 TOODYAY STONE

Recommended the promotion of Toodyay’s unique stone types and the geological oddities of the Jimperding Fault, where a large variety of forms and materials could be found. Recommended working with geological schools such as UWA to develop knowledge of this natural attraction.

### 1.2.44 TOODYAY TAVERN

Raised concern that festivals were concentrated toward one end of Stirling Terrace rather than being spread out across the area, felt that it was hard to be included in the Shire’s celebrations. Raised concerns that advertising policies were too restrictive and the development applications could be more transparent in outlining how specific assessments were determined. Recommended more support for tourist businesses. Recommended developing more parking. Recommended more festivals and public artwork (pointed out Mundaring as a good example of this).

### 1.2.45 U-GRO VEGIES

Recommended more information on activities available in town and suggested an information bay. Recommended better parking, especially for caravans. Recommended more advertising of the town as a tourist destination and better directional signage.

### 1.2.46 VICTORIA HOTEL/MOTEL

Recommended more festivals and events. Raised concerns that the Shire’s policies in events were too restrictive and that planning decisions could be changed at the last minute.

### 1.2.47 VINCE’S ITALIAN RESTAURANT

Recommended more advertising of the Shire as a tourist destination. Recommended splitting up the Avon Descent and Food Festivals to create two events. Raised the concern of stallholders at festivals who were not part of the Toodyay business community. Recommended a scheme by which local businesses would put aside a small amount of money each month to fund an attraction in the main street (e.g. a band). Recommended more consultation with local businesses. Raised concern that the “Ye Olde Lolly Shop” was losing money and suggested

redeveloping the space to generate more interest. Recommended re-establishing the tourist trains to bring tourists to Toodyay.

#### 1.2.48 WENDOUREE TEAROOMS

Recommended having local businesses open longer and more often, especially on weekends. Recommended more rubbish bins. Recommended more information for local businesses on upcoming events. Raised concern that planning development applications could be more transparent in outlining how specific assessments were determined. Recommended more seating/benches and bike parking.

#### 1.2.49 WIX A GLOW

Recommended more shade for outdoor seating areas. Recommended using A-frame signs for advertising. Recommended more decoration, particularly flowers, in outdoor areas to brighten up main street.

### 1.3 CARAVAN/CAMPING CLUBS

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The following are social clubs, usually composed of seniors, which focus on travelling through regional Western Australia.

#### 1.3.1 AUSTRALIND HAPPY WANDERERS CARAVAN SOCIAL CLUB INC.

Generally stick to the Bunbury region but travel out to a further destination once a year. Did not have any reviews specific to Toodyay but emphasised the importance of good camp facilities, including a camp kitchen, toilets and dump points for caravan waste.

#### 1.3.2 BI-TONE WEST COAST CARAVAN CLUB INC.

The club has not travelled to Toodyay in more than five years, but from their last visit felt the town was “lovely” and “quaint” and good to wander around in. As a general recommendation, the club determines their destinations based on the quality of the local caravan park, in particular if it was reasonably priced, had good toilets, camp kitchen and activity hall. Also wanted the local town to be open for business when they arrived. Generally organised their tours through a venues officer, who would book 12 months in advance. Specifically mentioned Goomalling as a popular caravan destination.

#### 1.3.3 BUSSELTON CARAVAN CLUB INC.

Gave a very positive review of Toodyay, in particular the Newcastle Gaol Museum and the vineyards. Gave a positive review to the local Caravan Park as it was clean and had a good kitchen. Showed a positive interest in Toodyay’s convict history but recommended better advertising, especially pamphlets or information packs.

Explained that the club chooses their destination a year in advance, and usually research their destination options, emphasised the importance of Visitors Centres in this regard.

#### 1.3.4 FAMILY WANDERERS CARAVAN AND CAMPING CLUB INC.

Gave a good review of Toodyay, the town is in close proximity to Perth, the town had a nice feel, was in a “good bush setting” and had a good caravan park. Felt the town “had enough to do” and gave a good review to Duidgee Park.

#### 1.3.5 GEOGRAPHE CARAVAN CLUB INC.

Had not travelled to Toodyay recently, mainly stayed in the state’s southwest. As a general recommendation, selected their destination based on a good local caravan park with a good camp kitchen. Also wanted to visit a town with lots of activities including museums, machinery, golf, crafts, bushwalking, picnics, wineries and “things to see.”

Recommended Dalwallinu as an example of a good tourist presentation as it had free campsites and the local caravan park works with local businesses to organise cookups and afternoon teas.

#### 1.3.6 GYPSY ROVERS CARAVAN CLUB INC.

Have travelled to Toodyay, gave the town a positive review, felt it was “beautiful” and “very clean.” Also mentioned that the town was a good distance, being less than two hours’ drive from Perth. As a general recommendation the club selects destinations that have farmstays, caravan parks and access to a community hall for activities. Liked reasonably priced activities such as picnics, walking (in particular heritage walks), golfing, crafts/gifts and good places to eat. Emphasised that they would research the attractions of a place before visiting, usually by getting in contact with the local Visitor’s Centre

#### 1.3.7 JAYCO OWNERS CLUB OF WESTERN AUSTRALIA

Gave a positive review to the streetscape of the town, op-shop and curiosity shops. Gave a positive review to the restaurants. Gave a positive review of the area’s scenic environment. Recommended re-establishing the Hotham Valley tourist trains.

#### 1.3.8 LEISURE SEEKERS CARAVAN CLUB INC.

Have travelled to Toodyay, gave the town a good review, in particular the souvenir stores, antique stores, op shops and picnic places. Liked that the town was close to Perth. As a general recommendation, the club selects a destination with a good, cheap caravan park that included a camp kitchen. Would look for a town with good places to eat, museums, galleries, cemeteries and drives. Emphasised that they

were seeking a variety of activities. In terms of organising a destination, would book 12 months in advance and seek reviews from other clubs.

### 1.3.9 JAYBIRD ROADRUNNERS CARAVAN CLUB INC.

Gave a positive review to Toodyay, in particular the Caravan park, the tearooms and the town's heritage. Recommended making sure that there was always "somewhere open to have a cup of coffee" and making the town friendlier for tourists bringing dogs.

### 1.3.10 M.A.D. MEANDERERS CARAVAN CLUB INC.

Have not travelled to Toodyay. As a general recommendation, would select a destination that was RV friendly, including caravan parking and dump sites. Emphasised the importance of a good Visitor's Centre with friendly staff to find out more about local attractions. Would generally seek a range of activities. Organised their tours in advance through an event co-ordinator would ring up the Visitor's Centre, ask for brochures and speak to other caravan clubs.

### 1.3.11 MASONIC TOURING CLUB OF WESTERN AUSTRALIA

Gave a positive review of Toodyay, as it was close to Perth, was "handy and hilly," and had a good caravan park in close proximity to the town. General recommendations were to make sure there were plenty of activities around town, and to put an emphasis on history. Also recommended always being able to get a meal. Mentioned that the club researched a place before they selected their destination, and recommended Toodyay prepare an information pack that could be sent to the club when they were making a decision.

### 1.3.12 MOTORISED CAMPER CLUB OF WA INC.

Had travelled to Toodyay before for the Moondyne Joe Festival. Gave the town a positive review, in particular the town's heritage, museums and the new IGA. Also mentioned the town's "sleepy" feel (as a positive), the friendly locals, lawn bowls, natural environment and historic cemeteries. As general recommendation, the club selects destinations with clean caravan parks within walking distance of town, in a quiet area with welcoming locals. The club enjoys going on tourist walks. The club determines their destinations through a rally organiser 12 months in advance, usually through asking other clubs for their reviews. .

### 1.3.13 RANGEVIEW CARAVAN CLUB OF WA INC.

Had recently travelled to Toodyay, gave the town a positive review, didn't feel anything needed to be changed. Did mention that the town was neat and tidy, the locals were friendly and they had a good meal at the Toodyay Tavern. In terms of general recommendations, the club organised their tour destinations in advance through a rally organiser and usually travelled from Friday to Sunday night. They



preferred to travel less than 200 km from Perth and were generally looking for a place to get a meal and do some shopping.

#### 1.3.14 REDGUM CARAVANNERS INC.

Have previously travelled to Toodyay, travelled up for the festivals and like the Avon Descent and Moondyne Joe events in particular. Felt that the town facilities were good however there were problems getting in and out of town after the festivals. As a recommendation specific to Toodyay, would like to see guided tours of the town and its attractions, improved caravan parking in town and better advertising to rally organisers. As a general rule, the club wishes to travel to places that were close to Perth with activities and festivals, also an IGA where they could get food.

#### 1.3.15 ROLLING WHEELS CARAVAN CLUB INC.

Have travelled to Toodyay, gave the place a positive review, especially the Caravan Park and Duidgee Park. As a recommendation specific to Toodyay, enjoyed travelling up for festivals but felt that the town was too congested during them. As a general rule, wished to travel to destinations where there were places to eat, well-maintained parks, medical facilities and shopping. They also look for good caravan parks or farmstays for accommodation.

#### 1.3.16 SANDGROPER CARAVANNERS INC.

Had travelled up to Toodyay in 2011. Gave a good review to the golf club and caravan club and felt that Toodyay was a good distance from Perth, as it was “in the middle.” However, would like to see better parking for caravans. As a general rule, travelled to a place with good accommodation, within 25-350 km from Perth as a weekend or long weekend trip, looked for a good caravan park with the option for camping.

#### 1.3.17 SOU'WEST GETAWAY CLUB INC.

Have not travelled to Toodyay recently, however as general recommendation would travel for a weekend trip and look for a clean caravan park and a place in town to have a coffee or visit local attractions. Would expect businesses in the town to be open when they travel up and when travelling in groups plan in advance through a rally co-ordinator. Emphasised the importance of Visitors Centres and websites in this regard

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### 1.3.18 SUNNYWEST CARVANNERS INC.

Have travelled to Toodyay, gave the town a positive review, as the locals were friendly and the caravan park was good. Travelled as part of a hosted tour that took in Coorinja Winery, the Emu Farm and a meal at the Freemasons. Gave a positive review to the Toodyay Visitors Centre. As a general rule, travelled to places that had been given good reviews by other clubs and had a good Visitors Centre. Were also looking for interesting activities including pubs/restaurants, op shops or clothing stores, walking trails and interactive attractions.

### 1.3.19 SUNSET COAST CARAVAN CLUB INC.

Have travelled to Toodyay, gave the town a positive review, in particular liked the Moondyne Joe Festival, Coorinja winery and the historic streetscape. However gave a negative review to the caravan park, as they had experiences power outages during their stay. As a general recommendation, would select a destination based on interesting sites such as historic farms, vineyards and “things to look at.” Also liked swamp meets, grower’s markets, good places to eat or an IGA. In terms of organising tours, booked 12 months in advance, usually by researching a place on the internet, doing site visits and speaking to the local Visitor’s Centre. Mentioned Goomalling as a good model of tourist presentation and that caravan clubs were travelling away from the coast and selecting inland destinations.

### 1.3.20 SWAN CARAVAN AND CAMPING CLUB INC.

Have travelled to Toodyay, gave the town a positive review, felt it was “charming and lovely.” Stayed at the local caravan park and felt it was “o.k.” As a general rule would look for a destination that was not too far from Perth, has good accommodation and seniors facilities, good places to eat as well as local activities. Would research a place before they make a decision and look for a variety of activities that were not “rigidly controlled.”

### 1.3.21 THE CARAVAN CLUB OF WESTERN AUSTRALIA INC.

Have not travelled up to Toodyay since the 2009 Bushfires. Mentioned the historic values of the town but did not have enough caravan parking and was “only a place to drive through to get to Goomalling.” As a general rule, travelled to places that were 1-2 days from Perth that had been given a good review by other caravan clubs. Emphasised that caravanners were pursuing *Leave No Trace* certificates that allowed them to park anywhere (as opposed to caravan parks) and would look for destinations that had better caravan parking in this regard.

Recommended that Toodyay follow Goomalling’s example of local government and local businesses creating a united presentation tailored to caravan clubs, involving low-cost parking, guided tour of the art centre, local farms and two catered meals.

Emphasised that caravan clubs were travelling away from the coast and selecting country towns as destinations as coastal tourist towns had turned to the weekend chalet market.

### 1.3.22 WEST SIDE CARAVANNERS INC.

Have travelled to Toodyay, gave the town a positive review, mentioning the historic buildings and friendly locals. Also liked Toodyay's festivals but recommended Toodyay develop the tourist presentation of its river front and increase its advertising, especially anything to do with Moondyne Joe. Gave the caravan park a negative review and recommended that the local council develop their own caravan park as competition. As a general recommendation, the club would select a town with good camp facilities, in particular good toilet facilities, as well as a range of activities for day trippers. In organising a destination, the club would book 12 months in advance through a rally organiser, using site visits, brochures and talking to the local Visitor's Centre. May also go on smaller, weekend trips once per month.

### 1.3.23 WESTERN WANDERERS CARAVAN AND CAMPER CLUB OF WA INC.

Have not stayed in Toodyay recently, and only provided the specific observations that Toodyay needed better parking in town and at the local Caravan Park. Also recommended that Toodyay communicate with the Western Australian Association of Caravan Clubs Inc (WAACCI) to better advertise. As a general recommendation offered Goomalling as a good example, as the town facilitates the caravan clubs, makes sure things are open, catered meals and are in good communication with the caravan group. Goomalling also offers wildflowers, historic farm machinery, crafts and heritage attractions. In organising a destination, the club books twelve months in advance through a venues officer, which involves site visits and talking to the local Visitor's Centre. May also go on smaller, weekend trips once per month.

## 1.4 GOVERNMENT/INDUSTRY BODIES

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The following are government tourism organisations or private industry groups which focus on tourism in Western Australia.

### 1.4.1 AVON VALLEY TOURISM

Gave a positive review to Toodyay, emphasised the town's historical features, environmental features, the skate park and a welcoming atmosphere. Toodyay presents itself as a place with plenty to do. However, the biggest problem in the region is "lifestyle operators" who open when it suits them. This means accommodation, food and drink is sometimes inaccessible and bookings are lost.

In terms of development, recommended joining with other locations to form a regional trail or partnership. Specifically mentioned the opportunities at Northam and York but conceded there would be some difficulties, as there are differing local governments with differing needs and commitments.

In terms of marketing, mentioned that Perth is perceived as becoming too expensive and there was potential for growth in the regions. Outlined a difference between the different tourist types; the weekenders who will stay in accommodation for a weekend, who are generally younger with families, as opposed to the senior tourists who travel in groups and stay in their caravans.

Recommended that both groups use the internet and brochures to decide where to travel, but are increasingly booking online. Also recommended to effectively market one tourism product or theme, then present a variety of tourist experiences/activities as part of this. Emphasised the wide distribution and positive results of using the Avon Valley Holiday Planner, which would be distributed to both domestic and international/interstate tourists at a variety of locations. .

#### 1.4.2 EXPERIENCE PERTH

Experience Perth did not offer any advice specific to Toodyay and asked that the enquiry was directed to Avon Valley Tourism. They did however emphasise that collective projects involving multiple stakeholders were the key to successful tourism strategies and that the international travellers were likely to have an interest in heritage tourism.

#### 1.4.3 GOLDEN OUTBACK

While Toodyay is not officially part of the Golden Outback group (coming instead under Experience Perth), this organisation strongly emphasised that they felt Toodyay was a key part of their tourist market, as the Avon was the gateway through which travellers to the outback would travel.

Gave a positive review of Toodyay, felt the town was “delightful,” “idyllic” and well situated next to Perth. Also gave a positive review of the Toodyay Visitor’s Centre.

This group recommended that Toodyay target more of the weekend traveller market, specifically self-drive tourists who were likely to spend more by staying in local accommodation and eating local restaurants. As such, it was recommended that Toodyay develop more places to eat and have longer opening hours to attract this market. It was also recommended that arts and crafts would also be of interest to this market, and the development of tourism in the Adelaide Hills in South Australia was suggested as a model of successful development.

#### 1.4.4 VISITORS CENTRE ASSOCIATION OF WESTERN AUSTRALIA INC.

Gave a positive review to Toodyay, especially given its close proximity to Perth. Recommended marketing Toodyay as a historic region, and approaching history, heritage and tourism as all being joined at the hip.

Recommended forming regional partnerships that would help keep tourists (and their revenue) within the region, but different places would need complimentary products and good accessibility to successfully draw in tourists.

Did state that Toodyay needs to be “more competitive,” advertise more and focus on selling the product. Also need to consider the product distribution of Toodyay; sell the place to not just the general public, but also tour operators, hotels and tourism venues in Perth. In order to do this, Toodyay would need to adopt and carry out a marketing/media strategy. As part of this strategy, it was emphasised that a single theme or ‘hook’ (in this case, history and heritage) would need to be the key message to attract tourists to the area, who can then be kept in the town by being directed to the variety of other experiences and activities on offer. Also stressed that local businesses needed to work together to help sell the Toodyay product. Pointed out the advantage in heritage marketing in that (generally) the local government owns and controls the historic sites, so plans can be applied directly.

Cautioned that putting such a plan in place would not generate an immediate return; it would take five years or more to build up a audience base, increase popularity but that the numbers can keep increasing and theoretically would not run out (tourism as a renewable resource).

Also cautioned that while caravan clubs tended to travel in large numbers, this did not translate into more spending in the local economy as they tended to be very self-contained. Emphasised that there was a difference between numbers “through the door” and tourism spending in the economy, and recommended pursuing tourists who would spend their money in town as opposed to visitors who would be looking for free attractions.

#### 1.4.5 AUSTRALIAN TOURISM EXPORT COUNCIL

In regard to the international tourism market, strongly cautioned against pursuing the Asian market, particularly the Chinese market, as it was felt that they were only interested in Perth and were only likely to travel out to regional centres for wildflower tours. Instead recommended pursuing travellers from Europe, America and the UK and pointed out the US market in particular as a possible source of growth.

Recommended building more relationships in Perth as a way to attract people up from Perth to Toodyay. Also recommended working with regional bodies to create a product that could be marketed to tourists, and suggested that heritage was a key theme that could be used in this regard. Strongly emphasised making more of Moondyne Joe as a way of advertising the history of the area.

Cautioned against pursuing the caravan club and senior’s day trip market, as it was felt that they did not necessarily translate into more money in the local economy. Instead recommended pursuing the weekend getaway market and the international travellers. Also strongly recommended selling the Toodyay product to tour package distributors, in particular cruise ship operators, who were identified as a growing market in the state’s tourism economy.

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## 2 APPENDIX: SITE VISITS IN 2012

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### 2.1 HERITAGE PLACES

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#### 2.1.1 PLACE NO.1; 10 MILE SCHOOL

The site lies on the boundary of the Hoddys Well and Morangup localities of Toodyay, on the Toodyay Road. The site lies on an undulating plain used for mixed rural purposes.

The site is where the 10 Mile Hill school once stood. Currently, this is presented as an empty block of bush. As the building was re-located once the school closed, there is only a very low archaeological potential to the site. The site is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of 3.

The site has little potential as a tourist presentation. The site is situated on a main transport access route to Toodyay. However, the site is not used in any way, lacks parking, toilets, electricity and water. There is no interpretation at the site, and the site is isolated from other heritage places.

Recommendations: Retain and conserve if reasonable. Place interpretative marker if reasonable.



### 2.1.2 PLACE NO.4; BEJOORDING HOMESTEAD

The site lies in the Bejoording locality of Toodyay, north of the Bindi Bindi-Toodyay Road atop a low hill in a mixed/small scale rural landscape.

The site consists of six built structures; the Cottage, Kitchen, Smokehouse, Shed, Forge/Workshop and 'Harper' fence. These structures are examples of Victorian/Georgian architecture and were built in/after 1859 by the Syred settler family. The Cottage and Kitchen are in generally good condition, with historically recent repairs. The Smokehouse has suffered a great deal of deterioration however repair work and internal buttressing is present. The Shed, Forge/Workshop and 'Harper' fence are in very poor state of repair. The site underwent structural assessment in 2012. The site has not been extensively impacted and has at least moderate archaeological potential; a mud-brick classroom block is postulated as being along the western boundary of the site in the 2002 Conservation Plan. The site is listed on the State Register of Heritage Places.

The site has some potential as a tourist presentation. The site is situated near a main transport access route north from Toodyay, and is a complex of structures with exceptional heritage value. However, the site is not currently used in any way. The site has parking but lacks toilet, electricity and water. There is only one badly deteriorated sign at the site, and the site is isolated from other heritage places.

Recommendations: In line with results of structural review, establish schedule of works to better conserve structure. Repair when funding is available. Adaptive re-use is possible however there would be significant heritage impacts upon the building to install amenities. Recommended as a secondary heritage attraction linking Toodyay to Bolgart or as a storage space.



### 2.1.3 PLACE NO.5; BEJOORDING SIDING

The site lies in the Bejoording locality of Toodyay, north of the Bindi Bindi-Toodyay Road on a flat plain by a creek, within in a mixed/small scale rural landscape. The site is associated with Newcastle's 'golden age,' when government investment and trade with the goldfields saw new infrastructure growth.

The site is where the Bejoording railway siding once stood, with some minor remnants that may represent the siding itself. Currently, this is presented as a rail crossing amongst bushland. The site has been impacted by grading and the development of the Standard Gauge railway. However, remnants of the telegraph system were noted along the railway line. The site is listed on the Shire's Municipal Inventory with a Management Category of 5.

The site has little potential as a tourist presentation. The site is situated near a main transport access route north from Toodyay, and is located near two other heritage places. The site is also set in picturesque bushland/waterway setting. However, the site is not currently used except as a rail crossing. The site has parking but lacks toilet, electricity and water. There is no interpretation at the site.

Recommendations: Retain and conserve if reasonable. Place interpretative marker if reasonable. May have value as a secondary heritage attraction linking Toodyay to Bolgart.





#### 2.1.4 PLACE NO.6; BEJOORDING TOWN SITE/SPRING/RESERVE

The sites lie in the Bejoording locality of Toodyay, north and south of the Bindi Bindi-Toodyay Road on a low hill by a spring, within in a mixed/small scale rural landscape. The area is associated with the development of Bejoording, established in 1836 but not populated until the 1850s and 1860s.

The site includes the Bejoording Spring north of the main access route and to the south where the Jandaning Spring located (considered to be part of the same water system). Currently, both are presented as empty blocks of bush with no remnants of any associated structures. As the site has been since impacted by grading, the development of local roads and the Bejoording Fire Station, there is only a very low archaeological potential. The site is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of 2.

The sites have little potential as a tourist presentation. The sites are situated near a main transport access route north from Toodyay, and are located near two other heritage places. The sites are also set in picturesque bushland/waterway setting. However, the sites are not currently used except in relation to the Bejoording Fire Station. The sites have parking but lack toilet, electricity and water outside of the Bejoording Fire Station. There is no interpretation at either site.

Recommendations: Retain and conserve if reasonable. Place interpretative marker if reasonable.



### 2.1.5 PLACE NO.9; BUTTERLY HOUSE

The site lies in the Toodyay town site, next to Stirling Terrace and Duidgee Park.

The site consists of a single built structure, a 1870s single-storey brick building in the Victorian Georgian style. This structure was modified in 1910 but still retains significant fabric from the original form. The structure is associated with the development of the Toodyay streetscape as well as the Monger and Butterly families. The site appears to be in good repair and is currently used to support aged care in the community. The site has undergone various modifications and repairs over the years but is considered to retain a low to moderate archaeological potential within its structure. The site is listed on the State Register of Heritage Places.

The site has some potential as a tourist presentation. The site is situated on Stirling Terrace near the focus of tourist activity, and is near a number of other heritage attractions. The site is currently used and has parking, toilet, electricity and water facilities. However there is only one slightly deteriorated sign at the site.

Recommendations: Retain and conserve, continue to utilise for community benefit. Repair or replace interpretation if reasonable. Recommended as a secondary heritage attraction linking Toodyay to Bolgart or as a storage space.



### 2.1.6 PLACE NO.20; CONNOR'S HOUSE

The site lies in the Toodyay town site, next to Stirling Terrace and Duidgee Park.

The site consists of a single built structure, a 1870s single-storey brick building in the Victorian Georgian style and still retains significant fabric from the original form. The structure is associated with the development of the Toodyay streetscape as well as Daniel Connor. The site appears to be in good repair and is currently used for Shire housing. The site is listed on the Shire's Municipal Inventory and Heritage List.

The site has some potential as a tourist presentation. The site is situated between the Toodyay train station and the Toodyay Visitor Centre, and is near a number of other heritage attractions. The site is currently used and has parking, toilet, electricity and water facilities. The patio at the side and back could be useful as an entertaining area. However there is no interpretation at the site.

Recommendations: Retain and conserve, continue to utilise as staff housing unless a viable alternative for community benefit presents itself.



### 2.1.7 PLACE NO.22; CONNOR'S MILL

The site lies in the Toodyay town site, along Stirling Terrace and next to the Toodyay Visitor Centre.

The site consists of a single built structure, a 1870s three-storey brick and stone mill in the Victorian Georgian style that still retains significant fabric from the original form. The site performed several different functions over its life, currently serving as a museum attached to the Toodyay Visitor's Centre. The site has recently undergone an upgrade of its presentation and is kept in good repair. The site underwent structural assessment in 2012. The site has been extensively impacted by subsequent development and is considered to have low archaeological potential. The site is listed on the State Register of Heritage Places.

The site has exceptional potential as a tourist presentation. The site is situated prominently on Stirling Terrace, and is a complex of structures with exceptional heritage value. Furthermore, the site is currently used as a cultural heritage tourist attraction. The site has parking and electricity but lacks toilets and water. The site is extensively interpreted inside with some interpretation outside as part of the *Living History* heritage walk. The place links via its involvement with convicts to other heritage places in the Toodyay town site.

Recommendations: In line with results of structural review, establish schedule of works to better conserve structure. Perform necessary repairs when funding is available. Retain use as primary heritage tourist attraction associated with Toodyay Visitor Centre.



### 2.1.8 PLACE NO.26; COONDLE SCHOOL (FMR)

The site lies on the boundary of the Coondle and Dewar's Pool localities of Toodyay, south of the Bindoon-Dewar's Pool Road on the slope of a low hill, within in a mixed/small scale rural landscape. The site is associated with the development of Toodyay's regional communities, which developed individual identities between 1900-1950.

The site is where the Coondle school once stood, with no visible remnants extant. Currently, this site is presented as a block of bush. Due to the hall structure being removed to Yerecoin, there is only a very low archaeological potential. The site is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of 3.

The site has little potential as a tourist presentation. The site is not situated near a main transport access route nor is it located near any other heritage place. The site is not currently used, lacks parking, toilets, electricity and water. There is interpretation at the site in the form of a badly deteriorated sign that is part of a local heritage drive.

Recommendations: Retain and conserve if reasonable. Repair or replace interpretative marker if reasonable



### 2.1.9 PLACE NO.27; COONDLE SIDING

The site lies in the Coondle locality of Toodyay, immediately west of the Bindi Bindi-Toodyay Road on a flat plain by a creek, within in a mixed/small scale rural landscape. Associated with Newcastle's 'golden age,' when government investment and trade with the goldfields saw new infrastructure growth.

The site consists of the current Coondle siding (co-operative wheat storage and transport centre), with some minor remnants that may represent the siding itself. Currently, this is presented as a working rural transport site. As the site has been since impacted by the development of the Standard Gauge railway, there is only a very low archaeological potential. However, remnants of the telegraph system were noted in the area. The site is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of 3.

The site has little potential as a tourist presentation. The site is situated near a main transport access route north from Toodyay, and is located near one other heritage place. However, the site is currently used and may not be safe for tourism purposes when active. The site has parking, water and electricity but lacks toilets. There is no interpretation at the site.

Recommendations: Retain and conserve if reasonable. Place interpretative marker if reasonable. May have value as a secondary heritage attraction linking Toodyay to Bolgart.



### 2.1.10 PLACE NO.33; CULHAM HALL (FMR)

The site lies at the boundary of the Culham and Bejoording localities of Toodyay, north of the Bindi Bindi-Toodyay Road on a flat plain by a creek, within in a mixed/small scale rural landscape. The site is associated with the development of Toodyay's regional communities, which developed individual identities c1900-1950.

The site is where the Culham Hall once stood, with no visible remnants extant. Currently, this is presented as an empty field. Due to the hall structure being removed (and possibly re-used in the Bolgart Hall structure) as well as impact from maintenance of the site, there is only a very low archaeological potential. The site is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of 3.

The site has little potential as a tourist presentation. The site is situated near a main transport access route north from Toodyay, and is located near one other heritage place. The site is also set in picturesque bushland/waterway setting. However, the site is not currently used except as a gravel pit. The site is near parking but lacks toilet, electricity and water. There is no interpretation at the site.

Recommendations: Retain and conserve if reasonable. Place interpretative marker if reasonable.

### 2.1.11 PLACE NO.38; DONEGAN'S COTTAGE

The site lies in the Toodyay town site, next to Parker's Cottage and the Toodyay Showgrounds.

The site consists of a single built structure, a 1880s single-storey brick building in a vernacular agricultural style. This structure was repaired in the 1990s but still retains significant fabric from the original form. The site is listed on the State Register of Heritage Places. The structure is associated with the development of northern Toodyay as well as the Clarkson and Donegan families. The site is currently used by the Toodyay Historical Society. The site has undergone various modifications and repairs over the years but is considered to retain a low to moderate archaeological potential within its structure. The site is listed on the State Register of Heritage Places.

The site has some potential as a tourist presentation. The site is near a main access route within the Toodyay town site, and is near a two other heritage places. The site is currently used and has parking, electricity and water facilities, with toilets nearby. There is no interpretation at the site.

Recommendations: Retain and conserve. Remove community use if considered to be detrimental to structure in short term. Perform necessary repairs when funding is available. Recommended to utilise for community benefit. or as a storage space.





### 2.1.12 PLACE NO.57; HOUSE

The site lies in the Toodyay town site, north of the Avon River.

The site consists of a single built structure, a 1890s single-storey brick building that still retains significant fabric from its original form. The structure is associated with the development of the Toodyay streetscape as well as Daniel Connor. The site appears to be in good repair and is currently used for Shire housing. The site is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of 3.

The site has little potential as a tourist presentation. The site is currently used and has parking, toilet, electricity and water facilities. The site is also in the vicinity of the Toodyay showgrounds, Parkers' and Donegan's cottages. The site is obscured by the front garden, steep driveway and is currently configured for residential use. Furthermore there is no interpretation at the site.

Recommendations: Retain and conserve, continue to utilise as staff housing.

### 2.1.13 PLACE NO.71; JIMPERDING CEMETERY

The site lies in the Jimperding locality of Toodyay, north of the River Road on a gentle slope overlooking a creek, within a mixed/small scale rural landscape.

The site consists of less than a dozen graves, marked by various headstones or boundary markers. These graves relate to three local families and span the 20<sup>th</sup> century. The site is public but located within private property; due to erosion of public access route (railway maintenance track parallel to property) the site was not viewed in 2012 and assessment is based on a 2010 site visit. The site is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of 3.

The site has little potential as a tourist presentation. The site is not situated near a main transport access route and while it is a public cemetery, is located within private property. There is no interpretation at the site (which may not be appropriate in any case) and the site is isolated from other heritage places.

Recommendations: Retain and conserve it its current use. Place interpretative marker if reasonable.

### 2.1.14 PLACE NO.73; JOE'S CAGE

The site lies in the Avon Valley National Park, south of the Avon Valley Survey Heritage Trail.

The site consists of a remnant built structure, a horse trap reputed to be built by Moondyne Joe. The structures are in a very deteriorated state from weathering and termites; based upon observations in 2010 and 2012 it is estimated that the remnant structures will be completely destroyed within 10 years. The site is overgrown and the dirt track leading to the site is in a poor state of repair. The site has not been extensively impacted and has archaeological potential however the site is in dense bushland with little indication of where activities once took place. The site is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of 1.

The site has some potential as a tourist presentation. The site is associated with a legendary Western Australian convict figure and has already been presented as a heritage attraction, part of a walking/driving trail with some interpretation at the site. However, the site and trail are in poor repair and a high level of fitness would be required to visit the site. The site lacks parking, toilet, electricity, water and is out of mobile coverage.

Recommendations: Retain, request the Department of Environment and Conservation to repair the walk trail and site. Recommended as a secondary heritage attraction linking Toodyay to Perth.



### 2.1.15 PLACE NO.80; LUNN'S LANDING

The site lies in the Coondle locality of Toodyay, west of the Bindi Bindi-Toodyay Road on a flat plain by a creek, within in a mixed/small scale rural landscape. Associated with Newcastle's 'golden age,' when government investment and trade with the goldfields saw new infrastructure growth.

The site is where the Coondle railway siding once stood, with no visible remnants that may represent the siding itself. Currently, this is presented as a dirt railway maintenance track. As the site was used as a minor transport hub and has since been impacted by grading and the development of the Standard Gauge railway, there is only a very low archaeological potential. The site is listed on the Shire's Municipal Inventory with a Management Category of 5.

The site has little potential as a tourist presentation. The site is situated near a main transport access route north from Toodyay, but is isolated from other heritage places. The site is not currently used except for rail access and lacks toilet, electricity and water. There is no interpretation at the site.

Recommendations: Retain and conserve if reasonable. Place interpretative marker if reasonable. May have value as part of a secondary heritage attraction linking Toodyay to Bolgart.



### 2.1.16 PLACE NO.83; MONGER'S STORE

The site lies in the Toodyay town site, adjacent to Stirling Terrace. The site is associated with the development of Toodyay's industries and streetscape in the 19<sup>th</sup> century.

The site is where Monger's store once stood, with no visible remnants extant. Currently, this site is presented as a recreation ground (Duidgee Park) and Harper Road. Due to the impact of road works and the extensive landscaping of Duidgee Park, there is only a very low archaeological potential. The site is listed on the Shire's Municipal Inventory with a Management Category of 4.

The site has high potential as a tourist presentation. The site is situated near Stirling Terrace near the Toodyay Visitors Centre and is located near other heritage places. The site is currently used as a tourist recreation area with an environmental theme, with parking, toilets, electricity and water. There is currently no interpretation at the site relating to the history of the place; however the site is part of the *Living History* walk trail.

Recommendations: Retain and conserve in current use. Place interpretative marker if reasonable.



### 2.1.17 PLACE NO.87; NARDIE CEMETERY

The site lies in the Dumbarton locality of Toodyay, north of the Toodyay-Northam Road on a gentle slope overlooking a creek, within a light industrial/small scale rural landscape.

The site consists of around 50 graves, marked by various headstones or boundary markers. These graves relate to a number of local families and span from the 1840s to the 20<sup>th</sup> century. The site is in good repair and recently underwent community maintenance of the area. The site is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of 1.

The site has some potential as a tourist presentation. The site is situated near a main transport access route, is maintained as a public place and is in a picturesque setting. However, while there is parking there is no toilet, electricity or water at the site. There is also no interpretation at the site (which may not be appropriate in any case) and the site is isolated from other heritage places.

Recommendations: Retain and conserve it its current use. Place interpretative marker if reasonable. Investigate the possibility of linking the site to Toodyay as a secondary tourist attraction.



### 2.1.18 PLACE NO.90; NEWCASTLE GAOL MUSEUM

The site lies in the Toodyay town site, along Clinton Street.

The site consists of a single built structure, a 1860s brick and stone gaol in the Victorian Georgian style that still retains significant fabric from the original form. The site was a gaol, then a family home and currently serves as a museum. The site has recently undergone an upgrade of its presentation and is kept in good repair. The site underwent structural assessment in 2012. The site has been impacted by subsequent development but excavations of the area in 2002 and 2010 indicate the site has moderate to high archaeological potential. The site is listed on the State Register of Heritage Places.

The site has exceptional potential as a tourist presentation. The site is situated in the town site and is part of a complex of structures with exceptional heritage value. Furthermore, the site is currently used as a cultural heritage tourist attraction. The site has parking, toilets, water and electricity. The site is extensively interpreted inside with some interpretation outside and links via its involvement with convicts to other heritage places in the Toodyay town site. However, the site suffers from Blue-banded bee infestations (managed on a yearly basis) and the Machinery Shed located at the back of the structure is unsightly, slippery to access in winter and offers no protection to the artefacts therein. The site is listed in the *Living History* walk trail.

Recommendations: In line with results of structural review, establish schedule of works to better conserve structure. Perform necessary repairs when funding is available. Retain use as primary heritage tourist attraction associated with Toodyay Visitor Centre. Investigate linking the archaeological potential of the site to other places within the town site. Remove the machinery shed at the back of the gaol when better storage can be found.



### 2.1.19 PLACE NO.92; NEWCASTLE POLICE STABLES (FMR)

The site consists of a single built structure, a 1870s brick and stone stables in the Victorian style that still retains significant fabric from the original form. The site lies atop an even earlier set of stables (destroyed by fire) and currently serves as a museum. The site has been kept in good repair but the presentation is dated and has not significantly changed since the 1970s/80s. The site underwent structural assessment in 2012. This site is also home to the Museums Workshop/Administration and the Wicklow Shearing Shed, which is understood to have destroyed the last unmodified convict structures at the site when it was built. The site has been impacted by subsequent development but excavations of the area in 2002 and 2010 indicate the site has high to exceptional archaeological potential. The site is listed on the State Register of Heritage Places.

The site has exceptional potential as a tourist presentation. The site is situated in the town site and is part of a complex of structures with exceptional heritage value. Furthermore, the site is currently used as a cultural heritage tourist attraction and a storage space. The site has parking, and water and access to electricity and toilets. The site has some interpretation inside and links via its involvement with convicts to other heritage places in the Toodyay town site. The site is listed in the *Living History* walk trail.

Recommendations: In line with results of structural review, establish schedule of works to better conserve structure. Perform necessary repairs when funding is available. Retain use as primary heritage tourist attraction associated with Toodyay Visitor Centre. Investigate linking the archaeological potential of the site to other places within the town site. Redevelop interpretation/display and remove unsuitable material, utilise storage space for interpretation, consider removing the Wicklow Shearing Shed as an intrusive element if other storage becomes available

The site is also next to the “Year of Youth Park” which has been completely unused. This park may be useful in future plans to continue developing the area.





### 2.1.20 PLACE NO.97; PARKER'S COTTAGE

The site lies in the Toodyay town site, next to Donegan's Cottage and the Toodyay Showgrounds.

The site consists of a single built structure, a 1880s single-storey brick building in a Victorian Georgian style. This structure still retains significant fabric from the original form. The structure is associated with the development of northern Toodyay as well as the Clarkson and Donegan families. The site is currently used by the Toodyay Spinners. The site has undergone various modifications and repairs over the years but is considered to retain a low to moderate archaeological potential within its structure. The site is listed on the Shire's Municipal Inventory and Heritage List, with a management Category of 3.

The site has some potential as a tourist presentation. The site is near a main access route within the Toodyay town site, and is near a two other heritage places. The site is currently used and has parking, electricity and water facilities, with toilets nearby. There is no interpretation at the site.

Recommendations: Retain and conserve. Remove community use if considered to be detrimental to structure in short term. Perform necessary repairs when funding is available. Recommended to utilise for community benefit. or as a storage space.



### 2.1.21 PLACE NO.98; PELHAM RESERVE

The site lies above the Toodyay town site, adjacent to Clinton Street. The site is associated with the development of Toodyay's population in the 20<sup>th</sup> century and with Toodyay's involvement in World War II.

Pelham Reserve covers a large area, which includes the town's water supply, a picnic/lookout with a memorial to Drummond and nature walk, as well as several tracks leading to Toodyay's Rifle Range and a reservoir/spill weir built in 1900. The area was also used as a signal station in World War II however no physical remnants of this use were located in 2012. The site is listed on the Shire's Municipal Inventory with a Management Category of 2.

The site has some/high potential as a tourist presentation. The site is situated in the Toodyay town site and is located near other heritage places. The site is currently used as a tourist recreation area along an environmental theme, with parking, toilets, electricity and water. There is some interpretation at the site relating to the history of the area, and the site is part of the *Living History* walk trail. However, while the gardens have undergone maintenance the picnic area, walk tracks and spill weir are in a dilapidated state. It should also be noted that due to the steep slopes of the reserve the walking tracks should only be presented as an activity for the physically fit.

Recommendations: Retain and conserve in current use. Repair walk trails and picnic area Place interpretative markers if reasonable. Present as a secondary tourist attraction.



### 2.1.22 PLACE NO.100; POLICE LOCKUP (FMR)

The site consists of a single built structure, a 1900s brick gaol that still retains significant fabric from the original form. The site currently serves as a storage area for the museum. The site underwent structural assessment in 2012. The site has been impacted by subsequent development but excavations of the area but the site is still considered to have low to moderate archaeological potential. The site is listed on the State Register of Heritage Places.

The site has some potential as a tourist presentation. The site is situated in the town site and is part of a complex of structures with exceptional heritage value. However, the site does not have parking, water, electricity, toilets, although these are available in the area. The site has no interpretation but does link via its involvement with law and order to other heritage places in the Toodyay town site. The site is listed in the *Living History* walk trail.

Recommendations: In line with results of structural review, establish schedule of works to better conserve structure. Perform necessary repairs when funding is available. Retain use as a heritage tourist attraction associated with the Gaol and Stables buildings. Investigate linking the archaeological potential of the site to other places within the town site. Consider redeveloping interpretation/display and remove unsuitable material and utilising storage space for interpretation.



### 2.1.23 PLACE NO.101; RECREATION GROUND

The site lies in the Toodyay town site, next to Donegan's Cottage and Parker's Cottage.

The site consists of a large recreation/sports ground with accompanying grandstand, pavilion and animal enclosures. Historically, this area was used for sports, agricultural shows and timber milling. Many of the structures have been re-developed, however some fabric from original structures is present. The area is associated with the development of northern Toodyay. The site is still used as a sporting and showground. The site considered unlikely to have archaeological potential. The site is listed on the Shire's Municipal Inventory and Heritage List, with a management Category of 2.

The site has some potential as a tourist presentation. The site is near a main access route within the Toodyay town site, and is near a two other heritage places. The site is currently used and has parking, electricity, toilets and water facilities. There is no interpretation at the site.

Adjacent to the site is a registered Indigenous burial ground, discovered during earthworks associated with the development of the railways in the early 20<sup>th</sup> century. Unfortunately, part of this burial site is now underneath a hockey oval.

Recommendations: Retain and conserve, continue to use for community and sporting events. Perform necessary repairs when funding is available. Recommended to avoid any development that would impact upon the Indigenous Burial ground, and work with DIA/local Ballardong representatives should any development be considered that would affect the burials. Adopt a policy of caution in developing areas adjacent to this burial ground and seek advice from DIA if new burials come to light.

### 2.1.24 PLACE NO.102; RINGA RAILWAY BRIDGE

The site lies near the Hoddy's Well locality of Toodyay, southeast of the Toodyay Road on a flat plain by a creek, within in a mixed/small scale rural landscape. Associated with Newcastle's 'golden age,' when government investment and trade with the goldfields saw new infrastructure growth.

The site consists of a timber trestle railway bridge, which was upgraded with steel supports in the 1950s before being abandoned with the development of the Standard Gauge line in the 1960s. Currently, this is presented as an abandoned rural transport site. The site was inaccessible in 2012 but observations from a 2010 site visit suggest the structure is generally good condition, however some dilapidation to the safety structures along the top of the bridge. This site is considered to have archaeological potential in researching the development of these timber structures. The site is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of 2.

The site has little potential as a tourist presentation. The site is situated near a main transport access route north from Toodyay, but requires some effort to locate. The site lacks parking, water and electricity and toilets. There is no interpretation at the site, although a plaque once standing at the site is now displayed at the Coorinja winery.

Recommendations: Retain and conserve if reasonable. Replace interpretative marker if reasonable. May have value as a secondary heritage attraction linking Toodyay to Clackline.

### 2.1.25 PLACE NO.103; ROCK CAIRN

The site lies in the Avon Valley National Park, south of the Avon Valley Survey Heritage Trail.

The site consists of a heap of rocks topped with a wooden stake, forming surveyor's marker 'DP' built by John Forrest in 1877-1878. The wooden stake has deteriorated from weathering and termites, however overall the structure is good condition. The site is overgrown and the bush path leading to the site is in a poor state of repair. The site has not been extensively impacted but is not considered to have archaeological potential as there is little indication of where any other activities once took place. The site is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of 1.

The site has some potential as a tourist presentation. The site is associated with a legendary Western Australian explorer and politician and has already been presented as a heritage attraction, part of a walking/driving trail with some interpretation at the site. However, the site and trail are in poor repair and a very high level of fitness would be required to visit the site. The site lacks parking, toilet, electricity, water and is out of mobile coverage.

Recommendations: Retain, request the Department of Environment and Conservation to repair the walk trail and site. Recommended as a secondary heritage attraction linking Toodyay to Perth. Re-locate the other surveyor's cairns in the area and place on the Municipal Inventory.

### 2.1.26 PLACE NO.113; SHOP AND HOUSE

The site lies in the Toodyay town site, along Stirling Terrace.

The site consists of a single built structure, a 1870s single-storey brick building in the Victorian Georgian Style that still retains significant fabric from its original form. The structure is associated with the development of the Toodyay streetscape as well as Daniel Connor. The site appears to be in good repair and is currently used for Shire housing and community use. The site is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of 3.

The site has little potential as a tourist presentation. The site is currently used and has parking, toilet, electricity and water facilities. The site is also in the vicinity of the Toodyay Public Library and Toodyay Memorial Hall. However, there is no interpretation at the site.

Recommendations: Retain and conserve, continue to utilise as staff housing and community use.

### 2.1.27 PLACE NO.132; TOODYAY MEMORIAL HALL

The site lies in the Toodyay town site, along Stirling Terrace.

The site consists of a single built structure, an 1899 brick meeting room which was expanded in 1910 with a community hall, both in the Victorian style and still retaining significant fabric from their original forms. Further development included the side entrance and kitchen area in the 1990s. The building has performed several different functions over its life, currently serving as a meeting hall and memorial to those who died in World War I and II. The site has a good presentation and is kept in good repair. The site has been impacted by subsequent development and is considered to have very low archaeological potential. The site is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of 2.

The site has some potential as a tourist presentation. The site is situated prominently on Stirling Terrace, and is next to the Federation Square memorial garden. The site has parking, electricity, toilets and water. The site some interpretation outside and is part of the *Living History* walk trail.

Recommendations: Retain use as community meeting place, conserve as necessary.



### 2.1.28 PLACE NO.134; TOODYAY CEMETERY

The site lies in the Toodyay town site, adjacent to the Telegraph Road where it becomes the Bindi Bindi – Toodyay Road.

The site consists of almost 1,000 graves, marked by various headstones or boundary markers. These graves relate to a number of families (including settler families) and span from the 1860s to the 21<sup>st</sup> century. The site is in good repair and recently had a new memorial garden added. The site is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of 2.

The site has some potential as a tourist presentation. The site is along a main transport access route, is maintained as a public place and presents a wide variety of families, denominations and grave types. However, while there is parking there is no toilet, electricity or water at the site. There are only dirt tracks through the site, with no interpretation of the place (which may not be appropriate in any case). The site is isolated from other heritage places.

Recommendations: Retain and conserve in its current use. Place interpretative marker if reasonable. Investigate the possibility of linking the site to Toodyay as a secondary tourist attraction.

### 2.1.29 PLACE NO.135; TOODYAY PUBLIC LIBRARY

The site lies in the Toodyay town site, along Stirling Terrace.

The site consists of a single built structure, an 1870s brick meeting/reading room which was expanded in 1886 to include two wings. The site is associated with Toodyay's development, Rev. Harper as well as the Monger and Leeder families. The site has performed several different functions during its history, currently serving as a public library. The site is kept in good repair and was renovated in 2009/2010. The impact to this site has affected the archaeological potential of the structure, however artefacts unearthed during the recent renovations indicate there is still at least a low archaeological potential. The site is listed on the State Register of Heritage Places.

The site has some potential as a tourist presentation. The site is situated prominently on Stirling Terrace, and is still used as an educational venue. The site has parking, electricity, toilets and water. There is some interpretation of the structure present and the place is part of the *Living History* walk trail.

Recommendations: Retain use as public library, conserve as necessary.

### 2.1.30 PLACE NO.136; TOODYAY SHIRE OFFICES

The site lies in the Toodyay town site, along Fiennes Street.

The site consists of a single built structure, a 1890s brick courthouse in the Federation style that still retains significant fabric from the original form. The building currently serves as the Shire Administration Centre. The structure was expanded in 1985 and a demountable office was added to the back in the 2000s. Overall, the building is kept in good repair. The site has been impacted by subsequent development but excavations of the area in 2010 indicate the site has exceptional archaeological potential as the site of the Newcastle Convict Depot complex, including the Convict Association Ward, Warder's Quarts, Infirmary, Kitchen and Privy. A Conservation Management Plan relating to the Convict Depot has been received by the Shire. The site is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of 1. The site has been nominated for listing on the State Register of Heritage Places.

Given then archaeological context of the place the site has exceptional potential as a tourist presentation. The site is situated in the town site and is part of a larger complex of structures with exceptional heritage value, some of which are already used as cultural tourism presentations. The site has parking, toilets, water and electricity. However, the demountable office located at the back of the structure is unsightly and is not sympathetic to the heritage themes of the place. The site is listed in the *Living History* walk trail.

Recommendations: Retain and conserve the current building structure. Follow the guidance policies set out in the Conservation Management Plan, particularly in any development that might negatively impact the archaeological resources of the area. Investigate the possibility of exposing the archaeological remains as a convict tourism presentation and consider all possible future uses of the Courthouse structure. Consider removing the demountable office should a viable alternative be found.

### 2.1.31 PLACE NO.138; TOODYAY WAR MEMORIAL AND PARK

The site lies in the Toodyay town site, along Anzac Avenue.

The site consists of a single built structure, 1920s memorial in the Inter-war style consisting of an obelisk flanked by a wall and gardens. The memorial commemorates soldiers from Toodyay between World War I to Vietnam. The site is associated with Toodyay's long involvement in military service. The site is kept in good repair and was upgraded in 2010. The site is not considered to have any archaeological potential however it is adjacent to the site of the Superintendent's Quarters, a site of exceptional archaeological significance pertaining to the Newcastle Convict Depot. The site is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of 1.

The site has some potential as a tourist presentation. The site is situated prominently on Anzac Avenue, and is near the Toodyay Train Station. The site is still used as a public memorial and has parking nearby. There is some interpretation of the structure and it is included on the *Living History* walk trail.

Recommendations: Retain use as public memorial, conserve as necessary. Re-interpret area where the Superintendent's quarters once stood and investigate links with other parts of the Newcastle Convict Depot.

### 2.1.32 PLACE NO.145; WA BANK (FMR), 108 STIRLING

The site lies in the Toodyay town site, along Stirling Terrace.

The site consists of a single built structure, a 1890s single-storey brick building originally constructed in the Federation style and later modified in the Inter-war Art Deco style. The building still retains significant fabric from its original form. The structure is associated with the development of the Toodyay streetscape. The site appears to be in good repair and is still used for banking purposes. The site is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of 3.

The site has little potential as a tourist presentation. The site is currently used and has parking, toilet, electricity and water facilities. The site is also in the vicinity of the Toodyay Public Library and Toodyay Memorial Hall. The site is included on the *Living History* walk trail. However, the site does not strongly present a heritage tourism theme and is better suited to its current purpose.

Recommendations: Retain and conserve, continue to utilise for community banking and community use.

### 2.1.33 PLACE NO.148; WEST TOODYAY SCHOOL (FMR)

The site lies in the West Toodyay locality of Toodyay, at the intersection of Julimar Road and River Road near the Avon River, within in a rural residential landscape. The site is associated with the development of Toodyay's education system, being the first fully-funded government school in the area.

The site is where the West Toodyay school once stood, with no visible remnants extant. Currently, this site is presented as a block of bush. Due to the school building materials being removed to Woodendale in 1929, there is only a very low archaeological potential. The site is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of 3.

The site has little potential as a tourist presentation. The site is not situated near a main transport access route, is not currently used and lacks parking, toilets, electricity and water. There is interpretation at the site in the form of a slightly deteriorated sign that is part of the 1998 Toodyay Pioneer Heritage Trail. However the site is located near the West Toodyay townsite precinct and may have potential as part of a secondary attraction.

Recommendations: Retain and conserve if reasonable. Repair or replace interpretative marker if reasonable.

### 2.1.34 PLACE NO.152; WINDMILL HILL CUTTING

The site lies near the Dumbarton locality of Toodyay, south of the Northam - Toodyay Road on a steep rise through which the Standard Gauge Railway travels. Built in the 1960s, the site is associated with the development of modern transport routes through the area.

The site consists of a deep curved cutting through a low hill, with a small lookout placed at the eastern end of the area. This area is presented as a short pathway, with an interpretative plaque and a lookout protected by a safety fence. When built the cutting was the longest and deepest in the southern hemisphere. This site is not considered to have any archaeological potential. The site is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of 2.

The site has some potential as a tourist presentation. The site is situated near a main transport access route between Toodyay and Northam, and has parking and some interpretation. However the site lacks, water and electricity and toilets. The site is still a working railway and care needs to be taken in this regard.

Recommendations: Retain and conserve as a working transport route with historic interest. Upgrade interpretative marker if reasonable. May have value as a secondary heritage attraction linking Toodyay to Northam.

## 2.2 HERITAGE PRECINCTS

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### 2.2.1 PLACE NO.11; CATHOLIC CHURCH PRECINCT

The precinct lies in the Toodyay town site, along Stirling Terrace.

The site consists of several built structures ranging from the 1860s to 1910, all historically associated with the development of the Catholic Church in Newcastle. The sites are all within private property; the Catholic Church still controls the St. Aloysius Convent of Mercy (fmr), the St. Aloysius Convent of Mercy Classrooms and Boys Boarding House, the St. Aloysius Convent of Mercy Classrooms and Girls Boarding House and Dr Growse's House (fmr). The Old Presbytery and St. John the Baptist Church (fmr) are private family properties. The portion of the precinct still owned by the Catholic Church is still used for ecclesiastical functions. The site was redeveloped in the 1980s and been kept in good repair. The site has been impacted by subsequent development but the structures would be considered to have low to moderate archaeological potential. The site is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of P2. The portion of the area owned by the Catholic Church is being considered for listing on the State Register of Heritage Places.

The precinct has some potential as a tourist presentation. The precinct is situated in the Toodyay town site and is a complex of structures with high heritage significance. The site has parking, water and electricity but no public toilets. However, the precinct is owned by multiple private owners and only a portion of the precinct would be appropriate to use as a public space. The site does not have any interpretation, and care would need to be taken to ensure the area was interpreted appropriately. The site is listed in the *Living History* walk trail.

Recommendations: Encourage the private owners to retain and conserve the area and actively seek grant opportunities that they may choose to use in this regard. Consider working with the private owners to present the area as a cultural attraction and investigate linking the precinct to other places within the town site or to other ecclesiastical areas of interest in the region.



## 2.2.2 PLACE NO.14; CLACKLINE TO TOODYAY RAILWAY LINE

This precinct stretches across the entire Toodyay landscape, following the early railway line from Clackline up to Bolgart. Constructed from 1886-1908 the precinct is associated with Newcastle's 'golden age,' when government investment and trade with the goldfields saw new infrastructure growth.

The area where the line once ran still contains remnants of its original use, including culverts, embankments, sidings, a railway bridge and the remnants of a telegraph system that followed the rail line. This railway line was eventually replaced by the development of the Standard Gauge line in the 1960s. The majority of the early line passes through multiple private properties and as such many areas of the precinct were not directly inaccessible in 2012. However observations of the remnant structures indicate that evidence for the presence of the early railway are still present. The early railway line was the subject of a Heritage Assessment project in 1999 and the document concluded that there was some archaeological potential in researching the development of the state's railway system. The site is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of 3.

The precinct has some potential as a tourist presentation. The precinct crosses the landscape of Toodyay, passing through the Toodyay town site and in areas following the major access routes to and from Toodyay. The precinct offers different types of sites along a common theme and can be linked to other railway tourism attractions in the region such as Windmill Hill Cutting and the Avon Yard in Northam. However, most areas of this precinct are on private property and lack parking, water, electricity and toilets. There is also no interpretation along the original railway line.

Recommendations: Encourage the private owners along the precinct to retain and conserve remnants of the original rail line. Place interpretative markers of the line where it passed through the Toodyay town site if reasonable. The precinct is considered to have value as a secondary heritage attraction linking Toodyay to Clackline, Northam and Bolgart.

### 2.2.3 PLACE NO.96; ORIGINAL TOODYAY TOWN SITE

The precinct lies in West Toodyay, along West Toodyay Road and along the Avon River.

The site consists of several remnant and subsurface structures as well as historic sites ranging from the 1830s to the 1860s, all historically associated with the development of the original Toodyay town site. The various sites are mostly on private properties with one site on a public reserve. These structural remains include S. Ferguson's cottage, the Royal Oak Inn, the Highland Laddie inn, the Queen's Head Inn, the Military Barracks, Colonial School, Lock-up, Police Barracks, Everett's Cottage, West Toodyay Bridge, Sheepyards/shepherd's hut. The area was impacted by floods in the 1860s as well as subsequent residential development; however excavations on a West Toodyay property in early 2012 indicate that there are areas of archaeological potential within this precinct. The precinct is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of P2.

The precinct has some potential as a tourist presentation. The precinct is situated near the Toodyay town site and is a complex of structures with moderate to high heritage significance. Some interpretation is present in the area in the form of plaques, part of the 1988 Toodyay Pioneer Heritage Trail. However, the precinct is owned by multiple private owners and lacks toilets, water electricity and parking. The parking in particular was a problem, as the West Toodyay Road is a narrow street with variable traffic flow, and safely travelling slowly or stopping to view historic sites is difficult- a walking tour of the area would also not be encouraged. While the site does follow the Avon River there are very little river views; the area was presented as a tangle of bush. The site is listed in the *Living History* walk trail.

Recommendations: Encourage the private owners to retain and conserve the historic remnants in the area and actively seek grant opportunities that they may choose to use in this regard. Consider working with the private owners to present the area as a cultural attraction and investigate linking the precinct to other places within Toodyay.

## 2.2.4 PLACE NO.123; STIRLING TERRACE PRECINCT

The precinct lies in the Toodyay town site, along Stirling Terrace between the Newcastle Bridge and the Stirling Terrace/Goomalling intersection.

The precinct consists of multiple built structures as well as historic sites ranging from the 1860s to the present, all historically associated with the development of Toodyay in general and the Toodyay town site in particular. The various structures are mostly private businesses or residential properties with some public structures and reserves present. Many of the buildings still retain significant fabric from their original structure, and the historic architecture combined with the gentle curve of the main road (which still follows the original 'New Road' surveyed by the Gregory Brothers) gives the precinct a distinctive identity. The area has been impacted by subsequent business and residential development; however some historic structures may still have a low archaeological potential. The precinct is listed on the Shire's Municipal Inventory and Heritage List with a Management Category of P2.

The precinct has high to exceptional potential as a tourist presentation, and the area between Newcastle Bridge and the Toodyay Fire Station in particular has served as the town's tourism area for decades. The area offers a variety of shopping, gifts and places to eat, as well as Duidgee Park, the Toodyay Visitors Centre and Connor's Mill. Water and public toilets are present, and some interpretation is present in the form of memorial plaques and the *Living History* walk trail. However, the precinct is owned by multiple private owners and has not developed as a purely tourist-oriented area, sharing the space with domestic business needs. Tourist-oriented signage is also a problem, where signage directing tourists to various attractions and businesses would negatively impact on the strongest feature of the area; the historic streetscape. Parking is present along Stirling Terrace and Charcoal Lane however the dirt parking area between the Toodyay Visitors Centre and the Toodyay Train Station is disorganised and unsightly.

Recommendations: Encourage the private owners to retain and conserve the historic remnants in the area and actively seek grant opportunities that they may choose to use in this regard. Actively work with the private owners to further develop the area as a tourist hotspot. Improve the Toodyay Visitors Centre as a central point of information and direction and provide an information bay near the town site directing tourists to the building. Improve the parking area by the Toodyay Train Station to allow for better tourist access to the Toodyay Visitor Centre



## 2.2.5 ADDITIONAL PRECINCT PROPOSED – NORTH TOODYAY

This area encompasses a registered Indigenous burial ground, the Showgrounds, the Toodyay Cemetery, and Donegan's and Parker's cottages along with other worker's cottages dating from the 1890s including place number 57 on the Municipal Inventory.

The precinct contains built structures as well as sites of cultural sensitivity.

Some components (notably the group of cottages) are associated with Newcastle's "golden age", when increasing trade with the goldfields saw new infrastructure growth and a corresponding population increase.

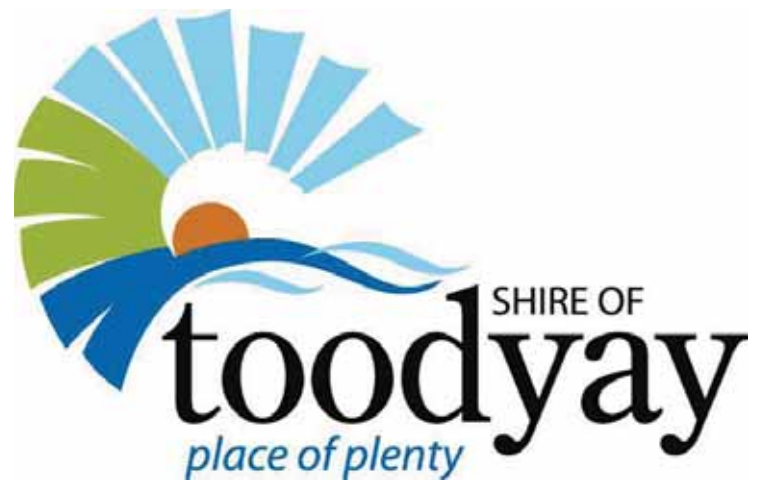
Further research should be undertaken to more fully determine this area's place within Toodyay's broader cultural landscape and whether this should be identified as a separate historic precinct.

Recommendations: Encourage the private owners to retain and conserve the historic remnants in the area and actively seek grant opportunities that they may choose to use in this regard. Consider working with the private owners to present the area as a cultural attraction and after community consultation investigate linking the precinct to other places within Toodyay through self-guided walking or driving tours.

### 3 APPENDIX: PRIORITY CONSERVATION LIST

Place No.	Name	Management Category	Condition	Sensitivity to Change	Threats	Priority
4	Bejoording Homestead	1	Homestead good, other structures poor (await structural analysis)	High	Maintenance Issues	High
22	Connor's Mill	1	Good (await structural analysis)	High	Maintenance Issues	High
71	Jimperding Cemetery	2	Variable by grave site	High	Maintenance Issues	High
73	Joe's Cage	1	Poor	High	Severe maintenance Issues	High
87	Nardie Cemetery	1	Variable by grave site	High	Maintenance Issues	High
90	Newcastle Gaol Museum	1	Good (await structural analysis)	High	Maintenance Issues	High
92	Newcastle Police Stables	2	Good (await structural analysis)	High	Maintenance Issues	High
100	Police Lockup (fmr)	2	Good (await structural analysis)	High	Maintenance Issues	High
101	Recreation Ground	2	Good	Moderate	Maintenance/Future Development	High
132	Toodyay Memorial Hall	2	Good	High	Maintenance Issues	High
134	Toodyay Cemetery	2	Variable by grave site, generally good	High	Maintenance Issues	High
135	Toodyay Public Library	1	Good	High	Maintenance Issues	High
136	Toodyay Shire Offices	1	Good	High	Maintenance/Future Development	High
138	Toodyay War Memorial and Park	1	Good	High	Maintenance Issues	High
6	Bejoording Town Site/Spring/Reserve	2	Site only	Moderate	Future development	Medium
9	Butterly House	2	Good	High	Maintenance/Future Development	Medium
20	Connor's House	3	Good	High	Maintenance/Future Development	Medium
38	Donegan's Cottage	2	Good	High	Maintenance/Future Development	Medium
57	House (33 Telegraph Road)	3	Good	High	Maintenance/Future Development	Medium
97	Parker's Cottage	3	Good	High	Maintenance Issues	Medium
98	Pelham Reserve	2	Variable; many parts poor	Moderate	Maintenance/Future Development	Medium
102	Ringa Railway Bridge	2	Good	High	Maintenance Issues	Medium
113	Shop and House	2	Good	High	Maintenance/Future Development	Medium
145	WA Bank (fmr) 108 Stirling	3	Good	High	Maintenance/Future Development	Medium
1	10 Mile School	3	Site only	Low	None	Low
5	Bejoording Siding	5	Site only	Low	None	Low
24	Coondle Hall (fmr)	3	Site only	Low	None	Low
26	Coondle School (fmr)	3	Site only	Low	None	Low
27	Coondle Siding	3	Site only	Low	None	Low
33	Culham Hall (fmr)	3	Site only	Low	None	Low
80	Lunn's Landing	5	Site only	Low	None	Low
83	Monger's Store	4	Site only	Low	Maintenance/Future Development	Low
103	Rock Cairn	1	Good	High	None	Low
148	West Toodyay School (fmr)	3	Site only	Low	None	Low
152	Windmill Hill Cutting	2	Good	Moderate	None	Low

2014



# Heritage Strategy

Adopted by Council 25/03/2014

Laura Gray JP M.ICOMOS B.Arch (Hons)  
**HERITAGE & CONSERVATION CONSULTANT**  
WALGA Preferred Supplier: Heritage Advisory Services

**Heritage Advisor:** Shire of Toodyay

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## **EXECUTIVE SUMMARY**

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A Heritage Strategy assists a local government to meet its heritage obligations set out in the Heritage Act WA (1990) and the State Planning Policy 3.5 and provides a framework to identify the extent of cultural heritage assets and strategic actions.

The Shire of Toodyay's Heritage Strategy is a concise report that reveals how the Shire identifies, manages and promotes its heritage assets. Forty six recommendations have been identified against the State Heritage Office's framework in reviewing the Shire's processes, initiatives and strategies pertaining to heritage. Those recommendations have been summarised into the Strategic direction as detailed in the Actions table.

The Shire of Toodyay have identified and initiated a broad range of cultural heritage and tourism initiatives in recognition of an extensive rich significant history. With a renewed strategic direction the Shire of Toodyay will achieve the outcomes to highlight their heritage virtues and enrich the community pride and visitor experience.




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## **INTRODUCTION**

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This document has been prepared with reference to, and extracts from, Heritage Strategy Template 06 prepared by the State Heritage Office for Heritage Advisory Services.

A Heritage Strategy assists a local government to meet its heritage obligations set out in the Heritage Act WA (1990) and the State Planning Policy 3.5.

It provides a framework to identify the extent of cultural heritage assets within a local government and strategic actions to address pertinent heritage issues.

This Heritage Strategy has been developed upon the following procedure:

- Know: identify, assess and document heritage places;
- Manage: determine levels of significance, ensure statutory protection for the most significant places, develop policy to assist decision making, and conservation guidelines for long term management;
- Support: incentives, advisory services, funding assistance;
- Communication and promotion: raise awareness and appreciation of heritage;
- Actions;
- Strategic recommendations

That facilitates:

- Identification of positive heritage measures already employed by local government;
- Identification and prioritising work to be done in the future;
- appropriate management and monitoring of the heritage assets of their community; and
- reporting on, and celebrating achievements

This Heritage Strategy is a concise report that reveals how the Shire of Toodyay identifies manages and promotes its heritage assets.



