



Ordinary Meeting of Council

Minutes

24 June 2014

MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 24 JUNE 2014

Preface

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

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

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

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

Unconfirmed Minutes

These minutes were approved for distribution on 25 June 2014.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 22 July 2014.

Signed: 

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

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Shire of Toodyay

ORDINARY MEETING – 24 JUNE 2014

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr David Dow, Shire President, declared the meeting open at 4.10 pm.

2. RECORDS OF ATTENDANCE

Members

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

Staff

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

Visitors

M Sinclair-Jones
R Millar

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 APPLICATIONS FOR LEAVE OF ABSENCE

Cr McCann requested that he be granted Approved Leave of Absence from 16 July 2014 to 23 July 2014 inclusive.

COUNCIL RESOLUTION NO 139/06/14

MOVED Cr McCann

That the Application for Leave of Absence by Cr McCann from 16 July 2014 to 23 July 2014 inclusive be granted.

MOTION CARRIED 9/0

3. DISCLOSURE OF INTERESTS

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

Cr Rayner declared an impartiality interest in Item 9.3.1 Request to Vary the Width of Road Pavement, Lot 51 Toodyay Road, Dumbarton as he is known to the applicant through previous employment.

4. PUBLIC QUESTIONS

4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Ordinary Meeting of Council held on 27 May 2014, the following questions were taken on notice.

Michael Sinclair-Jones

Question One

1. How much money has the Shire spent so far on legal costs associated with commencing its Statement of Claim in legal proceedings against Graham Merrick and Charles Wroth?

The Shire of Toodyay has spent \$21,728.50 on the above for 2013/2014.

4.2 PUBLIC QUESTION TIME

There were no public questions.

5. CONFIRMATION OF MINUTES

Cr Madacsi moved a motion as follows:

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

- 5.1 Ordinary Meeting of Council held on 27 May 2014;
- 5.2 Council Forum held on 10 June 2014;
- 5.3 Special Council Forum (Economic Development Plan) held on 21 May 2014; and
- 5.4 Special Council Agenda Forum (Sport and Recreation Precinct) held on 20 May 2014

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 140/06/14

MOVED Cr Madacsi

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

- 5.1 Ordinary Meeting of Council held on 27 May 2014;
- 5.2 Council Forum held on 10 June 2014;
- 5.3 Special Council Forum (Economic Development Plan) held on 21 May 2014; and
- 5.4 Special Council Agenda Forum (Sport and Recreation Precinct) held on 20 May 2014

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

MOTION CARRIED 9/0

5.1 Ordinary Meeting of Council held on 27 May 2014

**OFFICER'S RECOMMENDATION/ADOPTION BY EXCEPTION
COUNCIL RESOLUTION NO 140/06/14**

MOVED Cr Madacsi

That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 27 May 2014 be confirmed.

MOTION CARRIED 9/0

5.2 Council Forum held on 10 June 2014

**OFFICER'S RECOMMENDATION/ADOPTION BY EXCEPTION
COUNCIL RESOLUTION NO 140/06/14**

MOVED Cr Madacsi

That the notes of the Council Forum held on 10 June 2014 be received.

MOTION CARRIED 9/0

**5.3 Special Council Forum (Economic Development Plan) held on
21 May 2014**

**OFFICER'S RECOMMENDATION/ADOPTION BY EXCEPTION
COUNCIL RESOLUTION NO 140/06/14**

MOVED Cr Madacsi

That the notes of the Special Council Forum held on 21 May 2014 be received.

MOTION CARRIED 9/0

**5.4 Special Council Agenda Forum (Sport and Recreation Precinct)
held on 20 May 2014**

**OFFICER'S RECOMMENDATION/ADOPTION BY EXCEPTION
COUNCIL RESOLUTION NO 140/06/14**

MOVED Cr Madacsi

That the notes of the Special Council Agenda Forum held on 20 May 2014 be received.

MOTION CARRIED 9/0

6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

6.1 PETITIONS

Nil.

6.2 DEPUTATIONS

Nil.