## DEVELOPING THE HERITAGE STRATEGY

### LOCAL GOVERNMENT (MUNICIPAL) INVENTORY

Adoption: 1997      Number of places: 151      Categories: 1-5  
 TPS: categories 1 & 2 recommended

Review: 2010, 2012      Number of places: 175  
 Categories: 1-4      TPS: Heritage List = total Inventory

Status of MI policy / standards: Entire Inventory forms Heritage List- TPS. Town centre

Planned review period: January- Dec 2014      Consultant brief approved

Consultant appointed: Laura Gray, Consultant/Heritage Adviser

Estimated delivery of draft: 30 June 2014

### INHERIT ONLINE DATABASE

User agreement signed:      /      /

inHerit administrator: Museum Curator

Mapping information confirmed (%):

Places with photographs (%): 75%

### RECOMMENDATIONS

(NUMBERS 1 – 7)

1. Review Heritage Inventory:

*Ensure the review includes community consultation/involvement to ensure contemporary view of the issues, ownership of the heritage and empowerment of the management.*

2. Review the Heritage List to ensure most significant places have the necessary gradings, substantiation and management protocols in place;

3. Further develop the electronic version of the heritage inventory to provide ongoing update & amendment, and public access to place records as may be required;

4. Council to incorporate for continuing budget allowance for management and development of the heritage inventory;

5. Update the heritage inventory on an annual basis;

6. Develop a Shire of Toodyay website connection to the Heritage List and Heritage Inventory; and

7. Establish agreement and administration for "InHerit" online database.

**HERITAGE CONTACT**

Officer Name: Graeme Bissett

Position: Manager Planning and Development

Telephone: 9574 2258 Email: [building@toodyay.wa.gov.au](mailto:building@toodyay.wa.gov.au)**HERITAGE ADVISOR**

Officer Name Laura Gray

Telephone 0408 105 784 Email [Laura.gray@bigpond.com](mailto:Laura.gray@bigpond.com)**HERITAGE IN THE LOCAL PLANNING SCHEME**Heritage List adopted?  Heritage List separate from MI?  
SAMEWorks requiring development approval:  
Places on Heritage List (entire Inventory) & Central Toodyay Heritage AreaHeritage List policy: NO  
Planning precinct Policy LPP 20 Central Toodyay Heritage Area

Next review of Heritage List: Inventory Review January-Dec 2014

Heritage Planning Policy: Integral with Inventory Review January-June 2014

Heritage/conservation areas? Central Toodyay Heritage Area  
Review Jan-Dec 2014Design guidelines for heritage? LPP 20 Central Toodyay Heritage Area (2009)  
Review January-Dec 2014

Scheme provisions to be added / amended: 2014

**RECOMMENDATIONS****(NUMBERS 8 – 14)**

8. Review Heritage List integral to Inventory review;
9. Review Central Toodyay Heritage Area (HPA);
10. Identify any other potential HPAs;
11. Develop local planning policy (LPP) pertinent to Heritage List;
12. Review existing LPP 20 Central Toodyay Heritage Area policy and guidelines;
13. Review planning provisions pertaining to heritage;
14. Further develop opportunities for the Heritage Advisor to provide advice to owners of heritage properties.

**HERITAGE INCENTIVES**

Planning variations allowed for heritage places: None considered at this time.

Planning fees waived: No

Rate preference: No

Conservation fund: No

Heritage Loan Subsidy Scheme: No

Heritage Award: No

Other: Shire of Toodyay being recipients of State Heritage Office Heritage Awards

**RECOMMENDATIONS****(NUMBERS 15 – 17)**

15. Investigate opportunities for heritage promotion: consider Shire of Toodyay heritage awards as an initial project;
16. Continue to vie for external accolades for the heritage and tourism initiatives in Toodyay;
17. Support mechanism and community initiatives associated with heritage and tourism.

**SHIRE OF TOODYAY HERITAGE OWNED ASSETS**

The Shire of Toodyay own 17 places listed in the Heritage Inventory- all in the Heritage List (the entire inventory), 8 of which are listed in the Register of Heritage Places.

Heritage inventory identified? <input checked="" type="checkbox"/>	<p><u>Registered places owned by Shire of Toodyay:</u>          Connors Mill (db 2567)          Old Gaol Museum (db 2558)              Police Lock-up (fmr) (db12172)              Police stables (fmr) (db12169)          Mechanics institute (fmr)- Library (db 2566)          Butterly House (db 3253)          Donegan's Cottage (db 4555)          Syred's cottage (Bejoording hmstd (fmr) db 2585</p> <p><u>Not Registered in Shire ownership:</u>          Toodyay Memorial Hall          Courthouse (fmr) Shire Administration:          Archaeological remains of Newcastle Convict depot:          CMP 2011, Interp Plan 2013          Connors Cottage          O'Reilly's Cottage          Toodyay Cemetery          Nardie Cemetery (management order)          Recreation ground &amp; pavilion          Parkers Cottage</p>
--	---



Condition assessment (number of places in each category):

Critical 1  Poor 1  Acceptable 2  Good 11  Ideal 1

Heritage places without current use: Police Lock-up (fmr)  
Syred's cottage (Bejoording homestead (fmr))

Maintenance plans in place: NO

Conservation Management Plans for Registered Places:

Connors Mill CMP 2004

Old Gaol, Police Lock-up & Stables CMP 2004

Mechanics institute (fmr)- Library CMP

Butterly House CMP 1996

Syred's cottage (Bejoording homestead (fmr) CMP 2002

Donegan's Cottage CMP 1996

STRUCTURAL REPORTS 2012:

Connors Mill

Syreds Cottage

Old Gaol Complex

Donegan's Cottage 2013

Proposals for redevelopment / adaptive reuse: under consideration

Funding requirements: Shire budget and Lotterywest funding opportunities.

Other:

## **RECOMMENDATIONS**

**(NUMBERS 18 – 24)**

18. Review and update existing conservation management plans for Registered places owned by the Shire of Toodyay;
19. Integrate relevant Engineer's report recommendations into the updated CMPs for Connors Mill, Syreds Cottage, Old Gaol Complex, and Donegan's Cottage;
20. Undertake Conservation Management Strategies (CMS) for Shire owned heritage assets that are NOT Registered places;
21. Establish a schedule of Shire owned heritage places with records of the reports, works undertaken, maintenance, and works required over a 10 year forward planning program;
22. The schedule will facilitate prioritising places and works contingent on retaining and/or establishing viable and appropriate uses, the expenditure required, and access to funding;
23. Staged works programs should be considered to leverage Lotterywest funding;
24. Ensure each Shire owned heritage asset has annual and long-term budget allocations to fund essential maintenance and works, and to seed funding opportunities, for longer term and urgent conservation works, as identified in the CMP and CMS reports.

**TRAINING / EDUCATION**

Heritage included in induction for elected members? x

Training record for heritage officer: Heritage Officer until 2013, now Museum Curator  
No training-to date- proposed within this strategy.

**RECOMMENDATIONS****(NUMBERS 25 – 28)**

25. Develop a heritage induction program in association with the Heritage Adviser for Staff and Elected Members;
26. Heritage Adviser to present the program to all existing staff and Elected Members;
27. Initiate an ongoing program of heritage and conservation information and initiatives;
28. Develop a targeted information program in association with the Heritage Adviser to present specifically for planning and development, and community development staff, Museum Curator, and volunteers;

**COMMUNITY ENGAGEMENT**

Heritage advisory committee: Museum Advisory Committee

Community heritage activity:  
Living History walk trail  
Active Historical Society  
Continue engagement of Heritage Adviser

Heritage tourism strategy: NO but some elements addressed in the Heritage Master Plan  
Heritage Master Plan (DRAFT) 2012. Review-current.

**Corporate Business Plan:** Adopted September 2013

**Strategic Community Plan 2013-2023:** Adopted May 2013  
No specific heritage or tourism actions.

**RECOMMENDATIONS****(NUMBERS 29 – 46)**

29. Undertake review of Museum Advisory Committee;
30. Initiate a regular heritage column in the Shire's community information interface providing an opportunity to showcase heritage, inform of initiatives, availability of information;
31. Facilitate Heritage Adviser interaction with heritage and tourism interests, in the Shire area;

**RECOMMENDATIONS****(NUMBERS 29 – 46)****Continued**

32. Identify specific staff who are responsible for the day-to-day management of heritage assets and who are empowered to access the Heritage Advisor;
33. Develop a specific Heritage Tourism Strategy. The Heritage Master Plan provides information but it needs to be considered in a broader Avon region and broader regional contexts to provide comparison and validity;
34. Develop multimedia information regarding heritage and tourism services, resources and statutory requirements;
35. Actively promote Shire's museum workshop facility and the value of community involvement;
36. Finalise the Heritage Master Plan (draft) and implement recommendation integral to the Heritage Tourism Strategy (per recommendation 33);
37. Further develop the concept of the heritage significance of the Shire of Toodyay as an entity, for marketing both as a destination and as part of the Avon region attraction. (per draft Heritage Master Plan);
38. Develop archaeological guidelines to inform planning and development. Integral to the guidelines is identification and response to known and possible archaeological sites. (per draft Heritage Master Plan);
39. Review archaeological priorities within the overall context of this Heritage Strategy;
40. An archaeological priority for further consideration is the convict connections and partnerships associated with those opportunities;
41. Seek opportunities for any collaborative heritage projects (with neighbouring local governments, State Government, education institutions, tourism bodies, local historical societies etc.);
42. Review the Living History walk trail;
43. Consolidate heritage trails to existing and new signage & establish QR code links;
44. Review and expand heritage/tourism signage policy and plan for all tourism and heritage associated signage for consistency and easy identification throughout the Shire;
45. Undertake recommendations arising from the review of the heritage/tourism signage policy as reviewed with priority to budgeted achievable outcomes; and
46. Investigate opportunities for a Council Policy specific to the funding and implementation of a raft of strategies that encompass heritage and tourism.

## SUMMARY

The Shire of Toodyay has recognised the value of their heritage assets in a broad range of initiatives and plans.

This report identifies 46 recommendations to address those initiatives and progress the ongoing appreciation, promotion and management of the Shire of Toodyay's heritage assets and history.

Those recommendations are summarized into the following strategic actions:

### STRATEGIC ACTIONS AND OBJECTIVES

Action	Due Date	Target	Outcome
Continue to engage Heritage Adviser (HA)	current	(HA) continuous	Heritage advice for Shire and community
Review Heritage Inventory	2014	(HA) Annual update	Updated relevant Inventory
Review Heritage List Integral to heritage inventory review	2014	(HA) 2014	Appropriate recognition and management of most significant places.
Identify HPAs Integral to heritage inventory review	2014	(HA) 2014	Appropriate recognition and management of HPAs
Review HPA (Central Toodyay) & LPP	2014	(HA) 2014	Succinct HPA with appropriate management policies in place
Review and update existing CMPs for Shire owned Registered places. Include consideration of Engineer reports	2014	(HA) 2014	Up-to-date understanding of place, scope of works and opportunities for funding.
Develop conservation management strategies for Shire owned heritage places	2015	(HA) 2015	Up-to-date understanding of place, scope of works and funding opportunities
Develop heritage training programs for in-house delivery	2014	(HA) 2014	Informed staff, elected members and volunteers
Further develop Heritage Advisor's community and owner liaison/advice	2014	2014	To further develop the community interface.
Review Museum Advisory committee	current	continuous	Maintain relevant community engagement
Further develop promotion of heritage and tourism via numerous initiatives	2015		Maintain a high profile for heritage tourism
Review and expand heritage/tourism signage policy	2016		Provide guidance for future development
Develop archaeological guidelines	2016		Build on and guide heritage tourism future.





## STRATEGIC Actions and Objectives

Continued

Action	Due Date	Target	Outcome
Develop a Heritage Tourism Strategy	2015	ongoing	Ensure consistency and holistic approach
Review and consolidate interp and trails	2014	ongoing	Ensure that heritage and tourism issues are recognised & resourced
Review budget allocations and funding opportunities	2015	2016	Ensure policies are consistent with other guiding documents
Review planning policies pertinent to heritage	2014	ongoing	Ensure appropriate management
Explore opportunities for partnerships and regional associations	2014	ongoing	Maximize opportunities

## Schedule of Submissions

No	Contact	Submission	Comments	Recommendation
1.	Toodyay Historical Society Inc	<p>a) There should be more focus on attracting local visitation to the Shire's heritage sites</p> <p>b) Officer responsible should be well grounded in archaeology before development of Toodyay's archaeological heritage</p> <p>c) The Shire should establish a good working relationship with accommodation providers</p> <p>d) Donegan's Cottage, as a State Heritage Listed property, should be given more prominence both in acknowledgement of its historic importance and its care</p> <p>e) The historic aspects of North Toodyay should be recognised</p> <p>f) A self-drive tour should be developed to include the road from Toodyay to Bejoording</p> <p>g) The importance of the Avon River should be recognised</p>	<p>a) Noted</p> <p>b) Desirable, but otherwise expertise can be contracted</p> <p>c) Visitors Centre partnerships currently in place</p> <p>d) Noted (currently assessed as being of medium priority in conservation list Appendix 3 – status not changed)</p> <p>e) Noted</p> <p>f) Noted</p> <p>g) Noted, (see also B Shepherd submission b)</p>	<p>a) Amend Section 3.2 p.38</p> <p>b) No action</p> <p>c) Amend Section 5.3 Action HT12 p.45</p> <p>d) Amend 2 Appendix 2.1.11 p.78 2 Appendix 2.2.5 p.107</p> <p>e) Amend 2 Appendix 2.2.5 p.107</p> <p>f) Amend Section 5.3 Action HT11 p.45</p> <p>g) Amend Section 1.3.1 p.4 Section 2.1.2.9</p>

## Schedule of Submissions

## Attachment 3 to Agenda Item 9.1.1

No	Contact	Submission	Comments	Recommendation
		h) The historical importance of James Drummond to the district should be recognised	h) Currently acknowledged Sections 2.1.1.2 & 2.1.1.7	p.35 h) Amend Section 1.3.1 p.4
		i) Developing partnerships with community groups should be emphasised	i) Noted (see also C Crofton submission)	i) Amend Section 4.4 Action HP5 p.42
		j) Include policies to encourage development of more accommodation options closer to the town site	j) Noted	j) Amend Section 5.3 Action HT13 p.45
		k) Increase use of technology in tourism promotion	k) Currently accommodated in Section 5.2	k) No action
		l) Incorrect historical information: WWII prisoner of war labour centre was located in Stirling Terrace and not at Pelham Reserve	l) Noted	l) Amend Section 1.3.4 p.6
		m) More analysis of the Shire's agricultural heritage should be included	m) Noted	m) Amend Section 2.1.2.9 p.35
		n) Action HT3 should also include signage to Duidgee Park	n) Noted	n) Amend Section 5.3 Action HT3 p.45
		o) Typographical error: 10 Mile High school	o) Noted	o) Amend

## Schedule of Submissions

## Attachment 3 to Agenda Item 9.1.1

No	Contact	Submission	Comments	Recommendation
		should read 10 Mile Hill school		2 Appendix 2.1.1 p.68
2.	Brian Shepherd	<p>a) Five additional planning initiatives are suggested for development of museum. These are reviewing vision &amp; mission statements, collections policy, role of Museum Advisory Committee, current operations and promotion</p> <p>b) There should be more emphasis on environmental heritage including the Avon River and the broader natural environment</p>	<p>a) Noted</p> <p>b) Noted (see also Toodyay Historical Soc submission g)</p>	<p>a) Amend Section 5.2 Actions MD5-MD9 p.44</p> <p>b) Amend Section 1.3.1 p.4 Section 2.1.2.9 p.35</p>
3.	Laura Gray (Regional Heritage Advisory Service)	<p>a) Tourism connections to regional initiatives not acknowledged e.g. Wildflower promotions, Golden Pipeline heritage trail</p> <p>b) The heritage components defined in Section 2 are too restrictive</p> <p>c) Wider regional context required (inc. rail links, Avon Descent)</p>	<p>a) Noted (see also L Gray submission c)</p> <p>b) Noted</p> <p>c) Noted, partially addressed Section 1.5.2 p.13, Section</p>	<p>a) Amend Section 3.2 p.38 &amp; Section 5.4 Actions TP6 &amp; TP7 p.46</p> <p>b) Amend Section 2.1.2.9 p.35 Section 2.1.2.10 p.35 Section 3.1 p.36</p> <p>c) Amend Section 3.2 p.38 &amp; 5.4</p>

## Schedule of Submissions

## Attachment 3 to Agenda Item 9.1.1

No	Contact	Submission	Comments	Recommendation
		<p>d) Analysis of heritage components in Section 2 does not address opportunities for adaptive re-use</p> <p>e) Section 3 requires more clarity of presentation</p> <p>f) Section 4 does not prioritise nor identify specific outcomes for each of the actions proposed</p> <p>g) Section 6 does not have a succinct summary or directional outcome.</p> <p>h) Appendix 2 does not put the issues into context (no strategy for conservation or adaptive re-use or viable function) or priority</p>	<p>4.4 Action HP4 p.42 &amp; Section 5.4 Actions TP1 p.45 &amp; TP2 p.46(see also L Gray submission a)</p> <p>d) Succinctly addressed in review of heritage places 2 Appendix Section 2.1 p.68-101</p> <p>e) Subjective comment with little guidance on specific areas of concern – would involve an extensive re-write</p> <p>f) Implementation of Actions in Section 4 are prioritised in Section 6.1 p.47/48</p> <p>g) Partially addressed Section 6.2 p.48/49 – employment of consultant with appropriate expertise required for identification of directional outcomes</p> <p>h) Employment of consultant with appropriate expertise required for extensive re-write of this section if it is determined Appendix 2 is a required adjunct to the main</p>	<p>Actions TP7 &amp; TP8 p.46</p> <p>d) No action</p> <p>e) No action</p> <p>f) No action</p> <p>g) No action</p> <p>h) No action</p>

## Schedule of Submissions

## Attachment 3 to Agenda Item 9.1.1

No	Contact	Submission	Comments	Recommendation
			report	
4.	Callum Crofton (Manager Local Government Services, State Heritage Office)	Establish partnerships with local heritage community groups, State Library, Museums WA & their outreach program	Noted (see also Toodyay Historical Soc submission i)	Amend Section 4.4 Actions HP5 & HP6 p.42

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Table adapted from Heritage Strategy, Shire of Toodyay. Adopted 25/3/2014 (with amended dates)

*Final column HMP = Heritage Master Plan actions*

Correlation of actions between Heritage Strategy and Heritage Master Plan (assessed by Heritage Advisor and Museum Curator)

Heritage Strategy Action	Heritage Strategy Due Date	Heritage Strategy Target	Heritage Strategy Outcome	Correlation with HMP
Continue to engage Heritage Advisor	Current	(HA) continuous	Heritage Advice for Shire and community	HE1
Review Heritage Inventory	2016	(HA) Annual update	Updated relevant inventory	HM1 – HM3
Review Heritage List Integral to heritage inventory review	2016	(HA) 2016	Appropriate recognition and management of most significant places	HM1 – HM3
Identify HPAs integral to heritage inventory review	2016	(HA) 2016	Appropriate recognition and management of HPAs	
Review HPA (central Toodyay) & LPP	2016	(HA) 2016	Succinct HPA with appropriate management policies in place	HM4
Review and update existing CMPs for Shire owned Registered places. Include consideration of Engineer reports	2016	(HA) 2016	Up-to-date understanding of place, scope of works and opportunities for funding	CM1 – CM3
Develop conservation management strategies for Shire owned heritage places	2017	(HA) 2017	Up-to-date understanding of place, scope of works and opportunities for funding	CM1 – CM3
Develop heritage training programs for in-house delivery	2016	(HA) 2016	Informed staff, elected members and volunteers	HE2
Further develop Heritage Advisor's community and owner liaison/advice	2016	2016	To further develop the community interface	HE3

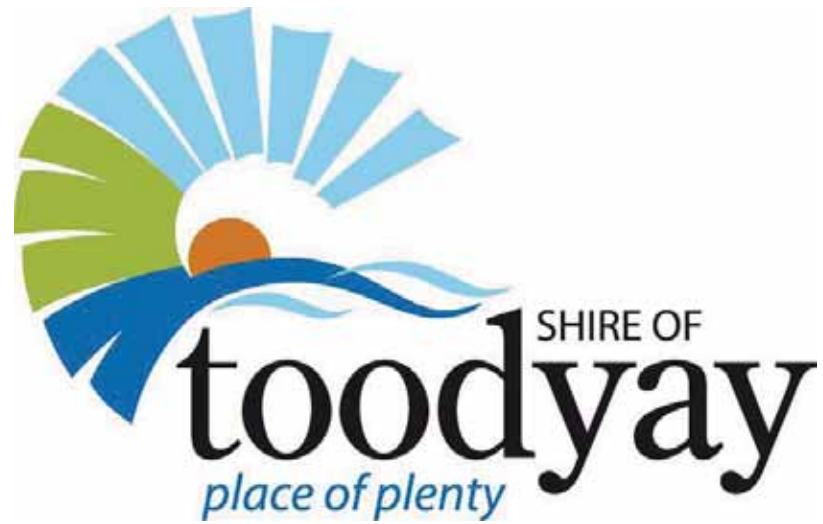


Review Museum Advisory Committee	Current	Continuous	Maintain relevant community engagement	MD1 – MD4 MD7
Further develop promotion of heritage and tourism via numerous initiatives	2017		Maintain a high profile for heritage tourism	NCD2 – NCD5 TP1 – TP5 HT1 – HT10 TP5 MD1 – MD4 MD9 HM5 HE3 HP1 – HP4
Review and expand heritage/tourism signage policy	2018		Provide guidance for future development	HT1 – HT10
Develop archaeological guidelines	2018		Build on and guide heritage tourism future	HM6 - HM8
Develop a Heritage Tourism Strategy	2017	Ongoing	Ensure consistency and holistic approach	NCD2 NCD4 NCD5 HT1-HT13 TP1-5
Review and consolidate interp and trails	2016	Ongoing	Ensure that heritage and tourism issues are recognised & resourced	HT1 – HT11
Review budget allocations and funding opportunities	2017	2018	Ensure policies are consistent with other guiding documents	NCD1 CM2 CM3 HM5 MD1 – MD4 MD8 TP5

Review planning policies pertinent to heritage	2016	Ongoing	Ensure appropriate management	MD5 MD6 HT13 HM5
Explore opportunities for partnerships and regional associations	2016	Ongoing	Maximise opportunities	HP1 – HP6 NCD2 – NCD4 TP1 – TP8 HT5 HT8 HT9 HT12

HM8 did not fit within the framework of the Heritage Strategy

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# **Community Depot Management Advisory Committee Meeting**

# **Minutes**

## **22 January 2015**

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MINUTES OF COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 22 JANUARY 2015

**Unconfirmed Minutes**

These minutes were approved for distribution on 29 January 2015.



Stan Scott  
**CHIEF EXECUTIVE OFFICER**

29 January 2015.

**Confirmed Minutes**

These minutes were confirmed at a meeting held on .....

Signed: .....

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

Date:.....

MINUTES OF COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 22 JANUARY 2015

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2. **RECORDS OF ATTENDANCE / APOLOGIES**
3. **DISCLOSURE OF INTEREST**
4. **PUBLIC QUESTIONS (relating to the purpose of the meeting)**
5. **CONFIRMATION OF MINUTES**
  - 5.1 Minutes of Meeting held on 16 October 2014
  - 5.2 Matters arising from previous minutes
6. **PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS (relating to the purpose of the meeting)**
7. **BUSINESS LEFT OVER FROM PREVIOUS MEETING (if adjourned)**
8. **REPORTS OF OFFICERS**
  - 8.1 Briefing Note – Audrey Bell
 

Attachment 1:	Lotterywest Letter
Attachment 2:	Project Management Plan
Attachment 3:	Site Plan
  - 8.2 Briefing Note – Debra Andrijich
9. **REPORTS OF COMMITTEE MEMBERS**
10. **NEW BUSINESS OF AN URGENT NATURE**
11. **NEXT MEETING**
12. **CLOSURE OF MEETING**

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**ADDENDUM** *with separate index follows Item 12.*

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MINUTES OF COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 22 JANUARY 2015

# Shire of Toodyay

COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING  
22 JANUARY 2015

## MINUTES

### 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 5.35 pm.

### 2. RECORDS OF ATTENDANCE / APOLOGIES

#### 2.1 RECORD OF ATTENDANCE

##### Members

Cr P Greenway	Chairperson
Ms A Bell	Manager Community Development
Cr A McCann	
Cr B Lloyd	Toodyay Seed Orchard Group Representative
Ms A McCandlish	Avon Woodturners Group Representative
Mr D Doyle	Avon Woodturners Group Representative
Mr L Owen	Toodyay Theatre Group
Roz Davidson	Toodyay
Mr S Scott	Chief Executive Officer

##### Staff

Mr G Bissett	Manager Planning & Development
Mr L Vidovich	Manager Works and Services
Mrs D Andrijich	Events Coordinator
Mr P Edwards	Building Surveyor
Mrs M Lamb	Corporate Administration Support Officer

#### 2.2 APOLOGIES

Cr R Madacsi

### 3. DISCLOSURE OF INTERESTS

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

MINUTES OF COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 22 JANUARY 2015

**4. PUBLIC QUESTIONS**

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

At the Community Depot Management Advisory Committee Meeting held on 16 October 2014 there were no questions taken on notice.

**4.2 PUBLIC QUESTION TIME**

Nil.

**5. CONFIRMATION OF MINUTES**

**5.1 Community Depot Management Advisory Committee Meeting held 16 October 2015.**

**MOVED** Cr Lloyd

That the Unconfirmed Minutes of the Community Depot Management Advisory Committee Meeting held on 16 October 2015 be confirmed.

**MOTION CARRIED**

**5.2 Matters arising from previous minutes**

Discussion Points:

- Drainage and fill to manage retained water – further work can be managed ‘in-house’;
- Reticulation;
- Levelling for shade houses.

**MOVED** Cr Lloyd

That the Wetlands project not be pursued.

**MOTION CARRIED**

**5.3 Status Report Review**

**6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS (relating to the purpose of the meeting)**

**6.1 Petitions**

Nil.

**6.2 Deputations**

Nil.

MINUTES OF COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 22 JANUARY 2015

**6.3 Presentations**

Nil.

**6.4 Submissions**

Nil.

**7. BUSINESS LEFT OVER FROM PREVIOUS MEETING  
(if adjourned)**

Nil.

**8. REPORTS OF OFFICERS**

**8.1 Briefing Note – Audrey Bell**

Discussion Points:

- Protocols for Signage and Sponsorship Recognition
- Entry and Exit plans
- Locking of the facility
- Team recognition
- Masterplan

**MOVED** Cr McCann

That the Toodyay Community Depot Masterplan dated 27 June 2014 be endorsed as the Concept Plan.

**MOTION CARRIED**

**8.2 Briefing Note – Debra Andrijich**

**9. REPORTS OF COMMITTEE MEMBERS**

**10. NEW BUSINESS OF AN URGENT NATURE**

Nil.

**11. NEXT MEETING**

The next meeting is to be held on 23 April 2015.

**12. CLOSURE OF MEETING**

The Chairperson closed the meeting at 6.20 pm.

COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING  
TO BE HELD IN COUNCIL CHAMBERS ON 22 JANUARY 2015

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B r i e f i n g   N o t e

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**DATE:** 12 January 2015                      **AUTHOR:** Audrey Bell

**SUBJECT:** Community Depot Project

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**1.     PURPOSE**

The Lotterywest Grant of \$130,432.00 was approved for Sheds and a Disabled Toilet facility at the Community Depot site.

**2.     SUMMARY OF THE FACTS**

**2.1    Background**

In November 2014 further details were supplied to Lotterywest regarding our Grant Application – see Briefing Note from Debra (dated 07/01/2015).

Notification was received on 5 January 2015 advising that the grant was approved. See attached copy of informing letter (Attachment 1).

**2.2    Consultation**

Our CEO advised all Councillors of the approved grant via email.

It is now time to discuss next steps of this project with the Advisory Committee, with a report to Council in February.

**2.3    Current Status**

All works that could have been completed on the project, besides engaging a Surveyor, without causing any issues with the grant application have been completed.

A quote from Paul Kraft and Associates – Licensed Surveyors was received in Sept 2014, however since then any further communication via the Manager of Works to the Surveyor has not been responded to.

**2.4    Key Considerations**

(a)    For this meeting

Attached for the Committee’s information and endorsement are the latest versions of the Project Management Plan (Attachment 2) and Site Plan (Attachment 3).

(b)    The next steps of this project

January – April 2015, would relate to site works:

- Dial Before you Dig information obtained – phone, water, power;

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B r i e f i n g   N o t e

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- Overall Site survey;
- Site design and pegging;
- Site works – possible further drainage required (?);
- Power and water connections to be explored;
- Trenching for services;
- Trenches recovered with soil once required utilities are in place;  
and
- Overall Site fill/level (where required).

Signage for site to be designed to incorporate Shire of Toodyay and Lotterywest logos. Some type of artwork to possibly include the wording – Toodyay Community Depot – “Home Of” -with a listing of current groups with space left for new groups.

During this time quotes/tender for sheds and disabled toilet facility, can be called for and reported back to the Committee at next meeting in April 2015.

Possible construction/placement of sheds and disabled toilet facility to commence in May 2015.

**3. CONCLUSION:**

Final endorsement from the Advisory Committee on the Site Plan and Project Management Plan are required for this to progress through to Council for their consideration and approval.

**Please quote**

Our ref: 11002366 / 421006706 / Approval

SHIRE OF TOODYAY	
Record Number:	IFM30409
5 - JAN 2015	
Officer / Dept:	MCD / EVENTS
File Number:	COM24 / CRT 10

19 December 2014

Mr Stan Scott  
 Chief Executive Officer  
 Shire of Toodyay  
 15 Fiennes Street  
 TOODYAY WA 6566

Dear Mr Scott

**YOUR APPROVED LOTTERYWEST GRANT, APPLICATION: 421006706**

I am pleased to advise you that your application for a grant has been recommended by the Board and approved by the Hon Colin Barnett MLA, Premier of Western Australia.

The following content is enclosed to guide you through the rest of the grant process and help you to meet your grant obligations:

- **What happens now**
- **Grant approval schedule**
- **Recipient created tax invoice**
- **Grant payment and acquittal information**
- **Acknowledging your grant**
- **Publication on the Lotterywest Website**

Please read this information carefully as it provides important details regarding the management, payment, acquittal and publicity of your grant.

The Premier, Board and all of us at Lotterywest are pleased to be able to support your organisation.

Yours sincerely

**JAN STEWART**  
**Chief Executive Officer**

Encl

Lotterywest (Grants & Community Development)  
 PO Box 1113, Osborne Park DC  
 Western Australia 6916  
 74 Walters Drive, Osborne Park  
 Western Australia 6017

Telephone 08 9340 5270  
 Facsimile 08 9340 5274  
 TTY 08 9340 5236  
 Country 1800 655 270  
 Email grants@lotterywest.wa.gov.au

Website [www.lotterywest.wa.gov.au/grants](http://www.lotterywest.wa.gov.au/grants)  
 ABN 78 531 150 466

Lotteries Commission of Western Australia  
 trading as Lotterywest



## What happens now

Now that your organisation's grant has been approved, the enclosed information aims to guide you through the rest of the grant process and enable you to effectively manage your grant and meet your grant obligations.

- **Grant approval schedule**

Please read the enclosed grant approval schedule very carefully as it contains information about your approved grant. This includes amounts and items for which the grant was approved, any conditions that you will need to meet and the grant accountability requirements.

- **Payment of the grant**

Payment of your grant will only be made once you have met the accountability requirements outlined in your Grant approval schedule.

- **Recipient created tax invoice (RCTI)**

Organisations registered for the Goods & Services Tax (GST), will receive 10% GST in the total amount of any payment from Lotterywest. Organisations are required to pay the 10% GST to the Australian Taxation Office (ATO); as a result a RCTI will be forwarded to you after each grant payment. The exact amount of GST due to the ATO will be shown in the 'Payment' column of the RCTI.

- **Grant payment and acquittal information**

Your organisation is accountable for the expenditure of the grant within the nominated timeframe. Enclosed is information regarding the payment and acquittal of your grant.

- **Acknowledging your grant**

Wherever appropriate, we encourage organisations who have received a grant to publicly acknowledge our support. Find out how to acknowledge Lotterywest's support in the enclosed information sheet.

- **Publication on the Lotterywest website**

We publicise your success in obtaining your grant by listing it in the Approved grants section on our website and in our annual report. In this way the WA community as a whole can read about your work as well as ours.

### Further Information

If you have any questions about your grant please do not hesitate to contact Lee Grmas on 9340 5270 or 1800 655 270 or email: [grants@lotterywest.wa.gov.au](mailto:grants@lotterywest.wa.gov.au). If you have questions about our payment and acquittal requirements our Customer Service Officer (Finance) Nishyanth Kumar would be more than happy to help and can be contacted via the same details above.





## Grant approval schedule

Organisation name: Shire of Toodyay  
 Organisation number: 11002366  
 Application number: 421006706  
 Grants Manager / Grant Officer: Lee Grmas

### Details of your Approved Grant

Total amount granted: \$130,432.00  
 Date granted: 17 December 2014

**Overall conditions of the grant that must be met before payment can be made on any of the approved items below:**  
 There are no overall conditions applicable to this grant; however please see below as conditions may apply for specific items.

**Overall grant accountability requirements that are applicable to all of the approved items below:**

- The timeframe for initial drawdown of this grant is 12 months from date granted. Subsequent drawdown periods must be no further than 6 months apart.

Items	Item specific prepayment conditions	Payment and accountability requirements	Amount approved
<b>Buildings/Additions &amp; Alterations</b>			<b>\$130,432.00</b>
Towards the cost of sheds and a disabled toilet at the Community Depot Project to accommodate community groups.	Not applicable. See Payment & Accountability requirements.	Once the overall conditions (if any) and item specific conditions (if any) have been met, payment will be made IN ARREARS on provision of: <ul style="list-style-type: none"> <li>• Original or certified copies of itemised suppliers' receipts for goods and services purchased and a written request for payment.</li> </ul>	\$130,432.00
<b>Total amount granted</b>			<b>\$130,432.00</b>

This Grant approval schedule is valid as of 19 December 2014



## Grant payment and acquittal information

This information is provided to support you through the Lotterywest grant payment and acquittal process.

The Lotterywest grant conditions and organisation declaration that you signed as part of your application relate to this grant. Please re-familiarise yourself with this document as it outlines conditions that you have agreed to. A copy is available on our website at <http://www.lotterywest.wa.gov.au/GrantConditions>

In your Grant approval schedule the payment of your grant has been detailed as **Advance** or **In Arrears**. An Advance payment is money paid upfront that we require you to acquit according to the accountability requirement/s detailed in your Grant approval schedule. An Arrears payment will only be made once you have met the accountability requirement/s detailed in your Grant approval schedule.

Please forward all documentation for payment and acquittal to:

Grants and Community Development  
Lotterywest  
POBox 1113  
OSBORNE PARK DC WA 6916  
Fax: 9340 5274

The cover letter and supporting documents (including certified copies of invoices) must be signed by the Chief Executive Officer or another officer formally delegated with such authority. Please provide the application number that is provided on your Grant approval schedule.

Please contact Lotterywest if you have any questions about our payment or acquittal requirements. Our Grants Finance Team would be more than happy to help and can be contacted on 9340 5270, 1800 655 270, or email: [grants@lotterywest.wa.gov.au](mailto:grants@lotterywest.wa.gov.au).

- **Grants with overall grant conditions or item specific conditions**

The payment of your grant is subject to certain conditions being met. Please refer to your grant approval schedule for detailed information about the items and amounts for which the grant can be used and the conditions that must be met before payment/s will be made.

Your Grant approval schedule will detail if payment of your grant, once conditions have been met, is to be Advance or In Arrears. If you are to receive an initial Advance payment, payment of any subsequent advance payment/s is usually conditional on full or partial acquittal of the previous advance payment. If payments are to be made In Arrears, payment will only be made once you have met the accountability requirement/s detailed in your Grant approval schedule.

- **Goods and Services Tax (GST) on goods and services purchased with your grant**

Organisations registered for GST cannot use the grant to pay GST on goods/services purchased. Organisations will be able to claim back the GST from the Australian Tax Office in their Business Activity Statement.



- **Extension of time to meet accountability requirements**

Should your organisation not be able to meet the accountability requirements as detailed in your Grant approval schedule, the Authorised signatory will need to write to Lotterywest requesting an extension (details provided above). Please include your application number and a brief explanation why you require the extension of time to acquit or draw down the grant, including an estimated timeframe when you will do so.

- **Grant Variations**

The Grant approval schedule provides detailed information about the items and amounts for which your grant has been approved. Should your organisation need to vary this in any way, the Authorised signatory will need to write to Lotterywest requesting a variation (details provided above). Please note that you must have approval from Lotterywest for a variation to the grant before any money is spent on items different to that which are detailed on your Grant approval schedule.

- **Unspent Grant Monies**

Any advance payment monies that are not spent on the items detailed in your Grant approval schedule must be returned to Lotterywest to complete the acquittal process. Unspent grant money is returned to the overall Lotterywest grants budget for reallocation to other grant applicants.

If you do return some or all of the grant monies this will not affect our consideration of any future grant application.

As your organisation is registered for GST, the amount of your refund payment must include:

- the unspent amount of the grant and
- 10% GST on the grant refund amount.

The GST refund is required because Lotterywest must adjust its GST input tax credit claim to the Australian Tax Office. Your organisation would also need to adjust its GST reporting to reflect its reduced GST liability to the Australian Tax Office.

Grant refunds should be sent to Lotterywest (details provided above). Please include in your covering letter your application number and a brief explanation why you are returning the money.



## Acknowledging your grant

Lotterywest is the only Australian lottery with our own direct grants program, providing millions of dollars every month to Western Australian charities, community groups and local government authorities. It's therefore very important that people recognise that our support is made possible because of the retailers that sell our products and the players who play our games.

To help with this recognition, your organisation is encouraged to acknowledge the support you have received from Lotterywest in one or more of the following ways:

- Contact your local media outlet.
- Place permanent Lotterywest signage.

If asked to promote our support we have resources to assist you. For further information please visit [www.lotterywest.wa.gov.au/grants/acknowledgements](http://www.lotterywest.wa.gov.au/grants/acknowledgements) or contact the Lotterywest Corporate Communications Team on 9340 5270 or 1800 655 270.

We are happy to hear your suggestions on other ways to publicise our support. Please let us know your plans, we like to help if we can.

***Thank you for your help in acknowledging the support Lotterywest has provided to your organisation.***

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**Community Depot Facilities**

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## PROJECT MANAGEMENT PLAN

### COMMUNITY DEPOT

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#### VERSION HISTORY

Version #	Developed By	Revision Date	Approved By	Approval Date	Reason
1	Grace French	18/08/15	Stan Scott	18/08/14	Grant Application
2	Debra Andrijich			21/11/2014	Amendment

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*Community Depot Facilities*

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*Community Depot Facilities*

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## **1 INTRODUCTION**

### **1.1 PURPOSE OF PROJECT MANAGEMENT PLAN**

The purpose of this plan is to provide an overview of the development, costs with the project (stage One and Stage Two), how the facility will be managed and controlled.

## **2 EXECUTIVE SUMMARY OF PROJECT CHARTER**

This project arose in response to the need to re-evaluate current use of Shire owned property and the need to provide community groups with suitable premises to undertake their work.

The objective and purpose of this facility aims to promote community wellbeing through education, arts, culture, leisure and recreation and more specifically facilitate the engagement of volunteers in the community as well as to provide community groups with an area where club facilities can be located, activities undertaken and equipment stored.

The first stage of this project involved refurbishment on a heritage building. This building lies on a relatively large fully fenced site, 3 kilometers' from the Centre of town that has been set aside by Council for Community Purposes.

The building itself is a prominent feature on the main street as well as being the home to the Toodyay Community Radio with contracted lease till 01<sup>st</sup> January 2022.

The Second stage of this project consists of the development of a Community Facility to provide workshop and storage spaces for 7 community groups who cannot be accommodated in town due to noise considerations, space requirements or the nature of the activities they wish to undertake.

Preliminary discussions have been held with the Shire's Planning and Development Department and no obstacles are foreseen to the completion of the project and the intention is to complete the site with brand new disable toilet, recreation area and landscape to provide communal facilities for prospective tenants.

Attached to this report is a detailed Master Plan illustrating the proposed future developments.

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*Community Depot Facilities*

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### **3 SCOPE MANAGEMENT**

The exact layout and décor of the communal area may vary in response to the wishes of the future tenants, this response will assist achieve stated outcomes.

The Shire hosts a quarterly meeting with community groups to discuss and evaluate the progress of this development, express their needs and assist with decision-making.

The project will be ongoing and additional community groups will be encouraged to move into the site for future developments, which is both inevitable and desirable.

#### **3.1 DEPLOYMENT PLAN**

A concept plan for the Community Depot Facility has been developed and discussed with Councilors on Council Meeting held 19<sup>th</sup> February 2013.

The resolution of this meeting authorized the CEO to proceed with the Project and form a Steering Committee, including representatives of the 3 keystone tenants.

Advertisement was placed in the March Toodyay Herald, an issue of the Avon Valley Advocate, Media release via Toodyay Community Radio and signage displayed at the Shire and Local Businesses.

Constructive and positive feedback was received and presented to Council at the April Council meeting. Issues and suggestions have been dealt accordingly.

Drawings and submissions response are attached to this plan.

#### **3.2 CHANGE MANAGEMENT**

Given the simple nature of this project, the only foreseeable change would be increase on tenancy and the utilization of the remaining area.

This will not adversely affect the scope of this project and will need to be assessed by the Community Depot Management Advisory Committee before being approved.

#### **3.3 MILESTONES**

The table below lists the milestones for this project, along with their estimated completion timeframe.



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*Community Depot Facilities*

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**First stage – Railway Building refurbishment has been completed (May 2014).**

MILESTONES – RAILWAY BUILDING	TIMEFRAME
Plumbing	Completed
Electrical	Completed
Windows	Completed
Painting	Completed
Kitchen	Completed
Toilet/Powder Room	Completed
Storage	Completed

**Second Stage – Site** - currently been under development, and remaining work scheduled to be completed before or by EFY 2014/2015. The following table illustrates the work performed and the work schedule for the coming year.

MILESTONES – SITE DEVELOPMENT	TIMEFRAME
Infrastructure	Site has been cleared. Land fill to be completed within 2014/2015 FY
Storm Water	Tank purchased and installed. Connection schedule for end July 2014
Ramp – New Regulation on Disable Access	Work scheduled for end July 2014
New Sheds	Should the application with Lotterywest be successful the logical next step is to proceed with ordering of equipment, licenses, and installation of the sheds. It is envisaged that the process will take between 2-6 months till fully completed.
Site fully Landscape	Within 2014/2015 FY
Site fully connected (Power and Water)	Within 2014/2015 FY
Driveways and Parking	Within 2014/2015 FY
Disable Toilet & Recreation area)	Within 2014/2015 FY
New Ramp – Alongside the main entrance	Within 2014/2015 FY

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**Community Depot Facilities**

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### 3.4 BUILDING MANAGEMENT

Meetings with Community Groups Committee are held on a quarterly basis and issues and implementation is discussed and projected.

The Community Depot Facility will be managed through the Shire Administration Office, together with all other shire buildings.

All activities and projects related to this facility will be coordinated with the Manager for Community Development, the Project Coordinator and administration staff, if needed.

Maintenance of the building and site will be done on a regular basis, through scheduled/budgeted works on garden and reviewed bi-annually by the Works Manager and the Building and Maintenance Manager.

have 24 hours access.

The Toodyay Community Radio having signed a lease agreement to that effect will be responsible to upkeep the interior of their designated space area and ensure the premises are kept at acceptable standard.

The remaining area, communal space, will be managed by the Shire Administration on ensuring the kitchenette and toilets are kept to an acceptable standard.

Tenants will be responsible for the delivery of their own facilities using own labour or contractors as appropriate with the proviso that basic electrical work is listed and will be included in the main electrical contract and all work will be carried out in accordance to safe work practices.

### 4 COST/BUDGET MANAGEMENT

Council allocated \$69,000 of its own funds together with an anticipated \$90,000 grant (partially) towards the Stage One of this project.

This allocation has secured the building and site area improvements/refurbishments to provide basic services required for groups to begin work to relocate or establish their groups.

The following table illustrates costing's for current and future expenditures.

**Community Depot Facilities**

**RAILWAY BUILDING** – Work has been completed Financial Year 2013/2014.

ITEMISED CATEGORIES	COSTS
Plumbing (Toilet, Hot Water, Kitchen)	\$ 9,011.11
Electrical (Re-wiring, PowerPoints', Electrical Box replacement, Security Lights)	\$ 11,948.73
Windows (Security and laminated x8)	\$ 5,682.32
Kitchenette (Sink, Cabinets, white goods, taps and hot water)	\$ 5,128.55
Painting (Walls, Ceilings)	\$ 4,333.51
Toilet & Powder Room	\$ 3,263.39
Flooring (Communal area, kitchen, offices and storage)	\$ 1,420.40
Doors (Replacement, Painting, Security locks)	\$ 3,523.20
Cleaning (General after refurbishment)	\$ 411,53
<b>SUB TOTAL – RAILWAY BUILDING</b>	<b>\$ 44,722.74</b>

**SITE DEVELOPMENT** – Work has commenced and the remaining is expected to be completed within 2014/2015 Financial Year.

ITEMISED CATEGORIES	COSTS
Infrastructure (Concrete, Site Clearing)	\$ 14,566.48
Rain Water Tank (110,000 Lts) Galaxy GT110 plus Overheads	\$ 10,181.37
Storm Water (Connection, piping)	\$ 6,171.00
Site Work (Skip Bins, Disposal of Debris and earth work)	\$ 2,247.54
Ramp (Adjustment to comply with new Regulation)	\$ 6,600.00
<b>SUB TOTAL – SITE DEVELOPMENT</b>	<b>\$ 39,766.39</b>

**Community Depot Facilities**

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**NEW SHEDS/STORAGES** – Quotations for this development have been sought in the event that the application with Lotterywest is successful, it is envisaged that the project will be completed before end of the current year (December 2014).

ITEMISED CATEGORIES				COSTS
<b>COMMUNITY GROUPS</b>	<b>KIT</b>	<b>ERECT</b>	<b>CONCRETE</b>	<b>TOTAL</b>
Avon Woodturners	\$ 22,958.00	\$ 9,000.00	\$ 10,192.00	\$ 42,150.00
Festivals, Singers & Theatre	\$ 25,870.00	\$ 6,832.00	\$ 5,730.00	\$ 38,432.00
Friends of the River	\$ 11,028.00	\$ 5,488.00	\$ 4,900.00	\$ 21,416.00
Road wise	\$ 4,000.00	\$ 2,000.00	\$ 1,730.00	\$ 7,730.00
<b>SUB TOTAL NEW SHEDS</b>				<b>\$109,728.00</b>

**FUTURE DEVELOPMENT** – Costs are projected and budgeted into our 2014/2015 Financial Year.

ITEMISED CATEGORIES	COSTS
Disable Toilet Shelter (Building + Installation)	\$30,000.00
Driveway & Car park (In house costs)	\$50,000.00
Ramp (alongside the building) - Projected	\$20,000.00
<b>SUB TOTAL FUTURE DEVELOPMENT</b>	<b>\$100,000.00</b>

<b>TOTAL</b>	<b>\$294,217.13</b>
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**Community Depot Facilities**

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## **5 QUALITY MANAGEMENT**

All work has been and will be supervised by the Manager of Planning and Development and Manager for Works, while under construction to ensure it is of adequate quality and conforms to approved plans.

All plumbing, electrical and construction has been carried out by licensed contractors and certification has been provided.

The Shire will cover Insurance for all sheds that includes contents such as blinds, carpets and any additional fixture within each Shed/Storage.

## **6 HUMAN RESOURCE MANAGEMENT**

The CEO will grant final approval prior to any construction, purchase and development of this facility.

The Manager for Community Development will manage this element of the project together with her team.

The Manager of Works has been directly involved with this development and will assign Shire Staff to undertake earthworks, install asphalt and remove debris from the site.

The Manager of Planning and Development will be responsible for any decisions in relation the Building and its structure, ensuring everything will be according with latest regulations and implementation.

## **7 COMMUNICATIONS MANAGEMENT**

Communications will be via email or in person to discuss any issues associated with management, accounts and maintenance.

Council will be given a project status briefing as part of the Councillor Information Bulletin every month.

Shire staff will be briefed as to project status at the monthly staff meetings and individual staff members will be communicated with directly whenever action is required on their part.

In the case of the Works Depot this communication will be done via email and with a minimum of One Week in advance of any required action.

The Shire of Toodyay will keep records of immediate contacts for emergencies, and any additional requirement.

The general public will be informed by council documents and articles in the Toodyay Herald

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*Community Depot Facilities*

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## **8 RISK MANAGEMENT**

The Shire of Toodyay will follow the same principle for risk Management as to other properties of the shire.

Policies are currently been reviewed and implemented and our new Drafted Risk Management Policy is aimed to be presented at the next July Council Meeting.

## **9 PROCUREMENT MANAGEMENT**

As the total for this application grant exceeds \$10,000 in value, Council Policy requires that two quotes are obtained.

Purchase Orders are raised and signed by the Chief Executive Officer and Manager of Community Development and scheduled by Project Coordinator.

The use of local suppliers and contractors will assist the town development and growth.

## **10 COMMUNITY DEPOT FACILITY MANAGEMENT**

There are currently 7 community groups allocated to this facility. Lease agreements have been drafted and accepted by Committee for a term of 10 years, rental at \$100.00 per year, with the Shire of Toodyay.

This contribution will assist with utilities and maintenance. The shire will be responsible for the Administration, Insurance and maintenance of this facility.

Each individual group will be responsible for their own insurance, liabilities and encouraged to maintain their own area to a reasonable standard condition at all times.

Major and or additional projects for this facility will be discussed at the Committee quarterly meetings and added to the shire budget for council consideration and approval.

## Community Depot Facilities

## 11 PROJECT FUNDING

SOURCE OF FUNDING	AMOUNT	FUNDING CONFIRMED YES/NO	COMMENTS TO SUPPORT CLAIM
Applicant cash	\$133,611.13	YES	Amount confirmed in Council's Budget. First Stage of project (Railway Building) has been completed (\$44,722.44); Second stage of this project (Site Development) has started (\$25,988.39) ; Final stage of the project (New sheds, storage and Future developments) aims to be completed within 2014/2015 Budget (\$62,900.30)
Lotterywest	\$130,432.00	NO	This contribution will cover costs for the new sheds (\$109,728) and (\$20,704.00) towards the costs for the New Disable Toilet (Building and Installation)
Toodyay Community Groups	\$ 22,100.00	YES	Tenanted contributions: Avon Woodturners: \$5,000.00 Community Singers: \$1,000.00 TFOTR: \$16,000.00 Roadwise Committee: \$ 100.00
Natural Resource Management(NRM)	\$ 13,778.00	YES	Resources towards Storm Water Tank (\$10,181.37) and (\$3,596.63) towards the final connection and pump.
<b>Total Project Funding</b>	<b>\$299,921.13</b>		

## FINANCIAL SUMMARY

(a) Total Expenditure (ex GST)	\$299,921.13
(b) Total Project Funding	\$299,921.13
(c) Project Variance *	\$ 0

\*Balance between a) and b) should be \$0.

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**Community Depot Facilities**

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### Appendix A: Project Management Plan Approval

The undersigned acknowledge they have reviewed the Community Depot Project Management Plan and agree with the approach it presents.

Changes to this Project Management Plan will be coordinated with and approved by the undersigned or their designated representatives.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: Stan Scott  
 Title: Mr  
 Role: Chief Executive Officer

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: Audrey Bell  
 Title: Ms  
 Role: Manager of Community Development

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: Grace French  
 Title: Ms  
 Role: Project Coordinator



**Community Depot Facilities**

**APPENDIX B: ATTACHMENTS**

The following table summarizes the documents referenced in this document.

<b>Document Name and Version</b>	<b>Description</b>	<b>Location</b>
Master Plan Dark Green Tab	Final Master Drawing for the site. Photos from Stage One & Stage Two and Future developments.	Registered into our Records Management System
Budget 2014/2015 Yellow Tab	Information of future development	Registered into our Records Management System
Community Consultation Orange Tab	Advertisement with details for the Public Comment and Feedback. Feedback received from the Public Comments for advice and actions	Registered into our Records Management system And on classifieds Western Australian Papers
Community Meetings Minutes & Guidelines for Community Depot Management Red Tab	Minutes of meetings held 2013 & 2014. Guidelines for Members of the Committee and Code of Conduct	Registered into our Records Management System and Shire of Toodyay website
Community Groups Information Green Tab	Detailed information on all participant groups listed with this application, including insurance, application, constitution, AGM's and financials.	Registered into our Records Management System
Community Depot Concept Plan Red Tab	The plan clarifies the project concept and distribution	Registered into our Records Management System and Shire of Toodyay website
Land & Building Valuation. Dark Green Tab	Griffin Valuator Advisory. Reserve information and certificate of title.	Registered into our Records Management System.
Lease Agreement Yellow Tab	Sample of the Lease agreement to be issued – 10 Years Term	Registered into our Records Management system
Project Management Plan Orange Tab	Detailed plan to assist Management of the facility	Registered into our Records Management system
Quotes – Future Developments Green Tab	Modus Australia & Instant Transportable. Quotes for the Disable toilet.	Registered into our Records Management system

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**Community Depot Facilities**


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Quotes – Sheds Red Tab	Homes & Allied Sheds. Quotes for the construction and installation of the sheds to be completed upon granted funding from Lotterywest	Registered into our Records Management system
Risk Management Policy Dark Green Tab	Drafted policy will be presented at the next available council meeting for adoption	Registered into our Records Management system
Support Letters Yellow Tab	Letters received from Lions, Naturalists, Farmers Market and Anderson Technical Services in support to this development.	Registered into our Records Management SystemF
Strategic Plan	10 Years (2013-2023) Adopted 21 <sup>st</sup> May 2013	Registered into our Records Management System and Shire of Toodyay website
	Annual Report 2012-2013	Registered into our Records Management System and Shire of Toodyay website

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**APPENDIX C: BRIEF ON COMMUNITY GROUPS PART OF THIS APPLICATION**
**AVON WOODTURNERS****A Brief History of Woodturning**

The history of turning wood can be traced back many thousands of years. The earliest machines operated on the basis of the timber stock being rotated in a reciprocal motion on primitive strap, bow and pole lathes. These simple machines are believed by many to be the first machine tools.

The artisans who worked in the woods using a pole lathe came to be known as 'bodgers', the origins of this word is uncertain, but one firmly held belief is that it was derived from 'bötticher' an old German word for a Cooper.

During the 19th Century hundreds of bodgers set up lathes in the woods around High Wycombe where they would turn legs and stretcher rails for chairs from green timber. Chair-bodgers were also to be found in many other areas of England and Wales, but were most prevalent in Buckinghamshire.

The common day usage of the word 'bodger' to describe someone who starts a job and does not complete it could be explained by the fact that the original bodgers only produced the turned parts and not the whole chair. There is no doubt that the bodgers were highly skilled, but the items they could produce were limited by their equipment.

Turned wooden items have been of major importance to the development of mankind from the production of simple domestic utensils, farm implements, maritime articles e.g. pulleys for blocks & tackle, joinery such as staircase parts, furniture, musical instruments, sports equipment, measuring and drinking vessels etc.

It is recorded that in 1347 the Turners were instructed by the Mayor and Alderman of the City of London to ensure that their measuring vessels of turned wood conformed to the

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*Community Depot Facilities*

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City standards. Further, each turner was to have his mark placed on the bottom of such measures for identification when they were examined.

The first record of a mechanical continuous revolution lathe is in the form of a sketch by Leonardo da Vinci, C.1480. It depicts a treadle lathe with a crankshaft and a rather large flywheel constructed substantially from wood.

There is no evidence to suggest that it was one of his many inventions, in fact it may well be his sketch of an established piece of equipment that he had seen and interested his inventive mind.

This and similar machines was the predecessor of the lathes, both wood and metal that we have today.

The advent of the industrial revolution, together with the explosion in the population in the towns and cities, led to the manufacture of high output machines to meet the ever increasing demand for turned wooden items.

This was without doubt the beginning of main stream industrial wood turning with many companies specialising to meet the ever increasing demands of the industrial users such as the cotton spinning mills in Lancashire.

Wood turning was not always the domain of the artisan craftsman. In the 19th century, following the publication of Holtzapffel's reference work on 'Turning & Mechanical Manipulation' it became the principal hobby of the mechanically-minded English gentry who produced a wide range of complex ornamental turnings.

The range of machines and equipment available today is wider than at any other time in the history of wood turning.

Whilst the hand lathes used by turners for samples and small runs are very similar to their predecessors, the manufacturers of the modern high output machines offer many differing solutions to the method of turning, each having benefits and restrictions.

It is for this reason that many of the members of the British Wood Turners Association have a range of machines.

Today many of the items which were traditionally turned from wood are no longer required or are made from synthetic materials.

However, the skills to produce them from wood remain strong and will continue for as long as there are those discerning people who appreciate the many practical and aesthetic properties of a turned wooden item.

R. Pugh, former Secretary.  
British Woodturners Association

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 Community Depot Facilities
 

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**TOODYAY THEATRE GROUP**


The Toodyay Theatre group is a not for profit organisation which entertains the local and surrounding communities with on stage, theatrical performances.

Established in 1983 the Toodyay Theatre group (Formally known as the Toodyay Repertory Club and then the Toodyay Players) first made a name for themselves by hosting the Murder Mystery Trains on-board the Hotham Valley Railway.

From then on we have produced a number of plays at the Toodyay memorial Hall averaging four a year. We also perform at the Toodyay club to entertain their members at their social events.

We regularly support other community organisations with their events by assisting them with production skills and equipment.

We have supported the Gyotu Monks, the Toodyay District High school graduations, and the Toodyay Ballet school performances.

We also support our community by donating to other not for profit organisations and emergency services such as the Toodyay Singers, The Toodyay Hockey Club, Toodyay Ambulance sub centre, the Toodyay Volunteer Bush Fire brigades and other local charitable organisations.

Our upcoming productions include Shakespeare with a twist in August and our annual Quiz Night in February.

We hope to continue producing four major performances per year and to continue to support our community with comedic, amateur theatre.



[www.jukeboxradio.com/au](http://www.jukeboxradio.com/au)









































































































































































































**Appendix H**  
**Terminology**



The following is an explanation of the terminology used throughout this report.

**Decibel (dB)**

The decibel is the unit that describes the sound pressure and sound power levels of a noise source. It is a logarithmic scale referenced to the threshold of hearing.

**A-Weighting**

An A-weighted noise level has been filtered in such a way as to represent the way in which the human ear perceives sound. This weighting reflects the fact that the human ear is not as sensitive to lower frequencies as it is to higher frequencies. An A-weighted sound level is described as  $L_A$  dB.

**$L_1$**

An  $L_1$  level is the noise level which is exceeded for 1 per cent of the measurement period and is considered to represent the average of the maximum noise levels measured.

**$L_{10}$**

An  $L_{10}$  level is the noise level which is exceeded for 10 per cent of the measurement period and is considered to represent the "intrusive" noise level.

**$L_{90}$**

An  $L_{90}$  level is the noise level which is exceeded for 90 per cent of the measurement period and is considered to represent the "background" noise level.

**$L_{eq}$**

The  $L_{eq}$  level represents the average noise energy during a measurement period.

**$L_{A10,18hour}$**

The  $L_{A10,18hour}$  level is the arithmetic average of the hourly  $L_{A10}$  levels between 6.00 am and midnight. The CoRTN algorithms were developed to calculate this parameter.

**$L_{Aeq,24hour}$**

The  $L_{Aeq,24hour}$  level is the logarithmic average of the hourly  $L_{Aeq}$  levels for a full day (from midnight to midnight).

**$L_{Aeq,8hour} / L_{Aeq} (Night)$**

The  $L_{Aeq} (Night)$  level is the logarithmic average of the hourly  $L_{Aeq}$  levels from 10.00 pm to 6.00 am on the same day.

**$L_{Aeq,16hour} / L_{Aeq} (Day)$**

The  $L_{Aeq} (Day)$  level is the logarithmic average of the hourly  $L_{Aeq}$  levels from 6.00 am to 10.00 pm on the same day. This value is typically 1-3 dB less than the  $L_{A10,18hour}$ .

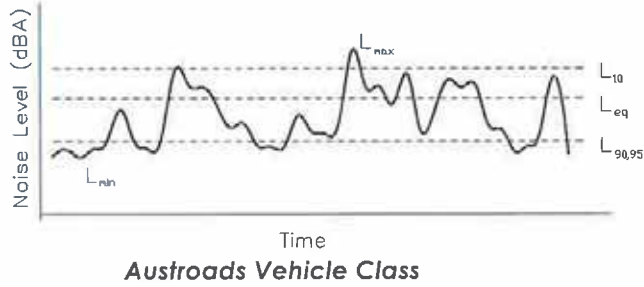
**Satisfactory Design Sound Level**

The level of noise that has been found to be acceptable by most people for the environment in question and also to be not intrusive.

**Maximum Design Sound Level**

The level of noise above which most people occupying the space start to become dissatisfied with the level of noise.

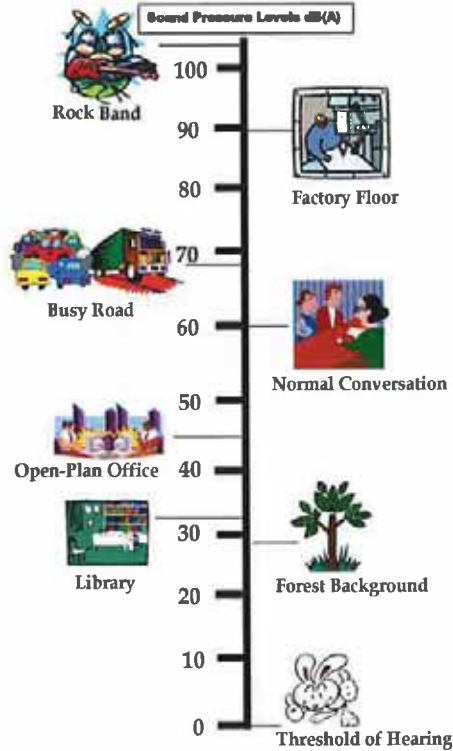
Chart of Noise Level Descriptors



**AUSTROADS Vehicle Classification System**

Vehicle Class	Vehicle Type	Vehicle Description	Parameters	AustrRoads Classification
Small (20 to 500)	1	Bus	40 - 3.0m and axle + 7	
	2	Light Vehicle (LD) (Van, Light Van, Delivery, Motorhome etc)	group 1	
	3	Tractor, Trailer, Road, etc	group 2	
Medium (500 to 1000)	4	Three Axle Truck or Bus	axle + 3.7m and axle + 2	
	5	Three Axle Truck or Bus	axle + 3 and axle + 2	
	6	Four Axle Truck	axle + 3 and axle + 2	
Large (1000 to 10000)	7	Three Axle Articulated Heavy Duty Vehicle (Road, Off-Road and Trailer)	axle + 3.7m, axle + 3 and axle + 2	
	8	Four Axle Articulated Heavy Duty Vehicle (Road, Off-Road and Trailer)	axle + 3.7m, axle + 3 and axle + 2	
	9	Five Axle Articulated Heavy Duty Vehicle (Road, Off-Road and Trailer)	axle + 3.7m, axle + 3 and axle + 2	
Medium (10000 to 100000)	10	Double Decker (Coach)	axle + 3.7m and axle + 2	
	11	Double Decker (Coach)	axle + 3.7m and axle + 2	
Large (100000 to 1000000)	12	Triple Decker (Coach)	axle + 3.7m and axle + 2	
	13	Heavy Duty (Off-Road)	axle + 3.7m and axle + 2	

Typical Noise Levels



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ANNEXURE A - "RIVERHILLS ESTATE" TOODYAY - SPECIAL CONDITIONS

Lot: 305 TOMKINS Blvd, Toodyay, W.A. 6566

1. This contract is subject to and conditional upon the following special conditions ('Special Conditions'). To the extent the Special Conditions are inconsistent with the Joint Form of General Conditions for the Sale of Land 2011 ('Joint Conditions'); the Special Conditions prevail.
2. The Buyer(s) hereby acknowledge that their lot may be encumbered by a power, telecommunications (Telstra), sewer, or drainage easement subject to the final engineering design.
3. The Buyer agrees and acknowledges that so long as the Seller remains registered proprietor of any land adjoining the boundary of the Property that the Buyer will not make any claim against the Seller for any contribution to the cost of any dividing fences or walls.
4. The buyer acknowledges and agrees that the Seller has placed survey pegs by surveyors at each corner of the Property. The Seller is not under any further obligation to the Buyer to secure the positioning of the survey pegs or replace any survey pegs on the Property which have been removed or are missing, either before or after the Settlement Date.
5. The Buyer(s) is advised that the seller, Ironbridge Holdings Pty Ltd is registered for GST and holds ABN 94 009 341 011. The Buyer(s) and Seller agree that the sale price is inclusive and GST payable under this sale will be calculated using the "Margin Scheme". Accordingly the Buyer(s) hereby acknowledge that no input credit will be available for any GST paid pursuant to this purchase.
6. The Buyer(s) are advised that no "For Sale" signs are to be placed on lots under contract until after settlement.
7. The Buyer(s) of lots 301-357 adjoining the Toodyay-Goomalling Road and proposed Toodyay bypass are advised that there is to be no direct access to the Toodyay-Goomalling Road and proposed Toodyay bypass.
8. The Buyer/s acknowledge/s that:
  - (a) buildings on the property shall be erected or permitted to be erected in accordance with the Residential Design Guidelines forming part of the Foggarthorpe Residential Structure Plan endorsed by the Western Australian Planning Commission on 26 October 2007;
  - (b) the Building Design Guidelines referred to in (a) were approved by the Shire of Toodyay Council on 19<sup>th</sup> March 2009.  
The Buyer acknowledges that they have been provided with a copy of these guidelines, attached to this contract. (SEE ANNEXURE B).

Initials: \_\_\_\_\_







9. The Buyer(s) of lots 204, 205, 208-221 (inclusive), 223-234 (inclusive), 297, 303-305 (inclusive), 377, 378, 434-439 (inclusive), 442-446 (inclusive) and 459 acknowledge that the property shall be subject to a notification pursuant to section 70A of the *Transfer of Land Act 1893* (as amended) advising as follows: "Granite outcrops are identified on this lot and may impact on the Development of the site."

10. The Buyer(s) of lots 246-262 (inclusive), 274-276 (inclusive), 284, 285, 290, 291 and 299-371 (inclusive) acknowledge that the Property shall be subject to a notification pursuant to section 165 of the *Planning and Development Act 2005* advising as follows:



"This lot is situated in the vicinity of the proposed Toodyay Bypass, may in future be affected by noise from this road and is subject to Quiet House Design guidelines as per the *Foggathorpe Residential Structure Plan* endorsed by the Western Australian Planning Commission on 26 October 2007."

11. The Buyer acknowledges and agrees that they have received a copy of "Buying Vacant Land" produced by Department of Commerce Consumer Protection Division.

Buyer

SIGN

WITNESS

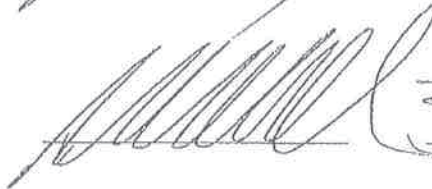
DATE

  
\_\_\_\_\_

  
\_\_\_\_\_

5/10/14

  
\_\_\_\_\_

  
\_\_\_\_\_

3/10/14

Seller

SIGN

WITNESS

DATE

  
\_\_\_\_\_

\_\_\_\_\_

3/10/14

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# ANNEXURE 'G'

WESTERN AUSTRALIAN PLANNING COMMISSION

FILE No. 144729

TO REGISTRAR OF TITLES  
REGISTRAR OF DEEDS AND TRANSFERS

## NOTIFICATION

PLANNING AND DEVELOPMENT ACT 2005

THE LAND SET OUT IN THE  
SCHEDULE IS LAND TO WHICH SECTION 165 OF  
THE PLANNING AND DEVELOPMENT ACT 2005 APPLIES

### SCHEDULE

DESCRIPTION OF LAND	EXTENT	VOLUME	FOLIO
ALL LOTS ON DEPOSITED PLAN 61705	Whole		

REGISTERED PROPRIETOR OF LAND

IRONBRIDGE HOLDINGS PTY LTD OF 114 FORREST STREET COTTESLOE

HAZARDS OR OTHER FACTORS SERIOUSLY AFFECTING THE LAND

THIS LOTS IS SITUATED IN THE VICINITY OF THE PROPOSED TOODYAY BYPASS, MAY IN FUTURE BE AFFECTED BY NOISE FROM THIS ROAD AND IS SUBJECT TO QUIET HOUSE DESIGN GUIDELINES AS PER THE FOGGARTHORPE RESIDENTIAL STRUCTURE PLAN ENDORSED BY THE WESTERN AUSTRALIAN PLANNING COMMISSION ON 26 OCTOBER 2007

Dated this 1 day of May 2013

For: WESTERN AUSTRALIAN PLANNING COMMISSION  
Rosa Rigali  
Planning Administration Team Leader  
Perth, Peel Planning - Department of Planning

LANDGATE COPY OF ORIGINAL NOT TO SCALE Thu Oct 2 15:17:58 2014 JOB 45790345

Landgate  
www.landgate.wa.gov.au

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**Graeme Bissett**

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**From:** Bill Carmody <bill@ironbridgeproperty.com.au>  
**Sent:** Monday, 18 August 2014 2:47 PM  
**To:** Graeme Bissett  
**Cc:** Lisa Edwards  
**Subject:** FW: Toodyay - Foggarthorpe Quiet House Design  
**Attachments:** Lloyd George Noise Review 20120911.pdf; DP 60729.pdf

Graeme,  
 Can you please advise the status of this request for the modification of the Quiet House Design Principles.  
 Thank you  
 Regards  
 Bill

Bill Carmody  
**DEVELOPMENT MANAGER**  
**M:0402 110 209**  
**P: (08) 9284 6691**  
**E: bill@ironbridgeproperty.com.au**

---

**From:** Bill Carmody  
**Sent:** Monday, 11 August 2014 8:27 AM  
**To:** 'Graeme Bissett'  
**Cc:** Lisa Edwards  
**Subject:** FW: Toodyay - Foggarthorpe Quiet House Design

Graeme,  
 Please see the response from MRWA.  
 The Lloyd George review of 11 September 2012 (attached) refers to Scenario 2 or 3 as follows:  
*Where Scenario 2 (bunds only) or 3 (open graded asphalt only) are implemented, some proposed dwellings will be within the margin (between the target and limit) – refer Appendix E of report. These dwellings are to follow the requirements of the Package A deemed to satisfy construction – refer attached rather than the requirements detailed in Section 7 of the report.*  
 In light of the above, I confirm my previous requests for Council to replace Appendix No 2 – Quiet House Design Principles with the attachment from the Lloyd George review.  
 With respect to the notifications, a Notification via Section 165 of the Planning & Development Act has been registered on all affected lots(refer attached DP 60729).  
 I trust the above is sufficient for a report to be prepared and presented to Council for consideration.  
 Please contact me if you have any queries or require additional information.  
 Thank you  
 Regards  
 Bill

Bill Carmody  
**DEVELOPMENT MANAGER**  
**M:0402 110 209**  
**P: (08) 9284 6691**  
**E: bill@ironbridgeproperty.com.au**

---

**From:** HARTLEY-WEST Janet (NM) [<mailto:janet.hartley-west@mainroads.wa.gov.au>]  
**Sent:** Saturday, 9 August 2014 6:23 PM  
**To:** Bill Carmody  
**Subject:** Toodyay - Foggarthorpe Quiet House Design



Dear Mr Carmody

Further to your email correspondence of 18 July 2014 and 30 June 2014, Main Roads WA (MRWA) confirms our original position, as outlined in our correspondence dated 3 July 2007, being the preference that Scenario 2 or 3 be adopted for noise mitigation. These scenarios required a combination of measures to reduce potential noise including the requirement for improved house constructions based on the Quiet House Design Principles and incorporating asphalt surfacing or noise bund/wall construction, or a combination of both, into the design of the Toodyay Bypass. It is understood that the Quiet House Design requirements are part of the Shire of Toodyay's Local Planning Policy No. 5 whilst the exact type of noise mitigation measures that will be incorporated into the design of the Toodyay Bypass is currently unknown as they will be determined at the detailed design stage.

If you require further information please contact Melinda Marshall on 9622 4713 or myself.

Cheers Janet

**Janet Hartley-West**  
Network Manager Wheatbelt



Telephone: (08) 9622 4750 Fax: (08) 9622 6737

Mobile: 0417 946 406

Email: Janet.Hartleywest@mainroads.wa.gov.au

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**From:** Bill Carmody [mailto:bill@ironbridgeproperty.com.au]

**Sent:** Friday, 18 July 2014 3:52 PM

**Subject:** Toodyay - Foggarthorpe Quiet House Design

Melinda,

I refer to our discussion following an email I forwarded to Janet on 30 June 2014.

The Foggarthorpe Design Guidelines - Local Planning Policy 5 (Copy attached) are included in Council policies as a result of the residential subdivision adjacent to the proposed Toodyay Bypass.

Within the policy are *Quiet House Design Principles* based on the recommendations from the Noise Impact Assessment (NIA) prepared by Lloyd Acoustics in February 2007.

MRWA reviewed the NIA, and in the attached letter dated 3 July 2007, agreed to including noise mitigation measures in the design of the Toodyay bypass.

The WAPC has imposed conditions of subdivision which includes the following:

*The mitigation measures in the Noise Impact Assessment which is an addendum to the Foggarthorpe Residential Structure Plan endorsed by the Western Australian Planning Commission on 26 October 2007 is to be implemented to the satisfaction of the Local Government with advice from Main Roads WA, and measures to be implemented shall not include noise walls.*

And:

*The Noise Impact Assessment mitigation measures being implemented to the satisfaction of the Shire of Toodyay with advice from Main Roads WA and measures to be implemented shall not include noise walls.*

Subsequent to works within the estate being completed, Ironbridge sought clearance of conditions from Shire of Toodyay.

MRWA sought and obtained further advice from MRWA that noise attenuation measures would be considered in the design of the Toodyay Bypass. A copy of the response dated 14 November 2011 is attached.

In considering the request for clearances, the following is an extract from Council minutes of 21 February 2012.

As a part of the Structure Planning process for the subject site, the applicant had to prepare a Noise Impact Assessment. This was prepared and there were a number of recommendations for measures to be implemented to reduce potential noise.

The Noise Impact Assessment recommended that a combination of factors were to be implemented to reduce noise levels on site, including the finished surface of the road and construction of bunds/noise walls. As some of the lots, based on the modelling undertaken, would still have higher noise levels, when building homes they have to incorporate the quiet house design principles to reduce noise. All these lots that are subject of this requirement have notifications on title.

Main Roads Western Australia (MRWA) has confirmed in writing (on the 3 July 2007 and 14 November 2011) that it will implement the noise bunds/wall construction and place the appropriate road surface as a part of the future construction of the bypass. Based on this, and as the notifications have been placed on titles, this condition is satisfied.

Shire of Toodyay cleared all conditions, and the lots have now been created. Importantly, clearance of the relevant conditions was achieved based on the MRWA advice.

In 2012 Lloyd George Acoustics(LGA), the Company which prepared the 2007 *NIA*, reviewed its recommendations in response to the Western Australian Planning Commission adopting State Planning Policy 5.4, *Road and Rail Transport Noise and Freight Considerations in Land Use Planning*.

Upon a request from the developer, Council sought input from MRWA approval to replace the existing Quiet House Design Guidelines with the relevant text from the State Planning Policy 5.4, *Road and Rail Transport Noise and Freight Considerations in Land Use Planning*.

The response from MRWA via letter dated 11 April 2013 does not reflect the previous commitment, upon which Council and WAPC approved the structure plan, approvals for subdivision and clearances has been achieved.

For your assistance, I have attached a copy of Quiet House Design framework for a residential development adjacent to Forrest highway, which reflects the intent of WAPC State Planning Policy 5.4

In order to allow the Council policy to reflect the WAPC Policy, MRWA is requested to reconfirm its original position in respect to the implementation of noise mitigation measures.

I can attend a meeting to discuss the above at a mutually convenient time.

You early attention would be appreciated.

Thank you

Regards

Bill

Bill Carmody  
**DEVELOPMENT MANAGER**  
**M:0402 110 209**  
**P: (08) 9284 6691**  
**E: [bill@ironbridgeproperty.com.au](mailto:bill@ironbridgeproperty.com.au)**

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# WESTERN AUSTRALIAN PLANNING COMMISSION

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## STATE PLANNING POLICY 5.4

### ROAD AND RAIL TRANSPORT NOISE AND FREIGHT CONSIDERATIONS IN LAND USE PLANNING

PREPARED UNDER SECTION 26 OF THE  
PLANNING AND DEVELOPMENT ACT 2005  
BY THE WESTERN AUSTRALIAN PLANNING COMMISSION

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GAZETTAL DATE SEPTEMBER 22 2009 GAZETTE NO. 169 Special



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**CONTENTS**
**1. CITATION****2. INTRODUCTION****3. APPLICATION OF THE POLICY****4. OBJECTIVES OF THE POLICY****5. POLICY****5.1. Scope of the policy****5.2. Types of proposals**

5.2.1. Noise-sensitive development

5.2.2. Major roads

5.2.3. Railways

5.2.4. Freight handling facilities

**5.3. Noise criteria**

5.3.1. Interpretation and application for new noise-sensitive development proposals

5.3.2. Interpretation and application for new major road and rail infrastructure proposals

**5.4. Policy measures for infrastructure redevelopment proposals and freight handling facilities**

5.4.1. Redevelopment proposals for existing major road and rail infrastructure

5.4.2. Proposed new freight handling facilities

**5.5. Noise assessment****5.6. Possible noise mitigation management and mitigation measures****5.7. Notification on title****5.8. Reasonable and practicable measures****5.9. Location of freight handling facilities****6. IMPLEMENTATION**

## Appendices

Appendix—Glossary of terms

## Schedules

Schedule 1. Primary freight roads and rail routes (Perth metropolitan region)

Schedule 2. Primary freight roads and rail routes (South-West region)

Schedule 3. Primary freight roads and rail routes (statewide)



**ROAD AND RAIL TRANSPORT  
NOISE AND FREIGHT CONSIDERATIONS IN LAND USE PLANNING**

STATE PLANNING POLICY 5.4

**1. CITATION**

This state planning policy has been prepared under section 26 of the *Planning and Development Act 2005*. This policy may be cited as State Planning Policy 5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning.

**2. INTRODUCTION**

Road and rail transport corridors play a vital role in moving people and goods safely, efficiently and effectively, and they provide wide-ranging economic and social benefits to the community. Growing volumes of general traffic and freight, and a greater community awareness of amenity and quality of life issues, have led to transport noise becoming an increasingly important consideration in land use planning.

Excessive noise has the potential to affect the health and amenity of a community as a whole, as well as the wellbeing of an individual. Sleep, relaxation and conversation can all be adversely affected by high levels of noise. There is also documented evidence that long-term exposure to high levels of noise may cause serious health, learning and development problems. Attitudes to noise exposure vary widely. Some people are more sensitive to noise than others, and tolerance to noise can vary depending on the time of day or the day of the week. Community expectations of what is an acceptable noise environment can also vary depending on the locality.

In addition to considering the amenity of the acoustic environment for the community, land use planners must consider the need to protect transport corridors from encroaching incompatible development and ensure proposed developments support the functionality of essential freight operations. The efficient movement of freight is critical to the sustainability of Western Australia, and as the population and resource industry grow, the increase in the volume of freight and the vast distances involved in distribution will put further pressure on the transport infrastructure.

This policy aims to promote a system in which sustainable land use and transport are mutually compatible. It seeks to minimise the adverse impact of transport noise, without placing unreasonable restrictions on noise-sensitive residential development, or adding unduly to the cost of transport infrastructure. It aims to provide a standardised and consistent triple bottom line framework for the consideration and management of the impacts of transport noise and freight operations when dealing with—

- new noise-sensitive development in the vicinity of existing or future major transport corridors or freight handling facilities;
- new major road or rail infrastructure projects, including major redevelopments, in the vicinity of existing or future noise-sensitive land uses; and
- the location of freight handling facilities.

The policy does this primarily by—

- identifying the situations in which it would be appropriate to assess proposals for transport noise impacts;
- establishing noise criteria to be used in the assessment of these proposals; and
- identifying measures that can be adopted to reduce road and rail transport noise in these instances.

The policy was prepared in conjunction and consultation with the Department of Environment and Conservation (DEC), Main Roads WA (MRWA), the Public Transport Authority (PTA) and the Western Australian Local Government Association (WALGA), as well as various industry bodies.

A review of the operation and effectiveness of this policy is expected to be conducted within two years of its commencement.

The policy does not exist in isolation and it needs to be considered in the context of broader policies for urban planning and management. Although noise-sensitive land uses should ideally be separated from major sources of noise such as road and rail, it is often impractical or undesirable to separate transport corridors from the residential and other land uses they serve.

Current planning policy is directed towards containing urban expansion, encouraging higher density residential development and employment close to public transport and activity centres, and reducing car dependency by promoting public transport. This inevitably means that some major transport corridors will be located in the vicinity of residential development and that many busy transport routes will be flanked by higher density housing.



More effective management of transport noise will therefore be necessary to protect residential areas and other noise-sensitive land uses from exposure to unacceptable levels of noise. There may be circumstances in which the criteria for acceptable noise levels cannot be met. In those circumstances, the criteria should be viewed as long-term aims to be achieved to the greatest extent that is reasonable and practicable.

In the future, noise criteria are likely to become more demanding than those contained in this policy. Improvements in technology in both infrastructure and development industries are therefore encouraged, with the aim of a long-term reduction in noise experienced by noise-sensitive land uses.

The policy should be read and applied in conjunction with other strategies and policies relevant to transport and urban development, particularly *Hope for the Future: the Western Australian State Sustainability Strategy* and the Western Australian Planning Commission (WAPC)'s *Directions 2031: Spatial Framework for Perth and Peel, State Planning Policy 3 Urban Growth and Settlement* and *Liveable Neighbourhoods* policy.

The policy is accompanied by a set of guidelines to assist in the implementation of the policy's objectives.

### 3. APPLICATION OF THE POLICY

This policy applies throughout Western Australia.

### 4. OBJECTIVES OF THE POLICY

The objectives of this policy are to—

- protect people from unreasonable levels of transport noise by establishing a standardised set of criteria to be used in the assessment of proposals;
- protect major transport corridors and freight operations from incompatible urban encroachment;
- encourage best-practice design and construction standards for new development proposals and new or redeveloped transport infrastructure proposals;
- facilitate the development and operation of an efficient freight network; and
- facilitate the strategic co-location of freight handling facilities.

## 5. POLICY

### 5.1 Scope of the policy

This policy addresses transport noise from within major transport corridors, including primary freight routes, and its impact on nearby noise-sensitive land uses. It also considers the need to strategically locate freight handling facilities.

Specifically, the policy is relevant when there is—

- a proposed new noise-sensitive development in the vicinity of an existing or future major road, rail or freight handling facility;
- a proposed new major road or rail infrastructure project in the vicinity of existing or future noise-sensitive land uses;
- a proposed major redevelopment of existing major road or rail infrastructure in the vicinity of existing or future noise-sensitive land uses; or;
- a proposed new freight handling facility.

Section 5.2 contains detailed policy interpretation of the terms 'noise-sensitive development', 'freight handling facility', 'major road' and 'major redevelopment'. Reference should also be made to the policy definitions of 'noise-sensitive land use', and 'in the vicinity of', in the appendix.

In applying this policy it is expected that consideration will be given to a 15-20 year transport planning horizon, which allows for the impact of future traffic growth. This provides protection to both transport corridors and noise-sensitive developments over the longer term.

The policy **does not apply**—

- retrospectively to noise from existing railways or major roads in the vicinity of an existing noise-sensitive land use; and
- to proposals involving an increase in traffic along an existing railway or major road in the absence of a major redevelopment.

Such matters are addressed directly by those agencies responsible for the operation of the relevant transport infrastructure and, if appropriate, the state environmental agency.

This policy addresses only road and rail transport noise and it does not address aircraft or watercraft noise impacts. For more information on aircraft noise, refer to the WAPC's *State Planning Policy 5.1 Land Use Planning in the Vicinity of Perth Airport* and *State Planning Policy 5.3 Jandakot Airport Vicinity*. There are currently no specific policies or guidelines in relation to watercraft noise.

The policy does not apply to safety warning devices installed on road or rail vehicles or to fixed sources of noise. Fixed sources of noise, including any noise produced during the actual construction of new road and rail infrastructure, are addressed by the *Environmental Protection (Noise) Regulations 1997*.

For the purposes of this policy, the word 'noise' does not include ground vibration, although it is recognised that vibration can result from some forms of transport. Some informative guidance on vibration is presented in the guidelines.

Although new major road and rail infrastructure projects in existing reserves do not normally require planning approval, transport infrastructure providers are expected to carry out these works in a manner that is consistent with the policy.

## 5.2 Types of proposals

### 5.2.1 Noise-sensitive development

In this policy, a noise-sensitive development is defined as any proposed development for a noise-sensitive land use that would normally require planning approval by a local government authority or the WAPC. This includes proposals at the following stages of the land use planning process: scheme amendment, structure planning, subdivision (including strata subdivision) and development applications.

In interpreting the extent of application of the policy, it should be noted that the intent of the policy is to capture most noise-sensitive developments that are likely to be significantly affected by transport noise. However, some developments that could be significantly affected may fall outside the existing defined scope. The policy allows for such situations to be taken into account on a case-by-case basis at the discretion of the responsible authority (local government or the WAPC). For example, discretion may be exercised by a local government authority to apply this policy in the case of an application for a building licence for a single dwelling that would not ordinarily require planning approval but would be subject to critical levels of noise given its location adjacent to a major transport corridor.

In determining the extent of application of the policy in relation to noise-sensitive development, it is reasonable to presume that substantial building development fronting a transport corridor will generally have the effect of screening development to the rear. For example, in a residential development, usually only the first row of houses that faces the transport corridor will be significantly affected. This includes those housing sites that are separated from the transport reserve by only a service road. However, the screening capacity of frontage development may vary from site to site, and this can be confirmed only after a noise assessment has been completed for a particular scenario.

The guidelines include estimates of transport noise levels, taking into account traffic volumes and distance separation from the railway or major road. These estimates may be used to determine whether noise assessment and mitigation measures may be necessary under this policy. They also provide further information about the delineation of noise-affected areas.

### 5.2.2 Major roads

For the purposes of applying this policy, a major road is taken to mean one of the following—

- state roads and national highways;
- urban primary distributors, as described on the metropolitan functional road hierarchy (MRWA, local government) network;
- other urban roads carrying more than 20 000 vehicles per day;
- other rural primary distributors carrying more than 5 000 vehicles per day;
- primary freight roads (Perth metropolitan region) as shown in Schedule 1;
- primary freight roads (South-West region) as shown in Schedule 2; and
- primary freight roads (Statewide) as shown in Schedule 3.

Although this policy is not intended to apply to local roads, in exceptional circumstances it may be applied to roads that do not meet the definition of a major road, at the discretion of the WAPC or local government. Exceptional circumstances would apply if, in the opinion of the WAPC or local government, the outcome of the road project could result in a significant noise impact on people. For example, in rural areas that have very low background noise levels, the 5 000 vehicles per day threshold for a new major road may not be triggered; however, the noise impact could be significant.

In addition to new major road infrastructure projects, this policy may be applied to a major redevelopment of an existing major road. Typically, a major redevelopment of an existing major road involves physical construction works designed to facilitate an increase in traffic-carrying capacity (such as carriageway duplication or the addition of a traffic lane), or a change in the alignment through design or engineering modifications.

Major redevelopment does not cover minor works such as routine maintenance, minor changes in alignment or minor changes required for safety reasons, if these works will not result in a significant increase in road transport noise levels.

### 5.2.3 Railways

This policy applies to new passenger and freight rail infrastructure projects.

Policy measures are also triggered by proposals for—

- major redevelopments of railways; and
- minor redevelopments that are likely to adversely affect a noise-sensitive land use (see guidelines section 3.1).

For major or minor redevelopments, the policy measures in sections 5.4, 5.5, 5.6 and 5.8 should be applied, but not the noise criteria in section 5.3. This recognises that the level and nature of noise emissions from major and minor railway redevelopments are likely to require noise management measures other than the performance base of the noise criteria in section 5.3.

For the purposes of this policy, a major redevelopment of a railway means—

- a proposed substantial realignment, either inside or outside the existing corridor; or
- a rail duplication; or
- works that significantly increase capacity.

For the purposes of this policy, a minor redevelopment of a railway means minor works such as crossovers, sidings, turnouts, yards, loops, refuges, relief lines, straightening of curves, re-sleepering or the installation of track signalling devices.

An increase in rail traffic or noise alone, in the absence of physical construction works, does not trigger this policy.

#### 5.2.4 Freight handling facilities

In addition to applications for noise-sensitive development, any new planning applications involving freight handling facilities, such as land-based freight storage and freight interchanges, are subject to this policy and should be assessed for transport noise impacts on adjoining noise-sensitive land uses and with regard to section 5.9 of this policy.

### 5.3 Noise criteria

Table 1 sets out the outdoor noise criteria that apply to proposals for new noise-sensitive development or new major roads and railways assessed under this policy.

These criteria do not apply to—

- proposals for redevelopment of existing major roads or railways, which are dealt with by a separate approach as described in section 5.4.1; and
- proposals for new freight handling facilities, for which a separate approach is described in section 5.4.2.

The outdoor noise criteria set out in Table 1 apply to the emission of road and rail transport noise as received at a noise-sensitive land use. These noise levels apply at the following locations—

- for new road or rail infrastructure proposals, at 1 m from the most exposed, habitable façade of the building receiving the noise, at ground floor level only; and
- for new noise-sensitive development proposals, at 1 m from the most exposed, habitable façade of the proposed building, at each floor level, and within at least one outdoor living area on each residential lot.

Further information is provided in the guidelines.

Table 1: Outdoor noise criteria.

Time of day	Noise Target	Noise Limit
Day (6 am–10 pm)	$L_{Aeq(Day)} = 55dB(A)$	$L_{Aeq(Day)} = 60dB(A)$
Night (10 pm–6 am)	$L_{Aeq(Night)} = 50dB(A)$	$L_{Aeq(Night)} = 55dB(A)$

The 5dB difference between the outdoor noise target and the outdoor noise limit, as prescribed in Table 1, represents an acceptable margin for compliance. In most situations in which either the noise-sensitive land use or the major road or railway already exists, it should be practicable to achieve outdoor noise levels within this acceptable margin. In relation to greenfield sites, however, there is an expectation that the design of the proposal will be consistent with the target ultimately being achieved.

Because the range of noise amelioration measures available for implementation is dependent upon the type of proposal being considered, the application of the noise criteria will vary slightly for each different type. Policy interpretation of the criteria for each type of proposal is outlined in sections 5.3.1 and 5.3.2.

The noise criteria were developed after consideration of road and rail transport noise criteria in Australia and overseas, and after a series of case studies to assess whether the levels were practicable. The noise criteria take into account the considerable body of research into the effects of noise on humans, particularly community annoyance, sleep disturbance, long-term effects on cardiovascular health, effects on children's learning performance, and impacts on vulnerable groups such as children and the elderly. Reference is made to the World Health Organization (WHO) recommendations for noise policies in their publications on community noise and the *Night Noise Guidelines for Europe*. See the policy guidelines for suggested further reading.

#### 5.3.1 Interpretation and application for noise-sensitive development proposals

In the application of these outdoor noise criteria to new noise-sensitive developments, the objective of this policy is to achieve—

- acceptable indoor noise levels in noise-sensitive areas (for example, bedrooms and living rooms of houses, and school classrooms); and
- a reasonable degree of acoustic amenity in at least one outdoor living area on each residential lot<sup>1</sup>.

If a noise-sensitive development takes place in an area where outdoor noise levels will meet the noise target, no further measures are required under this policy.

In areas where the noise target is likely to be exceeded, but noise levels are likely to be within the 5dB margin, mitigation measures should be implemented by the developer with a view to achieving the target levels in a least one outdoor living area on each residential lot<sup>1</sup>. Where indoor spaces are planned to be facing any outdoor area in the margin, noise mitigation measures should be implemented to achieve acceptable indoor noise levels in those spaces. In this case, compliance with this policy can be achieved for residential buildings through implementation of the deemed-to-comply measures detailed in the guidelines.

In areas where the outdoor noise limit is likely to be exceeded (i.e. above  $L_{Aeq(Day)}$  of 60dB(A) or  $L_{Aeq(Night)}$  of 55dB(A)), a detailed noise assessment in accordance with the guidelines should be undertaken by the developer. Customised noise mitigation measures should be implemented with a view to achieving the noise target in at least one outdoor living or recreation area on each noise-sensitive lot or, if this is not practicable, within the margin. Where indoor spaces will face outdoor areas that are above the noise limit, mitigation measures should be implemented to achieve acceptable indoor noise levels in those spaces, as specified in the following paragraphs.

For residential buildings, acceptable indoor noise levels are  $L_{Aeq(Day)}$  of 40dB(A) in living and work areas and  $L_{Aeq(Night)}$  of 35dB(A) in bedrooms<sup>2</sup>. For all other noise-sensitive buildings, acceptable indoor noise levels under this policy comprise noise levels that meet the recommended design sound levels in Table 1 of Australian Standard AS 2107:2000 *Acoustics—Recommended design sound levels and reverberation times for building interiors*.

These requirements also apply in the case of new noise-sensitive developments in the vicinity of a major transport corridor where there is no existing railway or major road (bearing in mind the policy's 15-20 year planning horizon). In these instances, the developer should engage in dialogue with the relevant infrastructure provider to develop a noise management plan to ascertain individual responsibilities, cost sharing arrangements and construction time frame.

If the policy objectives for noise-sensitive developments are not achievable, best practicable measures should be implemented, having regard to section 5.8 and the guidelines.

#### 5.3.2 Interpretation and application for new major road and rail infrastructure proposals

In the application of the noise criteria to new major road and rail infrastructure projects, the objective of this policy is that the new infrastructure be designed and constructed so that the noise emissions are at a level that—

- provides an acceptable level of acoustic amenity for existing noise-sensitive land uses and for the planning of new noise-sensitive developments;
- is consistent with other planning policies and community expectations; and
- is practicably achievable.

For transport infrastructure projects within the scope of this policy, a noise assessment should be conducted in accordance with the guidelines to predict future noise levels resulting from the project and to identify relevant noise mitigation measures.

If a transport infrastructure project will emit transport noise levels that meet the noise target, no further measures are required under this policy. Otherwise, transport infrastructure providers should design mitigation measures to achieve the noise limit of  $L_{Aeq(Day)}$  60dB(A) and  $L_{Aeq(Night)}$  55dB(A), when assessed at one metre from the façade at ground floor level.

Transport infrastructure providers are also required to consider design measures to meet the noise target of  $L_{Aeq(Day)}$  55dB(A) and  $L_{Aeq(Night)}$  50dB(A), and to implement these measures where reasonable and practicable.

If a new rail or major road infrastructure project is to be constructed in the vicinity of a future noise-sensitive land use, mitigation measures should be implemented in accordance with this part of the policy. For this purpose, a proposed noise-sensitive land use is any noise-sensitive development that is subject to an approved detailed area plan, subdivision approval or development approval, such that the transport infrastructure provider is able to adequately design noise mitigation measures to protect that development. In these instances, the infrastructure provider and developer are both responsible for ensuring that the objectives of this policy are achieved, and a mutually beneficial noise management plan, including individual responsibilities, should be negotiated between the parties.

It is recognised that in some cases it may not be practicable to achieve the noise criteria. In these circumstances reference should be made to section 5.8 and the guidelines.

### 5.4 Policy measures for infrastructure redevelopment proposals and freight handling facilities

#### 5.4.1 Redevelopment proposals for existing major road and rail infrastructure

Where policy measures have been triggered by a redevelopment proposal for existing major road or railway infrastructure under section 5.2.2 or 5.2.3, the following policy measures apply.

<sup>1</sup> For non-residential noise-sensitive developments, (e.g. schools and child care centres) consideration should be given to providing a suitable outdoor area that achieves the noise target, where this is appropriate to the type of use.

<sup>2</sup> For residential buildings, indoor noise levels are not set for utility spaces such as bathrooms. This policy encourages effective “quiet house” design, which positions these non-sensitive spaces to shield the more sensitive spaces from transport noise (see the guidelines for further information).

(1) A screening noise assessment and, if necessary, a detailed assessment should be conducted in accordance with the guidelines.

(2) Practicable noise management and mitigation measures should be considered in accordance with sections 5.6 and 5.8 of this policy, having regard to—

- the existing transport noise levels;
- the likely changes in noise emissions resulting from the proposal; and
- the nature and scale of the works and the potential for noise amelioration.

(3) The proponent should prepare a noise management plan for the redevelopment works in accordance with the guidelines, and in consultation with the state environmental agency and local government.

#### 5.4.2 Proposed new freight handling facilities

In determining appropriate policy measures for proposed new freight handling facilities, it should be recognised that some noise emissions (for example, from trucks on the premises) are required to meet the *Environmental Protection (Noise) Regulations 1997*. The noise emissions from the operation of trains at the freight handling facility will depend on the nature of the operations; in the case of a proposed new freight handling facility, appropriate noise criteria must be developed in consultation with the state environmental agency.

If major or minor redevelopments of the railways in a freight handling facility trigger policy measures under section 5.2.3, the procedure in section 5.4.1 should be followed.

#### 5.5 Noise assessment

All noise assessments carried out for the purposes of this policy should be conducted in accordance with the guidelines, and they are the responsibility of the developer and/or infrastructure provider.

The guidelines give detailed information on methods for measuring and predicting transport noise levels for the purpose of undertaking noise assessments.

For new noise-sensitive developments, noise assessments should generally be conducted as early as is practicable in the planning process, typically at the scheme amendment or structure planning stage. The implementation of the outcomes of a noise assessment may become a condition of approval of a subdivision.

In complex cases, it may be appropriate for the detailed assessment report or noise management plan to be referred to the state environmental agency for review.

#### 5.6 Possible noise management and mitigation measures

A range of noise mitigation measures are available to meet the noise criteria. These include—

- using distance to separate noise-sensitive land uses from noise sources;
- construction of noise attenuation barriers such as earth mounds and noise walls;
- building design, such as locating outdoor living areas and indoor habitable rooms away from noise sources;
- building construction techniques, such as upgraded glazing, ceiling insulation and sealing of air gaps. Note that where upgraded glazing is required, the benefit is only realised when windows are kept closed and, as such, mechanical ventilation should also be considered in these circumstances;
- planning and design of the road or rail project such as construction in cut, traffic management or the use of low-noise road surfaces.

The guidelines provide more detail on the range of noise mitigation measures and their potential for noise reduction. It is expected that noise management and mitigation strategies will be identified and implemented through a noise management plan, having regard to the guidelines, and will be—

- effective in reducing noise;
- practical and appropriate for the situation; and
- compatible with other relevant planning policies.

#### 5.7 Notification on title

If the measures outlined previously cannot practicably achieve the target noise levels for new noise-sensitive developments, this should be notified on the certificate of title.

Notifications on certificates of title and/or advice to prospective purchasers advising of the potential for noise impacts from major road and rail corridors can be effective in warning people who are sensitive to the potential impacts of transport noise. Such advice can also bring to the attention of prospective developers the need to reduce the impact of noise through sensitive design and construction of buildings and the location of outdoor living areas.

The notification is to ensure that prospective purchasers are advised of—

- the potential for transport noise impacts; and
- the potential for quiet house design requirements to minimise noise intrusion through house layout and noise insulation (see the guidelines).

Notification should be provided to prospective purchasers and be required as a condition of subdivision (including strata subdivision) for the purposes of noise-sensitive development as well as planning approval involving noise-sensitive development, where noise levels are

forecast or estimated to exceed the target outdoor noise criteria, regardless of proposed noise attenuation measures. The requirement for notification as a condition of subdivision and the land area over which the notification requirement applies, should be identified in the noise management plan in accordance with the guidelines.

An example of a standard form of wording for notifications is presented in the guidelines.

#### 5.8 Reasonable and practicable measures

This policy applies a performance-based approach to the management and mitigation of transport noise.

It is recognised that in a number of instances it may not be reasonable and practicable to meet the noise target criteria. Where transport noise is above the target level, measures are expected to be implemented that best balance reasonable and practicable considerations, such as noise benefit, cost, feasibility, community preferences, amenity impacts, safety, security and conflict with other planning and transport policies. In these cases the community should also be consulted to assist in identifying best overall solutions. The guidelines assist in outlining ways in which some reasonable and practicable limitations can be addressed in a manner that also minimises transport noise.

It is further acknowledged that there may also be situations in which the noise limit cannot practicably be achieved, especially in the case of major redevelopment of existing transport infrastructure. Similarly, it may not be practicable to achieve acceptable indoor noise levels if the new development is located very close to the transport corridor. In these situations the primary focus should be on achieving the lowest level of noise, with other reasonable and practicable considerations being secondary to this objective.

In cases where the noise limit or indoor noise criteria cannot practicably be met, longer term strategies for land use planning, transport policy and vehicle emissions should be considered to minimise transport noise impact over time.

#### 5.9 Location of freight handling facilities

Areas suitable for freight handling, serviced by primary freight routes, generally correspond with or are part of industrial zones under both the Metropolitan Region Scheme and local town planning schemes.

Freight handling facilities, such as land-based freight, should be strategically located and sited to—

- minimise the overall demand for movement of goods through co-location of related facilities, including manufacturing/processing, packaging, storage and inter-modal transfer;
- allow for the unimpeded operations of freight handling facilities;
- maximise the efficiency of transport by locating freight handling facilities adjacent to the primary freight network, including road and rail corridors, and, where practicable, with good access to intermodal operations; and
- minimise the adverse impact on existing and future freight handling facilities, by segregating such facilities from residential, commercial and community uses, both existing and proposed.

It is anticipated that high levels of intermodal activity will be experienced in the general vicinity of intermodal terminals. This may result in increased noise levels.

Possible exceptions to the requirement for co-location of freight handling facilities include—

- small-scale transport depots involved in the transport of primary produce from rural areas;
- small-scale freight handling operations associated with the transport of specific classes of goods involving a localised catchment;
- freight handling operations using specific classes of vehicle or goods which cannot be readily accommodated in one of the strategic freight handling areas; and,
- freight handling operations associated with a particular freight generator, which cannot be readily accommodated in or adjacent to one of the strategic freight handling areas; for example, extractive industry, production of building materials, recycling facilities, waste removal and basic raw materials distribution.

New freight handling facilities should generally be limited in areas separate from those major industrial areas serviced by primary freight routes. This is to minimise the adverse impacts associated with freight movement along general traffic routes and to maximise the benefits of co-location of freight handling facilities. Appropriate limitations may relate to the scale of operation, the hours of operation or the type and volume of traffic that may access the premises.

The policy also recognises that excessive noise is only one of the potential adverse impacts when considering freight operations. Ground vibration, traffic and diminished air quality can also be associated with the handling or transport of freight and, where appropriate, these should be taken into consideration.

## 6. IMPLEMENTATION

Implementation of this policy will be through regional and local planning schemes and strategies through the day-to-day process of decision-making on rezoning, structure plans, and subdivision and development applications. In cases in which there are serious noise issues, special control areas may be a suitable planning mechanism.

Local and state government agencies should seek to review and amend relevant policies that are inconsistent with this policy or that would discourage early adoption of this policy. When reviewing policies and/or schemes and strategies, consideration should be given to ensuring appropriate subdivision and development control is in place to implement this policy. The guidelines provide further information in relation to subdivision and development control.

When preparing region planning schemes, local planning schemes and amendments to schemes, government agencies should consider the potential for land use conflict between major transport corridors, freight handling and movement, and adjacent noise sensitive land uses. Freight handling facilities and major transport corridors should be designated in regional planning instruments. Zoning and permissible uses of land in areas adjoining primary freight routes or established freight nodes in particular should be reviewed to ensure, as far as practicable, that they are compatible with freight operations.

Transport infrastructure providers will be expected to have regard to the policy in the planning, design and implementation of new major road or rail infrastructure projects. In addition, relevant agencies involved in freight operations should take complementary action, including monitoring of existing freight routes and assessment of future freight routes, to identify sectors where there are or are likely to be, significant adverse impacts associated with the transport of freight.

The cost of noise mitigation measures that must be implemented as a result of this policy is the responsibility of the proponent/s. Where a future noise-sensitive land use is adjacent to a future major road or railway, roles and responsibilities should be negotiated between the relevant infrastructure provider and the land developer.

Further details on implementation measures are contained in the guidelines.

#### Appendix: Glossary of terms

**“A-weighted”**: an A-weighted sound level includes the ‘A’ frequency weighting in the measurement of a sound, to approximate the frequency response of the normal human ear;

**“dB(A)”**: the level of a sound, measured in decibels, A-weighted (i.e. the level corresponding to the A-scale on a standard sound level meter);

**“freight handling facility”**: Major land-based storage and freight interchange. For the purposes of this policy freight handling facilities include, but are not limited to, the following locations: Forrestfield, Kwinana, Canning Vale, Kewdale, and North Quay in Fremantle, shown as intermodal freight terminals in Schedule 1;

**“guidelines”**: refers to the most recent version of the Implementation Guidelines published by the Western Australian Planning Commission that accompany this policy;

**“in the vicinity of”**: means—

- (i) abutting; or
- (ii) separated by only a road, access way or other land that is likely to remain substantially open and undeveloped in terms of buildings, up to a maximum distance of 300 metres;

**“ $L_{Aeq}$ ”**: the equivalent steady-state, A-weighted sound level (equal energy) which in a specified time period contains the same acoustic energy as the time-varying level during the same period;

**“ $L_{Aeq(Day)}$ ”**: the  $L_{Aeq(16\text{ hour})}$  for the time period 6 am to 10 pm;

**“ $L_{Aeq(Night)}$ ”**: the  $L_{Aeq(8\text{ hour})}$  for the time period 10 pm to 6 am;

**“major road”**: has the meaning given in section 5.2.2;

**“major redevelopment”**: has the meaning given in section 5.2.2 and 5.2.3;

**“major transport corridor”**: land set aside for the movement of road and/or rail traffic, including railways, and major roads;

**“noise”**: sound, especially when it is unwanted, unpleasant or loud. In this policy noise does not include ground vibration;

**“noise-sensitive development”**: any proposed development for a noise-sensitive land use that would normally require planning approval. This includes proposals at the following stages of the approval process: structure planning, rezoning, subdivision (including strata subdivision) and development applications. Refer also to section 5.2.1;

**“noise-sensitive land use”**: includes land used for noise-sensitive premises (as defined in the *Environmental Protection (Noise) Regulations 1997*) occupied solely or mainly for residential or accommodation purposes, rural premises and premises used for the purpose of—

- a caravan park or camping ground;
- a hospital;
- a sanatorium, home or institution for the care of persons, a rehabilitation centre, home or institution for persons requiring medical or rehabilitative treatments;
- education (school, college, university, technical institute, academy or other educational centre, lecture hall or other premises used for the purpose of instruction);
- public worship;

- a tavern, hotel, club premises, reception lodge or other premises that provide accommodation for the public;
- aged care;
- child care; and
- prison or detention centre;

**“outdoor living area”**: is defined in the Residential Design Codes of Western Australia as the area external to a single house or grouped dwelling to be used in conjunction with that dwelling such that it is capable of active or passive use but excludes any area with a dimension of less than 1m minimum dimension or which, by reason of its development or topography, is not readily accessible from the dwelling;

**“proposed noise-sensitive land use”**: any noise-sensitive land use that is subject to an approved detailed area plan, subdivision approval or development approval, such that a transport infrastructure provider is able to adequately design noise mitigation measures to protect that development;

**“transport infrastructure provider”**: an agency responsible for the design, construction and/or management of transport infrastructure as identified by this policy, including local and state government agencies.



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**Shire of Toodyay**

**List of Payments Presented to Council for Period February 2015 to 28 February 2015**

<b>Pay/Type</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
IPV511	11/02/2015	Bendigo Bank	Payroll PPE 10/02/2015	99,951.34
IPV512	11/02/2015	Bendigo Bank	Payroll PPE 10/02/2015 - Sara Welburn	594.75
IPV513	23/02/2015	Bendigo Bank	Amendment for Redundancy Payment - M McPhee	1,251.00
IPV514	25/02/2015	Bendigo Bank	Payroll PPE 24/02/2015	97,307.44
1410	16/02/2015	Construction Training Fund	BCITF Levies - January 2015	472.93
1411	16/02/2015	Building Commission	BS Levies - January 2015	147.00
1412	19/02/2015	Roslyn Solberg	Refund of Memorial Hall Bond	500.00
1413	23/02/2015	Mr Bruce Tyler	Refund of Chair Hire Bond - Pavilion	100.00
BPV2089	1/02/2015	Bendigo Bank	Bank Fees	10.00
BPV2090	1/02/2015	Bendigo Bank	Bank Fees	10.00
BPV2091	1/02/2015	Bendigo Bank	Bank Fees	57.40
BPV2092	1/02/2015	Bendigo Bank	Bpay Fees	330.88
BPV2093	2/02/2015	Commonwealth Bank	Merchant Fees	61.71
BPV2094	3/02/2015	Commonwealth Bank	Eftpos Fees	242.30
BPV2095	3/02/2015	Commonweath Bank	Eftpos Fees	3.40
BPV2096	3/02/2015	Commonwealth Bank	Eftpos Fees	75.18
BPV2097	3/02/2015	Commonwealth Bank	Eftpos Fees	390.56
BPV2098	3/02/2015	Commonwealth Bank	Eftpos Fees	3.74
BPV2099	3/02/2015	Commonwealth Bank	Eftpos Fees	8.96
BPV2100	4/02/2015	Westnet	Telephone & Internet Charges	394.84
BPV2101	9/02/2015	Bendigo Bank	Bank Fees	0.11
BPV2102	11/02/2015	Bendigo Bank	Bank Fees	6.82
BPV2103	11/02/2015	Bendigo Bank	Bank Fees	0.11
BPV2104	11/02/2015	Bendigo Bank	Bank Fees	0.11
BPV2105	12/02/2015	Canon Finance	Lease - Admin Photocopier	572.00
BPV2106	14/02/2015	Bendigo Bank	<b>C Munson - Credit Card - January 2015</b>	980.80
			Toodyay Junction - Refreshments - Strahan Rd Fire	180.00
			Victoria Hotel -Rrefreshments - Strahan Rd Fire	180.00
			Toodyay Junction - Refreshments - Strahan Rd fire	171.50
			Victoria Hotel - Refreshments - Rugged Hills Fire	192.00
			Victoria Hotel - Refreshments - Rugged Hills Fire	139.00
			Toodyay Bakery -Refreshments - Rugged Hills Fire	114.30

**Shire of Toodyay**

**List of Payments Presented to Council for Period February 2015 to 28 February 2015**

<b>Pay/Type</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	
BPV2107	14/02/2015	Bendigo Bank	Card Fee	4.00	441.83
			<b>C Delmage - Credit Card - January 2015</b>		
			Instapage	11.33	
			Toodyay LPO - Vehicle Licencing - T000	186.80	
			Toodyay LPO - Vehicle Licencing - T020	176.05	
			Waroon Caltex - Fuel	63.65	
			Card Fee	4.00	
BPV2108	14/02/2015	Bendigo Bank	<b>G Bissett - Credit Card - January 2015</b>		225.18
			Caltex Midvale - Fuel	84.89	
			Building Commission - Energy Efficiency Workshop - P Edward	60.00	
			Caltex Midvale - Fuel	76.29	
			Card Fee	4.00	
BPV2109	14/02/2015	Bendigo Bank	<b>S Scott - Credit Card - January 2015</b>		331.00
			Northam Florist - M Chapman 100th Birthday	100.00	
			Tourism Council - Seminar - S Scott	65.00	
			Tourism Council - Seminar - P Greenway	65.00	
			Town of Cambridge - WA State Libraries Seminar - Parking	5.00	
			Card Fee	4.00	
			QBE Travel Insurance - Tidy Towns Awards - D Dow	92.00	
BPV2110	14/02/2015	Bendigo Bank	<b>L Vidovich - Credit Card - January 2015</b>		1,401.16
			IPEWA - NZ Conference - Registration Fee	1,397.16	
			Card Fee	4.00	
BPV2111	14/02/2015	Bendigo Bank	<b>A Bell - Credit Card - January 2015</b>		835.50
			Puma Mundaring - Fuel	42.80	
			Mundaring Newsagency - Thank You Card - Volunteer	10.98	
			Coles Mundaring - Thank You Gift - Volunteer	37.50	
			Puma Mundaring - Fuel	20.00	
			Mail Big File Subscription	20.00	
			IKEA - Shelving - Visitor Centre	540.00	
			Red Dot Midland - Hats for Inclusion Program	23.94	
			Harvester Frozen Foods - Australia Day	35.61	
			Kmart Midland - Napkin Holders - Australia Day	16.00	

**Shire of Toodyay**

**List of Payments Presented to Council for Period February 2015 to 28 February 2015**

Pay/Type	Date	Name	Description	Amount
			Officeworks Midland - Stationery - Australia Day	84.67
			Card Fee	4.00
BPV2112	16/02/2015	Commonwealth Bank	Bpoint Fees	66.65
BPV2113	16/02/2015	Bendigo Bank	Bank Fees	8.69
BPV2114	19/02/2015	Bendigo Bank	Bank Fees	0.11
BPV2115	23/02/2015	Bendigo Bank	Bank Fees	0.11
BPV2116	25/02/2015	Bendigo Bank	Bank Fees	0.11
BPV2117	25/02/2015	Bendigo Bank	Bank Fees	7.04
BPV2118	25/02/2015	Canon Finance	Photocopier Lease - Library, Visitor Centre & Depot	525.00
BPV2119	26/02/2015	Bendigo Bank	Bank Fees	7.59
BPV2120	26/02/2015	Bendigo Bank	Bank Fees	0.11
BPV2121	27/02/2015	Bendigo Bank	Bank Fees	3.09
12049	16/02/2015	Department of Transport	Registration - 1TDY961	49.90
12050	16/02/2015	Old Gaol Museum	Old Gaol Volunteer Reimbursements - March 2015	250.00
12051	16/02/2015	Maitland Somers	Rates Refund- 4 Jubilee Street	1,524.00
12052	16/02/2015	Telstra Corporation Limited	Telephone Charges	3,943.12
12053	16/02/2015	Synergy	Electricity Charges	12,390.75
12054	25/02/2015	Vodafone Hutchinson Australia P/L	Pager Charges - January 2015	3,759.19
12055	25/02/2015	Shire of Toodyay - Petty Cash	Petty Cash Expenses - February 2015	439.70
			Plate Change - T0022	16.60
			Australia Day BBQ Set	10.00
			Working with Children Clearance - A Bell	80.00
			Phone Repairs - BO	98.00
			Mobile Phone Cover - MPD	30.25
			Mobile Phone Cover - MWS	30.25
			Storage Trays - Mechanics Workshop	67.90
			Fuel Costs - Machinery Preservation Group	44.10
			Transfer Fees - 2013 Isuzu Firetruck	16.40
			Parking Fees - C Skinner Training	35.00
			Postage	2.20
			Refreshments - Transwa Meeting	9.00
12056	25/02/2015	Shire of Toodyay - Library Petty Cash	Book Purchase, Art Supplies, Coffee & Cat Litter	91.45

**Shire of Toodyay**

**List of Payments Presented to Council for Period February 2015 to 28 February 2015**

<b>Pay/Type</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
12057	25/02/2015	Telstra Corporation Limited	Telephone Charges	2,119.21
12058	25/02/2015	Synergy	Electricity Charges	3,575.60
EFT17431	9/02/2015	Toodyay Brook Earthmoving	Grade Non-Compliant Firebreak - Costs recouped from landowner	1,113.75
EFT17432	11/02/2015	Shire of Toodyay Salaries & Wages	Payroll Deductions	1,835.00
EFT17433	16/02/2015	Australia Post	Postage - January 2015	392.81
EFT17434	16/02/2015	Ability Auto Door P/L	Supply & Install Auto Doors - Bendigo Bank	8,580.00
EFT17435	16/02/2015	Australia Wide Taxation & Payroll Training	Taxation & Payroll Training - C Skinner	455.00
EFT17436	16/02/2015	Avon Waste	Waste Collection	12,387.73
EFT17437	16/02/2015	Advanced Autologic	Plant & Equipment Cleaning Products	350.00
EFT17438	16/02/2015	Abbott & Co Printers	Museum Exhibition & Event Brochures	936.64
EFT17439	16/02/2015	Altus Planning & Appeals	Legal Fees - Whitegum Ridge, Opal Vale & Harcourt St	4,202.00
EFT17440	16/02/2015	A Team Intelligent Printing	Bushfire Infringement Books	303.60
EFT17441	16/02/2015	Av Sec Security Services	Supply & Install three Smoke Detector Batteries - Medical Centre	148.00
EFT17442	16/02/2015	Amber Springs Gardens	Accommodation to 12/02/2015	204.70
EFT17443	16/02/2015	Alans Auto Electrics	Spotlights - CESM Vehicle	784.00
EFT17444	16/02/2015	Ampac Debt Recovery	Debt Recovery Costs	29,077.74
EFT17445	16/02/2015	Bev Royal	Visitor Centre Consignment Stock	10.15
EFT17446	16/02/2015	Covs Parts	Plant Repair Parts	715.99
EFT17447	16/02/2015	Courier Australia	Freight	43.26
EFT17448	16/02/2015	Crommelins Machinery	Machinery Parts	246.75
EFT17449	16/02/2015	Construction Equipment Australia	Plant Repair Parts	3,047.85
EFT17450	16/02/2015	The Cola Cafe	Refreshments - Council, Forum & AROC Meetings	997.00
EFT17451	16/02/2015	Commarine	Radio Repairs & Maintenance	7,746.80
EFT17452	16/02/2015	Bruce Cleasby	Supply & Cart Water - Incident 292374	1,195.00
EFT17453	16/02/2015	Clean Industry Environmental Solutions	Road Sweeping - Hamersley St	816.86
EFT17454	16/02/2015	Churches Commission On Education- Youthcare	2014/2015 Contribution to Chaplaincy	7,700.00
EFT17455	16/02/2015	City of Stirling	Damaged Book	17.60
EFT17456	16/02/2015	Dunning's	Fuel	16,515.28
EFT17457	16/02/2015	Landgate	Valuations	128.46
EFT17458	16/02/2015	Daimler Trucks Perth	Repairs - Canter Truck	1,432.10
EFT17459	16/02/2015	Caltex Toodyay Junction	Water Bottles	217.10
EFT17460	16/02/2015	Freemasons Hotel	Accommodation to 12/02/2015	75.65

**Shire of Toodyay**

**List of Payments Presented to Council for Period February 2015 to 28 February 2015**

<b>Pay/Type</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT17461	16/02/2015	SF Fitzgerald Plumbing & Gas	Plumbing Repairs - 33 Telegraph Rd & Duke Street Toilets	1,794.45
EFT17462	16/02/2015	Elizabeth Frayne	Reimbursement of Printing Costs - Tidy Towns	197.15
EFT17463	16/02/2015	Future Logic	IT Support	5,926.25
EFT17464	16/02/2015	Grove Wesley Design Art	Signage - Keep Australia Beautiful & Farmers Market	2,396.90
EFT17465	16/02/2015	Toodyay Hardware & Farm	Hardware	1,527.16
EFT17466	16/02/2015	G Horsfield	Window Cleaning	500.00
EFT17467	16/02/2015	Uhy Haynes Norton	Audit Fees - Roads to Recovery 30/06/2014	1,815.00
EFT17468	16/02/2015	Hanson Construction Materials Pty Ltd	Crusher Dust - Anzac Terrace	1,104.84
EFT17469	16/02/2015	Ipswich View Homestead B & B	Accommodation to 12/02/2015	115.70
EFT17470	16/02/2015	Keep Australia Beautiful National Association	Tidy Town Awards - Four Tickets	920.00
EFT17471	16/02/2015	Air Liquide WA Pty Ltd	Monthly Gas Cylinder Rentals	815.00
EFT17472	16/02/2015	G & A Lombardi P/L	Repairs - Side Tipper Trailer	3,472.10
EFT17473	16/02/2015	Lizard Landscape	External Fence Repairs & Painting - Connors Cottage & Duidgee Park	5,500.00
EFT17474	16/02/2015	Toodyay Miniature Railway	Train Rides - Australia Day	150.00
EFT17475	16/02/2015	Minda Mia Contracting	Supply & Install Sleeves of Irrigation - Charcoal Lane Carpark	4,257.00
EFT17476	16/02/2015	Applied Industrial Technologies Pty Ltd	Plant Parts - Roller	5.27
EFT17477	16/02/2015	Transpacific Industries Pty Ltd	WTS Waste Oil	855.80
EFT17478	16/02/2015	Northam Chaff & Fodder	Cat Food	50.60
EFT17479	16/02/2015	Pacific Brands Workwear	Staff Uniforms	365.00
EFT17480	16/02/2015	Oxter Services	Paper Bags	173.00
EFT17481	16/02/2015	Pure Air Filters	Filter Cleaning on Shire Plant	1,623.60
EFT17482	16/02/2015	Professional Lockservice	Three Padlocks - Traffic Counters	231.00
EFT17483	16/02/2015	Pnd Automotvie Electrical Service	Repairs - Mobile Fuel Tanker & Grader	819.56
EFT17484	16/02/2015	Bigair Cloud Managed Services P/L	Internet & Data Charges - February 2015	866.80
EFT17485	16/02/2015	Quality Publishing Australia	Visitor Centre Stock	118.67
EFT17486	16/02/2015	Book Easy Australia	Online Booking Commission - January 2015	198.00
EFT17487	16/02/2015	Quality Press	Business Cards - Events Co-Ordinator	239.80
EFT17488	16/02/2015	Regional Pest Control	Termite & Spider Treatment	686.04
EFT17489	16/02/2015	Reflections Glass & Glazing	Repairs - ULP Bowser	77.00
EFT17490	16/02/2015	E & MJ Rosher P/L	Broom Shaft Axle	1,135.00
EFT17491	16/02/2015	Stott & Hoare	VMware Vsphere Subscription - Expiry 03/02/2015	104.50
EFT17492	16/02/2015	St John Ambulance - Toodyay & Districts	First Aid Post - Australia Day	165.00

**Shire of Toodyay**

**List of Payments Presented to Council for Period February 2015 to 28 February 2015**

<b>Pay/Type</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT17493	16/02/2015	Safe Drive Training Pty Ltd	Two Fatal Vision Goggles - Roadwise	363.00
EFT17494	16/02/2015	Specialised Tree Service	Tree Pruning	4,840.00
EFT17495	16/02/2015	Toodyay Traders	Hardware	517.65
EFT17496	16/02/2015	Toodyay Herald	Advertising	2,291.13
EFT17497	16/02/2015	Toodyay IGA	Staff Amenities, Meetings & Australia Day	1,840.72
EFT17498	16/02/2015	Toodyay Bakery & Cafe	Bread Rolls - Australia Day	240.00
EFT17499	16/02/2015	Toodyay Building & Maintenance Services	Re-Roofing - Memorial Hall - Progress Payment	16,500.00
EFT17500	16/02/2015	Toodyay Pumps	Pump Repairs - Coondle 2.4	784.60
EFT17501	16/02/2015	Toodyay Tyre & Exhaust	Repair/Replace Tyres	3,559.10
EFT17502	16/02/2015	Toodyay Community Radio	Toodyay Road Safety Campaign Advertising - Roadwise	941.25
EFT17503	16/02/2015	Toodyay Mens Shed Inc	Setup/Packup - Australia Day Event	400.00
EFT17504	16/02/2015	Tenant Australia Pty Ltd	Green Machine Repairs	1,783.05
EFT17505	16/02/2015	Toodyay Community Resource Centre	TAVD Fridge Magnets	84.98
EFT17506	16/02/2015	Westland Works	Railway Flagman - Hamersley St Works	1,324.88
EFT17507	16/02/2015	Western Australian Local Government Association	Councillors Manual, Practice Notes & Forms	326.00
EFT17508	16/02/2015	WKC Spatial	Setout Survey - Charcoal Lane Carpark - 1st Progress Payment	2,832.50
EFT17509	16/02/2015	Despina Weston	Reimbursement of Art Materials - The Art 4 Fun Program	430.65
EFT17510	16/02/2015	Wheatbelt Safetywear	Mack Safety Boots	145.00
EFT17511	16/02/2015	Zenien	CCTV Annual Maintenance	5,884.23
EFT17512	18/02/2015	Bladon WA	900 Bacterial Wipes - Roadwise	980.10
EFT17513	25/02/2015	Shire of Toodyay Salaries & Wages	Payroll Deductions	1,835.00
EFT17514	25/02/2015	Avon Skip Bins	WTS Management & Transfer Waste	6,873.46
EFT17515	25/02/2015	Avon Valley Nissan & Mitsubishi	Purchase Vehicle - T0022	16,637.35
EFT17516	25/02/2015	Avon Waste	Waste Collection	12,368.69
EFT17517	25/02/2015	Abco Products	Cleaning Products - Admin	238.26
EFT17518	25/02/2015	Boral Construction Materials Group	Asphalt - Hammersley St	84,305.90
EFT17519	25/02/2015	Boya Equipment P/L	Mower Parts	459.48
EFT17520	25/02/2015	Bitutek Pty Ltd	Sealing of Dumbarton Rd, Louisa Circle, Flexuosa & Toodyay West Roads	133,986.55
EFT17521	25/02/2015	Tutt Bryant	Bomag Roller Repairs - Including Manifold	1,460.99
EFT17522	25/02/2015	Courier Australia	Freight	38.50
EFT17523	25/02/2015	Country Copiers Northam	Service Photocopier & Meter Reading - Admin	3,236.76
EFT17524	25/02/2015	Child Support Agency	Payroll Deductions	632.70

**Shire of Toodyay**

**List of Payments Presented to Council for Period February 2015 to 28 February 2015**

<b>Pay/Type</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT17525	25/02/2015	Construction Equipment Australia	Loader Parts	105.64
EFT17526	25/02/2015	Sally Craddock	Monthly Members Attendance Allowance - February 2015	1,064.33
EFT17527	25/02/2015	Therese Chitty	Monthly Members Attendance Allowance - February 2015	1,064.33
EFT17528	25/02/2015	The Cola Cafe	Refreshments - TAVD	640.00
EFT17529	25/02/2015	Commarine	Repeater Repairs	2,513.81
EFT17530	25/02/2015	Toodyay Central Volunteer Bush Fire Brigade	Donation Received from Mr & Mrs Stewart & forwarded to CBBF as requested	50.00
EFT17531	25/02/2015	Staples Aust	Stationery	956.54
EFT17532	25/02/2015	Clockwork Print	Tidy Towns Banner	159.50
EFT17533	25/02/2015	Daimler Trucks Perth	Repairs - Fuso Canter	1,712.77
EFT17534	25/02/2015	David Dow	Monthly Members Attendance Allowance - February 2015	3,292.67
EFT17535	25/02/2015	Experience Perth	Distribution of Toodyay A Valley for All Seasons Brochures - Singapore Expo	360.00
EFT17536	25/02/2015	Freemasons Hotel	Refreshments - Council Kitchen	63.98
EFT17537	25/02/2015	Forch WA	Twelve Black Magic Aerosols	180.18
EFT17538	25/02/2015	Department of Fire & Emergency Services	ESL Levies - 3rd Quarter	60,201.15
EFT17539	25/02/2015	Chris Firms	Monthly Members Attendance Allowance - February 2015	864.33
EFT17540	25/02/2015	Fire & Safety WA	Brigade Name Badges	127.60
EFT17541	25/02/2015	Future Logic	IT Support - Restart Server	247.50
EFT17542	25/02/2015	Paula Greenway	Monthly Members Attendance Allowance - February 2015	1,064.33
EFT17543	25/02/2015	Grove Wesley Design Art	Anti Graffiti Film Event Signs & SoT Volunteer Polo Shirts	1,393.15
EFT17544	25/02/2015	Galaxy Enterprises	Visitor Centre Stock	414.48
EFT17545	25/02/2015	Health Insurance Fund	Payroll Deductions	267.40
EFT17546	25/02/2015	House of Shardy	Visitor Centre Stock	290.98
EFT17547	25/02/2015	Hesperian Press P/L	Visitor Centre Stock	189.45
EFT17548	25/02/2015	Hitachi Construction Machinery	Grader Parts	573.66
EFT17549	25/02/2015	Hanson Construction Materials Pty Ltd	Granite	2,330.10
EFT17550	25/02/2015	Irrigation Excellence	Inspect & Supply Irrigation Pump - Oval	9,053.00
EFT17551	25/02/2015	G & A Lombardi P/L	Air Valves	56.28
EFT17552	25/02/2015	Bethan Lloyd	Monthly Members Attendance Allowance - February 2015	1,475.50
EFT17553	25/02/2015	State Library of WA	Damaged Book	27.50
EFT17554	25/02/2015	Rosemary Madacsi	Monthly Members Attendance Allowance - February 2015	1,064.33
EFT17555	25/02/2015	Museums Australia (WA)	Conservation Significance Workshop - M Eberle	75.00
EFT17556	25/02/2015	Andrew McCann	Monthly Members Attendance Allowance - February 2015	1,064.33



**Shire of Toodyay**

**List of Payments Presented to Council for Period February 2015 to 28 February 2015**

<b>Pay/Type</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT17557	25/02/2015	Melton Electrics	Reinstall Old Split Airconditioner With New Pipe & Regas Morangup Fire Shed	984.50
EFT17558	25/02/2015	Major Motors P/L	Fuel Cap - Julimar 2.4	48.36
EFT17559	25/02/2015	Midalia Steel P/L	Vehicle Repairs	68.55
EFT17560	25/02/2015	Mitre 10 Northam	Roller Repairs	97.89
EFT17561	25/02/2015	Applied Industrial Technologies Pty Ltd	Roller Parts	195.25
EFT17562	25/02/2015	Prompt Legal	Legal Costs - Purchase of Federation Square	1,014.20
EFT17563	25/02/2015	Public Transport Authority	Transwa Ticket Sales - January 2015	356.54
EFT17564	25/02/2015	Regional Pest Control	Termite & Spider Treatment	781.92
EFT17565	25/02/2015	Radio West Broadcasters	Around the Towns Advertising	88.00
EFT17566	25/02/2015	E & MJ Rosher P/L	Solenoid - Broom	251.90
EFT17567	25/02/2015	Brian Rayner	Monthly Members Attendance Allowance - February 2015	1,064.33
EFT17568	25/02/2015	Specialised Tree Service	Tree Pruning	3,225.00
EFT17569	25/02/2015	Toodyay Express	Freight	715.00
EFT17570	25/02/2015	Shire of Northam	Disposal of Waste- January 2015	7,967.50
EFT17571	25/02/2015	Toodyay Newsagency	Newspapers - February 2015	87.00
EFT17572	25/02/2015	Toodyay Club Inc	TAVD Refreshments	197.40
EFT17573	25/02/2015	Toodyay Building & Maintenance Services	Re-Roofing - Memorial Hall - Progress Payment	11,000.00
EFT17574	25/02/2015	Toodyay Pumps	Vehicle & Machinery Maintenance	140.75
EFT17575	25/02/2015	Telstra Corporation Limited	Telstra Accredited Plant Locator Admin Fee	220.00
EFT17576	25/02/2015	The Toodyay Lolly Shop	Chocolates - TAVD	43.20
EFT17577	25/02/2015	Toodyay Farmers Market	Donation - Farmers Market	500.00
EFT17578	25/02/2015	Toodyay Water Cartage	Truck Hire to Supply Water - Rugged Hills Fire	1,001.00
EFT17579	25/02/2015	Vernice P/L	Excavator Hire - Charcoal Lane	1,620.00
EFT17580	25/02/2015	Writing WA Inc	Membership to 28/02/2016	135.00
EFT17581	25/02/2015	Western Australian Local Government Association	Advertising & Training	6,588.75
EFT17582	25/02/2015	Western Australian Treasury Corporation	Loan Payments -Bendigo Bank, Footbridge & Tennis Courts	25,016.72
EFT17583	26/02/2015	Australian Taxation Office	BAS Return - January 2015	4,273.00
DD21108.1	10/02/2015	WA Super	Payroll Deductions	16,948.65
DD21108.2	10/02/2015	Kinetic Superannuation	Superannuation Contributions	203.39
DD21108.3	10/02/2015	Australian Super	Superannuation Contributions	1,574.03
DD21108.4	10/02/2015	West Scheme Superannuation	Superannuation Contributions	232.71
DD21108.5	10/02/2015	BT Lifetime Super	Superannuation Contributions	124.95

**Shire of Toodyay**

**List of Payments Presented to Council for Period February 2015 to 28 February 2015**

<b>Pay/Type</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	
DD21108.6	10/02/2015	Bendigo Superannuation Plan	Superannuation Contributions		55.74
DD21108.7	10/02/2015	Hostplus Super	Superannuation Contributions		190.68
DD21108.8	10/02/2015	MLC Navigator Access Super Plan	Superannuation Contributions		185.10
DD21108.9	10/02/2015	BT Super for Life	Superannuation Contributions		203.39
DD21138.1	24/02/2015	WA Super	Payroll Deductions		16,489.65
DD21138.2	24/02/2015	Colonial First Choice Employer Super	Superannuation Contributions		180.65
DD21138.3	24/02/2015	Kinetic Superannuation	Superannuation Contributions		203.39
DD21138.4	24/02/2015	Australian Super	Superannuation Contributions		1,637.35
DD21138.5	24/02/2015	West Scheme Superannuation	Superannuation Contributions		232.71
DD21138.6	24/02/2015	BT Lifetime Super	Superannuation Contributions		71.66
DD21138.7	24/02/2015	Bendigo Superannuation Plan	Superannuation Contributions		138.43
DD21138.8	24/02/2015	Hostplus Super	Superannuation Contributions		190.68
DD21138.9	24/02/2015	MLC Navigator Access Super Plan	Superannuation Contributions		132.31
DD21108.10	10/02/2015	Colonial First Choice Employer Super	Superannuation Contributions		190.68
DD21138.10	24/02/2015	Telstra Super	Superannuation Contributions		64.01
DD21138.11	24/02/2015	BT Super For Life	Superannuation Contributions		203.39
<b>Total Payments</b>					<b>883,574.09</b>

IPV/BPV	206,106.62
Trust	1,219.93
EFT	608,651.07
DD Super	39,453.55
Muni Chqs	28,142.92
<b>TOTAL</b>	<b>883,574.09</b>

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**SHIRE OF TOODYAY**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 28 February 2015**

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

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**SHIRE OF TOODYAY**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 28 February 2015**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Governance		59,000	39,984	61,502	21,518	53.82%	▲
General Purpose Funding - Rates	9	5,525,845	5,491,759	5,487,158	(4,601)	(0.08%)	
General Purpose Funding - Other		1,698,092	1,289,899	1,397,247	107,348	8.32%	
Law, Order and Public Safety		518,178	418,790	424,320	5,530	1.32%	
Health		61,000	54,328	47,734	(6,594)	(12.14%)	▼
Housing		4,016,000	4,010,656	11,951	(3,998,705)	(99.70%)	▼
Community Amenities		697,880	683,192	660,784	(22,408)	(3.28%)	▼
Recreation and Culture		214,150	115,712	70,148	(45,564)	(39.38%)	▼
Transport		778,928	519,272	312,820	(206,452)	(39.76%)	▼
Economic Services		433,282	288,792	160,157	(128,635)	(44.54%)	▼
Other Property and Services		271,734	184,480	123,501	(60,979)	(33.05%)	▼
<b>Total Operating Revenue</b>		<b>14,274,089</b>	<b>13,096,864</b>	<b>8,757,322</b>	<b>(4,339,541)</b>		
<b>Operating Expense</b>							
Governance		(706,731)	(516,168)	(458,996)	57,172	11.08%	▲
General Purpose Funding		(308,049)	(187,052)	(217,015)	(29,963)	(16.02%)	▼
Law, Order and Public Safety		(1,197,192)	(799,415)	(798,920)	495	0.06%	
Health		(200,053)	(143,992)	(146,145)	(2,153)	(1.50%)	
Housing		(52,003)	(34,640)	(59,402)	(24,762)	(71.49%)	▼
Community Amenities		(1,249,288)	(851,982)	(764,470)	87,512	10.27%	▲
Recreation and Culture		(1,458,617)	(970,958)	(1,085,836)	(114,878)	(11.83%)	▼
Transport		(2,579,942)	(1,747,336)	(1,742,341)	4,995	0.29%	
Economic Services		(1,213,830)	(809,040)	(715,598)	93,442	11.55%	▲
Other Property and Services		(145,082)	(82,670)	(154,951)	(72,281)	(87.43%)	▼
<b>Total Operating Expenditure</b>		<b>(9,110,787)</b>	<b>(6,143,253)</b>	<b>(6,143,674)</b>	<b>(421)</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		2,111,000	1,407,288	1,526,222	118,934	8.45%	
Adjust (Profit)/Loss on Asset Disposal	8	53,015	(2,362)	(9,658)	(7,295)	308.81%	
Adjust Provisions and Accruals		72,844	0	5,781	5,781		▲
<b>Net Cash from Operations</b>		<b>7,400,161</b>	<b>8,358,536</b>	<b>4,135,994</b>	<b>(4,222,542)</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11				0		
Proceeds from Disposal of Assets	8	323,000	215,328	148,374	(66,954)	(31.09%)	▼
<b>Total Capital Revenues</b>		<b>323,000</b>	<b>215,328</b>	<b>148,374</b>	<b>(66,954)</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(5,270,832)	(555,528)	(325,358)	230,170	41.43%	▲
Infrastructure - Roads	13	(1,767,127)	(1,177,888)	(1,023,819)	154,069	13.08%	▲
Infrastructure - Parks & Recreation	13	(325,000)	(216,656)	(29,739)	186,917	86.27%	▲
Infrastructure - Footpaths	13	(83,176)	(55,440)	(47,561)	7,879	14.21%	▲
Infrastructure - Bridges	13	(76,000)	(50,664)	(76,000)	(25,336)	(50.01%)	▼
Infrastructure - Other	13	(215,000)	(205,000)	(52,174)	152,826	74.55%	▲
Plant and Equipment	13	(671,578)	(506,242)	(513,018)	(6,776)	(1.34%)	
Furniture and Equipment	13	(35,500)	(27,664)	(13,525)	14,139	51.11%	▲
<b>Total Capital Expenditure</b>		<b>(8,444,213)</b>	<b>(2,795,082)</b>	<b>(2,081,193)</b>	<b>713,889</b>		
<b>Net Cash from Capital Activities</b>		<b>(8,121,213)</b>	<b>(2,579,754)</b>	<b>(1,932,819)</b>	<b>646,935</b>		

<b>Financing</b>						
Proceeds from New Debentures		191,200	159,128	191,200	32,072	(20.15%)
Transfer from Reserves	7	355,000	184,992	30,000	(154,992)	83.78%
Advances to Community Groups		0	0	0	0	
Repayment of Debentures	10	(224,421)	(138,694)	(128,706)	9,988	7.20%
Transfer to Reserves	7	(653,000)	(487,812)	(426,851)	60,961	12.50% ▲
<b>Net Cash from Financing Activities</b>		<b>(331,221)</b>	<b>(282,386)</b>	<b>(334,357)</b>	<b>(51,971)</b>	
<b>Net Operations, Capital and Financing</b>		<b>(1,052,274)</b>	<b>5,496,396</b>	<b>1,868,818</b>	<b>(3,627,578)</b>	
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,117,070</b>	<b>1,117,070</b>	<b>1,133,954</b>	<b>16,884</b>	1.51%
<b>Closing Funding Surplus(Deficit)</b>	3	<b>64,797</b>	<b>6,613,466</b>	<b>3,002,772</b>	<b>(3,610,694)</b>	

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

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

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

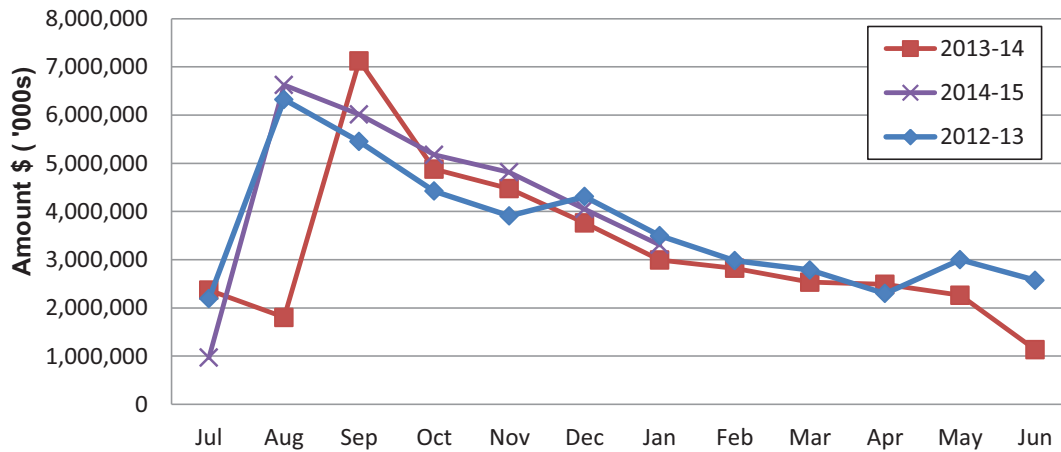
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	21,518	53.82%	▲	Permanent	Insurance Rebates received
General Purpose Funding - Rates	(4,601)	(0.08%)			
General Purpose Funding - Other	107,348	8.32%			
Law, Order and Public Safety	5,530	1.32%			
Health	(6,594)	(12.14%)	▼	Timing	Less Health Fees received
Housing	(3,998,705)	(99.70%)	▼	Timing	Aged Facility Grant Funding
Community Amenities	(22,408)	(3.28%)			
Recreation and Culture	(45,564)	(39.38%)	▼	Timing	Grant Income not yet received
Transport	(206,452)	(39.76%)	▼	Timing	RTR Grant Income not yet received
Economic Services	(128,635)	(44.54%)	▼	Timing	Grant Income - Community Depot approved but not yet received.
Other Property and Services	(60,979)	(33.05%)	▼	Timing	Transfer yet to occur
<b>Operating Expense</b>					
Governance	57,172	11.08%	▲	Timing	Increase in operational cost
General Purpose Funding	(29,963)	(16.02%)	▼	Timing	Debt recovery Fees
Law, Order and Public Safety	495	0.06%			
Health	(2,153)	(1.50%)			
Housing	(24,762)	(71.49%)	▼	Timing	Maintenance Work/Gardening
Community Amenities	87,512	10.27%	▲	Timing	Increase in Waste & Recycling charges
Recreation and Culture	(114,878)	(11.83%)	▼	Timing	Major Events in August (IFF & Avon)
Transport	4,995	0.29%			
Economic Services	93,442	11.55%	▲	Timing	Standpipe Water charges
Other Property and Services	(72,281)	(87.43%)	▼	Timing	Increase in Works
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	0				
Proceeds from Disposal of Assets	(66,954)	(31.09%)	▼	Timing	Trades still to occur
<b>Capital Expenses</b>					
Land and Buildings	230,170	41.43%	▲	Timing	Community Depot - construction to commence shortly
Infrastructure - Roads	154,069	13.08%	▲	Timing	Works still in progress
Infrastructure - Parks & Recreation	186,917	86.27%	▲	Timing	Works still in progress
Infrastructure - Footpaths	7,879	14.21%	▲	Timing	Works still in progress
Infrastructure - Other	152,826	74.55%	▲	Timing	Projects yet to be commenced
Heritage Assets					
Plant and Equipment	(6,776)	(1.34%)			
Furniture and Equipment	14,139	51.11%	▲	Timing	Major purchases yet to occur
<b>Financing</b>					
Loan Principal	9,988	7.20%			

**Shire of Toodyay**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2015

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
		YTD 28 Feb 2015	30th June 2015	YTD 28 Feb 2014
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	1,748,994	1,485,814	1,522,411
Cash Restricted	4	2,907,379	2,510,528	2,872,307
Receivables - Rates	6	1,482,590	691,863	1,351,798
Receivables -Other	6	56,265	10,389	40,489
Interest / ATO Receivable/Trust				
Inventories		28,188	62,125	149,667
		<b>6,223,416</b>	<b>4,760,719</b>	<b>5,936,672</b>
<b>Less: Current Liabilities</b>				
Payables		(150,220)	(1,068,978)	(166,058)
Provisions		(512,748)	(519,887)	(427,870)
		<b>(662,967)</b>	<b>(1,588,864)</b>	<b>(593,928)</b>
Less: Cash Reserves	7	(2,907,379)	(2,510,528)	(2,872,307)
Adjustment for Current Borrowings		77,960	206,666	90,407
Adjustment for Cash Backed Liabilities		271,742	265,961	261,893
<b>Net Current Funding Position</b>		<b>3,002,772</b>	<b>1,133,954</b>	<b>2,822,738</b>

**Note 3 - Liquidity Over the Year**



**Comments - Net Current Funding Position**



**SHIRE OF TOODYAY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2015

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>								
Municipal Reserve Trust		99,771	341	240,231		99,771 341 240,231	Bendigo Bank Bendigo Bank Bendigo Bank	At Call At Call At Call
(b) <b>Term Deposits</b>								
Municipal NCD: 1366925	3.35%	569,455				569,455	Bendigo Bank	03.03.15
Municipal NCD: 1366932	3.45%	500,000				500,000	Bendigo Bank	03.03.15
Municipal NCD: 1387421	3.45%	600,000				600,000	Bendigo Bank	24.03.15
Reserve NCD: 1506736	3.25%		2,906,970			2,906,970	Bendigo Bank	04.05.15
Trust - T83	3.10%			123,589		123,589	Bendigo Bank	19.11.15
Trust - T84	3.10%			192,798		192,798	Bendigo Bank	19.11.15
Trust - T794	3.10%			95,578		95,578	Bendigo Bank	27.05.15
Trust - T12	2.95%			42,586		42,586	Bendigo Bank	05.08.15
Trust - T11	3.45%			146,116		146,116	Bendigo Bank	06.06.15
Trust - T100	3.30%			123,668		123,668	Bendigo Bank	27.06.15
Trust - T4	3.30%			109,269		109,269	Bendigo Bank	26.06.15
Trust - T114	3.30%			182,055		182,055	Bendigo Bank	26.06.15
Trust - T214	3.30%			43,217		43,217	Bendigo Bank	26.06.15
Trust - T458	3.30%			394,710		394,710	Bendigo Bank	26.06.15
Trust - T793	3.30%			20,949		20,949	Bendigo Bank	26.06.15
Trust - T797	3.30%			28,726		28,726	Bendigo Bank	26.06.15
Trust - T3	3.00%			15,412		15,412	Bendigo Bank	26.03.15
<b>Total</b>		<b>1,769,226</b>	<b>2,907,311</b>	<b>1,758,904</b>		<b>6,435,441</b>		

**Comments/Notes - Investments**

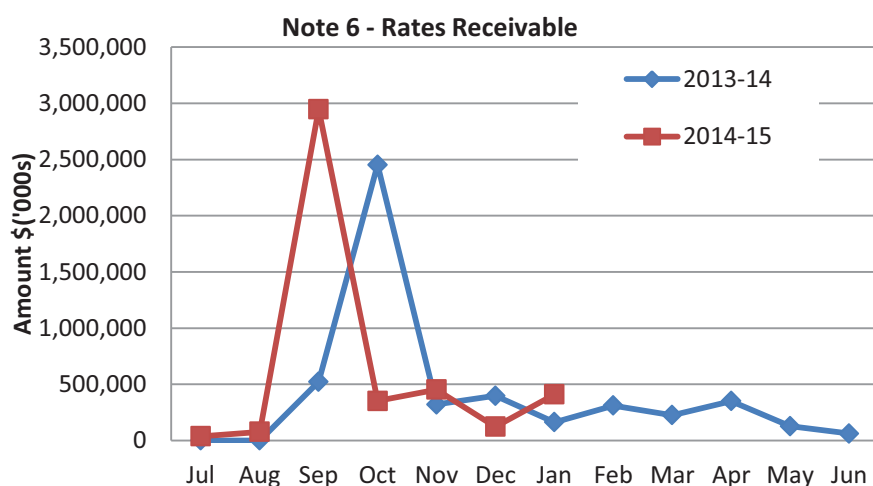
The above totals reflect the actual balance of the bank statements held at the Bank at month end. These balances will not include items such as unrepresented cheques and payments, and monies received by the Shire on the last day of the month.