6.3 PRESENTATIONS

Nil.

6.4 SUBMISSIONS

Nil.

7. BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED)

7.1 (10.2) Notices of Motion - Environment Committee

Date of Report:	14 May 2014
Proponent:	Cr Madacsi
File Ref:	IAM26664
Author:	Maria Rebane – Executive Assistant
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

INTRODUCTION

This report is provided to Council following notices of motion provided by Councillor Craddock on 30 January 2014 and Councillor Madacsi on 22 April 2014.

BACKGROUND

At an Ordinary Meeting of Council held on 18 February 2014 Cr Craddock's notice of motion was as follows:

1. *That an Environmental Committee be formed;*
2. *That its initial terms of reference include the formulation of an Environmental Strategy;*
3. *That the first meeting be in early March;*
4. *That meetings initially be monthly; and*
5. *That Terms of Reference, meeting times, dates, and frequency, be considered at the first meeting as well as matters relating to the Strategy, including but not limited to its scope and priorities.*

On 22 April 2014 Councillor Madacsi provided the Chief Executive Officer notification of a notice of motion for the 27 May 2014 Ordinary Meeting of Council as follows:

That Council directs;

1. *the CEO to establish an Environmental Advisory Committee (EAC) comprised of Elected Members, the Shire of Toodyay Environmental Officer and representatives from community stakeholder groups.*
2. *that the terms of reference be adopted that are in keeping with Council advisory committees and contemporary EAC's.*

3. *that the objectives be formulated at the first sitting of the Committee consistent with contemporary EAC's and incorporate the values of the Toodyay Shire.*

At a Council Forum held on 13 May 2014 Councillor Craddock provided her another notice of motion in relation to the proposed establishment of an Environment Committee.

At a Council Forum held on 13 May 2014 Councillor Madacsi indicated that she would withdraw her notice of motion in favour of Cr Craddock's notice of motion which had been received first.

Cr Craddock's notice of motion, amended on 15 May 2014 is as follows:

1. *That Council forms an environment committee.*
2. *The Environment Committee will have the following terms of reference:*
 - *Provide advice to Council on the implementation of the environmental strategy;*
 - *Develop relevant documents including policies, strategies, leaflets, pamphlets or booklets for consideration by Council; and*
 - *Provide advice on relevant matters referred to it by Council.*
3. *The Environment Committee will consist of the following members:*
 - *Up to 5 Elected Members nominated by Council;*
 - *Up to 4 members of the public identified through advertising for expressions of interest from community members with relevant qualifications, skills or experience;*
 - *The CEO and or an officer nominated by the CEO.*
4. *That the committee meet every two months or such other times as may be determined by the committee, with the first meeting to be held after selection by Council of the community representatives; and*
5. *The committee will have no delegated powers or duties.*

CONSULTATION

At a Council Forum held on 4 February 2014 there was a discussion paper presented in relation to the Shire's Environment Portfolio. The formation of an Environmental Committee was suggested at that meeting.

Cr Craddock provided a notice of motion to the CEO on 30 January 2014 which was brought before Council at its Ordinary Meeting of Council held on

18 February 2014. At this meeting Council resolved to defer the matter to the May Council Forum as a Concept Forum item.

This matter of an Environmental Committee was discussed by Council as an Agenda Forum Item during Council Forum held on 13 May 2014.

STATUTORY ENVIRONMENT

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

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

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

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

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

Section 5.8 of the Local Government Act 1995 provides for the establishment of committees of 3 or more persons. Sections 5.9 and 5.10 provide for the types of committees and membership. Factors to be considered in the establishment of a Committee are also as follows:

Public Participation – Does Council wish for the Committee to be open to the public or closed to the public;

Frequency of Meetings - It is important to be aware that if the meetings are held in the Council Chambers that they are held on days where they do not clash with an agenda preparation week nor with any other Council or Committee Meeting.

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

POLICY IMPLICATIONS

There may be future policy implications related to the establishment of new environmental policies recommended to Council by the Committee.