**SHIRE OF TOODYAY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2015

**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

	YTD 28 Feb 2015	30 June 2014
	\$	\$
Opening Arrears Previous Years	504,766	302,480
Levied this year	5,540,425	5,136,186
Less Collections to date	(4,469,297)	(4,933,900)
Equals Current Outstanding	<b>1,575,894</b>	<b>504,766</b>
<b>Net Rates Collectable</b>	<b>1,575,894</b>	<b>504,766</b>
% Collected	73.93%	90.72%



**Comments/Notes - Receivables Rates**

**Comments/Notes - Receivables Rates and Rubbish**

**Current**

Credit Balances	(25,306)
Employee Direct Debit	3,515
Interim Rates	5,547
Legal Action	385,969
No Action Required	1,695
Locate Ownership	14,361
Payment Arrangement	203,965
Pensioner	193,150
Properties in Receivership	27,704
Sale of Land LG Act S6.64	40,211
Intent To Summons	0
Instalment Option	570,264

**Total Current** **1,421,075**

**Non- Current**

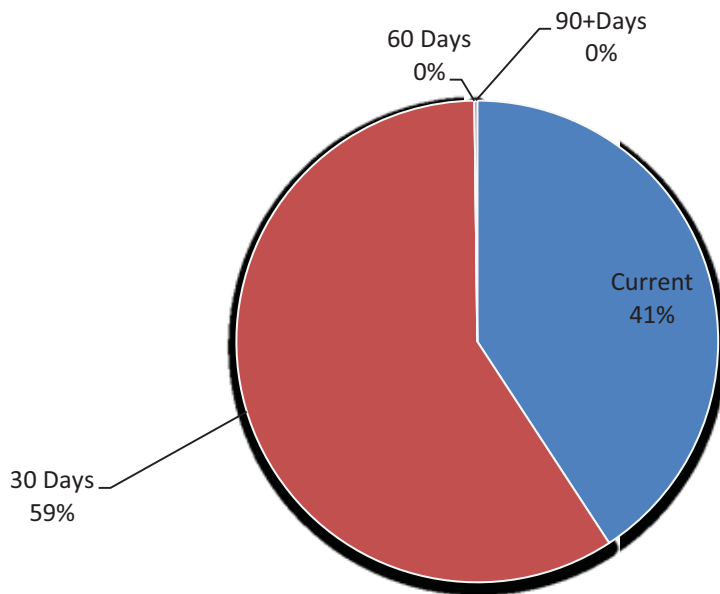
Deferred Pensioners	
( not collectable till Pensioner property is s	153,413
<b>0</b>	<b>1,574,488</b>

**SHIRE OF TOODYAY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2015**

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	32,480	47,015	0	153
<b>Total Receivables General Outstanding</b>				<b><u>79,648</u></b>

Amounts shown above include GST (where applicable)

**Note 6 - Accounts Receivable (non-rates)**



**Comments/Notes - Receivables General**

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

Final Letters	0
Seven Day Letters	0
Debt Collection	153
No Action Required	79,495
Payment Arrangement	0
Payroll Deductions	0
To be Written Off	0
<b>Total Outstanding</b>	<b>79,648</b>

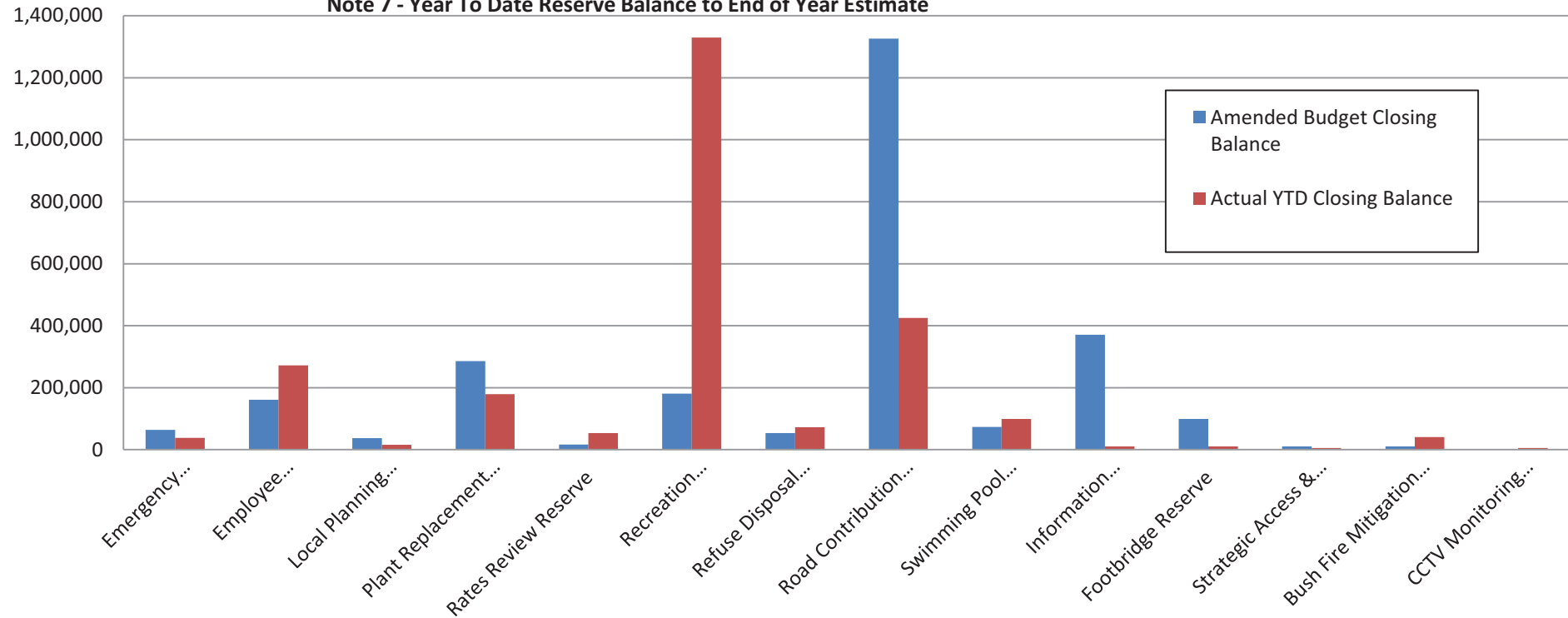
**SHIRE OF TOODYAY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2015

**Note 7: Cash Backed Reserve**

2014-15									
Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Anzac 100th Anniversary Reserve	62,585	1,000	1,360	0				63,585	63,946
Asset Development Reserve	280,683	5,000	6,101	0		(125,000)	0	160,683	286,784
Emergency Management & Recovery Reserve	31,894	500	802	5,000	5,000			37,394	37,695
Employee Entitlement Reserve	265,961	10,000	5,781	40,000		(30,000)	0	285,961	271,742
Local Planning Scheme No 4 Reserve	15,837	500	344	0		0	0	16,337	16,181
Plant Replacement Reserve	125,643	5,000	3,818	50,000	50,000			180,643	179,461
Rates Review Reserve	52,789	1,000	1,147	0		0	0	53,789	53,936
Recreation Development Reserve	1,051,034	35,000	28,279	340,000	250,000	(100,000)	0	1,326,034	1,329,313
Refuse Disposal Reserve	101,048	2,000	1,544	0		(30,000)	(30,000)	73,048	72,593
Road Contribution Reserve	415,915	12,000	9,040	13,000		(70,000)	0	370,915	424,955
Swimming Pool Reserve	97,140	2,000	2,111	0				99,140	99,251
Information Technology Reserve	5,000	500	217	5,000	5,000			10,500	10,217
Footbridge Reserve	5,000	500	217	5,000	5,000			10,500	10,217
Strategic Access & Fire Egress Reserve	0		109	105,000	5,000			105,000	5,109
Bush Fire Mitigation Reserve	0		869	40,000	40,000			40,000	40,869
CCTV Monitoring System Reserve	0		109	5,000	5,000			5,000	5,109
	<b>2,510,528</b>	<b>75,000</b>	<b>61,851</b>	<b>608,000</b>	<b>365,000</b>	<b>(355,000)</b>	<b>(30,000)</b>	<b>2,838,528</b>	<b>2,907,379</b>

**SHIRE OF TOODYAY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2015

**Note 7 - Year To Date Reserve Balance to End of Year Estimate**



**SHIRE OF TOODYAY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2015**

**Note 8 CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 28 02 2015			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
<b>Furniture &amp; Equipment</b>								
6,850	(6,350)	0	(500)	FF691 PA System	0	(500)	(500)	
<b>Plant and Equipment</b>								
24,189	(14,799)	20,000	10,610	PL031 T6344 Gehl Skid Steer Loader \$10,000	(9,976)	10,610	20,586	
			0	PL035 T6435 Kubota F2880 Mower \$8,000	(3,925)	0	3,925	
			0	PL034 T6361 John Deere 2305 Tractor	(6,140)	0	6,140	
			0	PL039 1CYL243 Kubota Tractor \$11,500	(4,692)	0	4,692	
10,600	(3,600)	5,000	(2,000)	MV121 T0022 Mitsub. Triton GL Utility (Grader) \$7,000	(8)	(2,000)	(1,992)	
10,600	(2,134)	7,000	(1,466)	MV122 T0024 Mitsubishi Triton Utility (Grader)	1,992	(1,466)	(3,458)	
21,900	(4,962)	16,500	(438)	MV119 T0023 Mitsubishi Triton (Constr) \$14,000	(778)	(438)	340	
28,760	(5,209)	20,000	(3,550)	MV134 T0003 Toyota Hilux 4x4 Dual Cab (WS) \$22,500	2,717	(3,550)	(6,267)	
27,733	(7,337)	21,510	1,114	MV133 T020 Nissan Navara Dual Cab (MWS) \$21,500	2,466	1,114	(1,352)	
41,168	(23,243)	20,909	2,984	MV132 T00 Subaru Forester XT (MCD) \$23,500	(5,391)	2,984	8,375	
34,888	(19,147)	17,000	1,259	MV130 T000 Holden Commodore SV6 Ute (MFA) \$16,000	(8,700)	1,259	9,959	
			0	MV131 T0000 Holden Commodore SV6 \$18,000	(1,674)	0	1,674	
23,611	(4,801)	20,454	1,644	MV136 T6177 Nissan Navara Dual Cab (MPD) \$20,500	4,031	1,644	(2,387)	
			0	MV125 T0002 Toyota Hilux Cab Chassis (R2) \$16,000	(1,465)	0	1,465	
			0	MV129 1DVH931 Toyota Hilux CESH \$20,000	3,528	0	(3,528)	
<b>Land and Buildings</b>								
			0	137349 Lot - Telegraph Road	(25,000)	0	25,000	
<b>230,299</b>	<b>(91,583)</b>	<b>148,373</b>	<b>9,657</b>		<b>(53,015)</b>	<b>9,657</b>	<b>62,672</b>	

Comments - Capital Disposal/Replacements

**SHIRE OF TOODYAY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2015

**Note 9: RATING INFORMATION**

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
<b>Differential General Rate</b>											
GRV Residential	11.4591	372	5,175,788	593,099	1,445	0	594,544	584,578	0	0	584,578
GRV - Commercial	13.6567	28	1,207,842	161,684	(1,081)	0	160,603	153,326	0	0	153,326
GRV - Industrial	12.5160	10	193,636	24,235	0	0	24,235	24,235	0	0	24,235
GRV - Rural	11.4591	1	15,080	1,728	0	0	1,728	1,728	0	0	1,728
UV - General	0.8181	1,370	262,831,000	2,150,221	120	0	2,150,341	2,150,859	0	0	2,150,859
UV Morangup	0.8181	360	68,465,000	560,112.45	0	0	560,112	560,112	0	0	560,112
UV Rural	0.8181	227	152,586,000	1,248,306	2,713	0	1,251,019	1,248,306	0	0	1,248,306
<b>Sub-Totals</b>		<b>2,368</b>	<b>490,474,346</b>	<b>4,739,386</b>	<b>3,197</b>	<b>0</b>	<b>4,742,583</b>	<b>4,723,144</b>	<b>0</b>	<b>0</b>	<b>4,723,144</b>
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV Residential	1,150.00	126	667,836	139,150	0	0	139,150	144,900	0	0	144,900
GRV - Commercial	1,150.00	6	31,605	6,900	0	0	6,900	6,900	0	0	6,900
GRV - Industrial	1,150.00	0	0	0	0	0	0	0	0	0	0
GRV - Rural	1,150.00	1	6,864	1,150	0	0	1,150	1,150	0	0	1,150
UV - General	1,150.00	562	58,966,824	646,300	0	0	646,300	646,300	0	0	646,300
UV Morangup	1,150.00	3	195,200	3,450	0	0	3,450	3,450	0	0	3,450
UV Rural	1150.00	0	0	0	0	0	0	0	0	0	0
<b>Sub-Totals</b>		<b>698</b>	<b>59,868,329</b>	<b>796,950</b>	<b>0</b>	<b>0</b>	<b>796,950</b>	<b>802,700</b>	<b>0</b>	<b>0</b>	<b>802,700</b>
UV Pastoral Concession				5,536,336			5,539,533				5,525,844
Concession											0
<b>Amount from General Rates</b>							<b>5,539,533</b>				<b>5,525,844</b>
Ex-Gratia Rates							892				750
Rates in advance											(75,000)
<b>Totals</b>							<b>5,540,425</b>				<b>5,451,594</b>

Comments - Rating Information

**SHIRE OF TOODYAY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2015

**10. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-14	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
<b>Recreation &amp; Culture</b>								
Loan 65 - Community Centre	74,985		4,254	8,654	70,731	74,985	2,594	5,042
Loan 67 - Library Upgrade	383,663		13,848	42,001	369,815	383,663	12,810	25,163
Loan 69 - Library Upgrade	181,415		12,689	38,464	168,726	181,415	5,756	11,115
Loan 72 - Land - Rec Precinct	968,122		16,473	49,785	951,649	968,122	21,833	43,300
Loan 73 - Refurbish Courts		95,000	8,840	17,662	86,160		1,537	1,580
			0				0	0
<b>Transport</b>								
Loan 68 - Stirling Terrace	147,722		22,700	68,836	125,022	147,722	4,902	9,068
Loan 70 - Footbridge	94,562		8,446	19,787	86,116	94,562	3,948	5,184
Loan 71 - Depot Stage 2	775,882		13,633	41,207	762,249	775,882	17,774	35,239
							0	0
<b>Economic Services</b>								
Loan 64 - Visitor Centre	115,748		6,629	20,106	109,119	115,748	3,843	7,466
							0	0
<b>Other Property &amp; Services</b>								
Loan 63 - Bank Building	103,967		12,244	12,244	91,723	103,967	6,340	6,340
Loan 74 - Refurbish Bank Building		96,200	8,952	17,885	87,248		1,557	1,600
							0	0
	<b>2,846,066</b>	<b>191,200</b>	<b>128,706</b>	<b>336,630</b>	<b>2,908,560</b>	<b>2,846,066</b>	<b>82,894</b>	<b>151,097</b>

No new debentures were raised during the reporting period.



**SHIRE OF TOODYAY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2015

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2014-15 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
GENERAL PURPOSE GRANT	Federal Government	Yes	937,379	0			707,628	229,751
ROAD IMPROVEMENT GRANT	Federal Government	Yes	534,191	0			403,433	130,759
Rates - Legal Expenses Recovered	Local Government	Yes	55,000	0			102,926	(47,926)
<b>GOVERNANCE</b>								
Recoups - Contributions, Donations & Reimburse			1,000	0			1,928	(928)
LEGAL EXPENSES RECOVERED			1,000	0			0	1,000
Administration - Miscellaneous Income			5,000	0			13,262	(8,262)
Administration - Miscellaneous Income - GST Free			40,000	0			45,275	(5,275)
Governance - Grants			1,000	0			0	1,000
<b>LAW, ORDER, PUBLIC SAFETY</b>								
Fire Prevention - Grants	DFES	No	180,578	175,578			179,578	176,578
ESL Levy Recoup	DFES	Yes	144,000	0			108,000	36,000
FESA Firefighting Recoup	DFES	Yes	30,000	0			30,930	(930)
CCTV			0	0			0	0
CESM Recoups	DFES & Shire of Goomalling	Yes	105,000	0			54,096	50,904
<b>HEALTH</b>								
Health Inspections Recoup			1,000	0			0	1,000
<b>HOUSING</b>								
Staff Housing Recoups	Local Government	Yes	2,500	0			175	2,325
Butterley House	Butterley Cottages	Yes	3,500	0			5,016	(1,516)
Grants & Subsidies - Aged Care	CLGF / RFR	Yes	2,742,412	0			0	2,742,412
Grants & Subsidies - Aged Care	Butterly Cottages		857,588	0			0	857,588
Grants & Subsidies - Aged Care	Shire of Goomalling		200,000	0			0	200,000
Grants & Subsidies - Aged Care	Shire of Victoria Plains		200,000	0			0	200,000
<b>COMMUNITY AMENITIES</b>								
Liquid Waste Facility Dividend			22,500	0			0	22,500

**SHIRE OF TOODYAY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2015**

<b>RECREATION AND CULTURE</b>						
Community Centre Recoups		No	1,500	0	0	1,500
Rec Insurance		Yes	5,000	0	4,016	984
Toodyay Race Club Reimbursements		Yes	5,000	0	3,673	1,327
Heritage		Yes	10,000	0	0	10,000
Sport & Rec Grants		Yes	60,000	0	5,000	55,000
Youth Advisory Council	YFC - DLGC		5,000	0	374	4,626
Libraries		Yes	5,000	0	440	4,560
Heritage		Yes	15,000	0	0	15,000
EMRC - AVON/IFF Festival	East Metropolitan Reg Council	Yes	35,000	0	2,202	32,798
Grants Income		Yes	11,800	0	0	11,800
Events Misc			5,000	0	2,275	2,725
<b>TRANSPORT</b>						
Operating Grants - Roads		Yes	107,300	0	107,300	0
MRWA Street Light Subsidy	MRWA	Yes	1,500	0	0	1,500
Road Construction (Private) Contributions	Private	Yes	25,000	0	19,012	5,988
Road Maintenance Contributions	Private	Yes	50,000	0	29,581	20,419
Footpaths		Yes	41,588	0	3,376	38,212
Road Program Grant	Main Roads	Yes	268,527	0	153,551	114,976
Rpads to Recovery Grant	Dept of Infrastructure	Yes	285,013	0	0	285,013
<b>ECONOMIC SERVICES</b>						
Community Depot - Stormwater Reuse	Wheatbelt NRM	Yes	130,432	0	0	130,432
Community Directory			3,000	0	0	3,000
Community Depot			22,100	0	0	22,100
<b>OTHER PROPERTY &amp; SERVICES</b>						
Public Works Overheads			20,000	0	11,659	8,341
Workers Compensation			75,000	0	48,999	26,001
Fuel Tax Credits			30,000	0	15,000	15,000
Insurance Reimbursements			10,000	0	8,337	1,663
Bank Building Recoups			1,500	0	858	642
Lot 1 A&B Stirling Terrace			71,500	0	0	71,500
Ranger Services			0	0	0	0
				0		

**SHIRE OF TOODYAY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2015**

<b>TOTALS</b>		<b>7,364,408</b>	<b>175,578</b>	<b>0</b>	<b>0</b>	<b>2,067,900</b>	<b>5,472,086</b>
Operating	Operating	2,769,280				1,910,972	
Non-Operating	Non-operating	4,595,128				156,927	
		<u>7,364,408</u>				<u>2,067,900</u>	

**SHIRE OF TOODYAY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2015**

**Note 12: TRUST FUND**

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

Description	Opening Balance 1 Jul 14	Amount Received	Amount Paid	Closing Balance 28-Feb-15
	\$	\$	\$	\$
Qarry rehabilitation Bonds	1,302,767	26,209	0	1,328,976
Housing bonds	33,525	35,337	(5,000)	63,862
Kerb Bonds	8,600	2,500	(500)	10,600
Key bonds	5,661			5,661
Venue Hire Bonds	7,810	11,100	(11,200)	7,710
Crossover Bonds	96,140	11,200	(7,000)	100,340
BCITF	1,254	12,723	(10,700)	3,276
Building Services	4,248	8,244	(8,159)	4,333
Library Bonds	75			75
Standpipe bonds	11,960	1,000	(600)	12,360
Road Construction Bonds	29,549	146,773	0	176,322
Other Bonds	3,946		(1,950)	1,996
Planning Bonds	0	42,586		42,586
	1,505,534	297,672	(45,109)	1,758,097

Level of Completion Indicators

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

**SHIRE OF TOODYAY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
 For the Period Ended 28 February 2015

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	<b>LAND</b>							
	<b>Recreation &amp; Culture</b>							
○	Land Purchase - Federation Square	111352	125,000	125,000	0	(125,000)	0	
	<b>Recreation &amp; Culture Total</b>		<b>125,000</b>	<b>125,000</b>	<b>0</b>	<b>(125,000)</b>	<b>0</b>	
	<b>Total Land</b>		<b>125,000</b>	<b>125,000</b>	<b>0</b>	<b>(125,000)</b>	<b>0</b>	
	<b>BUILDINGS</b>							
	<b>Governance</b>							
●	Admin Building - Capital Renewal	Q147	8,500	5,664	5,892	228		
	<b>Governance Total</b>		<b>8,500</b>	<b>5,664</b>	<b>5,892</b>	<b>228</b>	<b>0</b>	
	<b>Law, Order, Public Safety</b>							
●	Cat Pound	Q064	5,000	3,336	4,608	1,272	0	
	<b>Law, Order, Public Safety Total</b>		<b>5,000</b>	<b>3,336</b>	<b>4,608</b>	<b>1,272</b>	<b>0</b>	
	<b>Health</b>							
○	Alma Beard Medical Centre - Capital Bldg Works	Q137	5,500	3,664	99	(3,565)	0	
	<b>Health Total</b>		<b>5,500</b>	<b>3,664</b>	<b>99</b>	<b>(3,565)</b>	<b>0</b>	
	<b>Housing</b>							

**SHIRE OF TOODYAY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2015

**Note 13: CAPITAL ACQUISITIONS**

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
●	Clinton Street Duplex - Buildings	Q009 7,500	5,000	9,229	4,229		
○	AROC Aged Care Housing Initiative	092252 4,400,000	0	0	0		
	<b>Housing Total</b>	<b>4,407,500</b>	<b>5,000</b>	<b>9,229</b>	<b>4,229</b>	<b>0</b>	
	<b>Recreation And Culture</b>						
○	Toodyay Community Centre - Building Renewal	Q129 9,900	6,600	7,610	1,010		
○	Memorial Hall - Building Renewal	Q141 95,000	63,336	54,998	(8,338)		
○	Toilet Upgrade - Duidgee Park	Q150 7,500	5,000	5,039	39		
●	Recreation Centre - Design & Drawings	113265 100,000	0	80,080	80,080		
○	Showgrounds Pavilion - Building Upgrade	Q148 21,500	14,328	13,905	(423)		
●	Library Renovations	J038 11,600	7,728	12,705	4,977		
○	Connors Mill - Repair Works	Q132 7,000	4,664	176	(4,488)	0	
○	Old Newcastle Goal - Roof Repairs	Q133 19,600	13,064	132	(12,932)		
○	Donegan'S Cottage - Structural Works	Q135 6,600	4,400	4,016	(384)		
○	Police Stables - Building Renewal	Q143 28,500	19,000	1,867	(17,133)		
	<b>Recreation And Culture Total</b>	<b>307,200</b>	<b>138,120</b>	<b>180,529</b>	<b>42,409</b>	<b>0</b>	
	<b>Transport</b>						
○	Construction Of New Depot Facility - Railway Ro	122206 9,500	6,328	3,463	(2,865)		
	<b>Transport Total</b>	<b>9,500</b>	<b>6,328</b>	<b>3,463</b>	<b>(2,865)</b>	<b>0</b>	
	<b>Economic Services</b>						
○	Visitor Centre - Building Renewal	Q142 5,000	3,328	0	(3,328)		
○	Community Depot - Toilet and sheds	Q126 215,432	143,616	12,495	(131,121)		
	<b>Economic Services Total</b>	<b>220,432</b>	<b>146,944</b>	<b>12,495</b>	<b>(134,449)</b>	<b>0</b>	
	<b>Other Property &amp; Services</b>						
○	Syred'S Cottage - Building Renewal	Q144 10,000	6,664	0	(6,664)		
●	Bendigo Bank - Building Renewal	Q145 96,200	64,128	96,335	32,207		
●	Connor'S Cottage - Building Renewal	Q146 6,000	4,000	12,542	8,542		
○	Lot 1A & 1B Stirling Terrace - Building Renewal	J0010 70,000	46,680	165	(46,515)		

**SHIRE OF TOODYAY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2015

**Note 13: CAPITAL ACQUISITIONS**

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	<b>Other Property &amp; Services Total</b>	<b>182,200</b>	<b>121,472</b>	<b>109,042</b>	<b>(12,430)</b>	<b>0</b>	
	<b>Buildings Total</b>	<b>5,145,832</b>	<b>430,528</b>	<b>325,358</b>	<b>(105,170)</b>	<b>0</b>	
	<b>Footpaths</b>						
	<b>Transport</b>						
●	Goomalling Road - Construct Pathway	Y0060 39,656	26,432	34,489	8,057		
○	Anzac Avenue - Construct Pathway	Y0061 43,520	29,008	13,072	(15,936)		
	<b>Transport Total</b>	<b>83,176</b>	<b>55,440</b>	<b>47,561</b>	<b>(7,879)</b>	<b>0</b>	
	<b>Footpaths Total</b>	<b>83,176</b>	<b>55,440</b>	<b>47,561</b>	<b>(7,879)</b>	<b>0</b>	
	<b>Computer Equipment</b>						
	<b>Governance</b>						
✍✍	Computer Hardware Upgrade/New	042400 0	0	0	0	0	
	<b>Governance Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Law, Order &amp; Public Safety</b>						
✍✍	CCTV - Closed Circuit Television Camera - Securit	053401 0	0	0	0		
	<b>Law, Order &amp; Public Safety Total</b>	<b>0</b>					
	<b>Recreation And Culture</b>						
●	Library - Computer Software & Hardware	004314 12,000	12,000	13,525	1,525		
○	Museum- IT equipment	117253 23,500	15,664	0	(15,664)		
	<b>Recreation And Culture Total</b>	<b>35,500</b>	<b>27,664</b>	<b>13,525</b>	<b>(14,139)</b>	<b>0</b>	
	<b>Computer Equipment - Total</b>	<b>35,500</b>	<b>27,664</b>	<b>13,525</b>	<b>(14,139)</b>	<b>0</b>	
●	<b>Bridgeworks</b>						
	Bridges & Culverts Works	121215 76,000	50,664	76,000	25,336		

**SHIRE OF TOODYAY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2015

**Note 13: CAPITAL ACQUISITIONS**

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	<b>Bridgework Total</b>	76,000	50,664	76,000	25,336	0	
	<b>Plant , Equip. &amp; Vehicles Transport</b>		330,664				
	122202		175,578				
	51331			65,500			
●	T6344 Gehl Skid Steer Loader \$55,000	55,000					
○	T6435 Kubota F2880 Mower \$32,000	32,000					
○	T6361 John Deere 2305 Tractor \$16,000	16,000					
○	1CYL243 Kubota Tractor \$41,000	41,000					
●	T0022 Mitsub. Triton GL Utility (Grader) \$21,000	21,000		19,670			
●	T0024 Mitsubishi Triton Utility (Grader) \$21,000	21,000		19,529			
●	T0023 Mitsubishi Triton (Constr) \$31,000	31,000		32,529			
●	T0003 Toyota Hilux 4x4 Dual Cab (WS) \$34,000	34,000		31,165			
●	T020 Nissan Navara Dual Cab (MWS) \$35,000	35,000		36,359			
●	T00 Subaru Forester XT (MCD) \$35,000	35,000		30,211			
●	T000 Holden Commodore SV6 Ute (MCS) \$35,000	35,000		32,343			
○	T0000 Holden Commodore SV6 \$30,000	30,000					
●	T6177 Nissan Navara Dual Cab (MPD) \$35,000	35,000		30,490			
○	T0002 Toyota Hilux Cab Chassis (R2) \$34,000	34,000					
●	1DVH931 Toyota Hilux CEM \$41,000	41,000		39,642			
	1EGD070 NPS300 Isuzu Fire Tender	175,578		175,578			
	051250						
	<b>Transport Total</b>	<b>671,578</b>	<b>506,242</b>	<b>513,018</b>	<b>6,776</b>	<b>0</b>	
	<b>Economic Services</b>						
			0	0	0	0	
	<b>Economic Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Plant , Equip. &amp; Vehicles Total</b>	<b>671,578</b>	<b>506,242</b>	<b>513,018</b>	<b>6,776</b>	<b>0</b>	



**SHIRE OF TOODYAY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2015

**Note 13: CAPITAL ACQUISITIONS**

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	<b>Roads</b>						
	<b>Transport</b>						
●	Morangup Road	A0021	57,863	38,568	61,135	22,567	
○	Anzac Street - Rrg	A0061	112,152	74,752	25,666	(49,086)	
◎	Hamersley Street - Rrg	A0126	232,776	155,168	153,268	(1,900)	
○	Toodyay West Road - Rtr	B0011	97,930	65,280	32,411	(32,869)	
◎	Drummond Street - Rtr	B0071	39,443	26,272	26,844	572	
○	Drummond Street East	B0078	147,640	98,408	13,007	(85,401)	
○	Various - Emergency & Shoulder Work Own Fun	D0000	10,000	6,664	0	(6,664)	
○	Bejoording Road	D0001	0	0	0	0	
●	Salt Valley Road (Part) - Construction - Own Fun	D0014	104,465	69,624	102,780	33,156	
●	Hoddywell Road - Construction	D0017	69,326	46,216	71,437	25,221	
●	Church Gully Road	D0046	90,796	60,504	108,354	47,850	
◎	Louisa Circle- Widen Clear & Resheet	D0103	75,900	50,576	47,019	(3,557)	
●	Grandis Road - Upgrade	D0108	134,342	89,552	156,246	66,694	
◎	Flexuosa Place - Renewal	D0234	10,080	6,720	6,241	(479)	
●	Seventh Road - Renewal	D0245	40,861	27,224	38,200	10,976	
○	Charcoal Lane Car Park	D0258	372,968	248,640	110,178	(138,462)	
○	Mountain Park Subdivision	J0001	100,000	66,664	9,309	(57,355)	
●	Dumbarton Road - Private Developer Contribution	J0008	70,585	47,056	59,795	12,739	
	Anzac Avenue - Reseal	D0061	0	0	1,927	1,927	
○	<b>Transport Total</b>		<b>1,767,127</b>	<b>1,177,888</b>	<b>1,023,819</b>	<b>(154,069)</b>	
○	<b>Roads Total</b>		<b>1,767,127</b>	<b>1,177,888</b>	<b>1,023,819</b>	<b>(154,069)</b>	<b>0</b>
	<b>Infrastructure - Other</b>						

**SHIRE OF TOODYAY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2015

**Note 13: CAPITAL ACQUISITIONS**

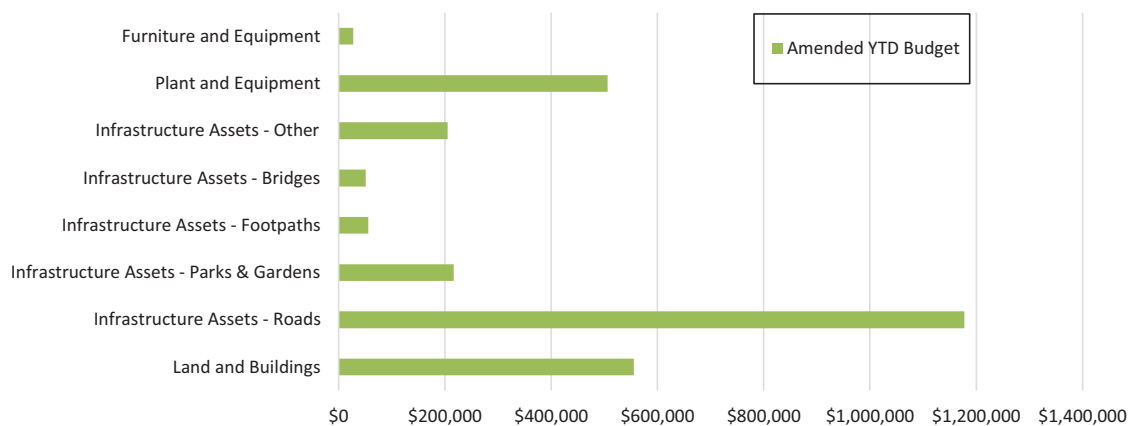
Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	<b>Law, Order &amp; Public Safety</b>						
●	Parkland Water Supply & Sandspring Fire Tank	051254	25,000	25,000	27,927	2,927	0
	<b>Law, Order &amp; Public Safety Total</b>		<b>25,000</b>	<b>25,000</b>	<b>27,927</b>	<b>2,927</b>	<b>0</b>
	<b>Transport</b>						
○	Remediation - Old Depot - Harper St	122207	30,000	20,000	149	(19,851)	0
	<b>Transport Total</b>		<b>30,000</b>	<b>20,000</b>	<b>149</b>	<b>(19,851)</b>	<b>0</b>
	<b>Economic Services</b>						
○	Tourist Information Bay	Q136	75,000	75,000	157	(74,843)	
○	Entry Statements	J0024	35,000	35,000	345	(34,655)	
○	Event Signage	Q153	30,000	30,000	11,315	(18,685)	
○	Community Depot -	Q155	0	0	12,280	12,280	
○	Additional Water supply - Tank or Standpipe	Q154	20,000	20,000	0	(20,000)	
	<b>Economic Services Total</b>		<b>160,000</b>	<b>160,000</b>	<b>24,098</b>	<b>(135,902)</b>	<b>0</b>
	<b>Infrastructure Other - Total</b>		<b>215,000</b>	<b>205,000</b>	<b>52,174</b>	<b>(152,826)</b>	<b>0</b>
	<b>Infrastructure - Parks &amp; Recreation</b>						
	<b>Recreation &amp; Culture</b>						
○	Duidgee Park Skate Park Stage 2	Q127	150,000	100,000	0	(100,000)	
○	Duidgee Park Upgrade Seating & Playground	Q139	80,000	53,328	28,166	(25,162)	
○	Repair & Resurface Tennis Courts & Basketball/Net	Q151	95,000	63,328	1,573	(61,755)	
○	<b>Recreation &amp; Culture Total</b>		<b>325,000</b>	<b>216,656</b>	<b>29,739</b>	<b>(186,917)</b>	<b>0</b>
	<b>Infrastructure Other - Total</b>		<b>325,000</b>	<b>216,656</b>	<b>29,739</b>	<b>(186,917)</b>	<b>0</b>
	<b>Capital Expenditure Total</b>		<b>8,444,213</b>	<b>2,795,082</b>	<b>2,081,193</b>	<b>(713,889)</b>	<b>0</b>

**SHIRE OF TOODYAY**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 28 February 2015

YTD 28 02 2015					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$
Land and Buildings	13	325,358	555,528	5,270,832	(230,170)
Infrastructure Assets - Roads	13	1,023,819	1,177,888	1,767,127	(154,069)
Infrastructure Assets - Parks & Gardens	13	29,739	216,656	325,000	(186,917)
Infrastructure Assets - Footpaths	13	47,561	55,440	83,176	(7,879)
Infrastructure Assets - Bridges	13	76,000	50,664	76,000	25,336
Infrastructure Assets - Other	13	52,174	205,000	215,000	(152,826)
Plant and Equipment	13	513,018	506,242	671,578	6,776
Furniture and Equipment	13	13,525	27,664	35,500	(14,139)
<b>Capital Expenditure Totals</b>		<b>2,081,193</b>	<b>2,795,082</b>	<b>8,444,213</b>	<b>(713,889)</b>

Comments and graphs

Capital Expenditure Program YTD



**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<b>GENERAL PURPOSE FUNDING - RATES</b>												
<u>OPERATING EXPENDITURE</u>												
031208	Rates Written Off		(500)		(500)		(500)		(274)	226	0.00%	
031209	Administration Allocation - Rates		(165,933)		(165,933)		(110,616)		(110,870)	(254)	0.23%	
031210	Salaries - Rates Officer		(36,701)		(36,701)		(24,464)		(25,415)	(951)	3.89%	
031211	Other Employee Costs - Rates Officer - Uniforms - 600		(600)		(600)		(600)		(1,689)	(1,089)	181.53%	
031212	Conferences & Training - Rates		(500)		(500)		(500)		0	500	0.00%	
031213	Superannuation		(3,487)		(3,487)		(2,328)		(2,381)	(53)	2.28%	
031215	Postage - Rates Notices - 3,000 - Instalments Notices x 3 - 2,500		(5,500)		(5,500)		(3,664)		(4,525)	(861)	23.51%	
031216	Rating Valuations - GRV Valuations - 2,500 - UV Valuations - 30,000 - Interim Valuations - 2,500		(35,000)		(35,000)		(4,500)		(1,364)	3,136	(69.69%)	
031217	Title Searches		(1,000)		(1,000)		(664)		(513)	151	(22.71%)	
031218	Legal Expenses - Debt Collection Costs - 25,000		(10,000)		(45,000)		(30,000)		(60,744)	(30,744)	102.48%	▲
031219	Rates Review - VGO Valuations - 50,000 - Postage & Community Consult - 5,000		(60,000)		0		0		0	0	0.00%	
			(319,221)		(294,221)		(177,836)		(207,776)	(29,940)		
<u>OPERATING REVENUE</u>												
031301	Rates Levied - All Areas	5,525,845		5,541,017		5,541,017		5,539,516		(1,501)	(0.03%)	
031302	Ex Gratia Rates	750		750		750		892		142	18.90%	

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
031303	Interest On Outstanding/Overdue Rates	27,500		27,500		18,000		39,142		21,142	0.00%	
031305	Instalment Charges	22,000		22,000		22,000		22,984		984	4.47%	
031306	Rates - Administration Fee	22,000		22,000		21,500		17,580		(3,920)	(18.23%)	
031307	Rates - Property Account Enquiries	22,000		22,000		15,000		14,854		(146)	(0.98%)	
031308	Rates - Payment Plan Administration Fee	2,000		2,000		1,328		3,273		1,945	146.46%	
031309	Rates Paid In Advance	(75,000)		(75,000)		(50,000)		(53,249)		(3,249)	6.50%	
031330	Sale Of Electoral Rolls & Maps	100		100		64		152		88	137.20%	
031331	Rates - Legal Expenses Recovered	20,000		55,000		36,664		102,926		66,262	0.00%	
031332	ESL - Administration Fee	5,000		5,000		5,000		0		(5,000)	0.00%	
		5,572,195		5,622,367		5,611,323		5,688,068		76,746		
	<b>TOTAL RATES - Operating</b>	<b>5,572,195</b>	<b>(319,221)</b>	<b>5,622,367</b>	<b>(294,221)</b>	<b>5,611,323</b>	<b>(177,836)</b>	<b>5,688,068</b>	<b>(207,776)</b>	<b>46,806</b>		
	<b>CAPITAL EXPENDITURE</b>											
031220	Transfer To Rates Review Reserve		(1,000)		(1,000)		(1,000)		(1,147)	(147)	0.00%	
			(1,000)		(1,000)		(1,000)		(1,147)	(147)		
	<b>CAPITAL REVENUE</b>											
031333	Transfer From Rates Review Reserve	53,789		0		0		0		0	0.00%	
		53,789		0		0		0		0		
	<b>TOTAL RATES - Capital</b>	<b>53,789</b>	<b>(1,000)</b>	<b>0</b>	<b>(1,000)</b>	<b>0</b>	<b>(1,000)</b>	<b>0</b>	<b>(1,147)</b>	<b>(147)</b>		
	<b>TOTAL RATES</b>	<b>5,625,984</b>	<b>(320,221)</b>	<b>5,622,367</b>	<b>(295,221)</b>	<b>5,611,323</b>	<b>(178,836)</b>	<b>5,688,068</b>	<b>(208,923)</b>	<b>46,659</b>		

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<b>GENERAL PURPOSE FUNDING - GENERAL PURPOSE GRANTS</b>												
<u>OPERATING EXPENDITURE</u>												
032201	Administration Allocation - General Purpose Funding		(13,828)	(13,828)		(9,216)		(9,239)	(23)	0.25%		
			(13,828)	(13,828)		(9,216)		(9,239)	(23)			
<u>OPERATING REVENUE</u>												
032330	General Purpose Grant	937,379		937,379		703,035		707,628	4,593	0.65%		
032331	Road Improvement Grant	534,191		534,191		400,644		403,433	2,789	0.70%		
		1,471,570		1,471,570		1,103,679		1,111,061	7,382			
<b>TOTAL GENERAL PURPOSE GRANTS - Operating</b>		<b>1,471,570</b>	<b>(13,828)</b>	<b>1,471,570</b>	<b>(13,828)</b>	<b>1,103,679</b>	<b>(9,216)</b>	<b>1,111,061</b>	<b>(9,239)</b>	<b>7,358</b>		
<b>TOTAL GENERAL PURPOSE GRANTS - Capital</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>TOTAL GENERAL PURPOSE GRANTS</b>		<b>1,471,570</b>	<b>(13,828)</b>	<b>1,471,570</b>	<b>(13,828)</b>	<b>1,103,679</b>	<b>(9,216)</b>	<b>1,111,061</b>	<b>(9,239)</b>	<b>7,358</b>		
<b>GENERAL FINANCE</b>												
<u>OPERATING REVENUE</u>												
032334	Interest On Investment	55,000		55,000		36,664		23,133	(13,531)	(36.91%)		
032335	Interest On Reserve Accounts	75,000		75,000		30,000		62,143	32,143	0.00%		
<b>TOTAL GENERAL FINANCE - Operating</b>		<b>130,000</b>		<b>130,000</b>	<b>0</b>	<b>66,664</b>		<b>85,276</b>	<b>18,612</b>			<b>0</b>

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL GENERAL FINANCE - Capital				0							
	TOTAL GENERAL FINANCE	130,000	0	130,000	0	66,664	0	85,276	0	18,612		
	TOTAL GENERAL PURPOSE FUNDING	7,227,554	(334,049)	7,223,937	(309,049)	6,781,666	(188,052)	6,884,405	(218,162)	72,629		

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<b><u>GOVERNANCE &amp; ADMINISTRATION</u></b>												
<b><u>GOVERNANCE</u></b>												
<b><u>OPERATING EXPENDITURE</u></b>												
041220	Bad Debts Written Off		(500)		(500)		0		0	0	0.00%	
041201	Aroc Secretariat		(5,000)		(5,000)		(5,000)		(170)	4,830	0.00%	
041202	Memb. Attendance & Allowance		(145,452)		(145,452)		(96,968)		(90,865)	6,103	(6.29%)	
	<u>Attendance Fees</u>											
	Councillors x 8 - 99,200											
	Shire President x 1 - 19,200											
	<u>ICT Allowance</u>											
	Councillors x 9 - 9,000											
	IT Monthly & Annual Fees - 5,500											
	<u>Travel Expenses</u>											
	Councillors x 9 - 9,000											
041203	Members Conf & Travel Exp		(20,000)		(20,000)		(20,000)		(15,889)	4,111	(20.55%)	
041204	Election Expenses		(5,000)		0		0		0	0	0.00%	
041205	Shire Presidents Allowance		(24,670)		(24,670)		(16,440)		(16,447)	(7)	0.04%	
	- President's Allowance - 15,326											
	- D/Pres Allowance - 3,831											
041207	Refreshments & Functions - Councillors		(10,000)		(10,000)		(6,664)		(7,399)	(735)	11.03%	
041208	Refreshments & Functions - Staff		(15,000)		(15,000)		(10,000)		(11,233)	(1,233)	12.33%	
041210	Members Insurance		(10,000)		(10,000)		(10,000)		(9,411)	589	(5.89%)	
041211	Subscriptions		(22,000)		(22,000)		(22,000)		(25,790)	(3,790)	17.23%	
	- Avon Midland WALGA Zone - 2,000											
	- WALGA Assoc M/Ship - 8,332											
	- WALGA Procurement - 1,990											



**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- Linking Councils & Communities - 5,000											
	- WALGA Local Laws Service - 543											
	- LGMA - 2,000											
	- Miscellaneous - 2,000											
041212	Misc Members Expenses		(4,000)		(4,000)		(3,000)		(1,863)	1,137	(37.91%)	
041213	Printing & Stationery		(3,000)		(3,000)		(3,000)		(850)	2,150	0.00%	
041214	Advertising		(25,000)		(25,000)		(16,664)		(19,157)	(2,493)	14.96%	
041218	Administration Allocation - Governance		(207,417)		(207,417)		(138,272)		(138,588)	(316)	0.23%	
041219	Audit Fees		(45,000)		(45,000)		(35,000)		(21,815)	13,185	(37.67%)	▼
041222	Legal Fees		(30,000)		(30,000)		(20,000)		(17,082)	2,918	0.00%	
000312	Deprec Of Assets-Members		(6,000)		(6,000)		(4,000)		(7,631)	(3,631)	90.78%	
041223	Local Laws Review		(5,000)		(5,000)		(5,000)		0	5,000	0.00%	
041228	Integrated Strategic Plan/S		(35,000)		(35,000)		(15,000)		(11,657)	3,343	0.00%	
041230	Economic Development Plan		0		0		0		(3,575)	(3,575)	0.00%	
			(618,039)		(613,039)		(427,008)		(399,422)	27,586		
<b>OPERATING REVENUE</b>												
041320	Recoups - Contributions, Donations & Reim	1,000		1,000		1,000		1,928		928	92.78%	
041321	Grants - Governance	1,000		1,000		1,000		0		(1,000)	0.00%	
		2,000		2,000		2,000		1,928		(72)		
<b>TOTAL GOVERNANCE (Operating)</b>												
		2,000	(618,039)	2,000	(613,039)	2,000	(427,008)	1,928	(399,422)	27,514		

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<b>CAPITAL EXPENDITURE</b>												
041252	Transfer To Anzac 100Th Reserve		(1,000)	(1,000)	(1,000)		(1,360)	(360)	0.00%			
			(1,000)	0	(1,000)		(1,360)	(360)				
<b>CAPITAL REVENUE</b>												
041322	Transfer From 175Th Anniversary Reserve	0		0		0	0	0	0.00%			
		0		0		0	0	0				
<b>TOTAL GOVERNANCE (Capital)</b>		<b>0</b>	<b>(1,000)</b>	<b>0</b>	<b>(1,000)</b>	<b>0</b>	<b>(1,360)</b>	<b>(360)</b>				
<b>TOTAL GOVERNANCE</b>		<b>2,000</b>	<b>(619,039)</b>	<b>2,000</b>	<b>(614,039)</b>	<b>2,000</b>	<b>(428,008)</b>	<b>1,928</b>	<b>(400,782)</b>	<b>27,154</b>		

**GOVERNANCE & ADMINISTRATION**

**ADMINISTRATION**

**OPERATING EXPENDITURE**

042201	Salaries - Administration		(734,611)	(734,611)	(489,736)	(503,837)	(14,101)	2.88%	
042202	Salaries - L.S.L.		(20,000)	(20,000)	(10,000)	(1,481)	8,519	0.00%	
042204	Superannuation - Administration & Governance		(73,254)	(73,254)	(48,840)	(56,488)	(7,648)	15.66%	▲
042205	Staff Insurances		(50,000)	(71,692)	(71,692)	(71,692)	(0)	0.00%	
	- Public Liability Insurance - 47,959								
	- Workes Comp Insurance - 23,037								
042206	Fbt - Administration Staff		(35,000)	(35,000)	(17,500)	(12,048)	5,452	(31.15%)	▼
042207	Conference & Training		(30,000)	(30,000)	(20,000)	(26,056)	(6,056)	30.28%	▲
042208	Advertising Positions		(10,000)	(10,000)	(6,664)	(6,723)	(59)	0.89%	
042209	Staff Uniforms		(5,400)	(5,400)	(3,600)	(1,702)	1,898	(52.72%)	
042210	Office Maint & Surrounds		(56,012)	(76,012)	(50,656)	(59,722)	(9,066)	17.90%	▲
042211	Admin Printing & Stationery		(25,000)	(25,000)	(16,664)	(15,080)	1,584	(9.51%)	

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
042212	Telephone & Internet		(40,000)		(40,000)		(26,664)		(24,277)	2,387	(8.95%)	
042213	Office Equip. Mtce.		(30,000)		(30,000)		(20,000)		(24,868)	(4,868)	24.34%	
042214	Bank Charges		(20,000)		(20,000)		(13,328)		(12,345)	983	(7.37%)	
042215	Postage & Freight		(5,500)		(5,500)		(4,000)		(2,342)	1,658	(41.44%)	
042216	Computer Expenses		(155,000)		(155,000)		(110,000)		(81,169)	28,831	(26.21%)	▼
042217	Admin Vehicle Expenses		(20,000)		(20,000)		(13,328)		(6,147)	7,181	(53.88%)	▼
042218	Admin Legal Expenses		(5,000)		(5,000)		(5,000)		0	5,000	0.00%	
042220	Administration - Miscellaneous Expenditure		(15,000)		(15,000)		(10,000)		(14,790)	(4,790)	47.90%	
	- Miscellaneous - 2,000											
	- Workplace Solutions - 3,492											
	- WALGA Tax Service - 1,235											
	- Noise Headphones - 400											
042222	Osh - Investigations & Monitoring		(10,000)		(10,000)		(10,000)		(9,265)	735	0.00%	
000772	Deprec Of Assets - Admin		(60,000)		(60,000)		(40,000)		(53,461)	(13,461)	33.65%	▲
00B402	Less Admin Allocation		1,382,777		1,382,777		921,848		923,921	2,073	0.22%	
			(17,000)		(58,692)		(65,824)		(59,574)	6,250		
<b>OPERATING REVENUE</b>												
042331	Legal Expenses Recovered	1,000		1,000		664		0		(664)	(100.00%)	
042333	Photocopying	1,000		1,000		664		1,037		373	56.16%	
042334	Administration - Miscellaneous Income	10,000		15,000		9,992		13,262		3,270	32.73%	
042341	Income Protection Insurance Revenue	0		0		0		0		0	0.00%	
042342	Administration - Miscellaneous Income - Gst	5,000		40,000		26,664		45,275		18,611	69.80%	
		17,000		57,000		37,984		59,574		21,590		
<b>TOTAL ADMINISTRATION (Operating)</b>		<b>17,000</b>	<b>(17,000)</b>	<b>57,000</b>	<b>(58,692)</b>	<b>37,984</b>	<b>(65,824)</b>	<b>59,574</b>	<b>(59,574)</b>	<b>27,840</b>		
<b>CAPITAL EXPENDITURE</b>												

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
042254	Transfer To Employee Entitlement Reserve - Administration		(25,000)		(25,000)		(25,000)		0	25,000	0.00%	
042255	Transfer To Information Technology Reserve		(5,500)		(5,500)		(5,500)		(5,217)	283	(5.14%)	
042400	Administration - Computer Hardware & Software		(20,000)		0		0		0	0	0.00%	
042401	Admin Building - Old Court House, Feinnes St		(8,500)		(8,500)		(5,664)		(5,892)	(228)	0.00%	
			(59,000)		(39,000)		(36,164)		(11,109)	25,055		
<b>CAPITAL REVENUE</b>												
042330	Transfer From Employee Entitlement Reserve	15,000		15,000		15,000		0		(15,000)	0.00%	
		15,000		15,000		15,000		0		(15,000)		
<b>TOTAL ADMINISTRATION (Capital)</b>		<b>15,000</b>	<b>(59,000)</b>	<b>15,000</b>	<b>(39,000)</b>	<b>15,000</b>	<b>(36,164)</b>	<b>0</b>	<b>(11,109)</b>	<b>10,055</b>	<b>0</b>	
<b>TOTAL ADMINISTRATION</b>		<b>32,000</b>	<b>(76,000)</b>	<b>72,000</b>	<b>(97,692)</b>	<b>52,984</b>	<b>(101,988)</b>	<b>59,574</b>	<b>(70,684)</b>	<b>37,895</b>	<b>0</b>	
<b>TOTAL GOVERNANCE &amp; ADMINISTRATION</b>		<b>34,000</b>	<b>(695,039)</b>	<b>74,000</b>	<b>(711,731)</b>	<b>54,984</b>	<b>(529,996)</b>	<b>61,502</b>	<b>(471,466)</b>	<b>65,048</b>		
<b>LAW, ORDER &amp; PUBLIC SAFETY - FIRE PREVENTION</b>												
<b>OPERATING EXPENDITURE</b>												
051200	Strategic Access & Egress - Stage 3A - Toodyay Highlands - 150,000 - Stage 3B - Julimar - 100,000 - Stage 3C - Moondyne Park - 50,000		(300,000)		(200,000)		(100,000)		(80,866)	19,134	0.00%	
051201	Mitigation Works - Fire - Fuel Reduction Burning - 5,000 - Spraying - 5,000 - Revegetation - 2,000		(10,000)		(25,000)		(18,336)		(24,343)	(6,007)	32.76%	▲
051202	Firefighting - Water		(10,000)		0		0		(1,320)	(1,320)	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- Tank Maintenance - 8,000											
	- Grounds Maintenance - 2,000											
051203	Administration Allocation - Fire Prevention		(27,656)		(27,656)		(18,432)		(18,478)	(46)	0.25%	
051206	Ranger - Lops - Salaries & Super		(39,465)		(39,465)		(26,312)		(20,121)	6,191	(23.53%)	▼
051207	Shire Fire-Fighting Vehicle Expenses		(1,000)		(1,000)		(1,000)		0	1,000	(100.00%)	
051209	Firebreak Inspections		(10,000)		(10,000)		(10,000)		(1,296)	8,704	0.00%	
051210	Advertising & Signs		(2,500)		(2,500)		(2,500)		(3,587)	(1,087)	0.00%	
051211	Fire Tanks - Maintenance & Operating Expenditure		(10,000)		(10,000)		(10,000)		(4,869)	5,131	0.00%	
051212	Firebreaks - Shire Reserves		(16,981)		(16,981)		(16,809)		(14,223)	2,586	(15.38%)	
	Parks & Gardens (16,981)											
051213	Firebreaks Services - Maintenance		(7,000)		0		0		(350)	(350)	0.00%	
051214	Egress & Access Track - Maintenance		(5,000)		0		0		0	0	#DIV/0!	
051215	Firefighting - Shire Resources		(30,000)		(30,000)		(22,500)		(52,274)	(29,774)	132.33%	▲
051218	End Of Year Brigade Function		(3,000)		(3,000)		(3,000)		0	3,000	0.00%	
051220	Brigade Plant & Equip (Less \$1,000)		(5,000)		(5,000)		(4,000)		(1,546)	2,454	(61.36%)	
051221	Brigade Plant & Equip Maint		(5,000)		(5,000)		(3,328)		(5,743)	(2,415)	72.56%	
051222	Brigade Vehicles, Trailers Mtce		(70,000)		(70,000)		(35,000)		(57,358)	(22,358)	63.88%	▲
051223	Dfes Brigade Buildings - Mntce		(6,000)		(6,000)		(4,894)		(8,081)	(3,187)	65.11%	
051224	Brigade Clothing & Access		(10,000)		(10,000)		(6,664)		(7,856)	(1,192)	17.89%	
051225	Brigade Utilities, Rates & Taxes		(25,000)		(25,000)		(16,664)		(16,350)	314	(1.88%)	
051226	Brigade Other Goods & Services		(3,000)		(3,000)		(2,000)		(9,409)	(7,409)	370.47%	▲
051227	Brigade Insurances		(20,000)		(20,000)		(20,000)		(15,282)	4,718	(23.59%)	
001742	Deprec Of Assets - Fire		(175,000)		(175,000)		(116,664)		(128,047)	(11,383)	9.76%	
			(791,602)		(684,602)		(438,103)		(471,400)	(33,297)		
<b>OPERATING REVENUE</b>												
051331	Grant/Contributions - Fire	5,000		180,578		180,578		179,578		(1,000)	0.00%	
051335	Fines & Penalties	15,000		15,000		10,000		9,450		(550)	(5.50%)	
051336	Esl Levy Recoup	144,000		144,000		108,000		108,000		0	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
051338	Dfes Recoup For Firefighting	15,000		30,000		30,000		30,930		930	0.00%	
051352	Lops - Sale Of Plant & Equipment	0				0		91		91	0.00%	
		179,000		369,578		328,578		328,050		(619)		
<b>TOTAL FIRE PREVENTION - Operating</b>		<b>179,000</b>	<b>(791,602)</b>	<b>369,578</b>	<b>(684,602)</b>	<b>328,578</b>	<b>(438,103)</b>	<b>328,050</b>	<b>(471,400)</b>	<b>(33,916)</b>		
<b>CAPITAL EXPENDITURE</b>												
051250	Lops - Purchase Plant & Equipment		0				(175,578)		(175,578)	(0)	0.00%	
051254	Lops - Infrastructure Other		(25,000)		(25,000)		(25,000)		(27,927)	(2,927)	0.00%	
	Parklands Fire Water Supply \$10,000											
	Sand Spring Fire Tank \$15,000											
051401	Tfr To Reserve - Access & Egress		(5,000)		(105,000)		(105,000)		(5,109)	99,891	(95.13%)	▼
051405	Tfr To Reserve - Bush Fire Mitigation		(40,000)		(40,000)		(40,000)		(40,869)	(869)	2.17%	
			(70,000)	0	(170,000)		(170,000)		(249,484)	96,094		
<b>CAPITAL REVENUE</b>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
<b>TOTAL FIRE PREVENTION - Capital</b>		<b>0</b>	<b>(70,000)</b>	<b>0</b>	<b>(170,000)</b>	<b>0</b>	<b>(170,000)</b>	<b>0</b>	<b>(249,484)</b>	<b>96,094</b>		
<b>TOTAL FIRE PREVENTION</b>		<b>179,000</b>	<b>(861,602)</b>	<b>369,578</b>	<b>(854,602)</b>	<b>328,578</b>	<b>(608,103)</b>	<b>328,050</b>	<b>(720,883)</b>	<b>62,178</b>		
<b>LAW, ORDER &amp; PUBLIC SAFETY - ANIMAL CONTROL</b>												
<b>OPERATING EXPENDITURE</b>												
052201	Animal Control - Salaries & Super		(39,465)		(39,465)		(26,312)		(28,936)	(2,624)	9.97%	

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
052203	Cat Control Expenses		(5,000)		(5,000)		(3,328)		(2,547)	781	(23.48%)	
052205	Other Employment Costs - Animal Control		(2,500)		(2,500)		(1,664)		(3,691)	(2,027)	121.80%	
052207	Dog Control Expenses		(4,000)		(4,000)		(2,664)		(3,035)	(371)	13.92%	
052208	Maintenance - Dog & Cat Pounds		(7,579)		(7,579)		(5,016)		(10,317)	(5,301)	105.68%	▲
052209	Other Animal Control		(4,100)		(4,100)		(3,064)		(1,144)	1,920	(62.65%)	
052213	Depreciation - Animal Control		(10,000)		(10,000)		(6,664)		(4,611)	2,053	(30.81%)	
052214	Administration Allocation - Animal Control		(27,656)		(27,656)		(18,432)		(18,478)	(46)	0.25%	
052215	Vehicle Expenses - Animal Control		(7,000)		(7,000)		(4,664)		(10,836)	(6,172)	132.34%	▲
			(107,300)	0	(107,300)		(71,808)		(83,595)	(11,787)		
<b>OPERATING REVENUE</b>												
052321	Fines & Penalties - Dog Act	1,000		1,000		1,000		1,200		200	20.00%	
052322	Impounding Fees - Dogs	3,500		3,500		2,328		3,280		952	40.87%	
052323	Dog Registration Fees	15,000		20,000		20,000		23,181		3,181	15.90%	
052324	Kennel Licences	100		100		64		0		(64)	(100.00%)	
052325	Fines - Other Animals	500		500		328		1,100		772	235.37%	
052326	Impounding Fees - Other	1,000		1,000		664		0		(664)	(100.00%)	
052328	Cat Registration Fees	5,000		5,000		5,000		8,573		3,573	71.46%	
		26,100		31,100		29,384		37,333		7,949		
<b>TOTAL ANIMAL CONTROL - Operating</b>		<b>26,100</b>	<b>(107,300)</b>	<b>31,100</b>	<b>(107,300)</b>	<b>29,384</b>	<b>(71,808)</b>	<b>37,333</b>	<b>(83,595)</b>	<b>(3,838)</b>		
<b>CAPITAL EXPENDITURE</b>												
052211	Cat Pound - Building Expenditure		(20,000)		(5,000)		(3,336)		(4,608)	(1,272)	38.13%	
			(20,000)		(5,000)		(3,336)		(4,608)	(1,272)		
<b>CAPITAL REVENUE</b>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	<b>TOTAL ANIMAL CONTROL - Capital</b>	0	(20,000)	0	(5,000)	0	(3,336)	0	(4,608)	(1,272)		
	<b>TOTAL ANIMAL CONTROL</b>	26,100	(127,300)	31,100	(112,300)	29,384	(75,144)	37,333	(88,203)	(5,110)		
	<b><u>OTHER</u></b>											
	<b><u>OPERATING EXPENDITURE</u></b>											
053201	Ranger - Other Lops - Salaries & Super		(78,930)		(68,930)		(45,960)		(46,421)	(461)	1.00%	
053203	Telephone Expense		(2,500)		(2,500)		(1,664)		(1,332)	332	(19.97%)	
053204	Cctv Operational Expenses		(7,000)		(7,000)		(4,664)		(6,338)	(1,674)	35.89%	
053206	Vehicle Expenses - Rangers		(7,000)		(7,000)		(4,664)		(7,437)	(2,773)	59.45%	
053207	Administration Allocation - Lops Other		(27,656)		(27,656)		(18,432)		(18,478)	(46)	0.25%	
053208	Depreciation - Lops - Other		(10,000)		(10,000)		(6,664)		(2,433)	4,231	(63.49%)	
053209	Semc Aware Grant Expenditure		(20,000)		(20,000)		(20,000)		0	20,000	0.00%	
053210	Roadwise Expenditure		0		(16,648)		(11,096)		(9,425)	1,671	0.00%	
			(153,086)		0		(143,086)		(91,864)	21,280		
	<b><u>OPERATING REVENUE</u></b>											
053320	Fines Enforcement Recoup	0		0		0		0		0	0.00%	
053321	Fines & Penalties - Misc	2,500		2,500		1,664		2,428		764	45.89%	
053322	Income - Misc	0		0		0		2,323		2,323	0.00%	
053323	Cctv - Grants & Contributions	25,000		0		0		0		0	0.00%	
053324	Roadwise Income	0				0		91				
		27,500		2,500		1,664		4,842		3,087		
	<b>TOTAL (LOPS) OTHER - Operating</b>	27,500	(153,086)	2,500	(143,086)	1,664	(113,144)	4,842	(91,864)	24,367		
	<b><u>CAPITAL EXPENDITURE</u></b>											



**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
053401	Cctv - Closed Circuit Television Camera - Security		(25,000)		0		0		0	0	0.00%	
053402	Transfer To Cctv Reserve		(5,000)		(5,000)		(3,328)		(5,109)	(1,781)	53.51%	
			(30,000)		0		(3,328)		(5,109)	(1,781)	1	
<b>CAPITAL REVENUE</b>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
<b>TOTAL (LOPS) OTHER - Capital</b>		<b>0</b>	<b>(30,000)</b>	<b>0</b>	<b>(5,000)</b>	<b>0</b>	<b>(3,328)</b>	<b>0</b>	<b>(5,109)</b>	<b>(1,781)</b>		
<b>TOTAL (LOPS) OTHER</b>		<b>27,500</b>	<b>(183,086)</b>	<b>2,500</b>	<b>(148,086)</b>	<b>1,664</b>	<b>(116,472)</b>	<b>4,842</b>	<b>(96,973)</b>	<b>22,586</b>		
<b>EMERGENCY MANAGEMENT</b>												
<b>OPERATING EXPENDITURE</b>												
054201	Donations & Contributions - Emergency Assistance		(10,000)		(10,000)		(5,000)		0	5,000	0.00%	
054202	Recovery Expenses		0		0		0		(10,487)	(10,487)		
054203	Administration Allocation - Emergency Management		(27,656)		(27,656)		(18,432)		(18,478)	(46)	0.25%	
054204	Community Emergency Services Manager		(135,900)		(145,900)		(100,600)		(112,703)	(12,103)	12.03%	▲
	- Public Liability Insurance - 1,500											
	- Workes Compensation Ins - 3,000											
	- CESM Wages & Allowances - 90,000											
	- CESM Superannuation - 11,400											
	- Administration Assistant - 30,000											
054206	Dfes Co-Location Centre - Stirling Terrace								(181)	(181)		
			(173,556)		0		(183,556)		(141,849)	(17,817)		

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<b>OPERATING REVENUE</b>												
054335	Cesm - Recoup	95,000		105,000		52,500		54,096		1,596	0.00%	
		95,000		105,000		52,500		54,096		1,596		
<b>TOTAL EMERGENCY MANAGEMENT - Operating</b>		<b>95,000</b>	<b>(173,556)</b>	<b>105,000</b>	<b>(183,556)</b>	<b>52,500</b>	<b>(124,032)</b>	<b>54,096</b>	<b>(141,849)</b>	<b>(16,221)</b>		
<b>CAPITAL EXPENDITURE</b>												
054205	Transfer To Emergency Management & Recovery Reserve		(5,500)		(5,500)		(5,500)		(5,802)	(302)	5.49%	
			(5,500)		(5,500)		(5,500)		(5,802)	(302)		
<b>CAPITAL REVENUE</b>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
<b>TOTAL EMERGENCY MANAGEMENT - Capital</b>		<b>0</b>	<b>(5,500)</b>	<b>0</b>	<b>(5,500)</b>	<b>0</b>	<b>(5,500)</b>	<b>0</b>	<b>(5,802)</b>	<b>(302)</b>		
<b>TOTAL EMERGENCY MANAGEMENT</b>		<b>95,000</b>	<b>(179,056)</b>	<b>105,000</b>	<b>(189,056)</b>	<b>52,500</b>	<b>(129,532)</b>	<b>54,096</b>	<b>(147,651)</b>	<b>(16,523)</b>		
<b>FIRE &amp; LAND MANAGEMENT</b>												
<b>OPERATING EXPENDITURE</b>												
055401	Mitigation		0				0		0	0	0.00%	
055402	Mitigation - Contractor		0				0		0	0	0.00%	
055403	Mitigation - Fire Breaks - Reserves		0				0		0	0	0.00%	
055404	Mitigation - Fire Access & Egress Maintenance		0				0		0	0	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity  
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COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
055405	Mitigation - Revegetation		0				0		0	0	0.00%	
055406	Mitigation - Rmo Wages & Employee Costs		0		(52,000)		(34,000)		(10,212)	23,788	0.00%	
055407	Mitigation - Vehicle Expenses		0		0		0		0	0	0.00%	
055408	Mitigation - Other Employee Costs		0		0		0		0	0	0.00%	
055409	- Public Liability Insurance - 1,500		0		0		0		0	0	0.00%	
055410	- Workes Compensation Ins - 3,000		0		0		0		0	0	0.00%	
055411	- CESM Wages & Allowances - 90,000		0		0		0		0	0	0.00%	
055412	- CESM Superannuation - 11,400		0		0		0		0	0	0.00%	
055413	- Administration Assistant - 30,000		0		0		0		0	0	0.00%	
			0	0	(52,000)		(34,000)		(10,212)	23,788		
<b>OPERATING REVENUE</b>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	<b>TOTAL LAND &amp; FIRE MANAGEMENT - Operating</b>	0	0	0	0	0	0	0	(10,212)	23,788		
	<b>TOTAL LAND &amp; FIRE MANAGEMENT</b>	0	0	0	0	0	0	0	(10,212)	23,788		
	<b>TOTAL LAW ORDER &amp; PUBLIC SAFETY</b>	327,600	(1,351,044)	508,178	(1,304,044)	412,126	(929,251)	424,320	(1,063,922)	86,920		
<b>HEALTH</b>												
<b>PUBLIC HEALTH</b>												
<b>OPERATING EXPENDITURE</b>												
074201	Health Salaries		(64,065)		(59,065)		(39,376)		(39,144)	232	(0.59%)	
074202	Salaries - L.S.L.		0		0		0		0	0	0.00%	
074204	Health Superannuation		(5,955)		(5,955)		(3,968)		(4,918)	(950)	23.94%	

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
074206	Health - Other Employment Costs - Public Liability Insurance - 720 - Workers Compensation - 2,500 - Travel & Meal Allow EHO - 8,200 - State Conference - 1,200		(12,620)		(12,620)		(8,416)		(7,749)	667	(7.93%)	
074209	Legal Expenses		(5,000)		(5,000)		(2,500)		0	2,500	0.00%	
076201	Analytical Expenses		(1,500)		(1,500)		(1,000)		(1,240)	(240)	23.96%	
074210	Administration Allocation - Public Health		(13,828)		(13,828)		(9,216)		(9,239)	(23)	0.25%	
074211	Consultant Expenses		(2,000)		(2,000)		(1,328)		(1,241)	87	(6.56%)	
002502	Deprec Of Assets - Health		(20,000)		(20,000)		(13,328)		(17,293)	(3,965)	29.75%	
			(124,968)		(119,968)		(79,132)		(80,824)	(1,692)		
<u>OPERATING REVENUE</u>												
074331	Legal Expenses Recoup	1,000		1,000		1,000		0		(1,000)	(100.00%)	
074332	Health Act Fees,Licences	20,000		20,000		13,328		9,731		(3,597)	(26.99%)	
		21,000		21,000		14,328		9,731		(4,597)		
<b>TOTAL PUBLIC HEALTH - Operating</b>		<b>21,000</b>	<b>(124,968)</b>	<b>21,000</b>	<b>(119,968)</b>	<b>14,328</b>	<b>(79,132)</b>	<b>9,731</b>	<b>(80,824)</b>	<b>(6,288)</b>		
<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 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	<b>TOTAL PUBLIC HEALTH - Capital</b>	0	0	0	0	0	0	0	0	0		
	<b>TOTAL PUBLIC HEALTH</b>	21,000	(124,968)	21,000	(119,968)	14,328	(79,132)	9,731	(80,824)	(6,288)		
	<b><u>OTHER HEALTH</u></b>											
	<b><u>OPERATING EXPENDITURE</u></b>											
077201	Alma Beard Centre - Building Maintenance - 10,881 - Garden Maintenance - 10,876 - Operational Expenditure - 10,000		(31,757)		(31,757)		(21,144)		(21,082)	62	(0.29%)	
077202	Alma Beard Medical Centre - Rental		(34,500)		(34,500)		(34,500)		(35,000)	(500)	1.45%	
077203	Administration Allocation - Other Health		(13,828)		(13,828)		(9,216)		(9,239)	(23)	0.25%	
			(80,085)	0	(80,085)		(64,860)		(65,321)	(461)		
	<b><u>OPERATING REVENUE</u></b>											
077330	Alma Beard Medical Centre - Rental	40,000		40,000		40,000		38,003		(1,997)	(4.99%)	
		40,000		40,000		40,000		38,003		(1,997)		
	<b>TOTAL OTHER HEALTH - Operating</b>	40,000	(80,085)	40,000	(80,085)	40,000	(64,860)	38,003	(65,321)	(2,458)		
	<b><u>CAPITAL EXPENDITURE</u></b>											
077251	Alma Beard Medical Centre - Building - New Front Auto Doors		(5,500)		(5,500)		(3,664)		(99)	3,565	(97.29%)	
			(5,500)		(5,500)		(3,664)		(99)	3,565		
	<b><u>CAPITAL REVENUE</u></b>											

**Shire of Toodyay - Operating Statement by Function & Activity**  
**For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 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		
	<b>TOTAL OTHER HEALTH - Capital</b>	0	(5,500)	0	(5,500)	0	(3,664)	0	(99)	3,565		
	<b>TOTAL OTHER HEALTH</b>	40,000	(85,585)	40,000	(85,585)	40,000	(68,524)	38,003	(65,421)	1,107		
	<b>TOTAL HEALTH</b>	61,000	(210,553)	61,000	(205,553)	54,328	(147,656)	47,734	(146,244)	(5,182)		
<b>HOUSING</b>												
<b>STAFF HOUSING</b>												
<u>OPERATING EXPENDITURE</u>												
091201	Lot35, 19 A/B Clinton St		(9,949)		(9,949)		(6,624)		(7,632)	(1,008)	15.22%	
091202	Other Staff Housing		(1,000)		(1,000)		(664)		(257)	407	(61.24%)	
091204	Lot 46/47 Telegraph Road, Toodyay		(3,054)		(8,054)		(5,360)		(8,871)	(3,511)	65.50%	
091205	Lot 3 (5) Piesse Street, Connors Cottage		0		0		0		(752)	(752)	0.00%	
002602	Deprec Of Assets - Staff		(3,000)		(3,000)		(2,000)		(2,826)	(826)	41.29%	
002662	Deprec Of Assets-Housing		(25,000)		(25,000)		(16,664)		(33,968)	(17,304)	103.84%	▲
			(42,003)		(47,003)		(31,312)		(54,306)	(22,994)		
<u>OPERATING REVENUE</u>												
091330	Shire Owned Housing - Rental Income	5,000		10,000		6,664		6,760		96	1.44%	
091332	Recoups - Staff Housing	2,500		2,500		1,664		175		(1,489)	(89.48%)	
		7,500		12,500		8,328		6,935		(1,393)		

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	<b>TOTAL STAFF HOUSING - Operating</b>	7,500	(42,003)	12,500	(47,003)	8,328	(31,312)	6,935	(54,306)	(24,387)		
	<b>CAPITAL EXPENDITURE</b>											
091250	Staff Housing - Capital Works - Clinton Street - Fence etc - 7,500		(7,500)		(7,500)		(5,000)		(9,229)	(4,229)	0.00%	
			(7,500)		(7,500)		(5,000)		(9,229)	(4,229)		
	<b>CAPITAL REVENUE</b>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	<b>TOTAL STAFF HOUSING - Capital</b>	0	(7,500)	0	(7,500)	0	(5,000)	0	(9,229)	(4,229)		
	<b>TOTAL STAFF HOUSING</b>	7,500	(49,503)	12,500	(54,503)	8,328	(36,312)	6,935	(63,535)	(28,616)		
	<b>OTHER HOUSING</b>											
	<b>OPERATING EXPENDITURE</b>											
092203	Butterly House		(5,000)		(5,000)		(3,328)		(5,016)	(1,688)	50.71%	
092202	Stirling Tce (O'Reilly)		0		0		0		(81)	(81)	0.00%	
			(5,000)		(5,000)		(3,328)		(5,096)	(1,768)		
	<b>OPERATING REVENUE</b>											
092255	Grants & Subsidies - Aged Care - CLGR/RFR Grant - 2,742,412 - Butterly Cottages - 857,588	4,000,000		4,000,000		4,000,000		0		(4,000,000)	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
092331	- Shire of Goomalling - 200,000											
	- Shire of Victoria Plains - 200,000											
	Recoups - Butterly House	3,500		3,500		2,328		5,016		2,688	115.44%	
		4,003,500		4,003,500		4,002,328		5,016		(3,997,312)		
<b>TOTAL OTHER HOUSING - Operating</b>		<b>4,003,500</b>	<b>(5,000)</b>	<b>4,003,500</b>	<b>(5,000)</b>	<b>4,002,328</b>	<b>(3,328)</b>	<b>5,016</b>	<b>(5,096)</b>	<b>(3,999,081)</b>		
<b>CAPITAL EXPENDITURE</b>												
092252	Aroc Aged Care Housing Initiative		(4,400,000)		(4,400,000)		0		0	0	0.00%	
			(4,400,000)		(4,400,000)		0		0	0		
<b>CAPITAL REVENUE</b>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
<b>TOTAL OTHER HOUSING - Capital</b>		<b>0</b>	<b>(4,400,000)</b>	<b>0</b>	<b>(4,400,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>TOTAL OTHER HOUSING</b>		<b>4,003,500</b>	<b>(4,405,000)</b>	<b>4,003,500</b>	<b>(4,405,000)</b>	<b>4,002,328</b>	<b>(3,328)</b>	<b>5,016</b>	<b>(5,096)</b>	<b>(3,999,081)</b>		
<b>TOTAL HOUSING</b>		<b>4,011,000</b>	<b>(4,454,503)</b>	<b>4,016,000</b>	<b>(4,459,503)</b>	<b>4,010,656</b>	<b>(39,640)</b>	<b>11,951</b>	<b>(68,632)</b>	<b>(4,027,697)</b>		
<b>COMMUNITY AMMENITIES</b>												
<b>HOUSEHOLD REFUSE</b>												
<b>OPERATING EXPENDITURE</b>												
101201	Waste Transfer Station		(118,478)		(118,478)		(78,960)		(71,457)	7,503	(9.50%)	



**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
101202	Disposal Of Refuse		(60,000)		(60,000)		(40,000)		(39,163)	837	(2.09%)	
101203	Domestic Refuse Collection - Includes fortnightly recycle collection - 420 waste collection - 77,700 - 1,100 waste collection - 203,500 - 50 commercial collection - 9,250 - Monthly tonnage collection fee - 36,000		(332,000)		(332,000)		(221,328)		(198,112)	23,216	(10.49%)	▼
101204	Administration Allocation - Household Refuse		(41,483)		(41,483)		(27,648)		(27,718)	(70)	0.25%	
101205	Waste Initiatives - Review Of Zero Waste Mgmt Plan - 5,000		(5,000)		(5,000)		(5,000)		0	5,000	0.00%	
101206	Waste Initiatives Grant To Shire Of Northam		0		0		0		(358)			
002752	Deprec Of Assets-Rubbish		(4,500)		(4,500)		(3,000)		(4,853)	(1,853)	61.76%	
			(561,461)		(561,461)		(375,936)		(341,661)	34,632		
<b>OPERATING REVENUE</b>												
101330	Domestic Rubbish Collection - Mandatory - Includes fortnightly recycle collection - 420 collections @ \$230	103,500		103,500		103,500		99,517		(3,983)	(3.85%)	
101331	Commercial Rubbish Collection - Includes fortnightly recycle collection - 50 collections @ \$250	25,000		25,000		25,000		28,250		3,250	13.00%	
101332	Transfer Station Entry Fees - Additional Passes - 30 passes x \$35 each (10 passes) - single tip passes/loads	2,000		2,000		1,328		1,069		(260)	(19.54%)	
101333	Waste Transfer Station Maintenance - Minimum - 2,972 assessments @ \$80	245,280		245,280		245,280		243,674		(1,606)	(0.65%)	
101334	Domestic Rubbish Collection - Additional - Includes fortnightly recycle collection - 1,100 collections @ \$230	257,600		257,600		257,600		262,356		4,756	1.85%	

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
		633,380		633,380		632,708		634,865		2,157		
	<b>TOTAL HOUSEHOLD REFUSE - Operating</b>	<b>633,380</b>	<b>(561,461)</b>	<b>633,380</b>	<b>(561,461)</b>	<b>632,708</b>	<b>(375,936)</b>	<b>634,865</b>	<b>(341,661)</b>	<b>36,789</b>		
	<b>CAPITAL EXPENDITURE</b>											
101252	Transfer To Refuse Reserve		(2,000)		(2,000)		(2,000)		(1,544)	456	0.00%	
			(2,000)		(2,000)		(2,000)		(1,544)	456		
	<b>CAPITAL REVENUE</b>											
101350	Transfer From Refuse Reserve	30,000		30,000		30,000		30,000		0	0.00%	
		30,000		30,000		30,000		30,000		0		
	<b>TOTAL HOUSEHOLD REFUSE - Capital</b>	<b>30,000</b>	<b>(2,000)</b>	<b>30,000</b>	<b>(2,000)</b>	<b>30,000</b>	<b>(2,000)</b>	<b>30,000</b>	<b>(1,544)</b>	<b>456</b>		
	<b>TOTAL HOUSEHOLD REFUSE</b>	<b>663,380</b>	<b>(563,461)</b>	<b>663,380</b>	<b>(563,461)</b>	<b>662,708</b>	<b>(377,936)</b>	<b>664,865</b>	<b>(343,206)</b>	<b>37,245</b>		
	<b>OTHER REFUSE</b>											
	<b>OPERATING EXPENDITURE</b>											
102201	Administration Allocation - Other Refuse		(27,656)		(27,656)		(18,432)		(18,478)	(46)	0.25%	
102206	Street Bins Collection		(10,000)		(10,000)		(6,664)		(5,602)	1,062	(15.93%)	
102207	Litter Control - Other		(4,852)		(4,852)		(3,224)		(832)	2,392	(74.20%)	
			(42,508)	0	(42,508)		(28,320)		(24,913)	3,407		
	<b>OPERATING REVENUE</b>											
102332	Litter Infringements	0		0		0		0		0	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
		0		0		0		0		0		
	<b>TOTAL OTHER REFUSE - Operating</b>	0	(42,508)	0	(42,508)	0	(28,320)	0	(24,913)	3,407		
	<b>CAPITAL EXPENDITURE</b>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<b>CAPITAL REVENUE</b>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	<b>TOTAL OTHER REFUSE - Capital</b>	0	0	0	0	0	0	0	0	0		
	<b>TOTAL OTHER REFUSE</b>	0	(42,508)	0	(42,508)	0	(28,320)	0	(24,913)	3,407		
	<b>COMMUNITY AMMENITIES</b>											
	<b>SEWERAGE</b>											
	<b>OPERATING EXPENDITURE</b>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<b>OPERATING REVENUE</b>											
103332	Dividend - Nth'M Liquid Waste Fac	22,500		22,500		22,500		0		(22,500)	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
		22,500		22,500		22,500		0		(22,500)		
	<b>TOTAL SEWERAGE - Operating</b>	<b>22,500</b>	<b>0</b>	<b>22,500</b>	<b>0</b>	<b>22,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(22,500)</b>		
	<b>CAPITAL EXPENDITURE</b>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<b>CAPITAL REVENUE</b>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	<b>TOTAL SEWERAGE - Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>TOTAL SEWERAGE</b>	<b>22,500</b>	<b>0</b>	<b>22,500</b>	<b>0</b>	<b>22,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(22,500)</b>		
	<b>COMMUNITY SPONSORSHIP</b>											
	<b>OPERATING EXPENDITURE</b>											
104201	Community Grants & Sponsorships - Discretionary Funds - 5,000 - Toodyay Art Acquisition Prize - 1,000 - Toodyay Cricket Club - 2,500 - RSL Sandakanx 2 - 3,000 - Youthcare - 7,000 - Toodyay Ag Society - 500 - Moodyne Festival - 8,000		(50,706)		(50,706)		(40,706)		(38,538)	2,168	(5.33%)	

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
104202	- Bush Poets Weekend - 2,000 - Wheatbelt Basketball - 500 - Toodyay Naturalists - 1,000 - Toodyay Friends of the River - 750 - Toodyay Fibre Festival - 2,500 - Toodyay Race Club - 2,000 - T'dy Chamber of Commerce - 5,000 - Coomunity Adult Literacy - 3,456 - Morangupo Progress Assoc - 6,000 - Ida's Hideaway - 500 Contributions, Donations, Grants & Sponsorships		0		0		0		0	0	0.00%	
			(50,706)		(50,706)		(40,706)		(38,538)	2,168		
<u>OPERATING REVENUE</u>												
104330	Contributions, Donations, Grants & Sponsorships	0		0		0		0		0	0.00%	
		0		0		0		0		0		
<b>TOTAL COMMUNITY SPONSORSHIP - Operating</b>		<b>0</b>	<b>(50,706)</b>	<b>0</b>	<b>(50,706)</b>	<b>0</b>	<b>(40,706)</b>	<b>0</b>	<b>(38,538)</b>	<b>2,168</b>		
<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 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	<b>TOTAL COMMUNITY SPONSORSHIP - Capital</b>	0	0	0	0	0	0	0	0	0		
	<b>TOTAL COMMUNITY SPONSORSHIP</b>	0	(50,706)	0	(50,706)	0	(40,706)	0	(38,538)	2,168		
	<b><u>PROTECTION OF THE ENVIRONMENT</u></b>											
	<b><u>OPERATING EXPENDITURE</u></b>											
105201	Environmental Officer - Salaries		(43,680)		(33,680)		(22,456)		(25,265)	(2,809)	12.51%	
105202	Environmental Officer - Superannuation		(4,150)		(4,150)		(2,768)		(2,238)	530	(19.16%)	
105203	Environmental Officer - Employee Costs		(1,910)		(1,910)		(1,272)		(2,010)	(738)	58.05%	
105204	Environmental Expenditure		(16,500)		(16,500)		(11,000)		(14,020)	(3,020)	27.45%	
	- Community Mail Out - 2,000											
	- Enviro Community Education - 2,000											
	- Training - 3,800											
	- Catering - 1,500											
	- Energy Audit - 5,500											
	- Equipment / Materials - 1,700											
105205	Admin Alloc - Environment Protection		(20,742)		(20,742)		(13,824)		(13,859)	(35)	0.25%	
			(86,982)	0	(76,982)		(51,320)		(57,392)	(6,072)		
	<b><u>OPERATING REVENUE</u></b>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	<b>TOTAL PROTECTION OF ENVIRONMENT - Operating</b>	0	(86,982)	0	(76,982)	0	(51,320)	0	(57,392)	(6,072)		

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<b>CAPITAL EXPENDITURE</b>												
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
<b>CAPITAL REVENUE</b>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
<b>TOTAL PROTECTION OF ENVIRONMENT - Capital</b>		0	0	0	0	0	0	0	0	0		
<b>TOTAL PROTECTION OF ENVIRONMENT</b>		0	(86,982)	0	(76,982)	0	(51,320)	0	(57,392)	(6,072)		
<b>TOWN PLANNING</b>												
<b>OPERATING EXPENDITURE</b>												
106201	Town Planning Salaries		(139,204)		(139,204)		(92,800)		(88,493)	4,307	(4.64%)	
106202	Salaries - L.S.L.		0		0		0		0	0	0.00%	
106204	Superannuation (T.Plng)		(13,687)		(13,687)		(9,128)		(7,690)	1,438	(15.75%)	
106205	Other Employee Costs (Town Planning)		(29,308)		(29,308)		(19,536)		(14,142)	5,394	(27.61%)	▼
	- Workers Compensation - 4,176											
	- Fringe Benefits Tax - 10,832											
	- Uniforms x 3 - 1,800											
	- State Conference x 2 - 3,000											
	- National Conference x 1 - 1,500											
	- Other Training - 2,000											
	- Memberships - 1,000											
	- Miscellaneous - 2,000											
106206	T.Plng Vehicle Expenses		(20,000)		(20,000)		(13,328)		(7,581)	5,747	(43.12%)	▼

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
106208	Rezoning/Subdivision Expenses		(5,000)		(5,000)		(2,500)		(2,886)	(386)	15.45%	
106209	T.Plng Misc. Expenses		(10,000)		(10,000)		(5,000)		(6,533)	(1,533)	30.67%	
	- Finalise Syreds inc rd & fence - 8,200											
	- Miscellaneous - 1,800											
106210	T.Plng Legal Costs		(15,000)		(40,000)		(40,000)		(35,200)	4,800	(12.00%)	
106212	Administration Allocation - Town Planning		(82,967)		(82,967)		(55,304)		(55,435)	(131)	0.24%	
106213	Deprec Of Assets - T/P		(2,000)		(2,000)		(1,328)		0	1,328	(100.00%)	
106216	Contractor Expenses		(55,000)		(30,000)		(20,000)		0	20,000	0.00%	
			(372,166)		(372,166)		(258,924)		(217,962)	40,962		
<b>OPERATING REVENUE</b>												
106332	Subdivision Fees	5,000		5,000		3,328		133		(3,195)	(96.01%)	
106334	T.Plng Misc Fees	25,000		25,000		16,664		21,938		5,274	31.65%	
		30,000		30,000		19,992		22,071		2,079		
<b>TOTAL TOWN PLANNING - Operating</b>		<b>30,000</b>	<b>(372,166)</b>	<b>30,000</b>	<b>(372,166)</b>	<b>19,992</b>	<b>(258,924)</b>	<b>22,071</b>	<b>(217,962)</b>	<b>43,041</b>		
<b>CAPITAL EXPENDITURE</b>												
106217	Transfer To Local Planning Scheme No 4 Reserve		(500)		(500)		(500)		(344)	156	0.00%	
			(500)		(500)		(500)		(344)	156		
<b>CAPITAL REVENUE</b>												
106338	Transfer From Local Planning Scheme No 4	16,336		0		0		0		0	0.00%	
		16,336		0		0		0		0		
<b>TOTAL TOWN PLANNING - Capital</b>		<b>16,336</b>	<b>(500)</b>	<b>0</b>	<b>(500)</b>	<b>0</b>	<b>(500)</b>	<b>0</b>	<b>(344)</b>	<b>156</b>		



**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<b>TOTAL TOWN PLANNING</b>		46,336	(372,666)	30,000	(372,666)	19,992	(259,424)	22,071	(218,306)	43,197		
<b><u>COMMUNITY AMMENITIES</u></b>												
<b><u>OTHER COMMUNITY SERVICES</u></b>												
<b><u>OPERATING EXPENDITURE</u></b>												
107201	Cemetery Maintenance		(39,519)		(39,519)		(26,256)		(18,321)	7,935	(30.22%)	▼
107202	Federation Square Mtce		(13,880)		(13,880)		(9,232)		(11,307)	(2,075)	22.48%	
107204	Tdy Railway Station		(16,429)		(16,429)		(10,920)		(15,219)	(4,299)	39.37%	
107205	Street Furniture		(4,038)		(4,038)		(2,680)		(1,503)	1,177	(43.93%)	
107206	War Memorial		(26,857)		(26,857)		(17,872)		(14,529)	3,343	(18.70%)	
107210	Administration Allocation - Other Community Services		(20,742)		(20,742)		(13,824)		(13,859)	(35)	0.25%	
107211	Cemetery Operations - Gravedigging Etc		0		(10,000)		(6,664)		(7,479)	(815)	0.00%	
003502	Deprec Of Assets-Amenitie		(14,000)		(14,000)		(9,328)		(1,788)	7,540	(80.83%)	▼
			(135,465)		(145,465)		(96,776)		(84,005)	12,771		
<b><u>OPERATING REVENUE</u></b>												
107331	Cemetery Fees (Inc Gst)	10,000		10,000		6,664		3,568		(3,096)	(46.46%)	
107332	Cemetery Fees (Not Inc Gst)	2,000		2,000		1,328		280		(1,048)	(78.92%)	
		12,000		12,000		7,992		3,848		(4,144)		
<b>TOTAL OTHER COMMUNITY - Operating</b>		12,000	(135,465)	12,000	(145,465)	7,992	(96,776)	3,848	(84,005)	8,627		
<b><u>CAPITAL EXPENDITURE</u></b>												
107272	Street Furniture		0		0		0		0	0	0.00%	
			0		0		0		0	0		

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<b>CAPITAL REVENUE</b>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	<b>TOTAL OTHER COMMUNITY - Capital</b>	0	0	0	0	0	0	0	0	0		
	<b>TOTAL OTHER COMMUNITY SERVICES</b>	12,000	(135,465)	12,000	(145,465)	7,992	(96,776)	3,848	(84,005)	8,627		
	<b>TOTAL COMMUNITY AMENITIES</b>	744,216	(1,251,788)	727,880	(1,251,788)	713,192	(854,482)	690,784	(766,358)	66,073		

**RECREATION & CULTURE**

**PUBLIC HALLS**

**OPERATING EXPENDITURE**

111201	Memorial Hall - Operational & Maintenance Expenditure		(36,346)		(36,346)		(24,208)		(24,940)	(732)	3.02%	
111202	Morangup Comm Ctre.		(11,115)		(11,115)		(7,384)		(2,580)	4,804	(65.06%)	
111203	Community Ctre		(47,831)		(47,831)		(31,856)		(33,273)	(1,417)	4.45%	
111204	Administration Allocation - Public Halls		(55,311)		(55,311)		(36,872)		(36,957)	(85)	0.23%	
161205	Loan 65 - Interest Payments		(5,042)		(5,042)		(2,502)		(2,594)	(92)	0.00%	
003522	Deprec Of Assets - Halls		(40,000)		(40,000)		(26,664)		(45,619)	(18,955)	71.09%	▲
			(195,645)		(195,645)		(129,486)		(145,963)	(16,477)		

**OPERATING REVENUE**

111330	Memorial Hall Rentals	5,000		5,000		3,328		3,065		(263)	(7.89%)	
111332	Community Centre Rentals	36,100		36,100		24,064		31,466		7,402	30.76%	

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
111333	- Resource Centre Lease - 1,000											
	- Silver Chain - 12,600											
	- Dept Child Protection - 17,500											
	- Other Rentals - 5,000											
	Community Centre Recoups	1,500		1,500		1,000		0		(1,000)	(100.00%)	
		42,600		42,600		28,392		34,531		6,139		
<b>TOTAL PUBLIC HALLS - Operating</b>		<b>42,600</b>	<b>(195,645)</b>	<b>42,600</b>	<b>(195,645)</b>	<b>28,392</b>	<b>(129,486)</b>	<b>34,531</b>	<b>(145,963)</b>	<b>(10,337)</b>		
<b><u>CAPITAL EXPENDITURE</u></b>												
111351	Buildings - Public Halls & Civic Centres		(104,900)		(104,900)		(69,936)		(62,608)	7,328	(10.48%)	▼
	- Toodyay Comm Ctre - Air-Con - 9,9,00											
	- Memorial Hall - Re-roof - 95,000											
111352	Land - Public Halls & Civic Centres		(125,000)		(125,000)		(125,000)		0	125,000	0.00%	
	- Land Purchase - 125,000											
161256	Loan 65 - Principal Payments		(8,654)		(8,654)		(4,654)		(4,254)	400	0.00%	
			(238,554)		(238,554)		(199,590)		(66,862)	132,728		
<b><u>CAPITAL REVENUE</u></b>												
		0		0		0		0		0	0.00%	
		0				0		0		0		
<b>TOTAL PUBLIC HALLS - Capital</b>		<b>0</b>	<b>(238,554)</b>	<b>0</b>	<b>(238,554)</b>	<b>0</b>	<b>(199,590)</b>	<b>0</b>	<b>(66,862)</b>	<b>132,728</b>		
<b>TOTAL PUBLIC HALLS</b>		<b>42,600</b>	<b>(434,199)</b>	<b>42,600</b>	<b>(434,199)</b>	<b>28,392</b>	<b>(329,076)</b>	<b>34,531</b>	<b>(212,824)</b>	<b>122,391</b>		
<b><u>RECREATION &amp; CULTURE</u></b>												
<b><u>RECREATION &amp; SPORT</u></b>												

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<b>OPERATING EXPENDITURE</b>												
003792	Deprec Of Assets - Sport		(60,000)		(60,000)		(40,000)		(88,330)	(48,330)	120.83%	▲
113201	Toodyay Showgrounds		(172,036)		(172,036)		(114,528)		(132,677)	(18,149)	15.85%	▲
113202	Toodyay Race Course		(5,000)		(5,000)		(5,000)		(4,317)	683	(13.66%)	
113203	Newcastle Park		(21,352)		(21,352)		(14,208)		(18,497)	(4,289)	30.18%	
113204	Duke Street North Public Toilets		(9,507)		(9,507)		(6,304)		(6,878)	(574)	9.11%	
113206	Parks & Gardens Depot		(4,641)		(4,641)		(3,064)		(3,931)	(867)	28.29%	
113207	Pioneer Arborteam		(4,782)		(4,782)		(3,160)		(2,442)	718	(22.71%)	
113208	Railway Wagon Reserve No. 35142		(4,500)		(4,500)		(2,976)		(1,923)	1,053	(35.39%)	
113210	Wilson Street (Parking) Reserve		(1,581)		(1,581)		(1,048)		(1,828)	(780)	74.42%	
113212	Pelham Reserve		(10,085)		(16,000)		(10,632)		(12,367)	(1,735)	16.32%	
113213	Duidgee & Stirling Parks		(97,661)		(97,661)		(65,016)		(54,683)	10,333	(15.89%)	▼
	- Parks & Gardens											
	- Building Maintenance											
113214	Misc Sports Club Facilities		(4,660)		(4,660)		(3,104)		(5,915)	(2,811)	90.57%	
	- Building Maintenance - 2,660											
	- Golf Club Ins Reimburse - 1,000											
	- Tennis Club Ins Reimburse - 1,000											
113215	Miscellaneous Shire Parks & Gardens		(14,401)		(14,401)		(9,488)		(5,883)	3,605	(38.00%)	
113216	Sport & Rec Co-Ordinator		(51,202)		(51,202)		(26,202)		(51,600)	(25,398)	0.00%	
	- Sport & rec Coordinator x 3 days											
113221	Admin Allocation - Recreation & Sport		(55,311)		(55,311)		(36,872)		(36,957)	(85)	0.23%	
113227	Youth Advisory Council - Expenditure		(12,000)		(12,000)		(8,000)		(3,258)	4,742	(59.27%)	
	- Survey Engagement											
	- Herald Youth pages & prizes											
	- School holiday activities											
	- Network Meetings											
	- School Clinic - Connections - 2,000											

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
113228	Community Grants & Sponsorships - Sport & Rec - 2 x volunteer training - 5,000 - Miscellaneous - 1,500		(6,500)		(6,500)		(6,500)		(905)	5,595	0.00%	
161214	Loan 72 - Interest - Land -Rec Centre		(43,300)		(43,300)		(22,000)		(21,833)	167	0.00%	
161215	Loan 73 - Interest - Tennis & basketball Cts		(1,580)		(1,580)		0		(1,537)	(1,537)	0.00%	
			(580,099)	0	(586,014)		(378,102)		(455,762)	(77,660)		
<b>OPERATING REVENUE</b>												
113330	Showground Rental	2,500		2,500		1,664		1,492		(172)	(10.32%)	
113332	Club Leases	500		500		328		500		172	52.44%	
113335	Clubs Insurance	10,000		5,000		5,000		4,016		(984)	(19.67%)	
113351	Grants & Contributions - Dept of Communities Youth Eng - 10,000 - DSR - Skate Park Construction - 50,000	60,000		60,000		10,000		5,000		(5,000)	(50.00%)	
113357	Toodyay Race Club - Reimbursement/S	5,000		5,000		5,000		3,673		(1,327)	0.00%	
113358	Youth Advisory Council - Income	5,000		5,000		3,328		374		(2,954)	(88.77%)	
		83,000		78,000		25,320		15,055		(10,265)		
<b>TOTAL REC &amp; SPORT - Operating</b>		<b>83,000</b>	<b>(580,099)</b>	<b>78,000</b>	<b>(586,014)</b>	<b>25,320</b>	<b>(378,102)</b>	<b>15,055</b>	<b>(455,762)</b>	<b>(87,924)</b>		
<b>CAPITAL EXPENDITURE</b>												
113262	Buildings - Sport & Recreation - Q150 Duidgee Park Toilets - 7,500		(7,500)		(7,500)		(5,000)		(5,039)	(39)	0.00%	
113263	Other Infrastructure - Sport & Recreation Q127 Duidgee Pk Skate Park - 150,000 Q151 Tennis Courts Repair - 95,000 Q139 Duidgee Pk equipment etc - 80,000		(325,000)		(325,000)		(216,656)		(29,739)	186,917	0.00%	
113265	Recreation Precinct - Design & Drawings		(100,000)		(100,000)		0		(80,080)	(80,080)	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity  
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		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
113270	Showgrounds - Pavilion		(21,500)		(21,500)		(14,328)		(13,905)	423	0.00%	
	- Pavilion - security, storage etc				0							
113274	Transfer To Swimming Pool Reserve		(2,000)		(2,000)		(2,000)		(2,111)	(111)	0.00%	
113275	Transfer To Recreation Development Reserve		(375,000)		(375,000)		(250,000)		(278,279)	(28,279)	11.31%	▲
161262	Loan 72 - Principal - Recreation Precinct		(33,312)		(33,312)		(18,312)		(16,473)	1,839	0.00%	
161263	Loan 73 - Principal Payments - Tennis & Ball Courts		(8,822)		(8,822)		0		(8,840)	(8,840)	0.00%	
			(873,134)		(864,312)		(506,296)		(434,466)	71,830		
<b><u>CAPITAL REVENUE</u></b>												
113350	Transfer From Recreation Development Res	100,000		100,000		0		0		0	0.00%	
113361	Loan Income - Refubish Tennis & Ball Court	95,000		95,000		95,000		95,000		0	0.00%	
		195,000		195,000	0	95,000		95,000		0		
	<b>TOTAL REC &amp; SPORT - Capital</b>	<b>195,000</b>	<b>(873,134)</b>	<b>195,000</b>	<b>(864,312)</b>	<b>95,000</b>	<b>(506,296)</b>	<b>95,000</b>	<b>(434,466)</b>	<b>71,830</b>		
	<b>TOTAL RECREATION &amp; SPORT</b>	<b>278,000</b>	<b>(1,453,233)</b>	<b>273,000</b>	<b>(1,450,326)</b>	<b>120,320</b>	<b>(884,398)</b>	<b>110,055</b>	<b>(890,228)</b>	<b>(16,094)</b>		
<b><u>RECREATION &amp; CULTURE</u></b>												
<b><u>LIBRARIES</u></b>												
<b><u>OPERATING EXPENDITURE</u></b>												
115201	Library Salaries		(126,191)		(126,191)		(84,120)		(94,550)	(10,430)	12.40%	▲
115203	Superannuation (Lib.)		(16,451)		(16,451)		(10,968)		(10,490)	478	(4.36%)	
115204	Other Emp Costs (Lib.)		(10,000)		(10,000)		(6,664)		(6,639)	25	(0.38%)	
	- Workers Compensation - 3,700											
	- Training - 3,000											
	- Uniforms x 3 - 1,800											

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
115205	- Miscellaneous - 1,500 Library Operating Expenses		(15,000)		(15,000)		(9,992)		(15,493)	(5,501)	55.06%	▲
115206	Library Bldg. Maintenance		(20,371)		(20,371)		(13,552)		(20,935)	(7,383)	54.48%	▲
115207	Library Office Equipment - Net Opac Operating system - 3,300 - Miscellaneous - 1,000 - Upgrade video recorder - 3,300		(7,300)		(7,300)		(4,864)		(1,915)	2,949	(60.63%)	
115208	Library Book Purchases		(1,500)		(1,500)		(1,000)		0	1,000	(100.00%)	
115210	Administration Allocation - Library		(41,483)		(41,483)		(27,648)		(27,718)	(70)	0.25%	
161209	Loan 67 Interest - Library Upgrade 1		(25,163)		(25,163)		(13,163)		(12,810)	353	0.00%	
161211	Loan 69 - Library Upgrade 2		(11,115)		(11,115)		(6,115)		(5,756)	359	0.00%	
004072	Deprec Of Assets-Library		(30,000)		(30,000)		(20,000)		(16,658)	3,342	(16.71%)	
			(304,574)		(304,574)		(198,086)		(212,965)	(14,879)		
<b>OPERATING REVENUE</b>												
115330	Sale Of Old Library Books	250		250		160		165		5	3.24%	
115332	Lib. Photocopying	2,000		2,000		1,328		1,713		385	29.03%	
115333	Book Fines	500		500		328		283		(45)	(13.61%)	
115334	Misc Income	5,000		5,000		3,000		440		(2,560)	(85.32%)	
		7,750		7,750	0	4,816		2,602		(2,214)		
<b>TOTAL LIBRARIES - Operating</b>												
		7,750	(304,574)	7,750	(304,574)	4,816	(198,086)	2,602	(212,965)	(17,093)		
<b>CAPITAL EXPENDITURE</b>												
004314	Library - Computer Software & Hardware - ESX Server upgarde - 12,000		(12,000)		(12,000)		(12,000)		(13,525)	(1,525)	0.00%	
115250	Buildings - Library - Upgrade Lights - 6,600		(11,600)		(11,600)		(7,728)		(12,705)	(4,977)	64.40%	

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
161258	- Library Courtyard roof - 5,000											
	Loan 67 Principal - Library Upgrade 1		(28,153)		(28,153)		0		(13,848)	(13,848)	0.00%	
161261	Loan 69 Principal - Library Upgrade 2		(25,775)		(25,775)		0		(12,689)	(12,689)	0.00%	
			(77,528)		(77,528)		(19,728)		(52,766)	(33,038)		
<b>CAPITAL REVENUE</b>												
115350	Loan Income	0		0		0		0		0	0.00%	
		0		0		0		0		0		
<b>TOTAL LIBRARIES - Capital</b>		<b>0</b>	<b>(77,528)</b>	<b>0</b>	<b>(77,528)</b>	<b>0</b>	<b>(19,728)</b>	<b>0</b>	<b>(52,766)</b>	<b>(33,038)</b>		
<b>TOTAL LIBRARIES</b>		<b>7,750</b>	<b>(382,102)</b>	<b>7,750</b>	<b>(382,102)</b>	<b>4,816</b>	<b>(217,814)</b>	<b>2,602</b>	<b>(265,732)</b>	<b>(50,131)</b>		
<b>RECREATION &amp; CULTURE</b>												
<b>HERITAGE</b>												
<b>OPERATING EXPENDITURE</b>												
116201	Museum (Gaol) Maintenance		(43,745)		(43,745)		(29,056)		(34,765)	(5,709)	19.65%	▲
116202	Museum Honariums		(5,200)		(5,200)		(3,464)		(2,707)	757	(21.86%)	
116203	Museum Displays		(5,000)		(5,000)		(3,328)		(329)	2,999	(90.11%)	
116204	Museum Subscriptions		(400)		(400)		(264)		(127)	137	(52.00%)	
116205	Mus. Conservation Materials		(1,000)		(1,000)		(664)		(494)	170	(25.60%)	
116206	Mus. Volunteer Uniforms		(250)		(250)		(160)		0	160	(100.00%)	
116207	Mus. Office Equip & Stationery - SLR camera & tripod - 1,500		(3,000)		(3,000)		(2,000)		(34)	1,966	(98.30%)	
116208	Mus Trng & Workshops		(2,000)		(2,000)		(1,328)		(908)	420	(31.65%)	
116209	Mus. - Marketing/Promotion		(3,000)		(3,000)		(2,000)		(2,225)	(225)	11.25%	



**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
116210	- Brochure & Walk Trail booklet - Reprint of cards / yearly exhibit Heritage - Preservation & Conservation		(3,000)		(3,000)		(2,000)		(117)	1,883	(94.17%)	
116212	- Displays & database Museum Curator - Salary		(55,909)		(55,909)		(37,272)		(36,546)	726	(1.95%)	
116214	Museum Curator - Super		(5,311)		(5,311)		(3,544)		(3,442)	102	(2.88%)	
116215	Museum Curator - Oth Emp Costs - Training - Uniforms x 1 - 600 - Miscellaneous - 2,000		(3,277)		(3,277)		(2,184)		(2,641)	(457)	20.95%	
116217	Heritage Advisory Services		(20,000)		(20,000)		(13,328)		(5,145)	8,183	(61.40%)	▼
116218	Administration Allocation - Heritage		(41,483)		(41,483)		(27,648)		(27,718)	(70)	0.25%	
116219	Cultural Heritage Interp Works - Newcastle Convict Depot Plan		(1,600)		(1,600)		(1,064)		0	1,064	(100.00%)	
			(194,175)		(194,175)		(129,304)		(117,197)	12,107		
<b>OPERATING REVENUE</b>												
116332	Admissions To Museum	6,000		6,000		4,000		4,300		300	7.50%	
116333	Grant Income - Heritage - Heritage IT grant - 15,000	15,000		15,000		10,000		0		(10,000)	(100.00%)	
116335	Recoups - Heritage Council	10,000		10,000		6,664		0		(6,664)	(100.00%)	
		31,000		31,000		20,664		4,300		(16,364)		
<b>TOTAL HERITAGE - Operating</b>		<b>31,000</b>	<b>(194,175)</b>	<b>31,000</b>	<b>(194,175)</b>	<b>20,664</b>	<b>(129,304)</b>	<b>4,300</b>	<b>(117,197)</b>	<b>(4,257)</b>		
<b>CAPITAL EXPENDITURE</b>												
117252	Upgrade To Heritage Buildings - Museum Fencing, paving - 19,600		(61,700)		(61,700)		(41,128)		(6,192)	34,936	(84.94%)	▼

**Shire of Toodyay - Operating Statement by Function & Activity  
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COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
117253	- Police Stables various - 28,500 - Connor's Mill flooring - 7,000 - Donegans Cottage - security etc - 6,600 Heritage - Computer Hardware & Software - IT Computers & programs		(23,500)		(23,500)		(15,664)		0	15,664	0.00%	
			(85,200)	0	(85,200)		(56,792)		(6,192)	50,600		
<b>CAPITAL REVENUE</b>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
<b>TOTAL HERITAGE - Capital</b>		<b>0</b>	<b>(85,200)</b>	<b>0</b>	<b>(85,200)</b>	<b>0</b>	<b>(56,792)</b>	<b>0</b>	<b>(6,192)</b>	<b>50,600</b>		
<b>TOTAL HERITAGE</b>		<b>31,000</b>	<b>(279,375)</b>	<b>31,000</b>	<b>(279,375)</b>	<b>20,664</b>	<b>(186,096)</b>	<b>4,300</b>	<b>(123,389)</b>	<b>46,343</b>		
<b>RECREATION &amp; CULTURE</b>												
<b>CULTURE</b>												
<b>OPERATING EXPENDITURE</b>												
004222	Deprec Of Assets-Culture		(12,000)		(12,000)		(8,000)		(37,181)	(29,181)	364.76%	▲
113209	Toodyay St Aboriginal Reserve		(2,644)		(2,644)		(1,744)		(1,166)	578	(33.13%)	
117201	Festivals - Other		(5,000)		(5,000)		(3,320)		(3,608)	(288)	8.69%	
	- Event Support / assistance											
117202	Avon Descent		(13,500)		(13,500)		(8,976)		(16,816)	(7,840)	87.35%	▲
	- Event in-kind - 3,000											
	- NADA sponsorship - 10,000											
	- Avon Descent - L/holders BBQ - 500											

**Shire of Toodyay - Operating Statement by Function & Activity  
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COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
117203	Aust. Day Celebrations		(5,000)		(5,000)		(3,328)		(4,939)	(1,611)	48.40%	
117204	Donegan'S Cottage (Shwgrnds)		(4,301)		(4,301)		(2,816)		(1,751)	1,065	(37.82%)	
117205	Parkers Cottage		(4,846)		(4,846)		(3,200)		(1,543)	1,657	(51.77%)	
117206	Moodyne Festival		(1,104)		(1,104)		(720)		0	720	(100.00%)	
117207	Toodyay International Food Festival		(56,100)		(56,100)		(54,828)		(58,913)	(4,085)	7.45%	
	- IFF Event Expenses - 45,000											
	- Maintenance - 1,500											
	- Waste Collection - 1,500											
	- Parks & Gardens - 1,600											
	- Hire Of Toilets/Emptying - 1,500											
	- EMRC Admin Fee - 2,500											
117208	Targa West		(2,149)		(2,149)		(1,416)		(322)	1,094	(77.24%)	
117210	Toodyay Ag Show		(4,218)		(4,218)		(2,792)		(7,450)	(4,658)	166.82%	
117211	Xmas Street Party		(25,000)		(25,000)		(16,640)		(404)	16,236	(97.57%)	▼
	- Christmas Decorations - 20,000											
117212	Toodyay Races		(2,891)		(2,891)		(1,904)		0	1,904	(100.00%)	
117213	Community Grants & Sponsorships - Culture		(11,800)		(11,800)		(7,864)		(1,378)	6,486	(82.48%)	▼
	- Road Wise Committee - 1,000											
	- Tidy Towns - 1,000											
	- Around the Towns - 1,300											
	- Thank a volunteer Day - 1,000											
	- Youth Week - 1,000											
	- National Volunteer Week - 500											
	- Stay on your feet - 1,000											
	- Senior's Week - 1,000											
	- Get to Know Neighbour - 1,000											
	- Multicultural awareness - 1,000											
	- Disability awareness - 1,000											
	- Miscellaneous - 1,000											
117214	Administration Allocation - Culture		(27,656)		(27,656)		(18,432)		(18,478)	(46)	0.25%	

**Shire of Toodyay - Operating Statement by Function & Activity  
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COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
			(178,209)		(150,553)		(135,980)		(153,950)	(17,970)		
	<u>OPERATING REVENUE</u>											
117332	Grant Income	46,800		46,800		31,200		2,202		(28,998)	(92.94%)	
	- EMRC - Avon/IFF Festival - 35,000											
	- Road Wise Committee - 1,000											
	- Tidy Towns - 1,000											
	- Around the Towns - 1,300											
	- Thank a volunteer Day - 1,000											
	- Youth Week - 1,000											
	- National Volunteer Week - 500											
	- Stay on your feet - 1,000											
	- Senior's Week - 1,000											
	- Get to Know Neighbour - 1,000											
	- Multicultural awareness - 1,000											
	- Disability awareness - 1,000											
	- Miscellaneous - 1,000											
117333	Sponsorship - International Food Festival	2,000		2,000		1,328		3,636		2,308	173.82%	
117334	Stallholder Fees - Iff	1,000		1,000		664		5,545		4,881	735.16%	
117335	Events - Miscellaneous Income	5,000		5,000		3,328		2,275		(1,053)	(31.63%)	
		54,800		54,800		36,520		13,659		(22,861)		
	<b>TOTAL CULTURE - Operating</b>	<b>54,800</b>	<b>(178,209)</b>	<b>54,800</b>	<b>(150,553)</b>	<b>36,520</b>	<b>(135,980)</b>	<b>13,659</b>	<b>(153,950)</b>	<b>(40,831)</b>		
	<u>CAPITAL EXPENDITURE</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 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<b>CAPITAL REVENUE</b>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	<b>TOTAL CULTURE - Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>TOTAL CULTURE</b>	<b>54,800</b>	<b>(178,209)</b>	<b>54,800</b>	<b>(150,553)</b>	<b>36,520</b>	<b>(135,980)</b>	<b>13,659</b>	<b>(153,950)</b>	<b>(40,831)</b>		
	<b>TOTAL RECREATION &amp; CULTURE</b>	<b>414,150</b>	<b>(2,727,118)</b>	<b>409,150</b>	<b>(2,696,555)</b>	<b>210,712</b>	<b>(1,753,364)</b>	<b>165,148</b>	<b>(1,646,123)</b>	<b>61,677</b>		
	<b>TRANSPORT</b>											
	<b>CONSTRUCTION</b>											
	<b>OPERATING EXPENDITURE</b>											
121201	Crossover Contributions		(20,000)		(20,000)		(13,328)		(5,335)	7,993	(59.97%)	▼
121214	Survey ,Design & Audits		(1,000)		(1,000)		(664)		0	664	(100.00%)	
121216	Administration Allocation - Transport Construction		(41,483)		(41,483)		(27,648)		(27,718)	(70)	0.25%	
161210	Loan 68 - Interest		(9,068)		(9,068)		(6,040)		(4,902)	1,138	(18.85%)	
161212	Loan 70 - Interest Payments - Footbridge		(5,184)		(5,184)		(3,456)		(3,948)	(492)	14.24%	
161213	Loan 71 - Interest Payments - Depot		(35,239)		(35,239)		0		(17,774)	(17,774)	0.00%	
004670	Deprec Of Assets Roads		(1,250,000)		(1,250,000)		(833,328)		(852,546)	(19,218)	2.31%	
			(1,361,974)		(1,361,974)		(884,464)		(912,222)	(27,758)		
	<b>OPERATING REVENUE</b>											
121333	Grant Income - Infrastructure	41,588		41,588		27,720		3,376		(24,344)	(87.82%)	

**Shire of Toodyay - Operating Statement by Function & Activity  
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		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
121334	- Dept Transport - Tdy-Gml Rd - 19,828 - Dept Transport - Anzac Ave - 21,760 - Dept Transport - Bike Parking Regional Roads Group (Project) Grants	268,527		268,527		179,016		153,551		(25,465)	(14.22%)	
121337	- A0021 Morangup Road - 38,575 - A0061 - Anzac Avenue - 74,768 - A0126 - Hamersley Street - 155,185 Roads To Recovery Grants	285,013		285,013		190,008		0		(190,008)	(100.00%)	
121339	- B0011 - Toodyay West Rd - 97,930 - B0071 - Drummond Street - 39,443 - B0078 - Drummond St East - 147,640 Road Const. (Private) Contribution	25,000		25,000		16,664		19,012		2,348	14.09%	
		620,128		620,128		413,408		175,939		(237,469)		
<b>TOTAL CONSTRUCTION - Operating</b>		<b>620,128</b>	<b>(1,361,974)</b>	<b>620,128</b>	<b>(1,361,974)</b>	<b>413,408</b>	<b>(884,464)</b>	<b>175,939</b>	<b>(912,222)</b>	<b>(265,227)</b>		
<b>CAPITAL EXPENDITURE</b>												
112122	Footpaths - Construction Y0060 - Toodyay- Goomalling - 39,656 Y0061 - Anzac Ave - 43,520		(83,176)		(83,176)		(55,440)		(47,561)	7,879	(14.21%)	▼
121211	Regional Road Group Projects - Grant Funded A0021 - Morangup Road - 57,863 A0061 - Anzac Ave - 112,152 A0126 - Hamersley Street - 232,776		(402,791)		(402,791)		(268,488)		(240,069)	28,419	(10.58%)	▼
121212	Roads To Recovery - Grant Works B0011 - Toodyay West Rd - 97,930 B0071 - Drummond Street - 39,443 B0078 - Drummond Street East - 147,640		(285,013)		(285,013)		(189,960)		(72,262)	117,698	(61.96%)	▼
121213	Road Construction - Own Resources		(1,079,323)		(1,079,323)		(719,440)		(711,487)	7,953	(1.11%)	

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		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	D0017 - Hoddy Well Road - 69,326											
	D0103 - Louisa Circle - 75,900											
	D0234 - Flexuosa Place - 10,080											
	D0245 - Seventh Road - 40,861											
	D0046 - Church Gully Road - 90,796											
	D0108 - Grandis Road - 134,341											
	D0014 - Salt Valley Road - 104,465											
	D0258 Charcoal Lane Carpark Stg 2 - 150,968											
	D0258 Charcoal Lane Carpark Stg 3 - 175,000											
	D0258 Charcoal Lane Landscaping & Steps - 47,000											
	J0008 - Dumbarton Rd Subdivision - 70,585											
	J0001 - Mountain Park Subdivision - 100,000											
	Various - Emergency & Shoulder Work - 10,000											
121215	Bridges & Culverts Works		(76,000)		(76,000)		(50,664)		(76,000)	(25,336)	50.01%	▲
122202	Purchase Of Plant & Equipment		(496,000)		(496,000)		(330,664)		(337,439)	(6,775)	2.05%	
	T6344 Gehl Skid Steer Loader - 55,000											
	T6435 Kubota F2880 Mower - 32,000											
	T6361 John Deere 2305 Tractor - 16,000											
	1CYL243 Kubota Tractor - 41,000											
	T0022 Mitsub. Triton Ute (Grader) - 21,000											
	T0024 Mits Triton Ute (Grader) - 21,000											
	T0023 Mitsi Triton (Constr) - 31,000											
	T0003 Hilux 4x4 Dual Cab (WS) - 34,000											
	T020 Navara Dual Cab (MWS) - 35,000											
	T00 Subaru Forester XT (MCD) - 35,000											
	T000 Commodore SV6 Ute (MCS) - 35,000											
	T0000 Commodore SV6 - 30,000											
	T6177 Navara Dual Cab (MPD) - 35,000											
	T0002 Hilux Cab Chassis (R2) - 34,000											
	1DVH931 Toyota Hilux CESM - 41,000											

**Shire of Toodyay - Operating Statement by Function & Activity  
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		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
122203	Transfer To Plant Replacement Reserve		(55,000)		(55,000)		(36,664)		(53,818)	(17,154)	46.79%	▲
122205	Transfer To Road Contribution Reserve		(25,000)		(25,000)		(16,664)		(9,040)	7,624	(45.75%)	▼
122206	Construction Of New Depot Facility - Railway Road		(9,500)		(9,500)		(6,328)		(3,463)	2,865	(45.28%)	
122207	Remediation Of Old Depot Sites - Site Remediation Stage 2 (\$30,000)		(30,000)		(30,000)		(20,000)		(149)	19,851	(99.25%)	▼
122211	Transfer To Newcastle Footbridge Reserve		(5,500)		(5,500)		(5,500)		(5,217)	283	(5.14%)	
161259	Loan 68 - Principal		(46,136)		(46,136)		(22,700)		(22,700)	(0)	0.00%	
161269	Loan 70 - Principal Payment		(11,341)		(11,341)		(7,560)		(8,446)	(886)	11.72%	
161270	Loan 71 - Principal Payment - Depot		(27,574)		(27,574)		(18,376)		(13,633)	4,743	0.00%	
			(2,632,354)		(2,632,354)		(1,748,448)		(1,601,285)	147,163		
<b>CAPITAL REVENUE</b>												
121348	Transfer From Road Contribution Reserve	70,000		70,000		46,664		0		(46,664)	0.00%	
122330	Sale Of Plant & Equipment	223,000		223,000		148,664		148,374		(290)	0.00%	
	T6344 Gehl Skid Steer Loader - 10,000											
	T6435 Kubota F2880 Mower - 8,000											
	T6361 John Deere 2305 Tractor - 6,000											
	1CYL243 Kubota Tractor - 11,500											
	T0022 Mits Triton GL Ue (Grader) - 7,000											
	T0024 Mits Triton Utility (Grader) - 9,000											
	T0023 Mitsubishi Triton (Constr) - 14,000											
	T0003 Hilux 4x4 Dual Cab (WS) - 22,500											
	T020 Navara Dual Cab (MWS) - 21,500											
	T00 Subaru Forester XT (MCD) - 23,500											
	T000 Commodore SV6 Ute (MCS) - 16,000											
	T0000 Holden Commodore SV6 - 18,000											
	T6177 Navara Dual Cab (MPD) - 20,000											
	T0002 Hilux Cab Chassis (R2) - 16,000											
	1DVH931 Toyota Hilux CESM - 20,000											



**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
		293,000		293,000		195,328		148,374		(46,954)		
	<b>TOTAL CONSTRUCTION - Capital</b>	<b>293,000</b>	<b>(2,632,354)</b>	<b>293,000</b>	<b>(2,632,354)</b>	<b>195,328</b>	<b>(1,748,448)</b>	<b>148,374</b>	<b>(1,601,285)</b>	<b>100,208</b>		
	<b>TOTAL CONSTRUCTION</b>	<b>913,128</b>	<b>(3,994,328)</b>	<b>913,128</b>	<b>(3,994,328)</b>	<b>608,736</b>	<b>(2,632,912)</b>	<b>324,313</b>	<b>(2,513,508)</b>	<b>(165,019)</b>		

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<b><u>TRANSPORT</u></b>												
<b><u>MAINTENANCE</u></b>												
<b><u>OPERATING EXPENDITURE</u></b>												
123201	Road Maintenance		(849,529)		(849,529)		(566,200)		(546,672)	19,528	(3.45%)	
123202	Bridge Maintenance		(89,500)		(89,500)		(87,312)		(86,528)	784	(0.90%)	
	- Maintenance Program Year 1											
	- Building Maintenance											
	- Bridge Insurance - 85,000											
123205	Footpath Maintenance		(8,769)		(8,769)		(5,824)		0	5,824	(100.00%)	▼
123206	Lighting Of Streets		(35,000)		(35,000)		(23,328)		(21,263)	2,065	(8.85%)	
123207	Road Verge Spraying		(25,000)		(25,000)		(25,000)		(23,182)	1,818	(7.27%)	
123208	Admin Allocation - Transport Maintenance		(41,483)		(41,483)		(27,648)		(27,718)	(70)	0.25%	
123209	Depot Maintenance		(53,187)		(53,187)		(35,416)		(58,908)	(23,492)	66.33%	▲
	- Building Maintenance											
	- Parks & Gardens Maintenance											
	- Utilities											
	- Insurance											
123210	Roman II Subscription		(5,500)		(5,500)		(5,500)		(5,863)	(363)	6.60%	
004870	Deprec Of Assets - Maint		(110,000)		(110,000)		(73,328)		(59,986)	13,342	(18.20%)	▼
			(1,217,968)		(1,217,968)		(849,556)		(830,119)	19,437		
<b><u>OPERATING REVENUE</u></b>												
123330	Mrwa Street Light Subsidy	1,500		1,500		99,000		0		(99,000)	0.00%	
123331	Operating Grants - Roads	99,000		107,300		99,000		107,300		8,300	8.38%	
123333	Road Maintenance Contributions	50,000		50,000		25,000		29,581		4,581	18.32%	

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
		150,500		158,800		223,000		136,881		(86,119)		
	<b>TOTAL MAINTENANCE - Operating</b>	150,500	(1,217,968)	158,800	(1,217,968)	223,000	(849,556)	136,881	(830,119)	(66,682)		
	<b>CAPITAL EXPENDITURE</b>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<b>CAPITAL REVENUE</b>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	<b>TOTAL MAINTENANCE - Capital</b>	0	0	0	0	0	0	0	0	0		
	<b>TOTAL MAINTENANCE</b>	150,500	(1,217,968)	158,800	(1,217,968)	223,000	(849,556)	136,881	(830,119)	(66,682)		
	<b>TOTAL TRANSPORT</b>	1,063,628	(5,212,296)	1,071,928	(5,212,296)	831,736	(3,482,468)	461,194	(3,343,626)	(231,700)		