FINANCIAL IMPLICATIONS

There may be financial implications should Council decide to create an Environmental Advisory Committee. The first is in regards to Officer time spent to ensure that the coordination of meetings, as well as the recording of minutes is done in accordance with the *Local Government Act 1995*.

STRATEGIC IMPLICATIONS

One of the key points of Toodyay 2023 – Strategic Community Plan is “Environment.”

The mission statement for the Shire of Toodyay states as follows:

*Local Government and community working together to obtain the best possible social, economic and **environmental outcomes** for the Toodyay Shire.*

The community outcomes that Council has identified to meet the aspirations of the Toodyay community as a liveable and thriving Shire speaks about Responsible and Responsive Civic leadership in relation to Healthy natural and rural environment.

Environmental Services features throughout the Community Strategic Plan as a Strategic Priority for Council in terms of the following:

- Preservation of road-side vegetation;
- Waste management;
- Sustainable operating practices.
- Waste minimisation, including recycling;
- Review of Strategic Waste Management Plan (2008 – 2013); and
- Developing an Environmental Plan that considers the natural environment, resource efficiency and innovation.

ENVIRONMENTAL IMPLICATIONS

The environmental implications of establishing an Environmental Advisory Committee would satisfy the Governance Services sector of the Strategic Community Plan under the heading “Clear Strategy and Prioritisation” whereby Council wanted action on the following:

- Develop two key plans as above (Economic Development and Environment)
- Review progress and re-set priorities for strategy development at each two yearly

SOCIAL IMPLICATIONS

The social implications of establishing an Environmental Advisory Committee would satisfy the Community Services sector of the Strategic Community Plan

where, under the sub-heading of Building Trust, partnerships and support for community action “Environmental Partnerships” is listed.

OFFICER’S COMMENT

The notice of motion provided by Cr Craddock meets the requirements of Section 17.1 (2) of the *Shire of Toodyay Standing Orders Local Law*.

Council however, seems to be unaware of the significant resources necessary for a Committee of Council. At this stage, it is unclear whether having another committee will add more value, particularly given the very limited resources presently committed to the environment portfolio.

In relation to the membership of a Council Committee it is not best practice to include more than half of Council. If there are that many Councillors, it may as well just be considered by Council, and having more than half of Council represented on a committee will give the impression to the public that the committee is the real decision-making body.

At the Ordinary Meeting of Council held in February 2014 the following paragraphs were stated within the Officer's Comment:

The CEO provided an outline of the structure of a proposed Environment Strategy for the Shire of Toodyay. This information was provided in response to a request from an elected member and resulted in some quite heated remarks. Subsequent discussions with individual councillors indicate there is a divergence of views on not only the content of an Environmental Strategy, but also on the role of the Environment Officer.

The suggestion that the committee be given carte blanche to develop its own terms of reference is a cause for some concern. It would be the CEO's preferred approach that Council consider the formation of such a committee only after it has adopted an environment strategy and is in a position to determine its terms of reference.

It is important to note that the administrative support required for a committee is substantial, and is accompanied with statutory record keeping obligations. The shire employs a single part time officer for this function, and the support for the committee would use up a significant portion of this limited resource. This is also a relatively junior officer and would not be able to attend the committee meeting without either a manager or the CEO also in attendance.

Council committees are to assist with governance strategy and oversight. They are not there to provide direction or supervision of individual staff. There is a real risk that the role and constraints of the committee could become a cause for serious friction.

It is the CEO's view that it would be better if this committee was not formed at this time. If Council wishes to contemplate an Environment Committee

more clarity is required in relation to its terms of reference and its membership.

Councillor Craddock's Notice of Motion

1. That Council forms an environment committee.
2. The Environment Committee will have the following terms of reference:
 - Provide advice to Council on the implementation of the environmental strategy;
 - Develop relevant documents including policies, strategies, leaflets, pamphlets or booklets for consideration by Council; and
 - Provide advice on relevant matters referred to it by Council.
3. The Environment Committee will consist of the following members:
 - Up to 5 Elected Members nominated by Council;
 - Up to 4 members of the public identified through advertising for expressions of interest from community members with relevant qualifications, skills or experience;
 - The CEO and or an officer nominated by the CEO.
4. That the committee meet every two months or such other times as may be determined by the committee, with the first meeting to be held after selection by Council of the community representatives; and
5. The committee will have no delegated powers or duties.