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<b><u>ECONOMIC SERVICES</u></b>												
<b><u>RURAL SERVICES</u></b>												
<b><u>OPERATING EXPENDITURE</u></b>												
131201	Weed Control - Contract		(10,000)		(10,000)		0		0	0	0.00%	
131208	Administration Allocation - Rural Services		(13,828)		(13,828)		(9,216)		(9,239)	(23)	0.25%	
131210	Rural Street Addressing - Folewood, Julimar & Toodyay - 2,000 - Bejoording - 2,000		(4,000)		(4,000)		0		(483)	(483)	0.00%	
			(27,828)		(27,828)		(9,216)		(9,722)	(506)		
<b><u>OPERATING REVENUE</u></b>												
131334	Rural Street Addressing	250		250		160		223		63	39.21%	
		250		250		160		223		63		
<b>TOTAL RURAL SERVICES - Operating</b>		<b>250</b>	<b>(27,828)</b>	<b>250</b>	<b>(27,828)</b>	<b>160</b>	<b>(9,216)</b>	<b>223</b>	<b>(9,722)</b>	<b>(443)</b>		
<b><u>CAPITAL EXPENDITURE</u></b>												
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
<b><u>CAPITAL REVENUE</u></b>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	<b>TOTAL RURAL SERVICES - Capital</b>	0	0	0	0	0	0	0	0	0		
	<b>TOTAL RURAL SERVICES</b>	250	(27,828)	250	(27,828)	160	(9,216)	223	(9,722)	(443)		
	<b><u>ECONOMIC SERVICES</u></b>											
	<b><u>TOURISM &amp; AREA PROMOTION</u></b>											
	<b><u>OPERATING EXPENDITURE</u></b>											
132201	Salaries (V.C.)		(107,835)		(107,835)		(71,888)		(82,395)	(10,507)	14.62%	▲
132203	Superannuation (V.C.)		(14,466)		(14,466)		(9,648)		(11,352)	(1,704)	0.00%	
132204	Conferences & Training (V.C.)		(2,000)		(2,000)		0		(598)	(598)	0.00%	
132205	Staff Uniforms (V.C.)		(3,000)		(3,000)		0		(27)	(27)	0.00%	
132207	Printing & Stationery (V.C.)		(1,000)		(1,000)		0		(627)	(627)	0.00%	
132208	Postage (V.C.)		(500)		(500)		(328)		(189)	139	(42.35%)	
132210	Telephone/Internet Costs (V.C.)		(8,500)		(8,500)		(5,664)		(6,995)	(1,331)	23.50%	
132211	Visitor Centre - Other Employee Costs - Workers Compensation Insurance		(20,000)		(20,000)		(13,336)		(4,963)	8,373	(62.78%)	▼
132212	Other V/C Office Expenses - Shelving (\$1,500)		(7,000)		(7,000)		(4,664)		(7,239)	(2,575)	55.21%	
132213	Connors Mill Bldg. Operation (V.C.) - Building Maintenance - Utilities, Insurance etc		(16,911)		(16,911)		(11,256)		(10,668)	588	(5.23%)	
132214	Visitors Ctre. Bldg. Operation - Increase in staff operations - 10,000 - Seating outside Visitor Centre - Building Maintenance - Parks & Gardens Maintenance		(41,000)		(41,000)		(27,296)		(19,233)	8,063	(29.54%)	▼

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
132215	- Utilities, Insurance etc											
	Memberships Affiliated Bodies		(1,000)		(1,000)		(664)		(675)	(11)	1.59%	
	- Accreditation Of Visitor Centre											
132216	Accommodation Expense		(65,000)		(65,000)		(43,328)		(48,800)	(5,472)	12.63%	▲
132217	Accommodation Commission Expenses		(2,000)		(2,000)		(1,328)		(1,341)	(13)	0.96%	
132221	Tourist Information Bay		(3,194)		(3,194)		(2,104)		(382)	1,722	(81.83%)	
132222	Transwa Ticket Sales		(5,000)		(5,000)		(3,328)		(2,610)	718	(21.58%)	
132224	Floor Stock Purchases		(25,000)		(25,000)		(16,664)		(12,559)	4,105	(24.63%)	
132229	Administration Allocation - Tourism		(82,967)		(82,967)		(55,304)		(55,435)	(131)	0.24%	
005502	Deprec Of Assets-Tourism		(15,000)		(15,000)		(10,000)		(23,605)	(13,605)	136.05%	▲
161204	Loan 64 - Interest Payments		(7,466)		(7,466)		(4,976)		(3,843)	1,133	(22.77%)	
			(428,839)		(428,839)		(281,776)		(293,536)	(11,760)		
<b>OPERATING REVENUE</b>												
132330	Admissions Connors Mill	5,000		5,000		3,328		3,187		(141)	(4.23%)	
132332	Floor Stock Sales	45,000		45,000		30,000		18,827		(11,173)	(37.24%)	
132333	Misc Visitor Ctre Income	500		500		328		1,130		802	244.61%	
132334	Membership Fees	500		500		328		538		210	63.98%	
132335	Accommodation Income	65,000		65,000		43,328		37,543		(5,785)	(13.35%)	
132336	Accommodation Commission	6,500		6,500		4,328		8,242		3,914	90.44%	
132338	Transwa Ticket Sales	5,000		5,000		3,328		3,283		(45)	(1.36%)	
		127,500		127,500		84,968		72,750		(12,218)		
<b>TOTAL TOURISM &amp; AREA PROMO - Operating</b>		<b>127,500</b>	<b>(428,839)</b>	<b>127,500</b>	<b>(428,839)</b>	<b>84,968</b>	<b>(281,776)</b>	<b>72,750</b>	<b>(293,536)</b>	<b>(23,977)</b>		
<b>CAPITAL EXPENDITURE</b>												
132339	Economic Services & Tourism - Buildings - Painting - 5,000		(5,000)		(5,000)		0		0	0	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
161255	Loan No. 64 - Principal Payments - Visitor Centre		(13,477)		(13,477)		0		(6,629)	(6,629)	0.00%	
			(18,477)		(18,477)		0		(6,629)	(6,629)		
	<b>CAPITAL REVENUE</b>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	<b>TOTAL TOURISM &amp; AREA PROMO - Capital</b>	0	(18,477)	0	(18,477)	0	0	0	(6,629)	(6,629)		
	<b>TOTAL TOURISM &amp; AREA PROMOTION</b>	127,500	(447,316)	127,500	(447,316)	84,968	(281,776)	72,750	(300,164)	(30,606)		
	<b><u>ECONOMIC SERVICES</u></b>											
	<b><u>OTHER TOURISM &amp; AREA PROMOTION</u></b>											
	<b><u>OPERATING EXPENDITURE</u></b>											
132230	Area Promotion Advertising		(37,000)		(37,000)		(24,664)		(11,109)	13,555	(54.96%)	▼
	- Wikimedia Toodyay Interpretation - 5,000											
	- Upgrade Of Website - 10,000											
	- Avon Valley Tourism - 5,000											
	- Promotion Of Avon Link - 5,000											
	- Pioneer Pathway Brochure - 2,000											
	- Valley For All Seasons - 6,500											
	- Experience Perth - 3,500											
			(37,000)		(37,000)		(24,664)		(11,109)	13,555		
	<b><u>OPERATING REVENUE</u></b>											
132351	Community Directory	3,000		3,000		2,000		0		(2,000)	(100.00%)	
		3,000		3,000		2,000		0		(2,000)		

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	<b>TOTAL OTHER TOURISM &amp; AREA PROMO - Operating</b>	3,000	(37,000)	3,000	(37,000)	2,000	(24,664)	0	(11,109)	11,555		
	<b>CAPITAL EXPENDITURE</b>											
132250	Economic Services - Tourism - Other Infra - Tourist Info Bay - 75,000 - SoT Entry Statements - 35,000 - Event Signage - 30,000		(140,000)		(140,000)		0		(11,818)	(11,818)	0.00%	
			(140,000)		(140,000)		0		(11,818)	(11,818)		
	<b>CAPITAL REVENUE</b>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	<b>TOTAL OTHER TOURISM &amp; AREA PROMO - Capital</b>	0	(140,000)	0	(140,000)	0	0	0	(11,818)	(11,818)		
	<b>TOTAL OTHER TOURISM &amp; AREA PROMO</b>	3,000	(177,000)	3,000	(177,000)	2,000	(24,664)	0	(22,926)	(262)		
	<b>BUILDING SERVICES</b>											
	<b>OPERATING EXPENDITURE</b>											
133201	Building Salaries		(108,480)		(108,480)		(72,320)		(76,210)	(3,890)	5.38%	
133203	Superannuation (Bldg)		(14,645)		(14,645)		(9,760)		(14,426)	(4,666)	47.81%	
133204	Conferences & Training (Bldg) - State Conference x 2 - 3,000 - Building Mtce Training - 1,000 - Other Training - 2,000		(6,000)		(6,000)		(4,000)		(1,671)	2,329	(58.23%)	



**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
133205	Other Employee Costs - Building - Workers Compensation Ins - 3,699 - Fringe Benefits Tax - 10,832 - Uniforms x 3 - 1,800 - Register SBS/EHO - 2,000 - Memberships & Subscriptions - 2,000		(20,331)		(20,331)		(13,552)		(12,954)	598	(4.41%)	
133206	Bldg Vehicles Expenses		(2,000)		(2,000)		(1,328)		(1,970)	(642)	48.35%	
133207	Building Control Expenses - Additional Tools - Contact SBS/EHO - 20,000		(25,000)		(25,000)		(16,664)		(458)	16,206	(97.25%)	▼
133208	Legal Expenses - Bldg.		(500)		(500)		0		0	0	0.00%	
133209	Administration Allocation - Building		(82,967)		(82,967)		(55,304)		(55,435)	(131)	0.24%	
			(259,923)		(259,923)		(172,928)		(163,125)	9,803		
<b>OPERATING REVENUE</b>												
133333	Building Licences	40,000		40,000		26,664		21,740		(4,924)	(18.47%)	
133334	Building Fees - Other	5,000		5,000		3,328		1,460		(1,868)	(56.14%)	
133337	Grant Income - Community Depot - Lotterywest - Sheds x 7 - 115,000 - L/west - Disabled Toilet 50% - 15,000 Avon Woodturners x 1 shed Festival, Singers & Theatre Grp x3 sheds Friends of the River x 1 shed Farmers Market & Road Wise x 2 sheds	130,432		130,432		86,952		0		(86,952)	(100.00%)	
133339	Community Depot - Contributions, Donations - Avon Woodturners - 5,000 - Community Singers - 1,000 - Toodyay Friends of River - 16,000 - Road Wise Committee - 100	22,100		22,100		0		0		0	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
		197,532		197,532	0	116,944		23,200		(93,744)		
	<b>TOTAL BUILDING SERVICES (Operating)</b>	<b>197,532</b>	<b>(259,923)</b>	<b>197,532</b>	<b>(259,923)</b>	<b>116,944</b>	<b>(172,928)</b>	<b>23,200</b>	<b>(163,125)</b>	<b>(83,941)</b>		
	<b>CAPITAL EXPENDITURE</b>											
133332	Community Depot - Capital Works - Sheds x 7 - 115,432 - Ramp - 20,000 - Toilet - 30,000 - Driveway & Carpark - 50,000		(215,432)		(215,432)		(15,000)		(12,495)	2,505	(16.70%)	
			(215,432)	0	(215,432)		(15,000)		(12,495)	2,505		
	<b>CAPITAL REVENUE</b>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	<b>TOTAL BUILDING SERVICES - Capital</b>	<b>0</b>	<b>(215,432)</b>	<b>0</b>	<b>(215,432)</b>	<b>0</b>	<b>(15,000)</b>	<b>0</b>	<b>(12,495)</b>	<b>2,505</b>		
	<b>TOTAL BUILDING SERVICES</b>	<b>197,532</b>	<b>(475,355)</b>	<b>197,532</b>	<b>(475,355)</b>	<b>116,944</b>	<b>(187,928)</b>	<b>23,200</b>	<b>(175,620)</b>	<b>(81,436)</b>		
	<b><u>ECONOMIC SERVICES</u></b>											
	<b><u>COMMUNITY DEVELOPMENT</u></b>											
	<b><u>OPERATING EXPENDITURE</u></b>											
136201	Community Development - Wages & Salaries		(264,854)		(239,854)		(159,904)		(156,092)	3,812	(2.38%)	

**Shire of Toodyay - Operating Statement by Function & Activity  
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COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
136202	Other Employee Costs - Community Development		(8,902)		(8,902)		(5,936)		(12,834)	(6,898)	116.20%	▲
136203	Utilities - Community Development		(5,000)		(5,000)		0		0	0	0.00%	
136204	Conferences & Training - Community Development		(5,000)		(5,000)		(3,336)		(1,748)	1,588	(47.61%)	
136205	Administration Allocation - Community Development		(13,828)		(13,828)		(9,216)		(9,239)	(23)	0.25%	
136206	Community Depot - Maintenance & Operations		0		0		0		(669)	(669)	0.00%	
			(297,584)	0	(272,584)		(178,392)		(180,581)	(2,189)		
<b>OPERATING REVENUE</b>												
		0		0		0		0		0	0.00%	
		0				0		0		0		
<b>Total Community Development - Operating</b>		0	(297,584)	0	(272,584)	0	(178,392)	0	(180,581)	(2,189)		
<b>CAPITAL EXPENDITURE</b>												
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
<b>CAPITAL REVENUE</b>												
		0		0		0		0		0	0.00%	
		0				0		0		0		
<b>Total Community Development - Capital</b>		0	0	0	0	0	0	0	0	0		
<b>TOTAL COMMUNITY DEVELOPMENT</b>		0	(297,584)	0	(272,584)	0	(178,392)	0	(180,581)	(2,189)	0	
<b>OTHER ECONOMIC SERVICES</b>												

**Shire of Toodyay - Operating Statement by Function & Activity  
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COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>OPERATING EXPENDITURE</u>												
137201	Administration Allocation - Other Economic Services		(27,656)		(27,656)		(18,432)		(18,478)	(46)	0.25%	
137202	Standpipe - Northam Toodyay Road		(125,000)		(125,000)		(83,328)		(34,031)	49,297	(59.16%)	▼
137208	Deprec Of Assets		(10,000)		(10,000)		(6,664)		(5,016)	1,648	(24.73%)	
137213	Loss On Sale Of Assets - Economic Development		(25,000)		(25,000)		0		0	0	0.00%	
			(187,656)	0	(187,656)		(108,424)		(57,526)	50,899		
<u>OPERATING REVENUE</u>												
137330	Standpipes	100,000		100,000		66,664		63,984		(2,680)	(4.02%)	
137331	Extractive Industry Licences	5,000		5,000		0		0		0	0.00%	
		105,000		105,000		66,664		63,984		(2,680)		
<b>TOTAL OTHER ECONOMIC SERVICES (Operating)</b>		<b>105,000</b>	<b>(187,656)</b>	<b>105,000</b>	<b>(187,656)</b>	<b>66,664</b>	<b>(108,424)</b>	<b>63,984</b>	<b>(57,526)</b>	<b>48,218</b>		
<u>CAPITAL EXPENDITURE</u>												
137253	Plant & Equipment - Other Economic Services - Additional standpipe or wtaer tank		0		0		0		0	0	0.00%	
			0		0		0		0	0		
<u>CAPITAL REVENUE</u>												
137349	Sale Of Land	100,000		100,000		0		0		0	0.00%	
		100,000		100,000		0		0		0		
<b>TOTAL OTHER ECONOMIC SERVICES (Capital)</b>		<b>100,000</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	<b>TOTAL OTHER ECONOMIC SERVICES</b>	205,000	(187,656)	205,000	(187,656)	66,664	(108,424)	63,984	(57,526)	48,218	0	
	<b>TOTAL ECONOMIC SERVICES</b>	533,282	(1,612,739)	533,282	(1,587,739)	270,736	(790,400)	160,157	(746,539)	(66,719)		
	<b><u>OTHER PROPERTY &amp; SERVICES</u></b>											
	<b><u>PRIVATE WORKS</u></b>											
	<b><u>OPERATING EXPENDITURE</u></b>											
141201	Private Works		(8,214)		(8,214)		(5,456)		(5,685)	(229)	4.20%	
			(8,214)		(8,214)		(5,456)		(5,685)	(229)		
	<b><u>OPERATING REVENUE</u></b>											
141330	Private Works Income	15,000		15,000		10,000		7,621		(2,379)	(23.79%)	
		15,000		15,000		10,000		7,621		(2,379)		
	<b>TOTAL PRIVATE WORKS - Operating</b>	15,000	(8,214)	15,000	(8,214)	10,000	(5,456)	7,621	(5,685)	(2,608)		
	<b><u>CAPITAL EXPENDITURE</u></b>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<b><u>CAPITAL REVENUE</u></b>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		

**Shire of Toodyay - Operating Statement by Function & Activity**  
**For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	<b>TOTAL PRIVATE WORKS - Capital</b>	0	0	0	0	0	0	0	0	0		
	<b>TOTAL PRIVATE WORKS</b>	15,000	(8,214)	15,000	(8,214)	10,000	(5,456)	7,621	(5,685)	(2,608)		
	<b><u>PUBLIC WORKS OVERHEADS</u></b>											
	<b><u>OPERATING EXPENDITURE</u></b>											
143201	Salaries - Supervisors - Public Work Overheads		(306,643)		(306,643)		(204,424)		(191,357)	13,067	(6.39%)	
143204	Superannuation (Supervisors)		(33,052)		(33,052)		(22,032)		(22,852)	(820)	3.72%	
143205	Conferences & Training		(3,000)		(3,000)		(2,000)		(4,186)	(2,186)	109.29%	
143206	Other Employee Costs - Pwo		(10,000)		(10,000)		(10,000)		(18,545)	(8,545)	85.45%	▲
	- Workers Compensation Insurance											
	- Fringe Benefits Tax											
143207	Supervisors Vehicles		(20,000)		(20,000)		(13,328)		(9,364)	3,964	(29.75%)	
143208	Engineering Office Expenses		(20,000)		(20,000)		(13,328)		(18,502)	(5,174)	38.82%	▲
143209	Eng. - Printing & Stationery		(3,000)		(3,000)		(2,000)		(641)	1,359	(67.97%)	
143210	Wages Staff - Training		(10,000)		(10,000)		(6,664)		(14,022)	(7,358)	110.41%	▲
143211	Wages Staff - Meetings		(15,000)		(15,000)		(10,000)		(14,755)	(4,755)	47.55%	
143212	Outside Staff - Wages - Annual Leave		(85,000)		(85,000)		(56,664)		(86,138)	(29,474)	52.01%	▲
143213	Outside Staff - Wages - Public Holidays		(55,000)		(55,000)		(36,664)		(26,076)	10,588	(28.88%)	▼
143214	Outside Staff - Wages - Sick Leave		(20,000)		(20,000)		(13,328)		(25,405)	(12,077)	90.62%	▲
143216	Superannuation (Wages Staff)		(115,000)		(115,000)		(76,664)		(77,371)	(707)	0.92%	
143219	Insurance On Works		(70,000)		(57,412)		(57,412)		(57,412)	0	(0.00%)	
143220	Salaries (O/S) - L.S.L.		(15,000)		(15,000)		(10,000)		(3,220)	6,780	(67.80%)	▼
143222	Safety Equipment & P.P.E.		(15,000)		(15,000)		(10,000)		(5,497)	4,503	(45.03%)	
143223	Communication Costs		(2,500)		(2,500)		(1,656)		(3,035)	(1,379)	83.26%	
143224	Administration Allocation - Pwo		(124,450)		(124,450)		(82,960)		(83,153)	(193)	0.23%	
143226	Small Plant Operating Costs		(15,000)		(15,000)		(10,000)		(12,114)	(2,114)	21.14%	
143228	Building Maintenance - Allowance		(500)		(500)		(336)		(18)	318	(94.50%)	

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
143250	Less Allocated To Works & Services (Pwoh)		933,595		933,595		622,392		738,132	115,740	18.60%	
			(4,550)		8,038		(17,068)		64,470	81,538		
<u>OPERATING REVENUE</u>												
143331	P.W.O. Misc Income	5,000		20,000		13,336		11,659		(1,677)	(12.58%)	
		5,000		20,000	0	13,336		11,659		(1,677)		
<b>TOTAL PUBLIC WORKS OVERHEADS - Operating</b>		<b>5,000</b>	<b>(4,550)</b>	<b>20,000</b>	<b>8,038</b>	<b>13,336</b>	<b>(17,068)</b>	<b>11,659</b>	<b>64,470</b>	<b>79,861</b>		
<u>CAPITAL EXPENDITURE</u>												
143225	Transfer To Employee Entitlement Reserve - Outside Staff		(25,000)		(25,000)		(16,664)		(5,781)	10,883	(65.31%)	▼
			(25,000)		(25,000)		(16,664)		(5,781)	10,883		
<u>CAPITAL REVENUE</u>												
143330	Transfer From Lsl Reserve	15,000		15,000		10,000		0		(10,000)	(100.00%)	
		15,000		15,000		10,000		0		(10,000)		
<b>TOTAL PUBLIC WORKS OVERHEADS - Capital</b>		<b>15,000</b>	<b>(25,000)</b>	<b>15,000</b>	<b>(25,000)</b>	<b>10,000</b>	<b>(16,664)</b>	<b>0</b>	<b>(5,781)</b>	<b>883</b>		
<b>TOTAL PUBLIC WORKS OVERHEADS</b>		<b>20,000</b>	<b>(29,550)</b>	<b>35,000</b>	<b>(16,962)</b>	<b>23,336</b>	<b>(33,732)</b>	<b>11,659</b>	<b>58,690</b>	<b>80,744</b>		
<b><u>OTHER PROPERTY &amp; SERVICES</u></b>												
<b><u>PLANT OPERATION COSTS</u></b>												
<b><u>OPERATING EXPENDITURE</u></b>												

**Shire of Toodyay - Operating Statement by Function & Activity**  
**For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
144202	Unleaded Fuel		(47,000)		(47,000)		(31,328)		(28,504)	2,824	(9.02%)	
144203	Distillate		(237,000)		(237,000)		(158,000)		(120,074)	37,926	(24.00%)	▼
144205	Tyres & Tubes		(40,000)		(40,000)		(26,664)		(26,597)	67	(0.25%)	
144206	Plant - Parts & Repairs		(152,500)		(152,500)		(101,664)		(132,307)	(30,643)	30.14%	▲
144207	Plant Repair - Wages		(80,000)		(80,000)		(53,328)		(79,424)	(26,096)	48.94%	▲
144208	Ins. & Licences		(80,000)		(80,000)		(53,328)		(66,307)	(12,979)	24.34%	▲
144209	Sundry Tool Purchases		(10,000)		(10,000)		(6,664)		(10,362)	(3,698)	55.49%	
004425	Less Plant Dep"N Allocated To Works		165,000		165,000		110,000		90,210	(19,790)	(17.99%)	
005012	Loss On Sale Of Assets - Road Plant Purchases		(42,749)		(42,749)		(28,496)		(7,454)	21,042	(73.84%)	▼
008362	Plant Operation - Expen.Stores		(500)		(500)		(328)		0	328	(100.00%)	
008412	Plant Depreciation		(250,000)		(250,000)		(166,664)		(127,644)	39,020	(23.41%)	▼
144250	Less Allocated To Works & Services (Poc)		728,015		728,015		485,336		417,023	(68,313)	(14.08%)	
			(46,734)		(46,734)		(31,128)		(91,439)	(60,311)		
<b>OPERATING REVENUE</b>												
001523	Profit On Sale Of Assets - Road Plant	14,734		14,734		9,816		17,111		7,295	74.32%	
144330	Misc Revenue & Fuel Tax Credits	30,000		30,000		20,000		15,000		(5,000)	(25.00%)	
144331	Reimbursement - Insurance Claims	0		10,000		10,000		8,337		(1,663)	0.00%	
		44,734		54,734	0	39,816		40,448		632		
<b>TOTAL PLANT OPERATION COSTS - Operating</b>												
		44,734	(46,734)	54,734	(46,734)	39,816	(31,128)	40,448	(91,439)	(59,679)		
<b>CAPITAL EXPENDITURE</b>												
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
<b>CAPITAL REVENUE</b>												



**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 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		
	<b>TOTAL PLANT OPERATION COSTS - Capital</b>	0	0	0	0	0	0	0	0	0		
	<b>TOTAL PLANT OPERATION COSTS</b>	44,734	(46,734)	54,734	(46,734)	39,816	(31,128)	40,448	(91,439)	(59,679)		
	<b><u>MATERIALS IN STORE</u></b>											
	<b><u>OPERATING EXPENDITURE</u></b>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<b><u>OPERATING REVENUE</u></b>											
145330	Sale Of Stock Direct	0		0		0		0		0	0.00%	
		0		0		0		0		0		
	<b>TOTAL MATERIALS IN STORE - Operating</b>	0	0	0	0	0	0	0	0	0		
	<b>TOTAL MATERIALS IN STORE - Capital</b>	0	0	0	0	0	0	0	0	0		
	<b>TOTAL MATERIALS IN STORE</b>	0	0	0	0	0	0	0	0	0		
	<b><u>SALARIES &amp; WAGES</u></b>											
	<b><u>OPERATING EXPENDITURE</u></b>											
008580	Wages & Allow Default		0		0		0		0	0	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
008570	Workers Compensation Payments		0		(60,000)		(40,000)		(55,825)	(15,825)	0.00%	
008571	Parenting Payments To Staff		0		(15,000)		(10,000)		(11,539)	(1,539)	0.00%	
146201	Salaries & Wages Drawn		(3,286,613)		(3,286,613)		(2,191,072)		(2,251,002)	(59,930)	2.74%	
146202	Salaries & Wages Alloc To W. & S.		3,286,613		3,286,613		2,191,072		2,251,002	59,930	2.74%	
			0		(75,000)		(50,000)		(67,364)	(17,364)		
<b>OPERATING REVENUE</b>												
143333	Workers Compensation Reimbursements	15,000		75,000		50,000		48,999		(1,001)	(2.00%)	
		15,000		75,000		50,000		48,999		(1,001)		
<b>TOTAL SALARIES &amp; WAGES - Operating</b>		<b>15,000</b>	<b>0</b>	<b>75,000</b>	<b>(75,000)</b>	<b>50,000</b>	<b>(50,000)</b>	<b>48,999</b>	<b>(67,364)</b>	<b>(18,365)</b>		
<b>CAPITAL EXPENDITURE</b>												
101250	Household Hazardous Waste Project		0		0		0		0	0	0.00%	
			0		0		0		0	0		
<b>CAPITAL REVENUE</b>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
<b>TOTAL SALARIES &amp; WAGES - Capital</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>TOTAL SALARIES &amp; WAGES</b>		<b>15,000</b>	<b>0</b>	<b>75,000</b>	<b>(75,000)</b>	<b>50,000</b>	<b>(50,000)</b>	<b>48,999</b>	<b>(67,364)</b>	<b>(18,365)</b>		
<b>OTHER PROPERTY &amp; SERVICES</b>												
<b>UNCLASSIFIED ITEMS</b>												

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<b>OPERATING EXPENDITURE</b>												
147201	Administration Allocation - Unclassified Items		(13,828)		(13,828)		(9,216)		(9,239)	(23)	0.25%	
147202	Connor'S Cottage - 5 (Lot 3) Piesse Street, Toodyay		(7,708)		(7,708)		(5,096)		(2,797)	2,299	(45.11%)	
147204	6 Duke Street		(1,912)		(1,912)		(1,264)		(474)	790	(62.46%)	
147205	Bank Building - Stirling Terrace - Operational		(9,651)		(9,651)		(6,400)		(7,300)	(900)	14.05%	
147206	Syreds Cottage - Building Maintenance & Operating - Conservation Plan - Parks & Gardens		(7,464)		(7,464)		(4,944)		(1,735)	3,209	(64.90%)	
147207	O'Reilly'S - Lots 1A & 1B Stirling Terrace, Toodyay		(12,917)		(12,917)		(8,600)		(12,764)	(4,164)	48.42%	
161203	Loan 63 - Interest Payments		(6,340)		(6,340)		(4,224)		(6,340)	(2,116)	50.09%	
161216	Loan 74 - Interest Payments - Bank Building Stirling Terrace		(1,600)		(1,600)		(1,064)		(1,557)	(493)	46.30%	
08682	Unclassified Bldgs - Dep'N		(4,500)		(4,500)		(3,000)		(12,727)	(9,727)	324.22%	▲
			(65,920)	0	(65,920)		(43,808)		(54,933)	(11,125)		
<b>OPERATING REVENUE</b>												
147331	Bank Bldg - Recoup Outgoings	1,500		1,500		1,000		858		(142)	(14.21%)	
147332	Bank Bldg - Rent Bank	24,000		24,000		16,000		13,916		(2,084)	(13.02%)	
147333	Recoups - Lot 1 A&B Stirling Tce	1,500		71,500		47,664		0		(47,664)	(100.00%)	
147335	Rental - Lot 1 A&B Stirling Tce	15,000		10,000		6,664		0		(6,664)	(100.00%)	
		42,000		107,000		71,328		14,774		(56,554)		
	<b>TOTAL UNCLASSIFIED ITEMS - Operating</b>	<b>42,000</b>	<b>(65,920)</b>	<b>107,000</b>	<b>(65,920)</b>	<b>71,328</b>	<b>(43,808)</b>	<b>14,774</b>	<b>(54,933)</b>	<b>(67,679)</b>		
<b>CAPITAL EXPENDITURE</b>												
147252	Transfer To Asset Development Reserve		(5,000)		(5,000)		(3,328)		(6,101)	(2,773)	83.32%	

**Shire of Toodyay - Operating Statement by Function & Activity  
For The Period Ending 28 February 2015**

COA	Description	2014/2015 Original Budget		2014/2015 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
147256	Unclassified Heritage (Spec.) Buildings - Capital Works		(112,200)		(182,200)		(121,472)		(109,042)	12,430	(10.23%)	▼
	- Bendigo Bank - 96,200											
	- Syred's Cottage - 10,000											
	- Connor's Cottage - 6,000											
161254	Loan 63 - Principal Payments		(12,244)		(12,244)		(8,160)		(12,244)	(4,084)	50.05%	
161264	Loan 74 - Principal - Bank Building Stirling Terrace		(8,933)		(8,933)		(5,952)		(8,952)	(3,000)	50.40%	
			(138,377)		(208,377)		(138,912)		(136,339)	2,573		
<b>CAPITAL REVENUE</b>												
147253	Transfer From Asset Development Reserve	125,000		125,000		83,328		0		(83,328)	(100.00%)	
	- Purchase Land For Egress											
147257	Loan Income - Bank Building Stirling Terrace	96,200		96,200		64,128		96,200		32,072	50.01%	
		221,200		221,200	0	147,456		96,200		(51,256)		
	<b>TOTAL UNCLASSIFIED ITEMS - Capital</b>	<b>221,200</b>	<b>(138,377)</b>	<b>221,200</b>	<b>(208,377)</b>	<b>147,456</b>	<b>(138,912)</b>	<b>96,200</b>	<b>(136,339)</b>	<b>(48,683)</b>		
	<b>TOTAL UNCLASSIFIED ITEMS</b>	<b>263,200</b>	<b>(204,297)</b>	<b>328,200</b>	<b>(274,297)</b>	<b>218,784</b>	<b>(182,720)</b>	<b>110,974</b>	<b>(191,272)</b>	<b>(116,361)</b>		
	<b>TOTAL OTHER PROPERTY &amp; SERVICES</b>	<b>357,934</b>	<b>(288,795)</b>	<b>507,934</b>	<b>(421,207)</b>	<b>341,936</b>	<b>(303,036)</b>	<b>219,701</b>	<b>(297,070)</b>	<b>(116,269)</b>		

**Shire of Toodyay - Bank Reconciliation As At 28 February 2015**

**Municipal**

**Balance as per**

- Financial Statement - Muni - Unrestricted - 100600100 1,747,543.77

**Total**

1,747,543.77

**Balance as per**

- Bendigo - 110482809 99,770.72  
 - Bendigo - NCD: 1366925 569,455.42  
 - Bendigo - NCD: 1366932 500,000.00  
 - Bendigo - NCD: 1387366 600,000.00

Roundings 0.39

**Difference**

0.00

**Subtotal**

1,769,226.53

Adjustments (See Below) (2,125.87)

Plus Outstanding Deposits - Current Month 12,856.08

Plus Outstanding Cheques - Current Month (31,053.38)

Plus Outstanding Deposits - Previous Periods 29.90

Plus Outstanding Cheques - Previous Periods (1,389.49)

**Total**

1,747,543.77

Adjustment Breakdown

Eftpos transaction receipted - money not deposited into bank 181.00

Funds received at Bank yet to be receipted (2,306.87)

Trust Transfers (2,125.87)

Signed: Accountant

Date

11/3/15

Signed: Manager Corporate Services

Date

11/03/15

**Shire of Toodyay - Bank Reconciliation As At 28 February 2015**

**Trust**

**Balance as per**

- Financial Statement - Trust - Unrestricted - 100617100 1,758,097.24

**Total**

1,758,097.24

**Balance as per**

- Bendigo - 110482783	240,230.85
- Bendigo - Term Deposit No: 140619784 - T84	192,798.27
- Bendigo - Term Deposit No: 145326583 - T794	95,577.67
- Bendigo - Term Deposit No: 137945127 - T100	123,668.06
- Bendigo - Term Deposit No: 140619834 - T83	123,588.64
- Bendigo - Term Deposit No: 152237145 - T214	43,216.87
- Bendigo - Term Deposit No: 152238135 - T4	109,269.33
- Bendigo - Term Deposit No: 152238176 - T114	182,054.55
- Bendigo - Term Deposit No: 152238218 - T458	394,710.11
- Bendigo - Term Deposit No: 152240818 - T793	20,948.89
- Bendigo - Term Deposit No: 152240834 - T797	28,726.24
- Bendigo - Term Deposit No: 152240859 - T3	15,412.08
- Bendigo - Term Deposit No: 1483354 - T11	146,015.86
- Bendigo - Term Deposit No: 1483346 - T12	42,453.35

Roundings

(0.03)

**Difference**

0.00

Subtotal

1,758,670.74

Adjustments (See Below)

0.00

Plus Outstanding Deposits - Current Month

126.50

Plus Outstanding Cheques - Current Month

0.00

Plus Outstanding Deposits - Previous Periods

0.00

Plus Outstanding Cheques - Previous Periods

(700.00)

**Total**

1,758,097.24

Adjustment Breakdown

0.00

Signed: Accountant

Date

11/3/15

Signed: Manager Corporate Services

Date

11/03/15

**Shire of Toodyay - Bank Reconciliation As At 28 February 2015**

**Reserve**

**Balance as per**  
 - Financial Statement - Reserve - 10075510 2,907,378.64

**Total** 2,907,378.64

**Balance as per**  
 - Bendigo - 110482791 340.93  
 - Bendigo - NCD: 1424301 2,906,969.73  
 - Bendigo - NCD: 1379805 0.00

Roundings (0.05)

**Difference** 0.00

Subtotal 2,907,310.61

Adjustments (See Below) 68.03  
 Plus Outstanding Deposits - Current Month 0.00  
 Plus Outstanding Cheques - Current Month 0.00  
 Plus Outstanding Deposits - Previous Periods 0.00  
 Plus Outstanding Cheques - Previous Periods 0.00

**Total** 2,907,378.64

Adjustment Breakdown

Interest (1.97)  
 Bank Fees 70.00  
68.03



Signed: Accountant

11/3/15

Date



Signed: Manager Corporate Services

11/03/15

Date

July | 2014

# Draft

## Guide for Planning Delegations: Development Applications

### Part 1: Guide



Document ID:						
Issue	Date	Status	Prepared by		Approved by	
			Name	Initials	Name	Initials
					Charles Johnson	
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## Introduction

Regulatory approvals systems are at the coalface of Local Government operations. Elected Members, applicant and broader community experiences with regulatory approvals processes, in particular planning and building approvals, can often be the defining factor in the perception of the performance of a Local Government.

The use of delegated authority for staff to determine certain classes of planning approvals (while Council considers more strategically important applications) is seen to be a critical part of an efficient and effective regulatory approvals system. Getting the right balance between local representation in decision making and the use of professional advice in this process is often a matter of some debate. In working towards this balance, consideration must include the existing and desired future local planning context.

This guide has been developed in response to widespread support from the planning sector for a delegation model or tool kit to help ensure the effective use of Local Government resources, including officer and Elected Member time.

This guide is Part 1 of a two-part series and includes a suggested model delegation policy together with a model process for developing a delegation system for determining development applications within the Local Government planning framework.

This is not a “one size fits all” model to be replicated. This guide should be used to assist individual Local Governments develop delegation systems and processes suitable to their own specific needs, based on best practice principles.

For further details and background supporting this guide, refer to Part 2 of this series. Part 2 explains what delegation involves and how the power to delegate determination of development applications comes about. It also discusses best practice planning principles and the leading practices for development assessment and approvals, drawing on work by the Australian Local Government and Planning Ministers’ Council in 2009 and the Development Approval Forum.

Part 2 also identifies the most common features of current development approval delegation practice within Western Australia (WA). Existing delegation arrangements of a majority of the Local Governments within WA were collected by WALGA for this study. The diverse nature of Local Governments with different approaches to the use of delegations has created difficulties in being able to describe the most common ways delegations are applied.

## Purpose of Delegations

Delegation is generally defined as the assignment of responsibility or authority to another party in order that they can carry out specific duties and activities. Delegation empowers a subordinate to make decisions, that is, it is a shift of decision-making authority from one organisational level to a lower one.

Delegation of Local Government development application approval functions has a multi-purpose in:

1. Enabling Council to focus on strategic planning matters and development of planning policies by reducing the number of non-complex development applications required to be considered and determined at its meetings,
2. Enabling the development approval process to operate in a more consistent and efficient manner by reducing the number of reports that need to be prepared and presented to Council.
3. Enabling the development approval process to operate in a timelier manner by reducing the actual time taken to determine applications as they do not need to await presentation at a Council meeting.
4. Retaining Council's ability to consider more complex development applications where appropriate.
5. Helping to build skills and motivate Council staff by providing them with more responsibility for making decisions.

## Importance of Strategic Policy Frameworks

The importance of the strategic planning process to inform the development and interpretation of regulatory planning policies cannot be understated. In the absence of adequate levels of strategic planning, regulatory policies are developed without an understanding of the bigger picture and the desired strategic direction of the organisation. Regulatory policy development then tends to be ad hoc and reactionary, rather than proactive and targeted at relevant issues.

Planning policies provide guidance on planning, land use and development matters and are a fundamental aspect of town planning. They are more flexible than statutory provisions, yet they play an important role in assisting how a development is to be assessed especially where discretion is to be exercised. Without the development of a strong strategic and policy direction, it is difficult to undertake development control with certainty and consistency.

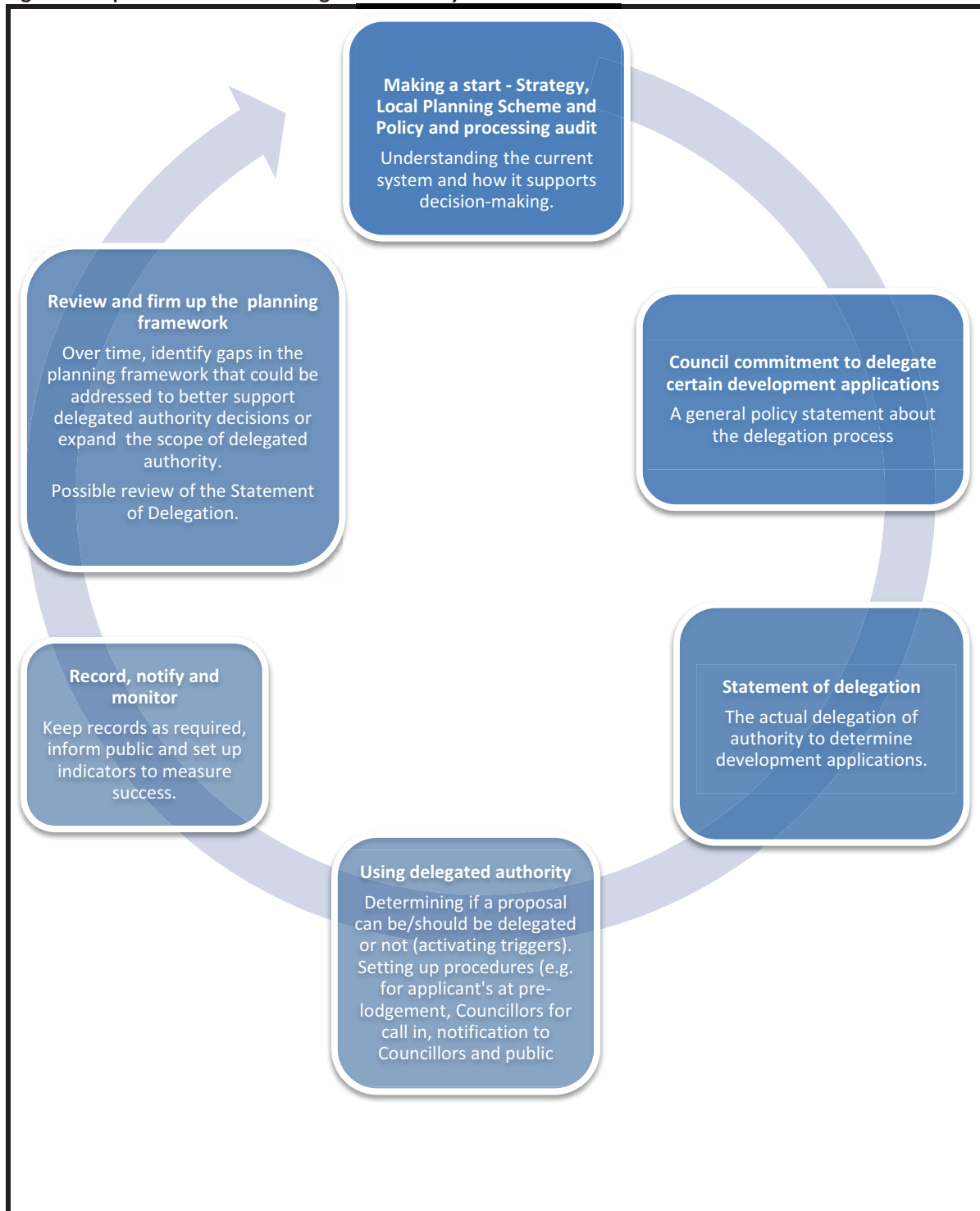
The key to a good system of delegations is that it is based on a clear set of Council policies operating within a strategic land use planning framework. Whilst policies may be sound in themselves, they should also reflect the direction given through the local planning strategy to provide for a more fully integrated approach.

Once a robust framework for decision making is in place, it becomes easier for Elected Members to pass on the responsibilities of decision making to others as they can be more certain of the way applications will be determined. It must be stressed, however, that the existence of planning policies does not remove the need to consider development applications on their merits.

## Model Process for Delegated Authority

Figure 1 below offers a process model for Local Governments to guide development of delegated authority policy and procedure. It summarises a step by step approach which is further detailed in the following chapters. It is acknowledged that not all Local Planning Schemes (LPSs) have the same powers and provisions and that not all aspects of this guide will suit everyone.

**Figure 1 - A process model for delegated authority**



## Step One: Audit

It is opportune to commence with an audit or identification of the LG's existing planning framework (local planning and other Council strategies, local planning scheme, local planning and other Council policies), procedures, development approvals data and current delegation rules together with an understanding of the local community and its values. As a guide, it may be appropriate to answer the following sorts of questions:

### **What planning approval powers does Council have?**

Planning approval powers can only be delegated if they exist in the LPS in the first instance. For example, some LPSs may not include provisions for retrospective approval (this may be why some of the sample delegation notices referred to in Part Two of this study did not specify certain functions). It is therefore, necessary to understand what planning approval powers are available to the LG.

### **What powers does Council have to delegate its planning approval powers and duties?**

Delegation of those planning powers and duties can only come about if Council is empowered to delegate these powers and duties. Local Governments have the power to delegate determination of certain development applications to Development Assessment Panels (DAPs) under the *Planning and (Development Assessment Panels) Regulations 2011* (DAP Regulations). For delegation to officers of the Council, however, this would need to be specified within the LPS. (Refer to Part Two of this study for further detail of the legal framework for delegations).

### **What records are required in relation to delegated authority?**

The LPS should require some form of recording and reporting for delegations. Clause 11.3 of the Model Scheme text refers to the requirements of the *Local Government Act 1995* (LG Act) in relation to delegations which involves the keeping of a register of the delegations made to the CEO and other employees, which is to be reviewed at least once every financial year. In addition, the Local Government Administration Regulations require records to be kept of how and when the delegation was made and who was affected by it. (Refer to Part Two of this study for further details on records required under the LG Act).

Not all LPSs are the same and requirements for recording and reporting may differ. In addition, individual Local Governments may have other operational procedures for recording and reporting delegations which may not necessarily be a statutory requirement and these also need to be identified and understood. Some suggestions are made further under Step Five.

### **What planning applications can currently be determined under delegated authority and does this work well?**

Comparing the actual numbers, work flow and process times for those development applications dealt with under delegated authority to those that were not, will give an indication of advantages in efficiency. Ideally, there should be substantial time benefits in the favour of applications dealt with under delegated authority.

In addition, a check of the number and type of applications that were presented to, and determined by Council, where the officer recommendation was unchanged may indicate further delegation opportunities.

It may also be beneficial to identify those development applications that could have been determined under delegated authority, but were not, and were considered by Council instead. Importantly, the reasons for this action need to be understood so that this can be addressed in future delegations.

An analysis of development applications that were determined by Council, and could not be dealt with under delegated authority, is also worthwhile to identify common patterns of decision making situations that may be translated into future matters of delegated authority.

A survey of the staff to which approval powers are delegated will also assist in identifying any deficiencies that may exist in the delegation and/or the process involved. This could also be extended to include the views of Elected Members.

**Which land uses, standards and provisions require exercise of discretion under the LPS?**

There are occasions where compliance is not clear-cut and some discretion is required to reach a decision outcome. In such instances, it is important to know how to determine acceptability (for staff assessing the proposal and for Elected Members and/or staff as decision makers). Likewise, it is important to know which LPS requirements are mandatory and cannot be relaxed or varied.

This exercise will assist in categorising applications in a track-based assessment of whether it may or may not be considered under delegated authority.

**Are there any LPS or local planning policy provisions to guide decision makers when discretion is required?**

LPSs generally list a number of matters that the Local Government is to have due regard to in considering an application for planning approval (as per s10.2 of the *Model Scheme Text*). They may also provide provisions to assist in making a decision where discretion is involved. In addition, it is common practice for Councils to adopt planning policy in such situations. Planning policy may be in a general form or for specific situations. Scheme provisions and planning policy ideally should be based upon the strategic direction provided by Council's Local Planning Strategy and other Council strategies.

**Are there any particular land uses, sites, issues within the Local Government that are likely to incite community interest if they were involved with a development application?**

It may assist to be aware of situations that are likely to spark a high level of community interest or where potential conflicts may arise. Understanding the community and its values is important in determining when it is appropriate to allow for delegation approval powers or whether to exercise those delegation powers when they exist for some instances.

For instances where these situations are identified and a clear policy direction is developed to assist in decision making, determination under delegated authority with an opportunity for Elected Member call in may be suitable. However, some Local Governments and their communities may have an expectation that certain applications that are sensitive in some way or another should be considered by Council.

**Are adequate management systems in place?**

It is important that processes are in place to ensure such matters as no staff conflicts of interest being involved in assessment and recommendations; keeping informed with changes to statutory instruments and policy outside of the organisation which could have an impact or influence on decisions; consistency in decision-making; and managers are satisfied that staff are well versed in relation to delegation policy, statements and processes.

### **Where are there gaps?**

By addressing such queries and suggestions as outlined above, a number of gaps and deficiencies will become apparent enabling the Local Government to work towards a stronger approvals delegation system.

At this point, a Local Government is likely to be in a better position to understand what planning approval powers are available and if they can be delegated; have an idea of the types of planning applications that should be considered under delegated authority (that is where the decision could not be made differently by Council in any event); have an idea of the types of planning applications that could be satisfactorily dealt with under delegated authority in relation to staff, Elected members' and community expectations; and whether those decisions would be strongly supported by the Local Government planning system framework and other Council strategic and policy direction.

### **Step Two: Council Delegation Policy**

Prior to developing a delegation order for determining development applications, it is recommended that Council articulates a policy statement regarding its commitment to delegating its powers of planning approval and provide guidelines for how delegation will be decided and how it will work.

This gives a clear indication of the sorts of circumstances that are likely to involve Council determination of a development application, those that may not and those that will not.

It may be appropriate to attach the statement/s of delegation (discussed in the following Step Three) as an appendix to such a policy once they have been developed.

Based on the National planning principles presented to the Australian Local Governments and Planning Ministers' Council in 2009 and the Development Assessment Forum (DAF) leading practice model, a model policy has been developed for consideration and is attached as an example of what a policy could address.

This is shown as Attachment 1 – A Model Delegation Policy Example and includes the following:

- What delegated authority of planning applications involves and how it comes about.
- The purpose of delegation.
- The importance of a robust planning and policy framework in delegated decision making.
- Guidance for making delegations.
- The importance of trust, respect and understanding of roles.
- Reporting and monitoring delegated decisions.



## Step Three: Statement of Delegation

### Form of delegation

There may be a single delegation statement relating to development applications or several developed at various times.

The 2007 Local Government operational guidelines relating to delegation<sup>1</sup> advise that delegation statements need to include:

- a) Identification of the power or duty to be delegated;
- b) Identification of the person or office to whom or which the power or duty is to be delegated; definition of the circumstances (if any) in which the power or duty can be exercised or discharged; and
- c) Conditions on the exercise of the power or discharge of the duty.

In identifying the power or duty to be delegated, this will involve reference to the relevant part or parts of the LPS.

Depending on the powers to delegate, identifying the person or office may be specified in the LPS and must be the same. If possible to delegate to more than one person, or if sub delegation is possible, it may be necessary to separate particular delegates and the instances they can use the delegation.

In keeping with leading practice principles, delegations should be clear, decisive and non-ambiguous.

### Determining what to delegate

With regard to all Council delegations, the Local Government operational guidelines<sup>2</sup> for delegation state that:

*“A decision to delegate a power or duty should be made by Local Governments only after thorough consideration of whether the delegation will facilitate the effective operation of the Local Government. This will therefore depend on the particular circumstances of each Local Government.*

*...The principal consideration for a Local Government when deciding if it should delegate a power or duty, is whether the delegation will improve the efficiency of the Local Government’s operations whilst ensuring that its policies are consistently implemented.”*

Aside from each Local Government having its unique set of circumstances, a key message in this statement highlights the need for a robust policy framework being in place prior to passing on certain decision making responsibilities. If looking at delegation, there is a need for sufficient guidance to make sure that the decision will be made in accordance with Council’s wishes. For example, is there regulation and/or policy to guide particularly when discretion is involved? If the policy guidance is not clear or does not exist, then it is better that decisions relying on such policy be dealt with by Elected Members and not under delegated authority, pending further policy development.

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<sup>1</sup> *Delegations*, Local Government Operational Guidelines - Number 17 January 2007, Department of Local Government and Regional Development, Government of Western Australia

<sup>2</sup> *Delegations*, Local Government Operational Guidelines - Number 17 January 2007, Department of Local Government and Regional Development, Government of Western Australia

Based on national planning principles and the DAF leading practice model a best practice system of delegation results from the following foundations:

- A land use strategic planning direction which addresses the context of a particular place and informs the statutory planning framework giving legitimacy to the selection of planning tools.
- A statutory planning framework including a regularly reviewed and updated local planning scheme with a cohesive set of adopted local policies which provide for the implementation of the chosen strategic direction.

On the basis of these foundations an appropriate delegation system can be developed to suit the local context in which the planning framework has been developed. It is not considered appropriate that a standard system of delegations should be applied to all councils because of the diversity of local circumstances that they face. It is possible, however, to suggest a minimum benchmark noting that some Councils may easily exceed it.

As a guide to making a delegations framework for the determination of planning applications, five different streams of track-based assessment could be considered as follows:

**Stream 1 - Code Assessed: Delegated**

Decisions involving applications that are purely code assessed against town planning scheme provisions and the R Codes 'Deemed to Comply' provisions where use of discretion is not available or not required.

- Relates to all 'X' uses (Refusal only).
- Relates to all permitted uses that fully comply (Approval only)

**Stream 2 - Permitted use with scheme based variations: Delegated**

- Decisions involving applications that require some minor scheme based and/or R Code variations. For example, this may involve reduction in R Code setbacks, minor increases to plot ratio and building heights or a small reduction in car parking standards.
- Decisions involving applications that require some minor deviation from policy.
- Delegated officer/s able to determine extent of positive/negative impacts where neighbours have been consulted.
- Approval only when variations are justified based on performance elements, with no adverse amenity impact or Approval with conditions to ameliorate impacts to meet performance elements.
- Council adopts a set of triggers for the level of variation being sought (for example >10% variation of height requirement). If these are exceeded then the application will fall within Stream 4 or Stream 5.

**Note: Streams 1 and 2 would be expected to cover the vast majority of applications lodged.**

**Stream 3 - Discretionary uses: Delegated**

- Decisions involving applications which are for 'discretionary' uses in the scheme, including those requiring advertising.
- They may also involve some minor variations to standards (as per Stream 2).
- Council adopts a set of additional triggers that would lead to the application being considered by Council rather than under delegated authority. Triggers could include, for example, specific uses or specific areas of land/zoning; allowing for an applicant to request that the application be determined by Council rather than under delegated authority; and allowing for Elected Members to "call in" an application.
- Approval only when fully complies with standards and policies; or variations are justified based on performance elements, with no adverse amenity impact; or conditions are applied to ameliorate adverse impacts to meet performance elements.

**Stream 4 - Applications with planning merit but require use of substantial scheme and or policy variations: Determined by Council (not delegated)**

- Decisions involving applications that have planning merit but propose significant variations from adopted Council policies and/or scheme provisions. For example, plot ratio, building height and car parking standards.
- Decisions involving applications that have planning merit but contain sensitive land uses, with potential adverse or unknown amenity impacts, or involve heightened community interest.
- Decisions involving applications that have planning merit but by their nature challenge the existing policy settings of Council, and may require an adjustment to policy.

**Stream 5 - Applications that require use of scheme or policy variations with little or no planning merit with negative amenity impacts: Delegated**

- Decisions involving applications that appear to have no or little planning merit falling outside the use of objective rules and which fail performance tests.
- Decisions involving applications that appear to have no or little planning merit to justify significant concessions in terms of variations to scheme provisions or adopted policies.
- Refusal only.

**Note: Delegates at all times reserve the right not to exercise delegation powers**

**Choosing the delegate most appropriate to the task**

In most instances within WA, Local Government options for delegates for determining planning applications include:

- A committee of the Council (MST with reference to the LG Act);
- The CEO (MST with reference to the LG Act); and/or
- An officer of the Council sub-delegated by the CEO (MST with reference to the LG Act).
- A DAP within meeting certain criteria (DAP Regulations);

The DAF leading practice promotes decisions being clearly made at the most effective level against specific assessment criteria, with most decisions being made by professionals. However, which officer level is the most appropriate and when should delegation be given to a committee or DAP?

**Committee of Council (as agreed by Council)**

Many Local Governments employ a system of committees established to consider certain aspects of its operation to reduce the workload at Council meetings. In relation to development applications, the efficiency benefits of delegating determination powers to a Council committee are not necessarily any greater than the matter being considered by full Council.

Delegation of planning powers to a Council committee is not a common practice within WA and it would not seem to lead to significant improvement in planning approval practice. In some cases, planning committees can only make recommendations to Council. There may, however, be special circumstances for which a Local Government may prefer to delegate planning determination powers to a committee instead of to an officer, without the need for the proposal to be considered by full Council.

#### **CEO (as agreed by Council) and Other Officers (as sub-delegated by CEO)**

The Local Government operational guidelines<sup>3</sup> for delegation state that:

*“A Local Government Council is unable to deal with all of the numerous issues and duties concerning its Local Government. As far as is possible and reasonable, Councils should be predominantly concerned with dealing with higher level policy matters for their Local Governments.*

*Duties and powers which are operational in nature, but exercise discretion should be delegated to the CEO.”*

It is common practice within WA to delegate planning determination powers to CEOs of a Local Government and is considered to be the most appropriate course of action for most development applications.

When considering delegation for determining planning applications to the CEO, or by the CEO to other officers, it is important to ensure that the proposed delegate is adequately equipped to make the decision at hand. This may be inclusive of a number of factors including:

- The qualification, experience and knowledge of the individual as they apply to making the planning application determination as specified; and
- The current workload of the person.

For Council (in the case of the CEO) and the CEO (in the case of sub-delegation to other officers) it is not only essential to have faith in the delegate’s competency and reliability but to also provide the necessary training and possible additional/reshuffling of staff resourcing to support the delegate. Supervision and oversight of delegates is also an important factor to provide assistance when required and identify any issues that need to be addressed.

In relation to sub-delegation, it is more appropriate that the officer responsible for assessing the application should differ from the person who makes the decision on that application. Many Local Governments operate a technical advisory group comprising of key staff from planning, engineering, building and health sections to review and coordinate the processing of development applications. Advisory groups such as these can be used to assess development applications and make recommendations to the delegated officer.

#### **DAP (as proposed by Council and agreed by WAPC)**

Under the DAP Regulations, Local Governments may delegate to a DAP if certain criteria is met. Opportunities for choice of other delegates in other circumstances will depend on what is made available by the instrument that gives the Local Government power to delegate (LPS).

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<sup>3</sup> *Delegations*, Local Government Operational Guidelines - Number 17 January 2007, Department of Local Government and Regional Development, Government of Western Australia

The DAP Regulations only allow Local Governments to delegate power to determine development applications to a DAP whereby the proposals:

- Fall within the optional DAP application thresholds (that is not an excluded development application and is more than \$3 million but less than \$7 million or more than \$10 million and less than \$15 million in the City of Perth);
- Where the applicant has decided not to opt-in to have the application determined by a DAP; and
- Where the responsible authority nevertheless decides that the application is of a class of development that should be delegated to a DAP for determination.

Delegation to a DAP does not preclude a Local Government from making a determination on a delegated development application. Delegation to a DAP can be complex as it involves consent from the CEO of the Department of Planning together with a written instrument of delegation being published in the Government Gazette.

It is not currently a common practice within WA to delegate development applications in these circumstances to a DAP for determination. It is up to each Local Government to decide on the class of development that should be delegated to DAP.

#### **Determining conditions and exemptions**

Powers and duties can be delegated subject to the fulfilment of comprehensive conditions. Conditions limit the exercise of powers or discharge of duties to circumstances prescribed by the Council such that, if an application does not satisfy the conditions attached to a delegation, it must be referred to Council for determination. In the same way, exemptions can also be made when there are exceptions to a delegation rule.

Conditions and exemptions can act as triggers for automatic referral to Council for determination. For example, triggers for referral to Council for applications could include:

- A proposed variation to a standard, provision or policy in excess of a stated limit;
- Substantial variation to policy with uncertain or adverse amenity impact;
- Receipt of a call in from at least two Elected Members where discretionary uses are involved;
- Receipt of a request from the applicant for Council consideration where discretionary uses are involved;
- Applications involving a specifically identified land use, activity or land parcel.

It is noted that a delegate may, at any time, choose not to use the delegation powers available to him or her. It is recommended that delegation powers be used to their full extent, however, there may be occasions where it is more appropriate for a delegate not to exercise delegation powers. Such circumstances may involve perceived or real conflicts of interest; lack of confidence in making the decision (could be due to inexperience, lack of policy direction, ambiguity in relation to requirements or delegation provisions and the like); high community interest where there appears to be an expectation that Elected Members should be directly involved in debate and decision making.

#### **Procedure for making the delegation under LG Act**

All proposed delegations need to be presented to Council for approval. When a Local Government's administration identifies a Local Government planning approval power or duty of which can be delegated and if believed that delegation will provide better efficiency, a recommendation for a delegation is put to the Council by the CEO.

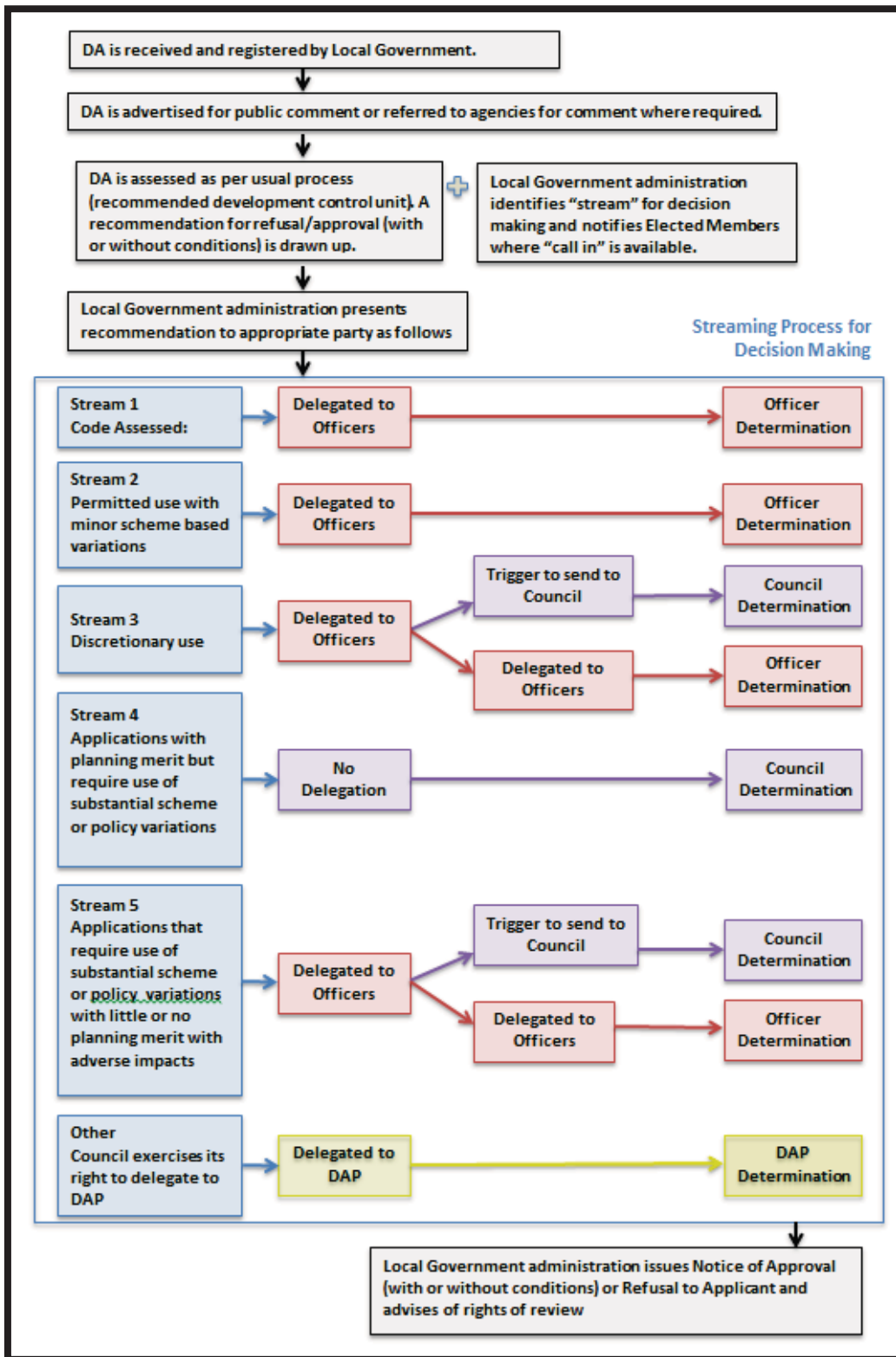
As mentioned in a previous section of this report, it is important to remember that all delegations by Council require an absolute majority decision and once a delegation has been made by Council, it must be recorded in the delegation register.

Sub-delegations by CEOs (where applicable) follow a similar course in that employee proposals for delegations (for themselves or for other employees) should be provided to the CEO with recommendations being in a format similar to the recommendations for delegations by Councils. Written records of delegations by the CEO must also be kept in the delegations register.

### Step Four: Using the Delegation

The following Figure 2 shows how the suggested delegation model fits within the development approvals process.

Figure 2 - Using the suggested model policy in the planning approvals process



The development application (DA) assessment, notification of the decision and right of review within the development approvals process do not change whether a proposal is determined by Council or under delegated authority.

Between assessment and determination, however, it is the role of administration to identify whether the proposal falls within the delegated authority “stream” (based on the Local Government’s delegation register and policy) or not. If not, a recommendation is formed and a report is prepared for Council in the usual manner for a decision to be made at a Council meeting. If delegated authority is possible, then a decision can be made for the delegated officer to determine the application.

If an application falls within a “stream” that is eligible to be dealt with under delegated authority, however, an opportunity exists for an Elected Member call in, then administration needs to advise Elected Members accordingly.

If an application falls within a “stream” that is eligible to be dealt with under delegated authority, and it is the subject of an Elected Member call in (two elected Members recommended) or an applicant has requested Council consideration, then a recommendation is formed and a report is prepared for a decision to be made at a Council meeting.

It is noted that where an opportunity exists for applicants to request Council consideration of their application, this should be well publicised and advised during pre-lodgement consultation.

Once a decision has been made, notification is issued to the applicant in accordance with the usual planning requirements and a right of review to the State Administrative Tribunal may exist regardless of whether the determination was made under delegated authority or not.

Procedures need to be developed to assist with these actions.

To assist in determining which decision making stream applies to an application, the following matrix is provided:



Use Class	Compliance	Stream	Decision	
			Delegated	Council
Discretionary Use	Fully complies with standards	1	R	Council - not delegated
	Fully complies with policy	1	A	
	Variations to standards - no adverse impacts	1	A	
	Variation to policy - no adverse impacts	2	A	
	Minor variations to standards - adverse impacts	2	A	
	Minor variation to policy - adverse impacts	2	A* or R	
	Substantial scheme or policy variations - with planning merit	2	A* or R	
	Substantial scheme or policy variations - without planning merit	4	A or R	
		5	R	
		3	A or R #	
		3	A or R #	
		3	A or R #	
		3	A or R #	
		3	A* or R #	
		3	A* or R #	
Permitted Use		4	A or R	
X Use		5	R	
			A = Approval	R = Refusal
			# = Where a LG may wish to consider trigger for Elected Member call in or Applicant request for Council determination	

### **Step Five: Record, Notify and Monitor**

Delegated assessment and decisions need to take place under conditions of transparency and accountability. Under regulation 19 of the *Local Government (Administration) Regulations 1996*, the delegate must keep written records of when and how they exercise the delegated power or discharge the delegated duty, and the persons or classes of persons affected by the exercise of the power or discharge of the duty. As with delegations by Council, delegates must keep records of their exercise of delegated powers or discharge of delegated duties.

Part 5 Division 6 of the LG Act (disclosure of financial interests) also applies to delegates of powers and duties. Section 5.71 states that if (under Division 4) an employee has been delegated a power or duty relating to a matter in which the employee has an interest, the employee must not exercise the power or discharge the duty and must disclose the nature of the interest.

A person to whom a power is delegated under the LG Act is considered to be a 'designated employee' under Section 5.74(b) and is required to complete a primary and annual return each year.

Under Section 5.75 (Primary Returns) a person who is exercising a delegation must lodge a primary return in the prescribed form within 3 months of their start day. In addition, each year by the 31 August a person exercising a delegation must lodge an annual return. Section 5.78 prescribes the information which must be included in the primary and annual returns.

Beyond the mandatory recording of decisions, disclosure of interest and lodging annual returns, procedures should be developed to adequately inform Elected Members and the community of these matters. How a Local Government proposes to do this can be stated within its delegated authority policy. This may include such actions as notification to Councillors through their Council agendas and updated lists on the Local Government website.

It is important to be able to measure the success of delegation which will require the collection of information and data. This could include such things as development application processing times (e.g. under delegated authority versus referral to Council) and identifying when delegated authority as not used when it could have been and the reason why.

### **Step Six: Review and Firm up the Framework**

The LG Act requires Council to review its register of delegations at least once every financial year. Similar to the Step One audit process, it is also important to regularly (at least annually) investigate existing delegations, including their limitations and safeguard systems. Analysis of records of processing times and use of the delegations will identify areas that may be improved. In addition, it is necessary to identify the policies and assessment criteria that need to be developed prior to extending delegations.

## Attachment 1 – A Model Delegation Policy Example

### Draft Model Policy

#### Delegation of Authority to Chief Executive Officer to Determine Applications for Development Approval

##### Statement of Intent

The purpose of this policy is to outline:

- What delegated authority of planning applications involves and how it comes about.
- The purpose of delegation.
- The importance of a robust planning and policy framework in delegated decision making.
- Guidance for making delegations.
- The importance of trust, respect and understanding of roles.
- Reporting and monitoring delegated decisions.

##### What is Delegation?

Delegation in the context of this Policy refers to the Council assigning some of its powers to determine applications for development approval under ..... (*insert name of local planning scheme*) to the Chief Executive Officer (CEO) in the circumstances detailed in the Delegated Authority Register (*name and number if applicable*) (*may be attached and referred to if this is the case*). The CEO may also sub-delegate to other officers of Council as detailed in the Delegated Authority Register.

##### Why Delegate?

Council acknowledges that the delegation of decision making powers relating to certain classes of development applications has the following benefits in:

1. Enabling Council to focus on strategic planning matters and development of planning policies by reducing the number of non-complex development applications required to be considered and determined at its meetings,
2. Enabling the development approval process to operate in a more efficient manner by reducing the number of reports that need to be prepared and presented to Council.
3. Enabling the development approval process to operate in a timelier manner by reducing the actual time taken to determine applications as they do not need to await presentation at a Council meeting.
4. Retaining Council's ability to consider more complex development applications where appropriate.
5. Recognising the professionalism of local government planning staff by providing them with more responsibility for making decisions.

##### Power to Delegate

Clause ..... (*insert clause number*) of ..... (*insert name of local planning scheme*) provides for Council to delegate to the Chief Executive Officer (CEO) and/or a Council committee to exercise of any of it powers or the discharge of any of its duties under the Scheme.

Clause ..... (*insert clause number*) of ..... (*insert name of local planning scheme*) further provides for the CEO to delegate to any employees of the Council the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under Clause ..... (*insert clause number*) of ..... (*insert name of local planning scheme*).

**Note: Powers relating to delegation may vary between local planning schemes. Each Local Government will need to make adjustments to the model to reflect the powers provided for in their respective schemes.**

### **Councils Planning and Policy Framework**

Council acknowledges that the key to an effective system of delegations is that it is based on a clear set of Council policies operating within a strategic land use planning framework. Policies developed by Council reflect its intention to guide the future growth of the Local Government in the context of the objectives contained in the local planning strategy and the Planning Scheme.

Planning policies provide guidance on planning, land use and development matters and are a fundamental aspect of town planning. They play an important role in assisting how a development is to be assessed especially where discretion is to be exercised.

Development of a robust framework for decision making allows Council to delegate the responsibilities of decision making to staff and gives more certainty about the way applications will be determined. In addition, the framework provides Council staff with the confidence to effectively arrive at a decision on the behalf of Council.

### **Principles**

As a guide to making delegations for the determination of planning applications, Council delegation will be structured around different streams of track-based principles decisions considering potential amenity impact and planning merit as follows:

#### **Stream 1 - Code Assessed: Delegated**

Decisions involving applications that are purely code assessed against town planning scheme provisions and the R Codes 'Deemed to Comply' provisions where use of discretion is not available or not required.

- Relates to all 'X' uses (Refusal only).
- Relates to all permitted uses that fully comply (Approval only)

#### **Stream 2 - Permitted use with scheme based variations: Delegated**

- Decisions involving applications that require some minor scheme based and/or R Code variations. For example, this may involve reduction in R Code setbacks, minor increases to plot ratio and building heights or a small reduction in car parking standards.
- Decisions involving applications that require some minor deviation from policy.
- Delegated officer/s able to determine extent of positive/negative impacts where neighbours have been consulted.
- Approval only when variations are justified based on performance elements, with no adverse amenity impact or Approval with conditions to ameliorate impacts to meet performance elements.
- Council adopts a set of triggers for the level of variation being sought (for example >10% variation of height requirement). If these are exceeded then the application will fall within Stream 4 or Stream 5.

**Note: Streams 1 and 2 would be expected to cover the vast majority of applications lodged.**

**Stream 3 - Discretionary uses: Delegated**

- Decisions involving applications which are for 'discretionary' uses in the scheme, including those requiring advertising.
- They may also involve some minor variations to standards (as per Stream 2).
- Council adopts a set of additional triggers that would lead to the application being considered by Council rather than under delegated authority. Triggers could include, for example, specific uses or specific areas of land/zoning; allowing for an applicant to request that the application be determined by Council rather than under delegated authority; and allowing for Elected Members to "call in" an application.
- Approval only when fully complies with standards and policies; or variations are justified based on performance elements, with no adverse amenity impact; or conditions are applied to ameliorate adverse impacts to meet performance elements.

**Stream 4 - Applications with planning merit but require use of substantial scheme and or policy variations: Determined by Council (not delegated)**

- Decisions involving applications that have planning merit but propose significant variations from adopted Council policies and/or scheme provisions. For example, plot ratio, building height and car parking standards.
- Decisions involving applications that have planning merit but contain sensitive land uses, with potential adverse or unknown amenity impacts, or involve heightened community interest.
- Decisions involving applications that have planning merit but by their nature challenge the existing policy settings of Council, and may require an adjustment to policy.

**Stream 5 - Applications that require use of scheme or policy variations with little or no planning merit with negative amenity impacts: Delegated**

- Decisions involving applications that appear to have no or little planning merit falling outside the use of objective rules and which fail performance tests.
- Decisions involving applications that appear to have no or little planning merit to justify significant concessions in terms of variations to scheme provisions or adopted policies.
- Refusal only.

**Note: Delegates at all times reserve the right not to exercise delegation powers**

**Council call in provision and applicant's request for Council consideration**

For applications that involve a discretionary uses and would otherwise be dealt with under delegated authority, opportunity may be made available for:

- a) Elected members to "call in" the application to be considered by Council instead of under delegated authority; and
- b) The applicant to request the application to be considered by Council instead of under delegated authority.

The procedure for Elected Member call in includes:

- Request to be made to the CEO within ..... days of notification of receipt of the application;
- Request to be made in writing;
- To be signed by at least two Elected Members;
- Reasons to be stated for the call in;

The procedure for an applicant request for Council consideration includes:

- Request to be made to the CEO at the time the application is lodged;
- Request to be made in writing;
- Reasons to be stated for Council consideration.

### **Integrity of the Delegation Process**

Delegation of authority to the CEO and allowance for sub-delegation of some classes of applications for development approval is an expression of Council's trust and respect for its administration.

In making its delegations for the determination of some classes of applications for development approval to the CEO, Council (or the case of CEO in relation to sub-delegation) is satisfied that the person being given the delegation:

- Is suitably qualified, experienced in land use planning and have sufficient knowledge to make the application determination as specified; and
- Is sufficiently resourced to carry out the delegation.

With regard to sub-delegation, the officer responsible for assessing an application is to differ from the officer making a decision on the application where practically possible.

The Council in use of delegated decision making requires a high level of transparency, accountability in the process. In accordance with the requirements of the *Local Government Act 1995*:

- A register will be kept of all delegations made by Council and sub-delegations made by the CEO with regard to development applications and reviewed each year;
- Records will be kept whenever the delegated authority is used;
- A Council officer who has been delegated a power or duty relating to a matter in which he/she has an interest must not exercise the power of delegation and must disclose the nature of the interest; and
- A Council officer who has been delegated a power or duty must complete a primary and annual return each year.

In addition, a list of all development applications received and an indication of whether they are likely to be dealt with under delegated authority is to be updated and advertised on a regular basis to Elected Members.

Furthermore, a list of all development application decisions is to be updated and advertised on Council's website on a regular basis indicating whether the proposal was approved or refused and whether the decision was made under delegated or other. Hard copies of these lists are to be made available and displayed to the public at Council's offices.

### **Review**

The delegation of powers to determine development applications is to be reviewed each year as part of Council's obligation under the *Local Government Act 1995* to annually review all delegations made by Council.

The review take into consideration a number of key performance indicators as determined by administration which may include such matters as time taken to process development applications and community expectations.

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July | 2014

**Draft**

**Guide for Planning Delegations:  
Development Applications**

**Part 2: Background and Supporting  
Information**



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## Best Practice Planning Delegations Model: Development Applications

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## Introduction

Regulatory approvals systems are at the coalface of Local Government operations. Elected Members, applicant and broader community experiences with regulatory approvals processes, in particular planning and building approvals, can often be the defining factor in the perception of the performance of a Local Government.

The use of delegated authority for staff to determine certain classes of planning approvals (while Council considers more strategically important applications) is seen to be a critical part of an efficient and effective regulatory approvals system. Getting the right balance between local representation in decision making and the use of professional advice in this process is often a matter of some debate. In working towards this balance, consideration must include the existing and desired future local planning context.

Planning Context has been commissioned by the Western Australian Local Government Association (WALGA) to develop a best practice model or tool kit for the delegation of planning approval functions from a Council to its planning staff.

There has been widespread support from the planning sector for a delegation model or at least a tool kit as a way of helping to ensure the effective use of Local Government resources, including officer and Elected Member time. At a Local Government Reform workshop dealing with strategic and statutory planning functions held on 24 February 2014, WALGA's assistance was welcomed in the development of model of delegations that can be made available for the newly created Local Governments.

In addition, all Local Governments would benefit from a toolkit model of delegations to use to benchmark of current practices and guiding the development of delegation orders and practice.

## Project Objectives

This study aims to promote improved efficiencies in the Local Government planning system through the encouragement of appropriate levels of delegations of planning approval functions, without harming the quality of the decision making process.

The overall intent is to seek an appropriate balance of responsibilities whereby staff deal with routine planning approvals and Elected Members concentrate on strategic planning matters including the review or development of planning schemes and policies. Elected members would most importantly develop the policy settings under which planning staff apply delegated planning approval powers.

The primary objectives are to develop a best practice model or tool kit to:

1. Help Elected Members and staff understand what their roles in the planning approval system should be in order to improve the efficiency of planning approval processes;
2. Ensure that Elected Members are involved appropriately in the strategic planning approval decision making process; and
3. Demonstrate to the broader community the effectiveness of the Local Government planning approval process.

## Limitations and Exclusions

This study has a focus on determination of development applications by Local Governments. Due to the focused scope of the brief, other delegation functions have not been considered. Functions associated with the more general planning approval process are worthy of consideration. This includes such matters as minor amendments to local structure plans, detailed area plans, or providing advice to the Western Australian Planning Commission (WAPC) on subdivision applications, however, they are beyond the scope of this current study.

It is also important to note that research in determining current practice only involved the identification of delegation notices and what they contained, not how or how often they were used, or if they were considered successful. This could be the subject of a separate investigation.

## Project Methodology possible changes here

### Step One: Report

The study report has been developed in two separate parts:

- Part 1: Guide - Guide for Planning Delegations: Development Applications; and
- Part 2: Background and Supporting Information – Guide for Planning Delegations: Development Applications.

### Part 1: Guide - Guide for Planning Delegations: Development Applications

National examples of best practice approaches were investigated to inform how a delegation model could be drafted to improve current delegation of development approval functions. These are detailed in Part 2 as background information whilst this guide provides a culmination of that research and presents a model process for developing a delegation system for Local Government development application determination, including a suggested Local Government delegations policy.

In undertaking this task it is acknowledged that there is not just one single best practice model, but rather a series of individual components which can be applied differently to meet individual Local Government circumstances and still maintain a balance between strategic and statutory functions.

This part highlights the principles involved with best practice and provides guidance on how they can be used to inform development of delegated authority policy for individual Local Governments.

### Part 2 :Background and Supporting Information – Guide for Planning Delegations: Development Applications.

This part explains what delegation involves and how the power to delegate determination of development applications comes about. It also discusses best practice planning principles and the leading practices for development assessment and approvals, drawing on work by the Australian Local Government and Planning Ministers' Council in 2009 and the Development Approval Forum.

Part 2 also identifies the most common features of current development approval delegation practice within Western Australia (WA). Existing delegation arrangements of a majority of the Local Governments within WA were collected by WALGA for this study. The diverse nature of Local Governments with different approaches to the use of delegations has created difficulties in being able to describe the most common ways delegations are applied.

To deal with this problem a comparative review was undertaken of delegation arrangements based on an initial analysis of five medium sized metropolitan Local Governments (Fremantle, Cockburn, Gosnells, Melville and Belmont) as the base case. The results of the analysis were then compared to:

- Large outer metropolitan Councils (Wanneroo, Rockingham, Armadale and Swan);

- Smaller inner metropolitan Councils (Subiaco, Claremont, South Perth and Vincent);
- Regional city Councils (Bunbury, Kalgoorlie and Greater Geraldton); and
- Small rural Councils (Northam, Plantagenet and Nannup).

From this, some points of commonality emerged as well as some interesting “one off” approaches.

### **Step Two: Consultation (next stage)**

The initial draft best practice model tool kit is to be workshopped with Officers (planners and governance officers) and Elected Members of selected Local Governments together with the Department of Planning (DoP) and Department of Local Government and Communities (DLGC) representatives.

### **Step Three: Final Best Practice Model**

A final Local Government Planning Delegation Best Practice Model Toolkit including guidelines of ‘how to use’ it is to be presented to WALGA’s State Council for consideration and adoption.

## **Purpose of Delegations**

Delegation is generally defined as the assignment of responsibility or authority to another party in order that they can carry out specific duties and activities. Delegation empowers a subordinate to make decisions, that is, it is a shift of decision-making authority from one organisational level to a lower one.

Delegation of Local Government development application approval functions has a multi-purpose in:

1. Enabling Council to focus on strategic planning matters and development of planning policies by reducing the number of non-complex development applications required to be considered and determined at its meetings,
2. Enabling the development approval process to operate in a more consistent and efficient manner by reducing the number of reports that need to be prepared and presented to Council.
3. Enabling the development approval process to operate in a timelier manner by reducing the actual time taken to determine applications as they do not need to await presentation at a Council meeting.
4. Retaining Council’s ability to consider more complex development applications where appropriate.
5. Recognising the professionalism of Local Government planning staff by providing them with more responsibility for making decisions.

## Legal Framework

### Local Government Development Approval Powers and Functions

Local Government powers to determine development applications generally come from local planning schemes (LPS), or from Western Australian Planning Commission (WAPC) Delegation Authority Notices.

In situations where a LPS is revoked by another statutory instrument (e.g. a redevelopment act) the power of local government to determine development applications is also revoked. Depending on the details of the wording, a Local Government may or may not be required to make comment or recommendation to the decision maker.

There are also circumstances where the powers of a Local Government (and the WAPC) to determine a development application are mandatorily replaced by a Development Assessment Panel (DAP). The P&D Act provides the heads of power for the introduction of DAPs in WA through the making of regulations by the Governor.

Whilst the DAP Regulations mandate the replacement of determination powers of Local Government (and WAPC) in these certain situations, they also allow for Local Governments and the WAPC to voluntarily delegate power to determine development applications (discussed further in this report).

### Sources of Local Government Development Approval Delegation Powers

Some Local Governments have mistakenly attempted to use the legislative powers of delegation contained in one Act to delegate a power or duty contained in another Act. Unless expressly stated to the contrary, a legislative power to delegate only relates to the powers or duties under the Act in which the delegation power is located.

The Local Government Act 1995 (LG Act) provides in s.5.16 and Subsection 5.42 for Council delegations to committees and to Chief Executive Officers (CEOs), respectively. Under s.5.44, the CEO may delegate powers to another employee (in writing) and may place conditions on any delegations if desired. Attachment 1 gives a brief description of these provisions.

It is important to note that s.5.16 only provides for delegations to committees of powers and duties under the LG Act, and s.5.42 only provides for delegation to the CEO of powers and duties under the LG Act and s.214 of the *Planning and Development Act 2005 (WA)* (P&D Act)<sup>1</sup>.

Other than the power to delegate for the purpose of s.214 of the P&D Act, no planning powers and duties are conferred or imposed under the LG Act. Consequently, it is necessary to look elsewhere to the sources of Local Government planning powers and duties, in order to understand the principles for delegation of those powers and duties.

The following table identifies a number of instruments relevant to powers of delegation for development applications. It also identifies and comments on a number of instruments that, although relate to development applications in some way, provide no delegation powers of planning approval for Local Governments.

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<sup>1</sup> Section 214 relates to giving directions as a result of development undertaken in contravention of a LPS or IDO.

Sources of Local Government Development Approval Delegation Powers			
Instrument for Delegation	Section	Delegations	Comments
<b>Local Planning Schemes (and Model Scheme Text)</b>	Varies for individual Schemes. Generally based on Clause 11.3 of the Model Scheme Text (refer to Town Planning Regulations 1967 comment as follows)	<p>Under a Local Planning Scheme (LPS) that adopts Clause 11.3 of the Model Scheme Text<sup>2</sup> (MST), the Council may delegate to a committee or the Chief Executive Officer (CEO) the exercise of any powers or the discharge of any duties under the LPS (other than the power of delegation) and the CEO may sub-delegate to another employee.</p> <p>The delegation by the Council may be the subject of conditions and the delegation by the CEO must be subject to the same conditions, together with such others as the CEO sees fit to impose.</p> <p>Part of a function may be delegated, but where the delegated function involves determination of a development application, the delegate must perform the whole function of determination.</p>	<p>A LPS in the form of the MST adopts the LG Act delegation powers by reference, so that LG Act delegation provisions may be relevant to that extent.</p> <p>A LPS which is not in the form of the MST may have different delegation powers so that the LG Act delegation provisions may not be relevant. In this respect it is important that each Local Government determine the precise nature of the delegation powers under its LPS before seeking to apply a model delegations policy.</p>
<b>Town Planning Regulations 1967</b>		The <i>Town Planning Regulations 1967</i> (TP Regulations) give powers and duties to Local Government in regard to aspects of local planning schemes and local planning strategies; however, there is no reference to development applications within the TP Regulations.	Appendix B of the TP Regulations, however, provides the Model Scheme Text (MST). As mentioned above, where a LPS adopts Clause 11.3 of the MST the Council may delegate, to a committee or the CEO, the exercise of any powers or the discharge of any duties under the LPS (other than the power of delegation) and the CEO may delegate to another employee.
<b>Local Government Act 1995</b>	Section 5.16 Subsection 5.42 Section 5.44	The <i>Local Government Act 1995</i> (LG Act) provides in Section 5.16 and Subsection 5.42 for Council delegations to committees and to CEOs, respectively. Under Section 5.44, the CEO may delegate powers to another employee (in writing) and may place conditions on any delegations if desired.	<p>It is important to note that Section 5.16 only provides for delegations to committees of powers and duties under the LG Act, and Section 5.42 only provides for delegation to the CEO of powers and duties under the LG Act and Section 214 of the <i>Planning and Development Act 2005 (WA)</i> (P&amp;D Act)<sup>3</sup>.</p> <p>Other than the power to delegate for the purpose of Section 214 of the P&amp;D Act, no planning powers and</p>

<sup>2</sup> *Planning Regulations 1967*, Appendix B - Model Scheme Text.

<sup>3</sup> S.214 relates to giving directions as a result of development undertaken in contravention of a LPS or IDO.



Sources of Local Government Development Approval Delegation Powers			
Instrument for Delegation	Section	Delegations	Comments
	Section 5.43	<p>Matters that cannot be delegated to the CEO:</p> <ol style="list-style-type: none"> <li>a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;</li> <li>b) accepting a tender which exceeds an amount determined by the Local Government for the purpose of this paragraph;</li> <li>c) appointing an auditor;</li> <li>d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the Local Government for the purpose of this paragraph;</li> <li>e) any of the local government's powers under sections 5.98, 5.98A, 5.99, 5.99A or 5.100;</li> <li>f) borrowing money on behalf of the local government;</li> <li>g) hearing or determining an objection of a kind referred to in section 9.5;</li> <li>h) any power or duty that requires the approval of the Minister or the Governor; or</li> <li>i) such other power or duties as may be prescribed.</li> </ol>	duties are conferred or imposed under the LG Act.
<b>Planning and Development (Development Assessment Panels) Regulations 2011</b>	Section 171B and Regulation 19	<p>The <i>Planning and Development (Development Assessment Panels) Regulations 2011</i> (DAP Regulations) allow local governments to delegate power to determine development applications that:</p> <ul style="list-style-type: none"> <li>• Fall within the optional DAP application thresholds (that is not an excluded development application and is more than \$3 million but less than \$7 million or more than \$10 million and less than \$15 million in the City of Perth);</li> <li>• Where the applicant has decided not to opt-in to have the application determined by a DAP; and</li> <li>• Where the responsible authority nevertheless decides that the application is of a class of development that should be delegated to a DAP for determination.</li> </ul>	<p>A written instrument outlining the terms and the extent to which the local government's authority is transferred to the DAP, must be prepared and supported by an absolute majority of the Local Government's Council together with obtaining consent of the CEO of the Department of Planning to such a delegation.</p> <p>The written instrument of delegation will take effect once published in the Government Gazette. A DAP which is authorised by either the Local Government or the WAPC to decide delegated applications cannot then hand over that authority to another organisation. The DAP will be responsible for deciding such applications and must treat them in the same way as any other DAP application.</p>

Sources of Local Government Development Approval Delegation Powers			
Instrument for Delegation	Section	Delegations	Comments
			Delegation of certain matters to a DAP does not preclude a Local Government from making a determination on a delegated development application (reg.21 (1)). If a Local Government chooses to delegate any matter to a DAP, the Local Government must pay the DAP fee (r.22), to ensure that applicants are not imposed with an additional fee for an application they did not choose to be determined by a DAP.
<b>Planning and Development Act (2005)</b>		There is no general power of delegation under the P&D Act. Consequently, with the exception of Section 214 Directions, none of the planning powers conferred and planning duties imposed under the P&D Act can be delegated.	The P&D Act gives planning powers and duties to Local Governments in regard to aspects of scheme making, amendment and repeal; subdivision; compensation and enforcement. In terms of development approval, however, the P&D Act only empowers Local Government the ability to give retrospective approval to development under Section 164 where the relevant LPS does not give power of retrospective approval to the Local Government (Section 164).
<b>Planning and Development Regulations 2009</b>			The <i>Planning and Development Regulations 2009</i> (P&D Regulations) include imposing fees for planning services (including development applications) pursuant to Part 7 of the P&D Regulations (regs.47 and 48) and allow for waiving or refunding a planning service fee (reg.52). There is no power of delegation in the P&D Regulations or in the P&D Act under which the P&D Regulations are made.
<b>Region Planning Schemes (RPS)</b>	Section 16(1) Section 16(3)	Section 16(1) of the P&D Act empowers the WAPC, by resolution, to delegate to a person or body referred to in Subsection (3) any function of the WAPC under the P&D Act or any other written law, except the power of delegation. Section 16(3) empowers delegation under Section 16(1) to, amongst others, a local government, a committee of a local government, or an employee of a local government.  Notices of delegation to local governments of powers and functions of the WAPC under region schemes are published from time to time in the Government Gazette. The general	Current WAPC notices of delegation specific to local governments and development applications include: <ul style="list-style-type: none"> <li>• DEL2008/12 Powers of local governments (PRS)</li> <li>• DEL 2008/14 Power of local governments (Ningaloo Coast RIDO 2007)</li> <li>• DEL 2011/01 Powers of Local Governments (Hope Valley-Wattleup Redevelopment Act 2000 and Master Plan)</li> <li>• DEL 2011/02 Powers of local governments (MRS)</li> <li>• DEL 2012/01 Powers of local governments (GBRS)</li> </ul>

Sources of Local Government Development Approval Delegation Powers			
Instrument for Delegation	Section	Delegations	Comments
		<p>form of the delegation is a delegation of powers and functions to Local Governments, and to members and officers of Local Governments, under Region Schemes.</p> <p>Since the delegations are to Local Governments, and to members and employees of Local Governments, and since there is no power of sub delegation, the WAPC delegations have direct effect, and are not primarily the subject of a model planning delegation policy.</p>	<p>Exercising the power of delegation in Section 16(1) of the P&amp;D Act, the WAPC by resolution, published in the Gazette, delegates to Local Governments, and to members and officers of those Local Governments, its powers and functions in respect of the determination of applications for approval to commence and carry out development specified in the instrument of delegation.</p> <p>As the delegation is made to Local Governments, and also directly to members and officers of the Local Governments, no further delegation is necessary or possible.</p> <p>An employee of a Local Government receiving a delegation to determine applications for the purpose of the LPS will also have delegated authority under a relevant RPS to determine applications for the purpose of that RPS.</p>

In essence, the instruments giving powers of planning approval to Local Governments, also contain the delegation powers. These include:

- individual LPSs; and
- DAP regulations.

### Local Planning Schemes

A LPS in the form of the Model Scheme Text (MST)<sup>4</sup> adopts the LG Act delegation powers by reference, so that LG Act delegation provisions may be relevant to that extent

Clause 11.3 of the MST in Appendix B of the TP Regulations provides:

*“11.3 Delegation of functions*

*11.3.1 The Local Governments may, in writing and either generally or as otherwise provided by the instrument of delegation, delegate to a committee or the CEO, within the meaning of those expressions under the Local Government Act 1995, the exercise of any of its powers or the discharge of any of its duties under the Scheme, other than this power of delegation.*

*11.3.2 The CEO may delegate to any employee of the Local Government the exercise of any of the CEO’s powers or the discharge of any of the CEO’s duties under clause 11.3.1.*

*11.3.3 The exercise of the power of delegation to clause 11.3.1 requires a decision of an absolute majority as if the power had been exercised under the Local Government Act 1995.*

*11.3.4 Sections 5.45 and 5.46 of the Local Government Act 1995 and the regulations referred to in section 5.46 apply to a delegation made under this clause as if the delegation were a delegation under Division 4 of Part 5 of that Act.”*

A LPS which is not in the form of the MST may have different delegation powers so that the LG Act delegation provisions may not be relevant. In this respect it is important that each Local Government determine the precise nature of the delegation powers under its LPS before seeking to apply a model delegations policy.

### DAP Regulations

The DAP Regulations (Section.171B and Regulation.19) allow local governments to delegate power to determine development applications that:

- Fall within the optional DAP application thresholds (that is not an excluded development application and is more than \$3 million but less than \$7 million or more than \$10 million and less than \$15 million in the City of Perth);
- Where the applicant has decided not to opt-in to have the application determined by a DAP; and
- Where the responsible authority nevertheless decides that the application is of a class of development that should be delegated to a DAP for determination.

A written instrument outlining the terms and the extent to which the local government’s authority is transferred to the DAP, must be prepared and supported by an absolute majority of the Local Government’s Council together with obtaining consent of the CEO of the Department of Planning to such a delegation. The written instrument of delegation will take effect once published in the Government Gazette.

Delegation of certain matters to a DAP does not preclude a local government from making a determination on a delegated development application (Regulation 21(1)).

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<sup>4</sup> *Planning Regulations 1967, Appendix B - Model Scheme Text.*

## Interpretation Act 1984

Subsection 58 and 59 of the *Interpretation Act 1984* set out general principles and rules which govern delegations and the construction of delegation provisions in other written laws and by reason of their significance. These are set out as follows:

### **58 Delegates, performance of functions by**

*Where under a written law the performance of a function by a person is dependent upon the opinion, belief, or state of mind of that person in relation to a matter and that function has been delegated under a written law, the function may be performed by the delegate upon the opinion, belief, or state of mind of the delegate in relation to that matter.*

### **59 Power to delegate, effect of**

1. *Where a written law confers power upon a person to delegate the exercise of any power or the performance of any duty conferred or imposed upon him under a written law –*
  - a) *such a delegation shall not preclude a person so delegating from exercising or performing at any time a power or duty so delegated;*
  - b) *such a delegation may be made subject to such conditions, qualifications, limitations or exceptions as the person so delegating may specify;*
  - c) *if the delegation may be made only with the approval of some person, such delegation, and any amendment of the delegation, may be made subject to such conditions, qualifications, limitations or exceptions as the person whose approval is required may specify;*
  - d) *such a delegation may be made to a specified person or to persons of a specified class, or may be made to the holder or holders for the time being of a specified office or class of office;*
  - e) *such a delegation may be amended or revoked by instrument in writing signed by the person so delegating;*
  - f) *in the case of a power conferred upon a person by reference to the term designating an office, such a delegation shall not cease to have effect by reason only of a change in the person lawfully acting in or performing the functions of that office.*
2. *The delegation of a power shall be deemed to include the delegation of any duty incidental thereto or connected therewith and the delegation of a duty shall be deemed to include the delegation of any power incidental thereto or connected therewith.*
3. *Where under a written law an act or thing may or is required to be done to, by reference to or in relation to, a person and that person has under a written law delegated a relevant function conferred or imposed on him with respect to or in consequence of the doing of that act or thing, the act or thing shall be regarded as effectually done if done to, by reference to or in relation to the person to whom the function has been delegated.'*

## Records to be Kept Under Provisions of the LG Act

The major requirements to keep records of delegations to committees, CEOs and other employees are contained in Section 5.18 and Section 5.46 of the LG Act.

Section 5.18 of the LG Act states that where Council delegations are made to committees (under Section 5.16), a register of delegations to committees is to be kept and reviewed at least once every financial year. Section 5.46 of the LG Act provides that where Council delegations are made to the CEO (under Subsection 5.42) and then further delegated to another employee (under Section 5.44), a similar register is also required to be kept and reviewed.

The Registers of delegations to committees and CEOs should include a copy of the minutes which record the delegation (and any conditions) and can be kept in an electronic or paper format. In the case of a delegation from the CEO to an officer the register should also contain a copy of the memorandum of delegation.

In addition, records are also to be kept whenever the delegated authority is used. The record is to explain:

- How the person exercised the power or discharged the duty;
- When the person exercised the power or discharged the duty; and
- The persons or classes of persons, other than Council or Committee members or employees of the local governments, directly affected by the exercise of the power or the discharge of the duty (Regulation 19 *Local Government (Administration) Regulations 1996*).

### Delegates to Disclose Interests and Lodge Returns

Part 5 Division 6 of the LG Act (disclosure of financial interests) also applies to delegates of powers and duties. Section 5.71 states that if (under Division 4) an employee has been delegated a power or duty relating to a matter in which the employee has an interest, the employee must not exercise the power or discharge the duty and must disclose the nature of the interest.

A person to whom a power is delegated under the LG Act is considered to be a 'designated employee' under Section 5.74(b) and is required to complete a primary and annual return each year.

Under Section 5.75 (Primary Returns) a person who is exercising a delegation must lodge a primary return in the prescribed form within 3 months of their start day. In addition, each year by the 31 August a person exercising a delegation must lodge an annual return. Section 5.78 prescribes the information which must be included in the primary and annual returns.

## Understanding the Roles and Functions of Elected Members and Administration

The LG Act defines the roles of various key people within the Local Government structure. A Council's role is to direct and control the Local Government's affairs; be responsible for the performance of the Local Government's functions; oversee the allocation of its finances and resources; and determine policies.

Elected members do not have any authority to act or make decisions as individuals. They are members of an elected body that makes decisions on behalf of the Local Government through a formal meeting process. The role of each Councillor is to:

- Represent the interests of electors, ratepayers and residents;
- Provide leadership and guidance to the community;
- Facilitate communication between the community and the council; and
- Participate in decision-making processes at meetings.

Elected Members have a responsibility to represent the broad needs and wishes of the whole community in making decisions about the provision of services and the allocation of resources. They cannot merely act in the interest of special groups who may help to get them elected, no matter how valid the issues of such groups may be.

Council's main responsibilities are to set the overall directions and goals for the municipality and then monitor their implementation and success. The tools for setting these directions and goals are the major strategic plans.

Elected Members need to provide leadership and guidance to the community. This is especially important when communities face challenges, such as climate change, drought, high unemployment or skill shortages.

An important feature of the relationships between Elected Members and the CEO is distinguishing between the Council's governance role and the CEO's management role. Sometimes, the two roles are not easily separated, and it is up to the Council and the CEO to develop an understanding of their separate responsibilities.

Delegating specific functions to staff members enables Council decisions to be made more speedily and ensures that Council meetings are not tied down by procedural and every day administrative decisions. It also enables Councils to utilise the technical knowledge, training and experience of staff members to provide the best possible service.

Delegations are made at a formal Council meeting and specify what the delegate is empowered to do. Delegates must observe the strategies, policies and guidelines adopted by the Council. Through the CEO and senior managers, the Council can monitor the actions of staff to ensure that they exercise their delegated authority within the general framework it has already determined. In this way the Council retains a measure of control over decision making.

Delegated authority for determining planning applications is generally given to the CEO and is often sub-delegated to planning staff. Council staff are required to act impartially, with integrity and to avoid real or apparent conflicts of interest.

The Council must keep a register of all delegations and this is among the documents that must be available for public inspection. All delegations to staff must be reviewed by a Council within 12 months of it being elected.

It is important that Elected Members and Council staff undertake ongoing education and training in relation to their roles and responsibilities within the delegation system in general as well as the specifics of their delegation statements, which are likely to change over time.

## **Importance of Building Trust and Respect**

No system of delegated authority can work without a high degree of trust and mutual respect between a Council and its administration. In situations where these elements are lacking then Council will not be prepared to delegate even the most common-sense planning decisions to administration.

A good working relationship between Elected Members and the CEO is fundamental to an effective Council. On the one hand, a Council cannot be expected to keep employed a CEO it neither respects nor trusts, yet on the other a CEO can only manage effectively when given the managerial freedom to give effect to Council decisions and implement Council policies.

Dr Christopher N. Kendall, in his May 2014 *Report of the Panel of Inquiry into the City of Canning*<sup>5</sup>, concluded that:

*“14.16 I find there was an inadequate use of delegations at the City to allow Officers to avoid the need to burden the Council with matters best dealt with by City Officers.*

*14.17 I further find that the degree of Council interference with regulatory matters is partly explained by a deteriorating level of trust between the Council and the Report of the Panel of Inquiry into the City of Canning Administration and a lack of confidence on the part of the Council in relation to some Administrative staff.*

*14.18 Overall, I find that the Council picked up matters otherwise within the purview of the Administration because they felt better equipped to resolve them promptly. In so doing, the Council impermissibly interfered in the administration of the City. Said interference could, however, have been avoided had the Council and the Administration worked together to better understand the role of and need for delegated authority and the need for open communication and cooperation. By failing to do so, good government was not provided to the residents of the City of Canning. The result was inefficient planning approvals and otherwise avoidable delays.”*

It is noted that under a Government Commissioner significant improvements have since been made to the administration of planning and development systems at the City of Canning.

In summary terms, elected officials need to show respect for the expertise of staff and avoid undercutting their efforts by ignoring the evidence-based solutions they propose. Conversely, staff need to respect the political give-and-take inherent in democratic government and the negotiation that is bound to be part of any Council decision. Maintaining a constructive relationship between Elected Members and the CEO requires each to have a clear understanding of the other’s role, in particular, the difference between governance and management.

## Common features of current delegation practice

There is no standard way of articulating delegation of Local Government planning approval powers and duties in WA. The delegations as expressed in each Local Government delegations register varies within each jurisdiction. Some Council’s provide for a great deal of delegation whilst others are much more limited in this regard.

To get an understanding of current delegation practice, delegation notices for planning applications for five medium sized central metropolitan Local Governments were compared with four large outer metropolitan Councils, four small inner metropolitan Councils, three regional city Councils and three small rural Councils.

Some delegations are ‘en globo’ and general under a single delegation notice (for example: Melville, Wanneroo and Claremont). Some Local Governments are very detailed in what may and may not be considered under delegated authority and the conditions and provisos under which they are to be considered. They can have varying degrees of specifics with separate delegations for certain functions or applications, and others have separate and specific delegations to specific officers in certain circumstances (for example: Belmont and Vincent).

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<sup>5</sup> *Report of The Panel of Inquiry into the City of Canning, An Inquiry Under Division 2, Part 8 Local Government Act 1995, May 2014*



The findings from the study of the nineteen sample Local Governments have been pooled to provide a snapshot of current development application delegation practice. A summary of current practice is described in the following table. Attachment 2 gives a summary of the data collected for the nineteen sample Councils in table form, and an overview for each of these groupings detailed in Attachments 3 to 6.

Wait for comments from LGs – some changes may be required here and appendices

Range and Extent of Delegations	Delegation of Functions in LPS	Decision Types	
		What is delegated and when?	What is not delegated and when?
<p>It is usual practice for a Local Government to delegate a significant amount of its planning approval functions, however, not all Local Governments are prepared to delegate to officers on a lower staff level than the CEO and not all CEOs are prepared to sub-delegate (refer to Attachment 2, Table 1 – Extent of Delegation).It was observed that:</p> <ul style="list-style-type: none"> <li>• It is not usual practice for Council to delegate to a DAP (in fact, no Local Government in WA has yet delegated development approval powers to a DAP where it is able to under the DAP Regulations).</li> <li>• It is not usual practice for Council to delegate to a committee, however, one example of this is Fremantle and the Committee has greater delegation powers than those delegated to the officers.</li> <li>• It is current practice to delegate from Council to the CEO.</li> <li>• It is not usual practice for Council to delegate directly to officers other than the CEO, however, this has occurred at Fremantle, Wanneroo and Subiaco. In the case of Wanneroo and Subiaco, Council delegated directly to the other officers completely bypassing the CEO. This is not common and only possible under the LPS, not the LG Act.</li> <li>• In most cases, the CEO is given the responsibility to sub-delegate to other officers. A little more than half of the sample Local Government CEOs sub-delegate planning approval functions.</li> </ul>	<p>All of the Local Governments allowed for the delegation of planning approval functions within their LPS. Most used the wording from the MST, however, five did not. These included Melville, Subiaco, Claremont, Vincent and Wanneroo</p>	<ul style="list-style-type: none"> <li>• It is general practice to delegate refusals for applications where uses are not permitted 'X' and where non-compliance of a statutory standard or provision is involved for which there is no discretion for relaxation. However, it is fairly evenly split with regard to broader powers of refusal. This is not always possible where exercising discretion is involved in the decision.</li> <li>• There is some ambiguity with wording such that it is not clear if some Local Governments have delegated powers of refusal or not. It is not always specified, however, it may be alluded to in the wording. For example neither Nannup or Plantagenet specify whether refusals are delegated, however, as Plantagenet's use of the word "approval" indicates that only approvals are applicable, whereas Nannup's use of the word "determine" indicates that a decision may involve approval or refusal.</li> <li>• It is common to delegate applications where only one decision option would exist for Council. That is where an application either fully complies or decidedly does not comply and no exercise of discretion is involved in the decision making.</li> </ul>	<ul style="list-style-type: none"> <li>• High on the list is when substantiated planning objections/submissions are received regarding an application that cannot be resolved by modification or conditions. Vincent even goes so far as exempting delegation for applications where objections are received on planning grounds (for 'P', 'IP', 'AA' and 'SA' uses) without reference to being able to reach a solution through conditions.</li> <li>• Approximately one third of the Local Governments are not prepared to allow for delegation of applications that involve some degree of heritage significance.</li> <li>• Approximately one third of Local Governments prefer Council consideration for particular uses. These generally relate to those that are more sensitive or potentially likely to have a social or physical impact.</li> <li>• Approximately one third of Local Governments rely on some form of opinion or subjectivity for the CEO and/or delegated officer in relation to whether an application can be dealt with under delegated authority or not. To name a few, these may include judgements made regarding the significance of impact the proposal may have, whether the proposal is considered to be "contentious" or the degree of variations to standards involved.</li> <li>• In just over a quarter of the Local Governments, approval powers were not delegated for an application is of a</li> </ul>

Range and Extent of Delegations	Delegation of Functions in LPS		Decision Types	
	What is delegated and when?		What is not delegated and when?	
<ul style="list-style-type: none"> <li>The extent of delegation to other staff ranges quite significantly. Where sub-delegation exists, it ranges from only to the highest planning level position equivalent to the director or manager of planning (for example at Kalgoorlie-Boulder) or to four different levels of planning positions (Wanneroo, South Perth, Bunbury, Gosnells). In addition, a very small sample also delegates to building staff positions (for example Gosnells and Melville).</li> </ul> <p>It is important to note that the extent of delegation may depend on what requires planning approval. For example, single dwellings, two grouped dwelling and outbuildings may not need planning approval under some schemes, so there is no need to delegate to building officers.</p>				<p>specific value or scale.</p> <ul style="list-style-type: none"> <li>Just less than a quarter of Local Governments were preferred that Council consider an application if it had been considered by a committee or Council previously.</li> <li>Wanneroo is unique in that it provides for “call in” powers in relation to delegations. Where one or more Elected Members requests the Manger of Planning Implementation in writing, an application that could otherwise be considered under delegated authority must be referred to Council.</li> <li>Another unusual circumstance allowed by Wanneroo and Gosnells is if an applicant requests in writing, the proposal is to be considered by Council.</li> <li>Nannup and South Perth allow for a most unusual situation where should an applicant be aggrieved or dispute a decision made under delegated authority, the applicant may request the matter be reconsidered or reviewed by Council.</li> </ul>

## Consideration of Best Practice Delegation Approaches

### Introduction

Regulatory approvals systems differ across the spectrum of Local Governments based on the nature of the localities, the form of ongoing development and in response to Council and community expectations. Notwithstanding the variety of systems that exist, best practice features that include the exercise of delegated authority can be suggested.

There is no national model dealing specifically with delegation of Local Government planning approvals, however, there are a number of national planning principles and leading planning practice recommendations that can assist Local Governments in developing delegation policy and process.

Best practice planning approvals systems utilise both professional expertise in making delegated decisions as well as the value added to decision making by Elected Members' local knowledge for more complex applications. There will always be some proposals where the planning merits of an application are finely balanced or the application of planning scheme or policy provisions are ambiguous or allow for significant discretion to be exercised. In these situations it is appropriate that community views and expectations, represented through Elected Members, carry weight in the decision making process.

An effective delegation model provides staff with the guidance to exercise authority on behalf of the Council. This requires a robust local planning policy framework in which to direct assessment and decision making. Improving the efficiencies of the system should, in turn, free up Council to address higher order priorities including further development and monitoring of its policy base. The bedrock of any effective system is the existence of a high degree of respect and trust between a Council and its administration.

### National Planning System Principles

In December 2009, the Australian Local Government and Planning Ministers' Council published a set of ten National Planning System Principles to help improve planning performance and better enable the achievement of desired social, economic and environmental outcomes through planning (refer to Attachment 7 for further details):

1. Integration
2. Co-ordination
3. Certainty
4. Responsiveness
5. Equity
6. Efficiency
7. Transparency and accessibility
8. Accountability
9. Effectiveness and authority
10. Engagement

Best practice planning uses the system principles necessary to ensure that the best outcome is achieved, both for the community and Council. It is important that the structure of the planning system, including the use of delegation systems, is adequate to provide for efficient processes that are appropriate in scope and content.

## Development Assessment Forum Leading Practice Model

In the context of the work being undertaken to define best practice planning systems, the National Development Assessment Forum (DAF) has prepared a leading practice model as a means of promoting efficient, effective and nationally harmonised development assessment systems across Australia.

To maximise efficiency and deliver certainty, DAF believes that a leading practice development assessment process should:

- Focus on achieving high quality sustainable outcomes
- Encourage innovation and variety in development
- Integrate all legislation, policies and assessments applying to a given site
- Encourage an appropriate performance based approach to regulation
- Promote transparency and accountability in administration
- Be cost effective
- Be streamlined, simple and accessible
- Use standard definitions and terminology
- Incorporate performance measurement and evaluation
- Promote continuous improvement
- Promote sharing of leading practice information
- Provide clear information about system operation.

The DAF leading practice model proposes ten leading practices that a development assessment system should exhibit. These practices articulate ways in which a system can demonstrate that it is efficient and fit for purpose. Those relevant to the Western Australian context include the following<sup>6</sup> (further detailed in Attachment 8):

### Stage 1: Policy making

1. Effective Policy Development
2. Objective rules and tests
3. Built-in improvement mechanisms

### Stage 2: Assessment

4. Track-based assessment
5. A single point of assessment
6. Notification

### Stage 3: Determination

7. Professional determination for most applications

### Stage 4: Appeal

8. Applicant appeals

One of the major points for discussion in the development of a best practice development assessment model is the extent to which Elected Members are involved in the determination of DAs. The DAF model argues that decisions should be clearly made at the most effective level against

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<sup>6</sup> Source: *A Leading Practice Model for Development Assessment in Australia*, Development Assessment Forum (March, 2005)

specific assessment criteria with the majority of development applications being assessed and determined by professional staff or private sector experts. In the consultation phase of the preparation of the DAF model it was concluded that 95% of DAs were already being approved by planners.

Use of Local Government delegation of approval powers in WA is widespread, however, the extent to which development applications are determined under delegated authority has not been determined in this study. In addition to the use of delegated authority, the introduction of DAPs in WA has also followed (to some extent) the DAF leading practice model which promotes development applications being assessed and determined by professionals.

It is essential that the two stages (Stage 1: Policy making and Stage 2: Assessment) in the development assessment system are well developed prior to Stage 3: Determination as these provide the basis for decision making. These system stages are important regardless of who determines a development application at Stage 3, however, become more critical when determination powers are delegated to others. Robust policy and assessment systems provide strong guidance to those making the decisions and provide assurance to those delegating that the right decisions will be made.

### **Importance of Strategic Policy Frameworks**

Regulatory approvals processing relies on an integrated suite of strategic and planning policies that address relevant issues for the local authority and interrelate consistently with established structures and processes to produce coherent and cohesive outcomes.

The importance of the strategic planning process to inform the development and interpretation of regulatory planning policies cannot be understated. In the absence of adequate levels of strategic planning, regulatory policies are developed without an understanding of the bigger picture and the desired strategic direction of the organisation. Regulatory policy development then tends to be ad hoc and reactionary, rather than proactive and targeted at relevant issues.

Planning policies provide guidance on planning, land use and development matters and are a fundamental aspect of town planning. They are more flexible than statutory provisions, yet they play an important role in assisting how a development is to be assessed especially where discretion is to be exercised. Without the development of a strong strategic and policy direction, it is difficult to undertake development control with certainty and consistency.

The key to a good system of delegations is that it is based on a clear set of Council policies operating within a strategic land use planning framework. Whilst policies may be sound in themselves, they should also reflect the direction given through the local planning strategy to provide for a more fully integrated approach.

Once a robust framework for decision making is in place, it becomes easier for Elected Members to pass on the responsibilities of decision making to others as they can be more certain of the way applications will be determined. It must be stressed, however, that the existence of planning policies does not remove the need to consider development applications on their merits.

The DAF leading practice model for development assessment refers to development assessment requirements and criteria written as objective rules and tests that are clearly linked to stated policy intentions. Where such rules and tests are not possible, specific policy objectives and decision guidelines should be provided.

Policy can be linked to the statutory planning process to set out a framework for the most appropriate level of decision making. Where proposals pose no or low risk (that is, they comply with mandatory and policy provisions, or include some deviation from policy but likely to have minimal impact) it is appropriate that these move through the approvals process without delay, including the possible use of delegated authority. On the other hand, for all other proposals a more complex approach is required for assessment and there is an expectation that some proposals may be more appropriately determined by Council or others, whereby a more lengthy process would be involved.

### Track-based development assessment and decisions

The DAF leading practice model suggests the streaming of development applications into an assessment “track” that corresponds with the level of assessment required to make appropriately informed decisions. Six tracks are proposed including: Exempt, Prohibited, Self assess, Code assess, Merit assess and Impact assess (further detailed in Attachment 9).

The track in which an application is to be assessed and who is responsible for the decision must be clear before the application is submitted, with the track being set by the statutory instrument (LPS). The idea is that the track will ensure both the community and the applicant fully understand the requirements of the development assessment and approval process. The tracks are designed to provide opportunity for decisions in the self assess and code assess tracks to be made by an expert professional assessor.

This system has not yet been fully developed within Australia, however, the potential for development assessment based on the DAF track-based assessment model is being considered for the WA planning system. The WAPC states in its *Planning Makes It Happen: Phase Two* (2013) planning reform discussion paper that the DAF model could be modified to suit WA’s needs. Local Governments could be given the opportunity to vary which types of development are allocated to each track in their local planning system, to suit the specific needs of the area and the expectations of the local community.

In terms of delegation, a track-based framework, or decision making “streams” could be developed using similar principles to the DAF model. For example, it is reasonable that prohibited, self assess and code assess applications be delegated; whilst merit assess applications may also be delegated with an opportunity for Council to “call in”; and impact assess applications being determined by Council.

### Suggested Delegation Model

The DAF model promotes the majority of development applications being assessed and determined by professional staff or private sector experts. For WA, where decisions are not mandatorily referred to a DAP, it is still relevant to consider that all non-discretionary decisions, or those where existing policy frameworks exist to guide the use of discretion, be made under delegated authority by qualified planning staff.

It is recognised that there will be instances where applications involve a departure to policy, which require a decision that balances competing objectives or raises issues of public interest. It is these decisions that may require Elected Member involvement and where planning staff could be required to refer these matters to Council for a decision.

Based on the DAF leading practice model, it is suggested that a system of delegation could involve the following (noting that delegates retain the ability to refer any application to Council for determination):

- For the vast majority of applications, staff assessment and decision making using known policies and objective rules and tests providing efficient and transparent assessment.
- Those applications that slightly fall outside the use of objective rules and contain a performance element be delegated (set up triggers for certain applications to be automatically presented to Council).
- Those more sensitive applications that reasonably fall outside the use of objective rules and contain a performance element may still be delegated while providing a set of triggers that may include a call-in power to allow the policy maker (i.e. Council) to take control of applications that will either have a significant impact on the achievement of policy, or due to their nature, are likely to establish policy. It is also recommended that the applicant and Council administration also be given opportunity to request Council consideration of the application in these instances.
- Where planning applications are considered to have merit, however, and propose significant variations from adopted Council policies, the proposal should be referred to Council for a decision.

Most instruments of delegation in WA contain triggers that determine whether or not an application is to be decided by Council or under delegation. Triggers can include a measurement of degree of variation (for example >10% variation to height requirement), the receipt of objections, application type, absence of local policy framework to guide decision-making, or the monetary value of proposal. These triggers can often be somewhat arbitrary measures. In particular, objection triggers relying solely on weight of numbers have raised concern regarding substance and validity. Council consideration of the appropriate triggers are needed.

### Track-Based Principles

As a guide to making a delegations framework for the determination of planning applications, five different streams of track-based assessment should be considered as follows:

#### **Stream 1 - Code Assessed: Delegated**

Decisions involving applications that are purely code assessed against town planning scheme provisions and the R Codes 'Deemed to Comply' provisions where use of discretion is not available or not required.

- Relates to all 'X' uses (Refusal only).
- Relates to all permitted uses that fully comply (Approval only)

#### **Stream 2 - Permitted use with scheme based variations: Delegated**

- Decisions involving applications that require some minor scheme based and/or R Code variations. For example, this may involve reduction in R Code setbacks, minor increases to plot ratio and building heights or a small reduction in car parking standards.
- Decisions involving applications that require some minor deviation from policy.
- Delegated officer/s able to determine extent of positive/negative impacts where neighbours have been consulted.
- Approval only when variations are justified based on performance elements, with no adverse amenity impact or Approval with conditions to ameliorate impacts to meet performance elements.
- Council adopts a set of triggers for the level of variation being sought (for example >10% variation of height requirement). If these are exceeded then the application will fall within Stream 4 or Stream 5.

**Note: Streams 1 and 2 would be expected to cover the vast majority of applications lodged.**



**Stream 3 - Discretionary uses: Delegated**

- Decisions involving applications which are for ‘discretionary’ uses in the scheme, including those requiring advertising.
- They may also involve some minor variations to standards (as per Stream 2).
- Council adopts a set of additional triggers that would lead to the application being considered by Council rather than under delegated authority. Triggers could include, for example, specific uses or specific areas of land/zoning; allowing for an applicant to request that the application be determined by Council rather than under delegated authority; and allowing for Elected Members to “call in” an application.
- Approval only when fully complies with standards and policies; or variations are justified based on performance elements, with no adverse amenity impact; or conditions are applied to ameliorate adverse impacts to meet performance elements.

**Stream 4 - Applications with planning merit but require use of substantial scheme and or policy variations: Determined by Council (not delegated)**

- Decisions involving applications that have planning merit but propose significant variations from adopted Council policies and/or scheme provisions. For example, plot ratio, building height and car parking standards.
- Decisions involving applications that have planning merit but contain sensitive land uses, with potential adverse or unknown amenity impacts, or involve heightened community interest.
- Decisions involving applications that have planning merit but by their nature challenge the existing policy settings of Council, and may require an adjustment to policy.

**Stream 5 - Applications that require use of scheme or policy variations with little or no planning merit with negative amenity impacts: Delegated**

- Decisions involving applications that appear to have no or little planning merit falling outside the use of objective rules and which fail performance tests.
- Decisions involving applications that appear to have no or little planning merit to justify significant concessions in terms of variations to scheme provisions or adopted policies.
- Refusal only.

**Note: Delegates at all times reserve the right not to exercise delegation powers**

**Council Call in Provision and Applicant’s Request as Triggers for Council Consideration**

For applications that involve a discretionary use and would otherwise be dealt with under delegated authority, opportunity could be made available for:

- a) Elected members to “call in” the application to be considered by Council instead of under delegated authority; and
- b) The applicant to request the application to be considered by Council instead of under delegated authority.

Suggested procedure for Elected Member call in includes:

- Request to be made to the CEO within a specified number days of notification of receipt of the application;
- Request to be made in writing;
- To be signed by at least two Elected Members;
- Reasons to be stated for the call in.

Suggested procedure for an applicant request for Council consideration includes:

- Request to be made to the CEO at the time the application is lodged;
- Request to be made in writing;
- Reasons to be stated for Council consideration.

### **Integrity of the Delegation Process**

Delegation of authority to the CEO and allowance for sub-delegation of some classes of applications for development approval is an expression of Council's trust and respect for its administration.

In making its delegations for the determination of some classes of applications for development approval to the CEO, Council (or the case of CEO in relation to sub-delegation) must be satisfied that the person being given the delegation is:

- Suitably qualified, experienced in land use planning and have sufficient knowledge to make the application determination as specified; and
- Sufficiently resourced to carry out the delegation.

With regard to sub-delegation, it is preferred that the officer responsible for assessing an application wherever possible should differ from the officer making a decision on that application.

The Council in use of delegated decision making Council requires a high level of transparency and accountability in the process. In accordance with the requirements of the *Local Government Act 1995*:

- A register is to be kept of all delegations made by Council and sub-delegations made by the CEO with regard to development applications and reviewed each year;
- Records are to be kept whenever the delegated authority is used;
- A Council officer who has been delegated a power or duty relating to a matter in which he/she has an interest must not exercise the power of delegation and must disclose the nature of the interest; and
- A Council officer who has been delegated a power or duty must complete a primary and annual return each year.

In addition to the above requirements, it is recommended that a list of all development applications received and an indication of whether they are likely to be dealt with under delegated authority is to be updated and advertised on a regular basis to Elected Members.

Furthermore, a list of all development application decisions should also be updated and advertised on the Local Government's website on a regular basis indicating whether the proposal was approved or refused and whether the decision was made under delegated or other. Hard copies of these lists should be made available and displayed to the public at the Local Government's offices.

### **Review**

The delegation of powers to determine development applications is to be reviewed each year as part of a Local Government's obligation under the *Local Government Act 1995* to annually review all delegations made by Council.

The review should take into consideration a number of key performance indicators as determined by administration which may include such matters as time taken to process development applications and community expectations.

## Attachments

## Attachment 1 - Delegation under the Local Government Act 1995 and Model Scheme Text

### Planning Delegations under the *Local Government Act 1995* (LG Act)

The provisions of the LG Act which provide for delegations by a Council or the CEO are briefly as follows:

- (a) S.5.16(1) provides -  
*'Under and subject to section 5.17, a Local Government may delegate to a committee any of its powers and duties other than this power of delegation.'*
- (b) S.5.42(1) provides -  
*'A Local Government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in s.5.43.'*
- (c) S.5.44(1) provides -  
*'The CEO may delegate to any employee of the Local Government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.'*
- (d) S.5.16(2) in relation to a delegation by the Council to a committee, and s.5.45(1) in relation to delegations by the Council to the CEO or by the CEO to another employee provide that -  
*'Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 -*
  - (a) *A delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and*
  - (b) *Any decision to amend or revoke a delegation by a Local Government under this [section/Division] is to be by an absolute majority.'*
- (e) S.5.16(2) in the case of a delegation by the Council to a committee; s.5.42(2) in the case of a delegation by the Council to the CEO; and s.5.44(2) in the case of a delegation by the CEO to other employees, provide that the delegation is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (f) S.5.44(3) in the case of a delegation by the CEO to another employee provides that delegations by the CEO are subject to any conditions imposed by the Council on its delegation to the CEO, and s.5.44(4) recognises the possibility of the CEO imposing conditions or further conditions on a delegation to other employees.
- (g) S.5.16(3)(a) in relation to delegations by Council to a committee and s.5.45(1)(a) in relation to delegations to the CEO and by the CEO to other employees provide that a delegation under the LG Act *'has effect for the period of time specified in the delegation or where no period has been specified, indefinitely.'*

### Planning delegations under the Model Scheme Text

- (1) Local Governments are required by reg.11 of the TP Regulations to prepare their LPSs 'in accordance with the Model Scheme Text set out in Appendix B'.
- (2) Clause 11.3 of the MST in Appendix B of the TP Regulations provides -
  - '11.3 Delegation of functions*
  - 11.3.1 The Local Governments may, in writing and either generally or as otherwise provided by the instrument of delegation, delegate to a committee or the CEO, within the meaning of those expressions under the Local Government Act 1995, the exercise of any of its powers or the discharge of any of its duties under the Scheme, other than this power of delegation.*
  - 11.3.2 The CEO may delegate to any employee of the Local Government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under clause 11.3.1.*
  - 11.3.3 The exercise of the power of delegation to clause 11.3.1 requires a decision of an absolute majority as if the power had been exercised under the Local Government Act 1995.*
  - 11.3.4 Sections 5.45 and 5.46 of the Local Government Act 1995 and the regulations referred to in section 5.46 apply to a delegation made under this clause as if the delegation were a delegation under Division 4 of Part 5 of that Act.'*

## Attachment 2 – Summary of Sample Councils’ Data (19 Local Governments)

**Table 1 - Extent of Delegation**

Delegation from Council to:	Baseline (5 LGs)	Small inner (4 LGs)	Large outer (4 LGs)	Regional cities (3 LGs)	Small rural (3 LGs)	Total (19 LGs)
Committee	1					1
CEO	5	3	3	3	3	18
Other officer/s of Council	1 (in addition to CEO)	1 (instead of CEO)	1 (instead of CEO)	0	0	3

Sub-delegation from CEO to:	Baseline (5 LGs)	Small inner (4 LGs)	Large outer (4 LGs)	Regional cities (3 LGs)	Small rural (3 LGs)	Total (19 LGs)
Director Planning	4	2	1	2	1	10
Manager Planning	4	2	1	1	1	9
Coordinator Planning	5		1	1		7
Coordinator Planning Mediation	1					1
Senior Planning Officer	3	1		1		5
Planning Officer	1	1				2
Manager Building Services	2			1		3
Senior Building Surveyor	2				1	3

Total LGs that sub-delegate to Other officers	5 yes	2 yes	1 yes	2 yes	2 yes	12 yes
		1 no 1 not possible	2 no 1 not possible	1 no	1 no	5 no 2 not possible

**Table 2 - Delegation in Local Planning Scheme**

Delegation of Functions mentioned in LPS	Baseline (5 LGs)	Small inner (4 LGs)	Large outer (4 LGs)	Regional cities (3 LGs)	Small rural (3 LGs)	Total (19 LGs)
Yes	5	4	4	3	3	19
As per MST	4 yes 1 no	1 yes 3 no	3 yes 1 no	3 yes	3 yes	14 yes 5 no

Table 3 - Decision types

Decision Types	Baseline (5 LGs)	Small inner (4 LGs)	Large outer (4 LGs)	Regional cities (3 LGs)	Small rural (3 LGs)	Total (19 LGs)
<b>Refusal</b>	5 yes* (1 restricted)	4 yes (2 restricted)	4 yes (2 restricted)	3 yes (2 restricted)	2 yes (1 restricted)  1 no	<b>18 yes</b> <b>(8 restricted,</b> <b>10 broad)</b>  <b>1 no</b>
<b>Renewal</b>	5 yes	2 yes**  2 not specified	2 yes**  2 not specified	1 yes  2 not specified	0 yes  3 not specified	<b>10 yes</b>  <b>9 not</b> <b>specified</b>
<b>Temporary</b>	5 yes	2 yes  2 not specified	0 yes  4 not specified	0 yes  3 not specified	0 yes  3 not specified	<b>7 yes</b>  <b>12 not</b> <b>specified</b>
<b>Retrospective</b>	5 yes*	1 yes  2 not specified 1 no	1 yes  3 not specified -	0 yes  3 not specified -	0 yes  3 not specified -	<b>7 yes</b>  <b>11 not</b> <b>specified</b> <b>1 no</b>

\* Includes Fremantle which has delegated to the Planning Services Committee and not the CEO or other officers.

\*\* Relates to extension of approval.

Table 4 - Conditions, Exemptions and Triggers

Key Triggers for Council consideration	Baseline (5 LGs)	Small inner (4 LGs)	Large outer (4 LGs)	Regional cities (3 LGs)	Small rural (3 LGs)	Total (19 LGs)
<b>Unresolved objections</b>	3	2	2	2	1	<b>10</b>
<b>Heritage significance</b>	2	3	1 (soft)	0	0	<b>6</b>
<b>Particular/ specified uses</b>	4	1	1	0	0	<b>6</b>
<b>Significance in size/scale, value. Note: Mandatory DAPs when &gt;\$7m and Optional when &gt;\$3m - \$7m.</b>	3	1	0	1	0	<b>5</b>
<b>Previously considered by Council or committee</b>	2	1	0	0	0	<b>3</b>
<b>Other (less common)</b>						
<b>Councillor call in</b>			1			<b>1</b>
<b>Request by applicant</b>	1		1			<b>2</b>
<b>Request by applicant after delegated decision</b>		1			1	<b>2</b>
<b>Involves opinion/ subjectivity</b>	1	2	1	1	1	<b>6</b>

## Attachment 3 - Benchmark five Councils (Fremantle, Cockburn, Gosnells, Melville, Belmont)

### Extent of Delegation of Authority

- Fremantle gives wide delegation powers to the Planning Services Committee for all planning applications. None of the other LGs delegate to a committee. The committee has more powers delegated to it than the CEO or other officers.
- All LGs delegate planning approval functions to at least the CEO. Fremantle Council also delegates some planning approval functions directly to the Manager of Planning.
- All CEOs delegate at least some planning functions to other planning staff ranging from higher level positions such as Director of Planning to Planning Officer. Gosnells and Melville also delegate some minor residential proposals to the Manager of Building Services and the Senior Building Surveyor. The lower the staff level, the less delegation given. Belmont only sub-delegates in very specific development application circumstances.

Delegation from Council to:	Fremantle	Cockburn	Gosnells	Melville	Belmont
Committee	√ (Planning Services Committee)	NA	NA	NA	NA
CEO	√	√	√	√	√
Director Planning					
Manager Planning	√	X	X	X	X
Coordinator Planning	X	X	X	X	X

Sub Delegation (from CEO) to:	Fremantle	Cockburn	Gosnells Where valued <\$3m, is <3 storeys, or < 20 dwellings.	Melville	Belmont
Director Planning		√	√	√	√ Restricted to very specific circumstances
Manager Planning		√	√	√	√ Restricted to very specific circumstances
Coordinator Planning	√	√	√	√	√ Restricted to specific circumstances
Coordinator Planning Mediation	√				
Senior Planning Officer		√ With exceptions	√ Aspects of R Codes only	√ With exceptions	
Planning Officer		√ With exceptions)			

<b>Manager Building Services</b>			√ Single houses and patios in grouped dwelling developments only	√ Minor complying development, minor variations to patios and outbuildings, refusals	
<b>Senior Building Surveyor</b>			√ Single houses and patios in grouped dwelling developments only	√ Minor complying development, minor variations to patios and outbuildings, refusals only	

### Delegation of Functions mentioned in LPS

- All of the LGs reference delegation of planning functions in their respective local planning schemes.
- All of the LGs incorporate the MST wording, with the exception of Melville which uses different text.

	<b>Fremantle</b>	<b>Cockburn</b>	<b>Gosnells</b>	<b>Melville</b>	<b>Belmont</b>
<b>Reference to Delegation of Functions in LPS</b>	TPS No. 4 CI 11.3 (as per MST)	TPS No. 3 CI 11.3 (as per MST)	TPS No. 6 CI 12.3 (as per MST)	TPS NO. 5 CI 9.7 (not as per MST)	LPS No. 15 CI 11.3 (as per MST)

### Decision Types

- All LGs delegate powers to refuse a planning application, however, some LGs are more restrictive than others (for example only for 'X' uses). Fremantle only delegates refusals to the Planning Services Committee and not to the CEO or other officers.
- All LGs delegate powers for renewal of approvals, temporary approvals and retrospective approvals. Some LGs are more restrictive than others. For example Fremantle only delegates retrospective approvals to the Planning Services Committee and not to the CEO or other officers and Belmont only delegates its temporary approval function for a certain use in a specified precinct.

#### Notes:

X – Exempted from delegation (requires Council determination)

√ - Included in delegation

\* On the provision that at least five members of the committee vote in favour of the committee recommendation and the delegation does not override any provision under the City of Fremantle Standing Orders Policy.

<b>Decision Type</b>	<b>Fremantle</b>	<b>Cockburn</b>	<b>Gosnells</b>	<b>Melville</b>	<b>Belmont</b>
<b>Refusal</b>	X CEO/other officers √ Planning Services Committee*	√	√ Restricted only to where no discretion is required and it is a deemed refusal.	√	√
<b>Renewal</b>	√	√	√	√	√
<b>Temporary</b>	√	√	√	√	√ Restricted to



					only certain uses in certain precincts
<b>Retrospective</b>	X CEO/other officers √ (committee only)	√	√	√	√

### Conditions, Exclusions and Triggers

- All of the LGs have broad delegated planning approval functions, however, some LGs go into greater detail than others in stating conditions for delegation and when applications are deemed excluded from delegated authority determination.
- Conditions such as compliance with LPS provisions, Residential Design Codes and LP policy are common.
- Of greater significance is when an application or circumstance is specifically excluded, or when a condition cannot be complied with, which then triggers the need for Council determination.
- The most common triggers for Council determination for these LGs include:
  - Unresolved submissions/objections – for example where submissions/objections have been received during advertising and cannot be resolved by conditions of approval or negotiation.
  - Significance in size, scale and/or value - for example development >\$1m in value and/or net increase of dwellings and/or net increase of floor area >5000m<sup>2</sup>).
  - Proposals subject to heritage significance – for example demolition of a building listed on the MHI.
  - Particular/specified uses – for example specific ‘D’ and ‘A’ uses such as night clubs and liquor stores, or non-conforming uses and use not listed.
  - Other less common triggers for Council determination for these LGs include:
    - When an applicant requests that the application be considered by Council.
    - When the proposal was previously considered by Council.

Key Themes	Fremantle	Cockburn	Gosnells	Melville	Belmont
<b>Significance in size/scale, value.</b> Note: Mandatory DAPs when >\$7m and Optional when >\$3m - \$7m.	X Development >\$1m and/or net increase of dwellings and/or net increase >5000m <sup>2</sup> √ Planning Services Committee*		X Delegation to CEO, however, no sub delegation where value >\$3m or proposal is 3 or more storeys or >20 dwellings.		X Development >\$5m.
<b>Heritage significance</b>	X Demolition of building on MHI Demolition of primary structure, unless received positive heritage advice.	X Category “A” Heritage places/buildings Demolition of heritage place. Involving CI 7.5 of LPS.	√	√	√

	√ Planning Services Committee*				
<b>Unresolved objections</b>	X Relevant submissions received, which cannot be addressed by conditions of approval and is not a minor variation (determined by CEO) and clearly does not address relevant performance criteria of R Codes or intent of relevant LP policy or LPS. √ Planning Services Committee*	X Where objections received during public advertising and cannot be resolved via conditions or negotiation.	X Where objections relate to valid planning and development considerations and cannot be overcome by imposing conditions or modifying the design	√	√
<b>Particular/ specified uses</b>	X Change of use where it is an 'A' use Non-conforming use	X Industries general (licensed) located closer to residential properties than recommended in OEPA policy	X Specific 'D' and 'A' uses (e.g. Industry-noxious, Liquor Store, Night Club)	√	X Use not listed (some exceptions)
<b>Previously considered by Council or committee</b>	X Unless variations are only minor	√	X Subsequent applications involving key elements of the original proposal	√	√
<b>Other (less common)</b>	X Retrospective approval (existing development)				
			X If applicant requests Council consideration in writing		
				X Use of discretion and variation under the LPS not permitted where	

				Special or Major Majority decision required.	
					X Land reserved/ owned/ controlled by Council
					X If discretion required under LPS for 'uses not listed'; Approval subject to later details; and temporary approvals.
					X Has strategic impact resulting in direct interest to Council.
					X Significant variations to the LPS

## Attachment 4 - Comparison to large outer metropolitan Councils (Wanneroo, Rockingham, Armadale, Swan)

### Extent of Delegation of Authority

- None of the LGs delegate to a committee.
- All LGs delegate planning approval functions to at least the CEO, with the exception of Wanneroo.
- Wanneroo Council delegates some planning functions directly to the Coordinator of Planning, Manager of Regulatory Services, Special Projects Officer and Senior Project Planners bypassing the CEO. The delegation is specific in terms of excluding applications for Industry Extractive, General, Hazardous or Concrete Batching Plants.
- Rockingham is the only LG that sub-delegates from the CEO to other officers (Director of Planning, Manager of Planning and Coordinator of Planning).

Wanneroo – direct delegation to other officers, bypassing CEO

Delegation from Council to:	Wanneroo	Rockingham	Armadale	Swan
Committee				
CEO		√	√	√
Director Planning				
Manager Planning				
Coordinator Planning (Strategic and/or Statutory)	√ not for applications for Industry – Extractive, General, Hazardous, or Concrete Batching Plants)			
Manager Regulatory Services	√ <ul style="list-style-type: none"> <li>• not for applications for Industry – Extractive, General, Hazardous, or Concrete Batching Plants</li> <li>• only if consistent with and made in the form of subclause 6.1.3(b) of District Planning Scheme No. 2</li> </ul>			
Special Projects Officer	√ not for applications for Industry –			

	Extractive, General, Hazardous, or Concrete Batching Plants			
<b>Senior Project Planners</b>	√ not for applications for Industry – Extractive, General, Hazardous, or Concrete Batching Plants			

<b>Sub Delegation to:</b>	<b>Wanneroo</b>	<b>Rockingham</b>	<b>Armadale</b>	<b>Swan</b>
<b>Director Planning</b>		√		
<b>Manager Planning (Strategic and/or Statutory)</b>		√		
<b>Coordinator Planning (Strategic and/or Statutory)</b>		√		
<b>Manager Regulatory Services</b>				
<b>Special Projects Officer</b>				
<b>Senior Project Planners</b>				
<b>Coordinator Planning Mediation</b>				
<b>Senior Planning Officer</b>				
<b>Planning Officer</b>				
<b>Manager Building Services</b>				
<b>Senior Building Surveyor</b>				

#### Delegation of Functions mentioned in LPS

- All of the LGs reference delegation of planning functions in their respective local planning schemes.
- All of the LGs incorporate the MST wording, with the exception of Wanneroo which uses different text.

	<b>Wanneroo</b>	<b>Rockingham</b>	<b>Armadale</b>	<b>Swan</b>
<b>Reference to Delegation of Functions in LPS</b>	TPS No. 2 Cl 8.6 (not as per MST)	TPS No. 2 Cl 8.10 (As per MST)	TPS No. 4 Cl 11.3 (As per MST)	LPS No. 17 Cl 11.3 (As per MST)

### Decision Types

- Delegation powers to refuse planning applications are not immediately obvious and inconsistent for all of these LGs. Armadale clearly provides for refusals under delegated authority, however, Wanneroo is less clear. The wording in Wanneroo's delegation register is ambiguous, however, it is understood that refusals are part of delegated authority in this instance. Rockingham only allows for refusals where a proposal involves an 'X' use or exceeds the minimum site requirements under the Residential Design Codes. Swan is similar only allowing refusals for 'X' uses and proposals not requiring exercise of discretionary powers.
- The LGs do not generally differentiate renewal of approvals, temporary approvals or retrospective approvals. The exception to this is Armadale which specifies extension of approvals and retrospective approvals under delegated authority and Swan which also includes extension of approvals.

#### Notes:

X – Exempted from delegation (requires Council determination)

√ - Included in delegation

Decision Type	Wanneroo	Rockingham	Armadale	Swan
Refusal	√	√ 'X' use only	√	√ 'X' use and non-discretionary only
Renewal	Not specified	Not specified	√ Extension	√ Extension
Temporary	Not specified	Not specified	Not specified	Not specified
Retrospective	Not specified	Not specified	√	Not specified

### Conditions, Exclusions and Triggers

- All of the LGs have broad delegated planning approval functions, however, some LGs go into greater detail than others in stating conditions for delegation and when applications are deemed excluded from delegated authority determination.
- Conditions such as compliance with LPS provisions, Residential Design Codes and LP policy are common.
- Of greater significance is when an application or circumstance is specifically excluded, or when a condition cannot be complied with, which then triggers the need for Council determination.
- There were no particularly outstanding triggers in common for these LGs, however, to compare with the baseline five Councils, the following exclusions are noted:
  - Two out of the four LGs excluded applications where unresolved submissions/objections are received during advertising and cannot be resolved by conditions of approval or negotiation.
  - None of the LGs excluded applications due to significance in size, scale and/or value.
  - One of the four LGs excluded proposals subject to an aspect involving heritage significance.
  - One of the four LGs excluded 'A' uses.
  - One of the four LGs require Council consideration when an applicant requests that the application be considered by Council.
  - None of the LGs excluded proposals previously considered by Council.
- Other 'one off' exclusions which were not applicable to the five baseline Councils of significance include:
  - Where one or more Elected Member requests the Manager of Planning in writing for referral to Council (call in).

- Where inconsistent with LPS, LP policy, Residential Design Codes, Structure Plan or Strategy.

In the opinion of the Principle Planner, it would be in the public interest or consistent with the principles of administration accountability for Council to determine the application.

Key Themes	Wanneroo	Rockingham	Armadale	Swan
Significance in size/scale, value.				
Heritage significance			√ (With restrictions)	
Unresolved objections	X Where objections received during advertising in opinion of Manager of Planning Implementation are relevant and cannot be resolved by modification or conditions.			X <ul style="list-style-type: none"> <li>• Where objection is received from any statutory agency</li> <li>• Where objections received during advertising in opinion of Principle Planner are relevant and cannot be resolved by modification or conditions.</li> </ul>
Particular/ specified uses		X No delegation for 'A' or 'X' uses,		
Previously considered by Council or committee				
Other (less common)	X Where one or more Elected Member requests the Manager Planning Implementation in writing for referral to Council			
	X If applicant requests Council consideration in writing.			

## Attachment 5 - Comparison to smaller inner metro Councils (Subiaco, Claremont, South Perth, Vincent)

### Extent of Delegation of Authority

- None of the LGs delegate to a committee.
- All LGs delegate planning approval functions to at least the CEO, with the exception of Subiaco.
- Subiaco Council delegates planning functions directly to the Director of Planning and the Manager of Planning bypassing the CEO.
- Vincent sub-delegates from the CEO to other officers (Director of Planning and Manager of Planning) as does South Perth (Director of Planning and Manager of Planning, with limited sub-delegation to the Senior Planning Officer and Planning Officer for some residential proposals).

Delegation from Council to:	Subiaco	Claremont	South Perth	Vincent
Committee				
CEO	X	√	√	√
Director Planning	√			
Manager Planning	√			

Sub Delegation to:	Subiaco	Claremont	South Perth	Vincent
Director Planning			√	√
Manager Planning (Strategic and/or Statutory)			√	√
Coordinator Planning (Strategic and/or Statutory)				
Manager Regulatory Services				
Special Projects Officer				
Senior Project Planners				
Coordinator Planning Mediation				
Senior Planning Officer			√ • Residential up to 6 dwellings • Residential up to 9m high	
Planning Officer			√ • Up to 3 storey dwellings • Single storey residential additions, outbuildings and home occupations.	



Manager Building Services				
Senior Building Surveyor				

### Delegation of Functions mentioned in LPS

- All of the LGs reference delegation of planning functions in their respective local planning schemes.
- South Perth incorporates the MST wording.

Subiaco, Claremont and Vincent use different wording to the MST (Subiaco and Vincent use the same wording)

### Reference in LPS

	Subiaco	Claremont	South Perth	Vincent
Reference to Delegation of Functions in LPS	TPS No. 4 CI 80 (not per MST)	TPS No. 3 CI 98 (not per MST)	TPs No. 6 CI 9.7 (As per MST)	TPS No. 1 CI 49 (not per MST)

### Decision Types

- All LGs delegate powers to refuse a planning application, however, some LGs are more restrictive than others (for example only for 'X' uses or where no discretionary powers are available).
- The LGs do not generally differentiate renewal of approvals, temporary approvals or retrospective approvals. The exception to this is Subiaco which allows for Temporary approvals, but not retrospective approvals, and Vincent which allows for extension of approvals to be dealt with under delegated authority. South Perth refers to all powers within its LPS, therefore if provisions for renewal of approvals, temporary approvals and retrospective approvals exist, then these may be determined using delegated authority.

### Notes:

X – Exempted from delegation (requires Council determination)

√ - Included in delegation

Decision Type	Subiaco	Claremont	South Perth	Vincent
Refusal	√? Not specified, however, language indicates refusals delegated (delegates 'determination')	√ (restricted to non-discretionary)	√	√ (provided it is an 'X' use or certain Category 3 and 4 residential planning applications and not a non-conforming use)
Renewal	Not specified	Not specified	√	√ Extension
Temporary	√	Not specified	√	Not specified
Retrospective	X	Not specified	√	Not specified

### Conditions, Exclusions and Triggers

- All of the LGs have broad delegated planning approval functions, however, some LGs go into greater detail than others in stating conditions for delegation and when applications are deemed excluded from delegated authority determination.
- Conditions such as compliance with LPS provisions, Residential Design Codes and LP policy are common.
- Of greater significance is when an application or circumstance is specifically excluded, or when a condition cannot be complied with, which then triggers the need for Council determination.
- There were some triggers in common for these LGs, however, to compare with the baseline five Councils, the following exclusions are noted:
  - Two out of the four LGs excluded applications where unresolved submissions/objections are received during advertising and cannot be resolved by conditions of approval or negotiation.
  - One of the LGs excluded applications due to significance in size, scale and/or value. South Perth excluded residential development of 9m or higher or comprising 10 or more dwellings.
  - Three of the four LGs excluded proposals subject to an aspect involving heritage significance.
  - Two of the four LGs are very specific in which uses can be considered under delegated authority.
  - None of the LGs require Council consideration when an applicant requests that the application be considered by Council (at the time of submitting the application).
  - One of the LGs excluded proposals previously considered by Council. South Perth requires Council consideration where a proposal has been significantly modified from what was previously considered by Council at an earlier stage of the development process.
- Other 'one off' exclusions which were not applicable to the five baseline Councils of significance include:
  - Where a proposal involves partial or complete demolition of a primary structure.
  - Where commercial or light industrial development involving a variation to a development standard under the LPS, LP Policy or local law.
  - Where discretionary power is to be exercised for specified uses and circumstances.
  - For certain signage applications.
  - Where objections are received for 'P', 'IP', 'AA' and 'SA' uses.
- South Perth's delegation requires a footnote to be added to all delegated approvals and discretionary refusals stating that if an applicant is aggrieved by the decision, the matter may be reviewed at a Council meeting.

Key Themes	Subiaco	Claremont	South Perth	Vincent
Significance in size/scale, value.			X No delegation where residential development = or > 9m high, = or > 10 dwellings.	
Heritage significance	X No delegation for demolition of a secondary structure subject to CI 55 that is significant or worthy of preservation or demolition of a		X No delegation for demolition of a place listed on MHI, interim Heritage Data Base, State Register of Heritage Places, register of National	X No delegation for place listed on MHI. Interim Heritage Data Base, State Register of Heritage Places, Register of National Estate and National

	structure subject to any heritage agreement under Cl 56.		Estate, National Trust listing.	Trust Listing.
<b>Unresolved objections</b>	X If objections are received on planning rounds which cannot be addressed by way of condition of approval.	X <ul style="list-style-type: none"> <li>For Residential development where relevant objections on planning grounds have been received and has not been resolved by modifications to the plan.</li> <li>For commercial or light industrial development where relevant objections on planning grounds have been received and not been resolved by modifications to the plan.</li> </ul>		
<b>Particular/ specified uses</b>			X Excludes a range of specified uses.	
<b>Previously considered by Council committee</b>			X Where proposal has been significantly modified from what was previously considered by Council at an earlier stage of the development process.	
<b>Other (less common)</b>	X Not for applications for retrospective approval			
	X Not for partial or complete demolition of a primary structure.			
		X For commercial or light industrial development where a variation is required to a development standard under the LPS or any Council policy or local law.		
			X Where in the opinion of the delegated officer the proposal is likely to have a significant impact on	

			the City.	
			X Major development comprising mix of residential and non-residential components	
			X Where in the opinion of the delegated officer the proposal is contentious and subject of community interest.	
			X Where discretionary powers are to be exercised for specified uses and circumstances.	

			X The delegation requires a footnote for all conditional approvals and discretionary refusals advising that if aggrieved with the decision, the applicant may request the decision be reviewed at a Council meeting.	
				X Objections received on planning grounds for P, IP, AA and SA uses
				X Certain signage

## Attachment 6 - Comparison to Regional City Councils (Bunbury, Kalgoorlie and Greater Geraldton)

### Extent of Delegation of Authority

- None of the LGs delegate to a committee.
- All LGs delegate planning approval functions to at least the CEO and none of the LGs delegate directly to other officers.
- Geraldton has no sub-delegation.
- Kalgoorlie-Boulder sub-delegates planning functions to the Director of Planning, however, this is restricted to development <\$2.5m and/or a net increase <10 dwellings and/or net increase of <1000m<sup>2</sup> floor area.
- Bunbury sub-delegates planning application functions to a number of officers including the Director of Planning, Manager of Development Assessment and Building Certification, Manager Sustainability and Integrated Land Use Planning and Team Leader Development Assessment. Functions dealing only with single houses and grouped dwellings are also delegated to the Senior Planning Officer and the Team Leader Building.

Delegation from Council to:	Kalgoorlie-Boulder	Greater Geraldton	Bunbury
Committee			
CEO	√	√	√
Director Planning			
Manager Planning			

Sub Delegation to:	Kalgoorlie-Boulder	Greater Geraldton	Bunbury
Director Planning	√ Restricted. No sub delegation for development >\$2.5m and/or a net increase in excess of 10 dwellings and/or > net increase of >1000m <sup>2</sup> floor area.	Nil	√
Manager Planning (Strategic and/or Statutory)			√ Manager of Development Assessment and Building Certification √ Manager Sustainability and Integrated Land Use Planning
Coordinator Planning (Strategic and/or Statutory)			√ Team Leader Development Assessment
Manager Regulatory Services			
Special Projects Officer			
Senior Project Planners			
Coordinator Planning Mediation			

Senior Planning Officer			√ (single houses and grouped dwellings only)
Planning Officer			
Manager Building Services			√ Team Leader Building (single houses and grouped dwellings, residential setback variations)
Senior Building Surveyor			

#### Delegation of Functions mentioned in LPS

- All of the LGs reference delegation of planning functions in their respective local planning schemes.
- All of the LGs incorporate the MST wording.

	Kalgoorlie-Boulder	Greater Geraldton	Bunbury
Delegation of Functions in LPS	TPS No. 1 (as per MST)	TPS No.2 & TPS No.3 (as per MST)	TPS No. 7 (as per MST)

#### Decision Types

- All LGs delegate powers to refuse a planning application, however, some LGs are more restrictive than others.
- Bunbury only specifies refusals under delegated authority for bed and breakfast establishments. Although it is not clear, the language used in the Bunbury delegation indicates that refusal may also be allowed for single houses, grouped dwellings, home occupations and non-conforming uses (“deal with” and “in respect to”).
- Greater Geraldton and Kalgoorlie-Boulder have broad delegated refusal powers. Greater Geraldton allows for refusal powers to extend beyond ‘X’ uses to proposals considered to deviate from planning standards, policies and the Residential Design Codes. Kalgoorlie-Boulder specifies that all applications may be refused under delegated authority having due regard to the relevant planning scheme requirements and policy. Kalgoorlie-Boulder goes a step further in specifying for some uses in certain circumstances, that delegated authority may only relate to refusal (not approval) of a development application.
- The LGs do not generally differentiate renewal of approvals, temporary approvals or retrospective approvals. The exception to this is Kalgoorlie-Boulder which specifies that renewal of approvals may be considered under delegated authority.

#### Notes:

X – Exempted from delegation (requires Council determination)

√ - Included in delegation

Decision Type	Kalgoorlie-Boulder	Greater Geraldton	Bunbury
Refusals	√ (delegation also refers only to being able to refuse applications in certain circumstances)	√ (restrictions)	√ (Restrictions – only bed and breakfast establishments,
Renewals	√	Not specified	Not specified
Temporary	Not specified	Not specified	Not specified
Retrospective	Not specified	Not specified	Not specified

### Conditions, Exclusions and Triggers

- All of the LGs have broad delegated planning approval functions, however, some LGs go into greater detail than others in stating conditions for delegation and when applications are deemed excluded from delegated authority determination.
- Conditions such as compliance with LPS provisions, Residential Design Codes and LP policy are common.
- Of greater significance is when an application or circumstance is specifically excluded, or when a condition cannot be complied with, which then triggers the need for Council determination.
- There were some triggers in common for these LGs, however, to compare with the baseline five Councils, the following exclusions are noted:
  - Two out of the three LGs excluded applications where unresolved submissions/objections are received during advertising and cannot be resolved by conditions of approval or negotiation.
  - None of the LGs excluded applications due to significance in size, scale and/or value.
  - None of the LGs excluded proposals subject to an aspect involving heritage significance.
  - None of the LGs specified the exclusion of particular uses from the delegation.
  - None of the LGs require Council consideration when an applicant requests that the application be considered by Council.
  - None of the LGs excluded proposals previously considered by Council.
- Other 'one off' exclusions which were not applicable to the five baseline Councils of significance include:
  - Where the application is "contentious".

Key Themes	Kalgoorlie-Boulder	Greater Geraldton	Bunbury
Significance in size/scale, value.	X >\$5m in value and/or net increase in excess of 20 dwellings and/or net increase of > 2000m <sup>2</sup> in floor area		
Heritage significance			
Unresolved objections	X	X	
Particular/specified uses	√		√ Non-conforming uses allowed
Previously considered by Council or committee			
Other (less common)	√ Some instances only refusals (not approvals) can be delegated.		
			√ Power to approve a range of uses, provided "they are not contentious".

## Attachment 6 - Comparison to Small Rural Councils (Northam, Plantagenet, Nannup)

### Extent of Delegation Authority

- None of the LGs delegate to a committee.
- All LGs delegate planning approval functions to the CEO.
- Northam sub-delegates all of the planning delegations to the Executive Manager of Planning; Plantagenet sub-delegates to the Manager of Planning; whilst Nannup sub-delegates to the Building Surveyor applications dealing with Residential Code matters.

Delegation from Council to:	Northam	Plantagenet	Nannup
Committee	X	X	X
CEO	√	√	√
Director Planning			
Manager Planning			

Sub Delegation to:	Northam	Plantagenet	Nannup
Director Planning			
Manager Planning (Strategic and/or Statutory)	√ (Executive Manager)	√	
Coordinator Planning (Strategic and/or Statutory)			
Manager Regulatory Services			
Special Projects Officer			
Senior Project Planners			
Coordinator Planning Mediation			
Senior Planning Officer			
Planning Officer			
Manager Building Services			
Senior Building Surveyor			√ Residential Code matters



### Delegation of Functions mentioned in LPS

- All of the LGs reference to delegation of planning functions in their respective local planning schemes.
- All of the LGs incorporate the MST wording.

	Northam	Plantagenet	Nannup
Reference to Delegation of Functions in LPS	TPS No. 6 (as per MST)	TPA No. 3 (as per MST)	TPS No. 3 (as per MST)

### Decision Types

- Delegation powers to refuse planning applications are not immediately obvious for Plantagenet and Nannup, however, the language used indicates that refusals are not delegated for Plantagenet (by omission and reference to “approval”) and are delegated for Nannup (by reference to “determine”).
- Northam allows refusals of planning applications, however, these are restricted to proposals that do not involve use of discretionary powers in the LPS or Residential Design Codes (that is ‘X’ uses and non-compliance).
- The LGs do not differentiate renewal of approvals, temporary approvals or retrospective approvals.

#### Notes:

X – Exempted from delegation (requires Council determination)

√ - Included in delegation

Decision type	Northam	Plantagenet	Nannup
Refusal	√ (restricted to non-discretionary non-compliance)	X Not specified, however, language indicates refusals are not delegated	√ Not specified, however, language indicates refusals may be delegated
Renewal	Not specified	Not specified	Not specified
Temporary	Not specified	Not specified	Not specified
Retrospective	Not specified	Not specified	Not specified

### Conditions, Exclusions and Triggers

- All of the LGs have broad delegated planning approval functions, however, some LGs go into greater detail than others in stating conditions for delegation and when applications are deemed excluded from delegated authority determination.
- Conditions such as compliance with LPS provisions, Residential Design Codes and LP policy are common.
- Of greater significance is when an application or circumstance is specifically excluded, or when a condition cannot be complied with, which then triggers the need for Council determination.
- There were no particularly outstanding triggers in common for these LGs, however, to compare with the baseline five Councils, the following exclusions are noted:
  - One of the three LGs excluded applications where unresolved submissions/objections are received during advertising and cannot be resolved by conditions of approval or negotiation.
  - None of the LGs excluded applications due to significance in size, scale and/or value.
  - None of the LGs excluded proposals subject to an aspect involving heritage significance.

- None of the LGs excluded any particular uses from delegation of approval providing they complied with the LPS and LP policy.
- None of the LGs require Council consideration when an applicant requests that the application be considered by Council (at the time of submitting the application).
- None of the LGs excluded proposals previously considered by Council.
- Other 'one off' exclusions which were not applicable to the five baseline Councils of significance include:
  - Where a proposal may have significant impact on Council infrastructure.
  - Where an applicant disputes or has an issue with a planning determination, the applicant may request that matter be reconsidered by Council.

Key Themes	Northam	Plantagenet	Nannup
Significance in size/scale, value.			
Heritage significance			
Unresolved objections			X Where subject to objection or if the matter has become contentious in any way that cannot be addressed via conditions of approval.
Particular/ specified uses	√ P, D, fully complying A no objections and fully complying  Also specific uses/circumstances in specific zones	√ P AA	√ P D A
Previously considered by Council or committee			
Other (less common)			X Where applicant disputes or has an issue with a planning determination, the applicant may request the matter be reconsidered by Council.
			X Where it may have significant impact on Council infrastructure.

## Attachment 7 - Ten key elements of best practice planning

The ten key elements that define best practice planning as outlined in National Planning System Principles include:

1. **Integration**  
Integration involves combining structure, policy and processes to produce coherent and cohesive outcomes. That is, the organisational structure should facilitate the generation and operations of planning processes and these processes need to be informed by policies that integrate land use, development, infrastructure co-ordination and environmental assessment and follow the direction set by the strategic plan.
2. **Co-ordination**  
It is imperative that there are clear linkages between the structure, policies and processes to ensure that they operate in co-ordination with each other. These should also be linked to the Corporate Plan to ensure that an organisation wide approach occurs.
3. **Certainty**  
Having certainty and consistency in the planning process is very important. There should be consistency in the way planning instruments are applied to ensure that the outcomes of similar situations do not vary. Procedures should be established with clear timeframes to guide the process stages. Additionally, key performance indicators should be established. These provide not only a target for performance, but also a measure to determine the extent to which these are achieved.
4. **Responsiveness**  
Responding to changing or unforeseen circumstances in an efficient and effective manner is essential to a best practice planning system. If a system is not responsive to adverse events, its integrity may be compromised as mitigation of problem takes priority. Responsive systems involve flexible planning instruments that can accommodate change, yet still provide an element of consistency. The outcomes of these instruments should be measurable, to enable monitoring and continuous improvement that is responsive to internal and external factors.
5. **Equity**  
It is important to maintain equity and fairness in a planning system. This includes the protection of personal rights, equitable access to review and having procedures that do not discriminate against individuals and groups. There should be equal access to information for all groups, which can be achieved by having an easy to navigate website with up to date information, in addition to having hard copies available and an appropriate telephone information service.
6. **Efficiency**  
Best practice planning is characterised by systems that have streamlined processes to ensure the optimal use of resources. The governance structures promote the free flow of information and ensure that there is no duplication or omissions in the outputs. There should be time limits on each stage in the process to ensure that deadlines are met and key performance indicators are achieved.
7. **Transparency and accessibility**  
A well-functioning planning system should be transparent and accessible. It should be able to be easily understood by all stakeholders to ensure that it is used in its intended manner. Information should be readily available in a form that is easily transferable to all groups in society. All planning instruments, processes and supporting documentation should be accessible electronically. The strategic intent of the system should also be clear and evident through its operations.
8. **Accountability**  
A clear chain of responsibility should be established to ensure that people are accountable for their actions throughout the planning process. A set of comprehensive, yet simplistic policies and documents are required to provide consistency in process and outcomes, which assists in maintaining a culture of accountability. Delegation and responsibilities should be clearly documented without ambiguity to ensure that all parties are privy to their obligations under the planning system.
9. **Effectiveness and authority**  
One of the most common downfalls in planning is the ineffectiveness of the implementation of planning policies, strategies and supporting documentation. It is imperative that these planning instruments are able to generate the desired outcomes in the given time frame. Additionally, the governance structure must be appropriate to implement these instruments in an effective way, with authority distributed in a manner that effectively governs the process.
10. **Engagement**  
It is common for a planning system to involve community consultation, however it is often the case that this becomes a very passive process, lacking acceptance, support or understanding of the subject matter or the desired outcomes. Community engagement extends beyond the traditional consultation model to ensure that the community is not only involved, but has an understanding of the planning process and the outcomes it is trying to achieve, increasing the level of project acceptance.

## Attachment 8 – DAF Leading Practices in Development Assessment relevant to WA

The DAF leading practice model proposes ten leading practices that a development assessment system should exhibit. Those relevant to the Western Australian context include<sup>7</sup>:

### Stage 1: Policy making

1. **Effective Policy Development**  
Elected representatives should be responsible for the development of planning policies. This should be achieved through effective consultation with the community, professional officers and relevant experts.
2. **Objective rules and tests**  
Development assessment requirements and criteria should be written as objective rules and tests that are clearly linked to stated policy intentions. Where such rules and tests are not possible, specific policy objectives and decision guidelines should be provided.
3. **Built-in improvement mechanisms**  
Each jurisdiction should systematically and actively review its policies and objective rules and tests to ensure that they remain relevant, effective, efficiently administered, and consistent across the jurisdiction.

### Stage 2: Assessment

4. **Track-based assessment**  
Development applications should be streamed into an assessment 'track' that corresponds with the level of assessment required to make an appropriately informed decision. The criteria and content for each track is standard. A track-based assessment approach provides greater certainty for all stakeholders. The rationale for the different tracks should remain consistent with the model if used.
5. **A single point of assessment**  
Only one body should assess an application, using consistent policy and objective rules and tests. Referrals should be limited only to those agencies with a statutory role relevant to the application. A referral authority should only be able to give direction where this avoids the need for a separate approval process. Referral agencies should specify their requirements in advance and comply with clear response times.
6. **Notification**  
Where assessment involves evaluating a proposal against competing policy objectives, opportunities for third-party involvement may be provided.
7. **Private sector involvement**  
Private sector experts should have a role in development assessment, particularly in:
  - Undertaking pre-lodgement certification of applications to improve the quality of applications.
  - Providing expert advice to applicants and decision makers.
  - Certifying compliance where the objective rules and tests are clear and essentially technical.
  - Making decisions under delegation.

### Stage 3: Determination

8. **Professional determination for most applications**  
Most development applications should be assessed and determined by professional staff or private sector experts. For those that are not, either:  
Option A – Local government may delegate determination power whilst retaining the ability to call-in any application for determination by council.  
Option B – An expert panel determines the application.  
Ministers may have call-in powers for applications of state or territory significance provided criteria are documented and known in advance.

### Stage 4: Appeal

9. **Applicant appeals**  
An applicant should be able to seek a review of a discretionary decision.  
A review of a decision should only be against the same policies and objective rules and tests as the first assessment.

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<sup>7</sup> Source: *A Leading Practice Model for Development Assessment in Australia*, Development Assessment Forum (March, 2005)

## Attachment 9 – DAF leading practice model development assessment tracks

The DAF leading practice model suggests the streaming of development applications into an assessment “track” that corresponds with the level of assessment required to make an appropriately informed decisions. The six tracks are proposed include:

1. Exempt – for development that have a low impact and do not require development approval.
2. Prohibited – for developments that are inappropriate so that both proponents and consent authorities do not waste time or effort assessing proposals that will not be approved.
3. Self assess – for developments that will be approved if clearly specified criteria are met, enabling self-assessment (or assessment by a certified person) to occur, and with no opportunity for review of a decision.
4. Code assess – for developments that are more complex but are still able to be assessed against objective criteria by a certified person, with the opportunity for review of a decision.
5. Merit assess – for complex developments that need assessment against complex criteria or where the application raises a policy matter (or where competing policy objectives apply) and where consent may be conditional on meeting certain conditions.
6. Impact assess – for larger developments that may have a significant and uncertain impact on amenity or the environment.

**D.45 Regulatory signs, i.e. stop, give-way, speed, etc.**

Delegation No:	D.45
Delegation Subject:	Regulatory signs, i.e. Stop, give-way, speed, etc.
File Number:	SGN1/SGN3/TS34.1/LEG122
Adoption Date:	18 April 2013

**STATEMENT OF INTENT**

This delegation will allow the CEO to make applications to the Main Roads WA for the installation of regulatory signs and markings at such places as the Chief Executive Officer considers warranted.

**REVOKED**

**DELEGATION**

Council hereby delegates authority to the Chief Executive Officer to make applications to the Main Roads WA for the installation of regulatory signs and markings at such places as the Chief Executive Officer considers warranted.

Head of Power:	<ul style="list-style-type: none"> <li>Local Government Act 1995</li> <li>Road Traffic Code 2000</li> </ul>
Statutory Power of Delegation:	Local Government Act 1995 s.5.42 and s.5.43
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	In accordance with the delegation section above.
Statutory Power of Sub-Delegation:	Local Government Act 1995 s.3.57 and s.5.44 and s.5.46.
CEO's Delegation to:	N/A
CEO's Conditions on delegation:	N/A
Record Keeping s.546(3)	Documentation and correspondence in relation to applications recorded on appropriate file.
D.45 Review Date(s)	
Revoked 24/3/15	

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## DEVELOPMENT ADVISORY UNIT

<p><b>Policy Type: Council Policy</b> <b>Policy Owner: Director Urban Planning</b></p>	<p><b>Policy No. CP - 044</b> <b>Last Review Date: 21 August 2013</b></p>
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### POLICY OBJECTIVES

To define the role and process of the Development Advisory Unit.

### POLICY STATEMENT

#### 1. MEMBERSHIP AND MEETINGS

- (1) The Development Advisory Unit (DAU) Membership shall consist of:
  - a. Presiding Member being the Manager Planning and Development Services (or in their absence, the Acting Manager Planning and Development Services or Planning Services Coordinator);
  - b. Planning Services Coordinator;
  - c. Manager Building Services or Building Services Coordinator;
  - d. Senior Planning Officers;
  - e. A representative from Health Services (if required); and
  - f. Two representatives from Technical Services.
- (2) The DAU will generally convene on Tuesday each week, but may meet more regularly, or on an alternative day, as determined by the Presiding Member.
- (3) The DAU will consider and make recommendations on Planning Applications referred to it under the provisions of this Policy.

#### 2. REFERRAL OF MATTERS TO THE DEVELOPMENT ADVISORY UNIT

- (1) The following applications and land use matters are to be referred to the DAU for recommendation:
  - a. Where any Member of the DAU has a financial or proximity interest as defined in Sections 5.60, 5.61 and 5.62 of the Local Governments Act 1995;



- b. Any application which has been advertised, received objections in response and those objections cannot be satisfied with changes which bring the application into conformity with the Acceptable Development requirements of the Residential Design Codes, provisions of the Scheme or any Council Planning Policy or which provide for a negotiated settlement between the applicant and objecting party;
  - c. Any application which has been advertised, received objections in response and those objections cannot be satisfied with changes or a negotiated settlement as referred to in Sub-clause 2(1)c above and where the objection relates to a 'relevant planning matter (or matters)' as determined by Clauses 3(3) and 3(4) below;
  - d. Any application which amounts to a request for reconsideration of a proposal which was the subject of a previous recommendation of the DAU. This item does not apply to an application the purpose of which is to secure a variation of a condition or approval which the Presiding Member considers to be of little planning consequence or unrelated to the key determining factors in the original decision;
  - e. Other proposals which in the opinion of the Chief Executive Officer or Director Urban Planning should appropriately be referred to the DAU for recommendation.
- (2) The following matters are to be referred to the DAU as confidential items:
- a. Reports and recommendations to the Chief Executive Officer associated with a review of a planning decision by the State Administrative Tribunal;
  - b. Legal advice received in relation to the Planning Application; and
  - c. Matters associated with development applications or the application process that may result in legal proceeding or which should in the opinion of the Chief Executive Officer or Director Urban Planning be confidential matters.
- (3) Where applications which are to be referred to the DAU under this Clause have been advertised and objections received, the matter shall only be considered by the DAU after the Presiding Member has (through Council Officers) attempted to achieve a negotiated outcome.

### 3. RECOMMENDATIONS AND REPORT

- (1) The DAU may recommend that a proposal be approved with or without conditions, refused, or referred to the Council for determination. Any recommendation for approval or refusal must set out the reasons for recommendation.
- (2) Where applications have been advertised and objections received and the DAU considers the matter, the DAU is to determine and record in its report for each objection:
  - a. Whether the objection received relates to a 'relevant planning matter (or matters)';
  - b. Whether the objector might be negatively impacted by the proposal; and
  - c. The grounds for upholding or not upholding the objection.
- (3) For the purposes of this Policy, the following matters are a 'relevant planning matter (or matters)':
  - a. Matters to be considered by Council under Clause 7.8 of Community Planning Scheme No. 5;
  - b. Any development standard or requirement in Community Planning Scheme No. 5;
  - c. Any design element in the Residential Design Codes – whether the proposed development is compliant or not; or
  - d. Any clarification in a Planning Policy adopted under the requirements of Community Planning Scheme No. 5.
- (4) For the purposes of this Policy the following matters are not a 'relevant planning matter (or matters)':
  - a. Impacts on property price;
  - b. Matters that are usually dealt with under a building licence;
  - c. Matters of personal hardship or compassionate issues unrelated to amenity impact and orderly and proper planning; or
  - d. Incorrect assumptions on technical planning matters.

- (5) All Elected Members shall be provided with a copy of the reports and recommendations of the DAU by email on or before the Monday following the meeting (or the Tuesday following the meeting in the instance of a Public Holiday falling on the preceding Monday).
- (6) The reports and recommendations of the DAU shall be published where possible to the City of Melville web site, on the applicable Monday (or Tuesday where a public holiday occurred on the preceding Monday) following the meeting.

#### **4. DETERMINATIONS**

- (1) Subject to Clause 5 of this Policy, no sooner than midday on the second Monday after the Friday publication of the DAU report to the City of Melville website, the Presiding Member, Planning Services Coordinator or Senior Planning Officers may determine the application in accordance with the processes set out in Policy 06-PL-036 Planning Process and Decision Making, the requirements of Community Planning Scheme No. 5 and Council Delegation DA-020 Planning and Related Matters.
- (2) Where additional technical information is received after the DAU has made recommendations the Presiding Member may refer the application back to the DAU for further consideration and recommendations.
- (3) Where, as a result of negotiations taken place during the “call-up” period (as limited by Clause 4.1 above) between the Officers and the applicant to address concerns raised by either an Elected Member, Chief Executive Officer or an adjoining objecting landowner and modifications result to the plans or conditions, the outcomes of those negotiations are to be reported in the next available DAU minutes as an information report. Call-up procedures as provided by Clause 4.1 do not apply to an information report in this regard.

#### **5. REFERRAL OF MATTERS TO COUNCIL**

- (1) Matters may be referred to Council by the Presiding Member based on the following circumstances.
  - a. Where the Chief Executive Officer has received a request from an applicant or adjoining property owner objecting to the application and that party raises a ‘relevant planning matter (or matters)’ as determined by Clauses 3(3) and 3(4) above, the Chief Executive Officer may, following consideration of Sub-clauses 5(2)b and 5(2)c as follows and advice from the Director Urban Planning and/or the Manager Statutory Planning, request that the matter be referred to Council for determination.

- b. Where an Elected Member advises the Chief Executive Officer that the matter be referred to Council for determination provided that:
    - The Elected Member raises a relevant 'planning matter (or matters)' as determined by Clauses 3(3) and 3(4) above; and
    - The call up request has the support of the two Ward Councillors from the Ward within which the planning application subject site is located; or, the Mayor, or in his or her absence, the Deputy Mayor, and at least one Ward Councillor from the Ward within which the planning application subject site is located.
    - The call up request is accompanied by a Call up Request form, to be completed in accordance with the requirements of this Policy.
  - c. The request for review or "call-up" in regards to Clauses 5(1)a and 5(1)b above, must be received by the CEO by midday of the second Monday after the Friday publication of the DAU minutes to the City of Melville website. In the event that the DAU Minutes are not published to the City's website until the Monday after the DAU meeting, the deadline for call up requests will remain the following Monday, as provided for under Clause 4(1) above.
- (2) The Presiding Member shall refer matters to Council in the following circumstances:
- a. Where any member of the DAU has a financial or proximity interest as defined in Sections 5.60, 5.61 and 5.62 of the Local Governments Act 1995; or
  - b. Where the Chief Executive Officer has received a written request for the matter to go before Council from a party who made objections after the application was advertised and:
    - i) The DAU has recommended approval; and
    - ii) The DAU report has recognised the objection relates to a 'relevant planning matter (or matters)' as determined by Clauses 3(3) and 3(4)' and that the objector might be negatively impacted by the proposal under Clause 3(2) of this Policy; and
    - iii) The DAU report has failed to uphold the objection on a 'relevant planning matter (or matters)' as determined by Clauses 3(3) and 3(4) and raised by the objector; and
    - iv) Where subject to further discussions between Council Officers with the applicant and objecting party, either an alternative design solution cannot be achieved to the satisfaction of the objecting party or the objection is not withdrawn in writing by the objecting party; or

- c. Where the Chief Executive Officer has received a written request from the Applicant and:
- i) The DAU have recommended refusal or, in the view of the applicant, the DAU has recommended an unreasonable condition; and
  - ii) The Applicant has made significant changes to the application to address the reasons for refusal or conditions given in the DAU report.

#### References that may be applicable to this Policy

Legislative Requirements:

Procedure, Process Maps, Work Instructions:

Other Plans, Frameworks, Documents Applicable to Policy:

Delegated Authority No:

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<b>ORIGIN/AUTHORITY</b>		<b>ITEM NO.</b>
Planning and Development Services Committee	21/07/1998	
<b>REVIEWS</b>		
Ordinary Meeting of Council	27/06/2000	P00/1004
Ordinary Meeting of Council	19/06/2007	P07/1006
Ordinary Meeting of Council	17/08/2010	P10/3152
Special Meeting of Council	09/11/2010	P10/3178
Ordinary Meeting of Council	16/08/2011	P11/3228
Policy Review Team Reviewed - no changes required (date for presentation to Council TBA)		21/08/2013

## PLANNING PROCESS AND DECISION MAKING

<b>Policy Type: Council Policy</b> <b>Policy Owner: Director Urban Planning</b>	<b>Policy No. CP - 056</b> <b>Last Review Date: 21 August 2013</b>
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### POLICY OBJECTIVES

To establish a transparent process for the assessment of planning matters and decision making (both approvals and refusals) taking into account Quasi-Judicial processes.

### POLICY STATEMENT

#### (1) Purpose

- 1.1 The purpose of this Policy is to set out the process to be followed by Planning and Development Services in the assessment of a variety of different Planning Matters inclusive of applications for major and minor development with varying degrees of variation proposed, Subdivision, Scheme Amendments, Pedestrian Accessway (PAW) closure, Street Numbering and Street/Reserve Naming/Renaming, Policy Review and Strategic Items and processing of applications for review of a Planning decision through the State Administrative Tribunal (SAT).
- 1.2 The Policy is designed to improve the efficiency and effectiveness of processing applications while ensuring a suitable degree of informing and consulting occurs. The Policy provides a balance between the legal, community, customer and economic considerations when dealing with Planning Matters.

#### (2) Guiding Principles

The guiding principles for processing of Planning Applications are as follows:

- 2.1 There is a sliding scale of Elected Member involvement in decision making depending on complexity, the strategic nature of the decision, its importance, risk and the significance of any variation from the policy position. This principle provides for a cascading of Elected Member involvement varying from:
  - the making of laws and Policy – Absolute to;
  - development with significant Policy variation – Overview to;
  - the processing of general development proposals – Generally nil.

Changes to this document can only be made by the Responsible Officer via a System Improvement Request  
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- 2.2 Any matter which requires a Council decision in law, such as 'Special or Absolute Majority decision as required by Community Planning Scheme No. 5 (CPS5) or recommended by the Development Advisory Unit (DAU) to be determined by the Council will be referred to the Council for determination.
- 2.3 Any reconsideration of an application which has previously been determined under delegated authority following a recommendation from the DAU or determined by the Council must be considered by the Council or DAU (as per the original approval), unless the modification is minor and does not require an Absolute or Special Majority decision of the Council, is of no consequence to adjoining property owners and can be dealt with in terms of requirements of the relevant Residential Design Codes, CPS5, Council Policy and is consistent with Delegations of Authority (as per Council Policy CP-042 Development Approvals).

**(3) Development Advisory Unit**

This Policy needs to be read in conjunction with Policy CP-044 Development Advisory Unit which sets out the roll, function and operational procedures of the DAU.

**(4) Planning Process Matrix**

- 4.1 It is expected that planning related matters will be processed, advertised and determined generally in accordance with the Planning Process Matrix.
- 4.2 The matrix provides for minor variations and complying applications to be dealt with under Delegated Authority with where necessary, some degree of informing and consultation occurring, while major and strategic proposals are fully advertised and discussed by the community and Council prior to a decision being made.
- 4.3 It should also be noted that whilst not particularly listed below, most residential proposals seeking to be assessed under the Performance Criteria of the Residential Design Codes (R-Codes) require consultation to occur.

**(5) Delegated Authority**

This Policy does not in itself provide for any Delegated Authority for Council Officers to determine Planning Matters, but rather to establish the decision making process for planning matters which are to be followed for the processing of planning applications.

#### References that may be applicable to this Policy

Legislative Requirements:

Procedure, Process Maps, Work Instructions:

Other Plans, Frameworks, Documents Applicable to Policy:

Delegated Authority No:

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#### ORIGIN/AUTHORITY

Ordinary Meeting of Council

19/06/2007

#### ITEM NO.

P07/1004

#### REVIEWS

Special Meeting of Council

09/11/2010

P10/3178

Policy Review Team Reviewed - no changes required (date for presentation to Council TBA)

21/08/2013



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<b>D.12 Keeping of 3 to 6 Dogs</b>
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Delegation No:	D.12
Delegation Subject:	Keeping of 3 – 6 Dogs
File Number:	DOG7
Adoption Date:	24 November 2005

**STATEMENT OF INTENT**

This delegation will allow the Chief Executive Officer to approve / reject applications for the keeping of more than two (2) dogs in relation to Shire of Toodyay Keeping of 3 to 6 Dogs Policy.

**DELEGATION**

Council hereby delegates authority to the Chief Executive Officer to approve or reject applications for the keeping of more than two (2) dogs subject to the requirements set out in Council's Policy A.15 Keeping of 3 to 6 Dogs.

Head of Power:	<ul style="list-style-type: none"> <li>• <i>Dog Act 1976</i></li> <li>• <i>Local Government Act 1995</i></li> </ul>		
Statutory Power of Delegation:	<i>Local Government Act 1995 s.5.42 and s.5.43.</i>		
Power Delegated to:	Chief Executive Officer		
Council's Conditions on Delegation:	A.15 – The Keeping of 3 to 6 Dogs		
Statutory Power of Sub-Delegation:	<i>Local Government Act 1995 s.5.44 and s.5.46.</i>		
CEO's Delegation to:	Manager Community Development Manager Planning and Development		
CEO's Conditions on delegation:	<i>In accordance with the:</i> <ul style="list-style-type: none"> <li>• <i>Dog Act 1976 s.26;</i></li> <li>• <i>Local Government Act 1995 s.2.7(2)(b)</i></li> <li>• <i>Clause 3.2 of the Shire of Toodyay Dog Local Law.</i></li> </ul>		
Record Keeping s.546(3)	Report in monthly Councillor Information Bulletin		
D.12 Review Date(s)			
16 Nov 2006	15 Nov 2007	21 May 2009	13 May 2010
21 June 2011	19 June 2012	18 April 2013	


**D.17 Development and Subdivision Applications**

Delegation No:	D.17
Delegation Subject:	Development and Subdivision Applications
File Number:	MAN6
Adoption Date:	27 March 2008

**STATEMENT OF INTENT**

This delegation of authority to the Chief Executive Officer is in accordance with Clause 11.3.1 of the Shire of Toodyay Local Planning Scheme No 4 in respect to the undertaking of the planning functions of the Shire of Toodyay.

This delegation will facilitate the timely process of development and subdivision applications.

**DELEGATION**

Council hereby delegates authority to the Chief Executive Officer to perform the functions of Council in respect of the following matters:

1. Approve applications for land use and/or development under the Shire Local Planning Scheme No. 4, including the exercise of discretion where provided for, with the exception of:
  - a) Applications for land use and/or development where an objection has been received during a public consultation period;
  - b) Applications for land use and/or development that require a variation to any adopted Council policy;
  - c) Applications for land use and/or development where the use is not mentioned in the zoning table.
  - d) Application for land use and/or development in relation to non-conforming use of land.
  - e) Application for land use and/or development on Reserve zoned land where the value of the development is less than \$50,000.
  - f) Applications for land use and/or development that require a setback variation refer to delegation D.11.
  
2. Refusal of all planning applications where the proposed land use and/or development is not permitted by the Scheme or where the development does not comply with the non-discretionary provisions of the Residential Design Codes or an adopted Council policy.



3. To make recommendations to the Western Australian Planning Commission for approval, with or without conditions, in respect of applications for subdivision, amalgamation and survey strata subdivision that comply with the following:
  - a) Shire of Toodyay's Local Planning Scheme No 4;
  - b) Shire of Toodyay's Local Planning Strategy; and
  - c) Residential Design Codes (2002)
  
4. To make recommendations to the Western Australian Planning Commission for refusal in respect of applications for subdivision, amalgamation and survey strata subdivision that do not comply with the following:
  - a) Shire of Toodyay's Local Planning Scheme No 4;
  - b) Shire of Toodyay's Local Planning Strategy; and
  - c) Residential Design Codes (2002)
  
5. In circumstances where:
  - (i) The Western Australian Planning Commission decides to approve an application that has not been supported by Council, including reconsidered applications; or
  - (ii) The Western Australian Planning Commission decides not to support or modify a condition recommended by Council; or
  - (iii) An application and/or condition that has not been supported by Council is to be approved as part of an appeal process,

a recommendation on the conditions required on the approval of a subdivision, survey strata subdivision or amalgamation application or on the modification of any recommended conditions may be made.
  
6. To undertake the clearance of conditions on a subdivision approval where the total number of lots in the subdivision does not exceed 20.
  
7. To issue a written direction under Section 214 of the Planning and Development Act 2005 where an owner/occupier has not satisfied Clause 11.4 of Local Planning Scheme No 4.

Any application that does not fall within the parameters defined within this delegation of authority is to be referred to Council for determination.



The Chief Executive Officer may refer any planning application that falls within the delegation parameters specified within this delegation to Council, if in the opinion of the Chief Executive Officer, it is considered that:

- a) The application is of a sufficiently contentious nature to warrant Council's determination;
- b) The determination of the application would be contrary to the intent of a previous decision or directive made by Council; or
- c) It would be in the public interest or consistent with the principles of accountability for Council to determine the application.

This delegation supersedes all previous delegations regarding the determination of development and subdivision applications

Head of Power:	<i>Planning and Development Act 2005</i>		
Statutory Power of Delegation:	<i>Local Government Act 1995 s.5.42 and s.5.43.</i>		
Power Delegated to:	Chief Executive Officer		
Council's Conditions on Delegation:	In accordance with Clause 11.3 of Local Planning Scheme No. 4 and Local Planning Policies.		
Statutory Power of Sub-Delegation:	<i>Local Government Act 1995 s.5.44 and s.5.46.</i>		
CEO's Delegation to:	Manager Planning and Development Planning Officer		
CEO's Conditions on delegation:	In accordance with Clause 11.3 of Local Planning Scheme No 4 and Local Planning Policies; and on the proviso that the Manager Planning and Development is the only Officer with delegated authority to determine sub-division applications.		
Record Keeping s.546(3)	Report in monthly Councillor Information Bulletin		
D.17 Review Date(s)			
21 May 2009	13 May 2010	21 June 2011	19 June 2012
18 April 2013			


**D.36 Lease of Council Buildings**

Delegation No:	D.36
Delegation Subject:	Lease of Council Buildings
File Number:	LEG4
Adoption Date:	18 April 2013

**STATEMENT OF INTENT**

This delegation will allow for the Chief Executive Officer to lease out Council Buildings (i.e. houses, halls, community centres, et cetera) in accordance with Council determined fees and charges.

This delegation is to be read in conjunction with D.58.

**DELEGATION**

Council hereby delegates authority to the Chief Executive Officer to lease out Council Buildings (i.e. houses, halls, community centres, et cetera) in accordance with Council determined fees and charges.

Head of Power:	<i>Local Government Act 1995</i>
Statutory Power of Delegation:	<i>Local Government Act 1995 s.5.42 and s.5.43</i>
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	In accordance with the delegation section above.
Statutory Power of Sub-Delegation:	<i>Local Government Act 1995 s.5.44 and s.5.46.</i>
CEO's Delegation to:	Manager Community Services Manager Planning and Development
CEO's Conditions on delegation:	In accordance with the delegation section above.
Record Keeping s.546(3)	Upon execution of the lease documentation the common seal register will be updated.
D.36 Review Date(s)	



### D.43 Staff Use of Plant and Equipment

Delegation No:	D.43
Delegation Subject:	Use of Plant and Equipment
File Number:	DIS2/TS16.1
Adoption Date:	18 April 2013

#### STATEMENT OF INTENT

This delegation will allow the Chief Executive Officer to make all appropriate private use arrangements with all staff having use of Plant and Equipment, bearing in mind the Legislative requirements of the *Local Government Act (Financial Management) Regulations 1996* in relation to valuation of assets for financial reporting.

The above is subject to Council Policy No HR.8 Staff Use of Shire Plant.

#### DELEGATION

Council hereby delegates authority to the Chief Executive Officer to make all appropriate private use arrangements with all staff having use of a Council Plant and Equipment, bearing in mind Legislative requirement of Fringe Benefit, and other costs.

Head of Power:	<ul style="list-style-type: none"> <li><i>Local Government Act 1995</i></li> <li><i>Local Government Act (Financial Management) Regulations 1996</i></li> </ul>
Statutory Power of Delegation:	<i>Local Government Act 1995 s.5.42 and s.5.43</i>
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	In accordance with Council Policy HR.8 Staff Use of Shire Plant.
Statutory Power of Sub-Delegation:	<i>Local Government Act 1995 s.5.44 and 5.46.</i>
CEO's Delegation to:	Manager Corporate Services Manager Works and Services
CEO's Conditions on delegation:	In accordance with the delegation section above.
Record Keeping s.546(3)	Appropriate documentation kept on file.
D.43 Review Date(s)	



Chief Executive Officer

Dear Shire

**WHEATBELT DEVELOPMENT COMMISSION BOARD NOMINATIONS 2015**

Local Government, Community and Ministerial vacancies currently exist on the Wheatbelt Development Commission Board. The role of the Commission is to coordinate and promote economic development in the Wheatbelt.

The Commission's strategic Intent is to ensure the Wheatbelt is valued as a key contributor to the State's prosperity. The Commission partners, plans, facilitates and promotes development that results in the Wheatbelt being a place of choice to live, work and invest. The Commission's current strategic priorities are: Effective Governance; Industry Development; Infrastructure development; Service Delivery Reform and Environmental Management.

Please be aware that the Regional Development Commission Act states that any local government nominated board members, who ceases to be a member of the council of a local government, must resign or have their appointment terminated by the Minister.

Nominations are open until close of business 1 April 2015. Application Forms and further information can be obtained by contacting Teresa Drew on 9622 7222 or [teresa.drew@wheatbelt.wa.gov.au](mailto:teresa.drew@wheatbelt.wa.gov.au)

We look forward to receiving nominations from your council.

Yours sincerely

A handwritten signature in black ink, appearing to read "Wendy Newman".

**WENDY NEWMAN**  
Chief Executive Officer

16 February 2015

**Avon**

1<sup>st</sup> Floor, 298 Fitzgerald Street  
(PO Box 250)  
NORTHAM WA 6401

T: (08) 9622 7222  
F: (08) 9622 7406

**Central Coast**

Shire of Dandaragan  
Bashford Street  
(PO Box 657)  
JURIEN BAY WA 6516

T: (08) 9652 2653  
F: (08) 9652 1310

**Central East**

110 Barrack Street  
(PO Box 420)  
MERREDIN WA 6415

T: (08) 9041 1445  
F: (08) 9041 2297

**Central Midlands**

Foundation Centre  
13 Dandaragan Street  
(PO Box 240)  
MOORA WA 6510

T: (08) 9651 1770  
F: (08) 9651 1910

**Wheatbelt South**

State Government Offices  
Park Street  
(PO Box 258)  
NARROGIN WA 6312

T: (08) 9881 5888  
F: (08) 9881 3363

[www.wheatbelt.wa.gov.au](http://www.wheatbelt.wa.gov.au)





## NOMINATION FORM

### FOR APPOINTMENT TO THE BOARD OF THE WHEATBELT DEVELOPMENT COMMISSION

*(To be completed by all nominees seeking nomination or renomination to the Board of the Wheatbelt Development Commission.)*

#### NOMINEE DETAILS:

FAMILY NAME:  
GIVEN NAMES:

RESIDENTIAL ADDRESS:

POST CODE:

*POSTAL ADDRESS (if different to residential address):*

POST CODE:

TEL NO'S:      WORK:                      HOME:                      MOBILE:

FAX NO'S:      WORK:                      HOME:

EMAIL:

DATE OF BIRTH:

OCCUPATION:

**NOMINATOR:** *individual or organisation\* - own nominations acceptable*

NOMINATOR NAME:

ORGANISATION\*:

POSTAL ADDRESS:

POST CODE:

#### SIGNATURES:

NOMINEE: ..... DATE: .....

NOMINATOR: ..... DATE: .....









#### 4. ATTACH YOUR CV / RESUME (The following information is required by the Department of Premier and Cabinet. Details to be included in your TWO PAGE CV;

- Title, Full Name
- Date of Birth
- Postal Address and Email address
- Contact Telephone Number
- Current employer and position
- Work history relevant to board position
- Voluntary involvement relevant to board position
- Qualifications/training
- Other Board experience (list all current positions)
- Current contact details of two (2) referees

#### Optional information

Aboriginal	Yes / No
Torres Strait Islander	Yes / No
Country of Birth – Australian	Yes / No, If no, please specify
Language other than English spoken at home	Yes / No, If yes, please specify
Person with a disability or special needs	Yes / No, If yes, please specify

#### 5. SEND NOMINATION TO:

The nomination form, curriculum vitae/resume and any additional papers, should be sent to:

**Minister for Regional Development  
C/- Wheatbelt Development Commission  
PO Box 250  
NORTHAM WA 6401**

**And should reach the above address by 5 pm on Wednesday, 1 April 2015**

*For further information contact*

*Teresa Drew, A/Executive Assistant, Wheatbelt Development Commission – telephone: 9622 7222*



Dear Nominee

Please find enclosed nomination forms for the Board of the Wheatbelt Development Commission.

**The nomination form together with your curriculum vitae needs to be completed and returned to the Commission by 1 April 2015.**

For your information:

- There are ten members, nine appointed by the Minister for Regional Development, from expressions of interest via advertisement and response or through local government. There are three areas of responsibility that you can be appointed to; ministerial, local government or community. The Chief Executive Officer is an ex-officio, voting member.
- It is a Board of Governance, rather than a Board of Management. It is responsible for strategic direction and discussion of policy issues, whilst the Chief Executive Officer is responsible for the operation of the Commission.
- The Board meets bi-monthly on the second Thursday afternoon and up until approximately 3.00pm on Friday, meeting in various regional locations.
- All meals including dinner on Thursday evening, and accommodation are provided. There is a standard sitting fee and travel costs are covered for eligible board members. (Premier Circular No. 2012/02 State Government Boards & Committees).
- A range of material is sent out, often for general information, between meetings to keep board members informed. Guest speakers attend board meetings and cover a range of topics relevant to the Wheatbelt.

I trust the above information provides a brief overview of the Board and its role. If you have any further queries, please do not hesitate to contact either myself, or my Executive Assistant, Ms Teresa Drew.

Yours sincerely

**WENDY NEWMAN**  
Chief Executive Officer

16 February 2015

# Board Vacancies

## *Call for Nominations*

### Board Membership

Local Government, Community and Ministerial vacancies currently exist on the Board of the Wheatbelt Development Commission.

The role of the Commission is to coordinate and promote economic development in the region. Details of the Commissions purpose and priorities can be found at [www.wheatbelt.wa.gov.au](http://www.wheatbelt.wa.gov.au) (<http://www.wheatbelt.wa.gov.au/>)

The Minister for Regional Development will make the appointments to the Board.

People may nominate themselves or others; organisations may also nominate individuals. Prospective nominees should possess interest and knowledge relevant to Wheat belt regional priorities.

Applicants will be considered against the following criteria: Understanding of key issues impacting the development of the region; a demonstrated involvement in either the economic, social or environmental development of the region; and the demonstrated ability to work cooperatively to achieve agreed goals across a wide range of issues and stakeholders.

Terms of appointment will range up to three years.

Nomination forms and further information can be obtained by contacting:

Ms Teresa Drew

Ph: 9622 7222

Email: [teresa.drew@wheatbelt.wa.gov.au](mailto:teresa.drew@wheatbelt.wa.gov.au)

Nominations should be made by submitting relevant details to the Minister for Regional Development through the Wheatbelt Development Commission, PO Box 250, NORTHAM WA 6401.

**Nominations are open until close of business **Wednesday 1 April 2015.****



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# **Avon Regional Organisation of Councils (AROC)**

**Agreement between:**

**Shire of Chittering  
Shire of Dowerin  
Shire of Goomalling  
Shire of Northam  
Shire of Toodyay  
Shire of Victoria Plains**

## **Memorandum of Understanding for the Operation of the Avon Regional Organisation of Councils (AROC)**

**February 2015**

(Version Six)

Endorsed by Council on 24 March 2015

**AVON REGIONAL ORGANISATION OF COUNCILS (AROC)**  
Memorandum of Understanding

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## A. Description of the Memorandum of Understanding (MOU)

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1. The purpose of this document is to set out the framework for regional cooperation between the member local governments.
2. The regional body shall be known as the Avon Regional Organisation of Councils, or under the short form AROC.
3. AROC will not be a legal entity or a body corporate, and may only operate under the auspices of one or more member local governments.
4. AROC operates under the authority of Section 3.68 of the *Local Government Act 1995*.

## B. Period of Agreement

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1. This agreement shall apply from the date it is adopted by the member local governments for a period of 5 years. At the end of that period the members may:
  - Renew the agreement;
  - Change the agreement; or
  - Take no action, in which case the agreement ceases to have effect.
2. The agreement may be modified or cancelled at any time with the unanimous agreement of the member local governments.

## C. Membership

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1. Membership of the Avon Regional Organisation of Councils shall consist of the following organisations:
  - Shire of Chittering;
  - Shire of Dowerin;
  - Shire of Goomalling;
  - Shire of Northam;
  - Shire of Toodyay; and
  - Shire of Victoria Plains.
2. Each member is a local government constituted under the Western Australian *Local Government Act 1995*.

## **D. Mission Statement**

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The mission of the Avon Regional Organisation of Councils (AROC) is to:

**“Work cooperatively for the benefit of the region and well-being of the community”**

## **E. Purpose**

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The purpose of AROC is to arrange and facilitate Members:

- working together cooperatively to address regional problems, issues or challenges and advance the interests of the region;
- developing and implementing resource sharing strategies or regional service delivery models;
- delivery of training and development programs for elected members or staff; and
- undertaking joint tendering or purchasing arrangements.

## **F. The AROC Governance Group**

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1. The prime decision-making body for AROC shall be the Governance Group;
2. The Governance Group will meet every two months at a time and place agreed by the group;
3. Each member local government shall have equal representation on the Governance Group;
4. The Governance Group shall consist of:
  - one elected member for each member local government, usually the mayor or shire president;
  - one senior officer from each member local government, usually the CEO;
5. Each local government shall nominate an elected member to represent it on the Governance group;
6. Proxies are permitted;
7. Each member local government shall have a single vote to be exercised by their nominated elected member or proxy, or in the absence of an elected member by the CEO or senior officer present;
8. Governance Group meetings are not open to the public, but additional elected members from member local governments are encouraged to attend as observers;

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9. Invited guests may attend the meeting to address particular issues and can remain for the remainder of the meeting unless decided otherwise by the meeting;
10. Members may attend by prior arrangement through instantaneous electronic communication;
11. Except where otherwise stipulated in this agreement, all decisions shall be made by simple majority;
12. For the purposes of this clause **"simple majority"** means more than half of the number of members present.

## **G. The AROC Officer's Group**

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1. The AROC Officers Group will meet every two months at a time and place agreed by the Officers Group, in the months when the Governance Group does not meet;
2. Each member Local Government shall have equal representation on the Officers Group, usually the CEO;
3. Proxies are permitted; and
4. Decisions shall be by consensus.

## **H. Authority**

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1. The Governance Group will have authority from member local governments to deal with funds held by AROC from members and third party contributions; except
2. The individual Local Government that is responsible for the delivery of a program or project under third party grant funding shall ensure that the program or project is delivered and the funds are expended and acquitted in accordance with the grant agreement.

## **I. Meetings**

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1. The AROC Governance Group will decide where and when and how often it will meet;
2. The secretariat will prepare a program for the meeting that will consist of:
  - Matters referred by the Officers Group for consideration or decision;
  - Matters raised by individual member local governments for consideration;
  - Review of actions and progress arising from previous meetings or decisions;

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- Submissions, presentations or representations from third parties arranged by the secretariat or agreed by the Chairperson; and
  - Such other matters as may be agreed by the Governance Group.
3. The meeting Program will generally be circulated one clear week prior to the Governance Group Meeting; and
  4. A quorum shall consist of delegates from 4 member Local Governments.

## **J. Chairperson and Deputy Chairperson**

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1. The Chairperson and Deputy Chairperson of the Governance Group will be elected at the first Governance Group meeting following the Local Government Ordinary Elections, or at such other times as may be necessary if the position is vacated;
2. The Chairperson and Deputy Chairperson must be elected members from one of the member local governments;
3. The Chairperson shall have a deliberate vote only and no casting vote. Unresolved matters are to be referred to the next meeting;
4. If the Chairperson is absent, whether represented by a proxy or not, the Deputy Chairperson will preside; and
5. If both the Chairperson and the Deputy Chairperson are absent, whether represented by proxies or not, the group will elect a presiding member for that meeting only.

## **K. Secretariat**

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1. An individual, member local government or other corporate body may be appointed to provide secretariat support to AROC. Unless the Governance Group determines otherwise the secretariat will be provided by the local government represented by the Chairperson; and
2. The Governance Group will determine an annual fee for the provision of secretariat services at the time that it adopts its annual budget.

## **L. Treasury**

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1. A member local government will be appointed to act as Treasurer to hold, manage and account for funds held on behalf of AROC;
2. The Treasurer will provide regular financial reports to the Governance Group; and
3. The Governance Group may determine an annual fee for the provision of treasury services at the time that it adopts its annual budget.

## **M. Annual Financial Contribution**

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1. Each year at its April meeting the Governance Group will determine the annual contribution for member Councils for the following financial year;
2. The annual contribution shall be identical for each member Council; and
3. The annual contribution will be not less than \$5,000 and not more than \$10,000 per member Local Government.

## **N. Project Financial Contribution**

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1. AROC through the Governance Group may decide to undertake a project or projects which require additional financial contributions from member local governments;
2. Projects must involve at least two local governments, but could involve all member local governments;
3. Each project will have a separate form of agreement which will ensure that:
  - The costs of the project are equitably distributed;
  - That any additional costs or savings are equitably distributed to participating local governments; and
  - That there will be no impost on, or windfall to those member local governments that choose not to participate.

## **O. Spending AROC Funds**

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1. Any decision to allocate AROC funds to a project will be made by a *Special Majority* of members;
2. A *Special Majority* for the purposes of this Clause will be 5 out of the 6 members; and
3. Funds may be expended on AROC administrative costs by the secretariat and treasury under delegated authority.



## **P. New AROC Members**

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1. The Governance Group may by unanimous agreement:
  - Allow an additional local government to become a member; or
  - Invite an additional local government to become a member.
2. Any new member will be required to buy in to the Avon Regional Organisation of Councils; and
3. The buy in figure will be determined by preparing a balance sheet for AROC, and dividing the net equity position by the number of Members.

## **Q. Withdrawal of AROC Members**

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1. AROC members recognise and agree that participation in AROC is a long-term strategy and any decision to withdraw should be reflective of the long-term nature of the commitment;
2. A retiring member must give at least one full financial year notice of an intention to withdraw if they are to take advantage of a distribution of equity as set out in the next clause;
3. At the conclusion of the notice period the departing member will be entitled to receive a payout calculated as the AROC net position not including any restricted funds, at 30 June divided by the number of members; and
4. A member may withdraw at any time without notice but will be required to pay any contributions due and payable up to the end of the current financial year, but will not be entitled to any distribution of assets.

## **R. Winding Up**

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1. Any decision to wind up AROC requires a decision by *Special Majority* of members;
2. A *Special Majority* for the purposes of this Clause will be 5 out of the 6 members; and
3. In the event that AROC is to be wound up;
  - Any assets or liabilities associated with a project constituted under Clause N that does not include all members of AROC will be distributed amongst those members in accordance with the agreement for that project; and
  - All remaining assets and liabilities will be distributed equally amongst member Councils.

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## **S. Action Plan**

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1. AROC will prepare an Action Plan every two years that will identify regional priorities, planned projects and activities for the next two year period;
2. The Governance Group may at any time add or remove items from the Action Plan;
3. The Action Plan will be reviewed annually; and
4. The Action Plan will form a schedule to this MOU.

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## **T. Executed by the Parties**

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### **Shire of Chittering**

#### **SHIRE PRESIDENT**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### **CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Shire of Dowerin**

#### **SHIRE PRESIDENT**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### **CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Shire of Goomalling**

#### **SHIRE PRESIDENT**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### **CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Shire of Northam****SHIRE PRESIDENT**

Printed Name	Signature	Date
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**CHIEF EXECUTIVE OFFICER**

Printed Name	Signature	Date
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**Shire of Toodyay****SHIRE PRESIDENT**

Printed Name	Signature	Date
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**CHIEF EXECUTIVE OFFICER**

Printed Name	Signature	Date
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**Shire of Victoria Plains****SHIRE PRESIDENT**

Printed Name	Signature	Date
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**CHIEF EXECUTIVE OFFICER**

Printed Name	Signature	Date
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## **PROGRESS ON RECREATION PLANNING**

### **Documentation:**

SGL, the consultant that assisted in the development of the Recreation strategy has been engaged to assist in the development of:

- The Business Case;
- Project Management Plan
- Risk Management Plan
- Procurement Plan
- Asset Management Plan;
- Life Cycle costing Plan

Other supporting documents will include:

- Strategic Community Plan
- Long Term Financial Plan
- Recreation Strategy
- Sport and Recreation Master Plan
- Avon and Toodyay Economic development Plans;
- Community Profile from Profile ID
- Recycled Water Scheme
- Letters of Support

### **Consultation:**

CEO, Manager of Community Development and Sport and recreation Coordinator attended the information session on the Stronger Regional Communities Program in Northam on Monday 23 March 2015;

Project Planning Meeting this morning identified 27 different organisations from which to obtain letters of support;

CEO and Shire President will be attending the next Bendigo bank Board Meeting (2 April)

CEO and MCD to meet with School Council and Principal (date TBA)

CEO and MCD to meet with Lottery West (15 April)

CEO and MCD to meet with WDC (date TBA)

CEO, MCD and Sport and recreation Coordinator booked to meet for 3 days in May to draft application and finalise documentation;

Christian Porter's Office to review application and provide suggestions;

RDA Wheatbelt to review application and provide suggestions;

Possible Consultants identified if needed.

The Shire President is to attend national General Assembly, including meetings with relevant ministers, and needs new compelling documents to assist.

**Funding:**

<b>Possible contributions</b>			
<b>Source</b>	<b>Amount</b>		<b>Description</b>
Federal: Stronger Regional Communities	\$10,000,000	40%	Funding Application
Federal: Roads To Recovery	\$500,000	100%	Part of 16-17 double allocation
State R4R: Growing our South	\$2,000,000	60%	Identified in Wheatbelt Blueprint
State: CSRFF	\$4,500,000	50%	Over 3 years
Lottery West	\$1,000,000	60%	Towards function centre
Education Department	\$500,000	40%	Performing Arts
Swimming Pool Committee	\$200,000	100%	In Bank
Bendigo Bank	\$100,000	70%	Donation
Shire Reserves	\$1,500,000	100%	Recreation Development and Swimming Pool
Shire Loans	\$7,700,000	100%	
<b>TOTAL</b>	<b>\$28,000,000</b>		Includes addition \$1m buffer
<b>Contingencies in plan</b>	<b>\$3,650,000</b>		<b>Escalates over time</b>
Fund Raising			
Private Benefactors			
In kind contributions			Earthworks / Clean fill

**Next Steps:**

Dedicate Roads (allows use of road funds)

Site Survey and level marking (to allow earth works)

Planning Consent (D use)

Construction Drawings (accurate costing and grant applications)

Commence Earthworks (in kind contributions)

Utilities and Services (WDC Funding)

Employ Project Manager.