Cr Craddock moved a motion as follows:

1. **That Council forms an Environmental Advisory Committee.**
2. **The Environmental Advisory Committee will have the following terms of reference:**
 - **Provide advice to Council on the implementation of the environmental strategy;**
 - **Develop relevant documents including policies, strategies, leaflets, pamphlets or booklets consistent with the environmental strategy for consideration by Council; and**
 - **Provide advice on relevant matters referred to it by Council.**
3. **The Environmental Advisory Committee will consist of the following members:**
 - **Up to 5 Elected Members nominated by Council;**

- **Up to 4 members of the public identified through advertising for expressions of interest from community members with relevant qualifications, skills or experience; and**
 - **The CEO and or an officer nominated by the CEO.**
4. **That the Environmental Advisory Committee meet every two months or such other times as may be determined by the committee with the first meeting to be held after selection by Council of the community representatives; and**
5. **The committee will have no delegated powers or duties.**

Clarification was sought by Cr Craddock in relation to a possible amendment to her motion as follows:

That at Point 1 the words “following the adoption of the Environmental Strategy” be inserted following the words “Environmental Advisory Committee.”

Cr Craddock moved an amendment to the motion as follows:

That at Point 4 the words “and within two months following the adoption of the Environmental Strategy” be added following the words “community representatives”

Clarification was sought.

The motion was put.

COUNCIL RESOLUTION NO 141/06/14

MOVED Cr Craddock

1. That Council forms an Environmental Advisory Committee.
2. The Environmental Advisory Committee will have the following terms of reference:
 - Provide advice to Council on the implementation of the environmental strategy;
 - Develop relevant documents including policies, strategies, leaflets, pamphlets or booklets consistent with the environmental strategy for consideration by Council; and
 - Provide advice on relevant matters referred to it by Council.

3. The Environmental Advisory Committee will consist of the following members:
 - Up to 5 Elected Members nominated by Council;
 - Up to 4 members of the public identified through advertising for expressions of interest from community members with relevant qualifications, skills or experience; and
 - The CEO and or an officer nominated by the CEO.
4. That the Environmental Advisory Committee meet every two months or such other times as may be determined by the committee with the first meeting to be held after selection by Council of the community representatives and within two months following the adoption of the Environmental Strategy; and
5. The committee will have no delegated powers or duties.

MOTION CARRIED 9/0

7.2 (10.3) Councillor Chitty – Notice of Motion - Intersection Duke Street North and Charcoal Lane

Date of Report:	30 April 2014
Proponent:	Cr Chitty
File Ref:	MTG4/ IAM26775
Author:	Maria Rebane – Executive Assistant
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. Road Safety Report.
Voting Requirements:	Simple Majority

INTRODUCTION

This report is provided to Council following a notice of motion provided by Councillor Chitty via email on 30 April 2014.

BACKGROUND

At 2.45 pm on 30 April 2014 Councillor Chitty provided the Chief Executive Officer notification of a notice of motion via email for the 13 May 2014 Council Agenda Forum as follows:

At the intersection of Duke Street north and charcoal lane the stop sign be changed so that the traffic going from charcoal lane do not have to stop. The traffic travelling on Duke Street north make the stop.

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

CONSULTATION

Input from the Manager of Works and Services has been sought. The matter was brought to the attention of Councillors at a Council Forum held on 13 May 2014 at which time:

The Shire President requested that Elected Members complete the columns at Point 6 – Appendix B Corrective Action Report and provide this to the CEO so that Officers are able to present a report for consideration by Council at a forthcoming Council Meeting.

To date, no further information from Elected Members has been received.

STATUTORY ENVIRONMENT

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

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

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

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

FINANCIAL IMPLICATIONS

There will be no financial implications relative to this item if Council determines that the matter is worth proceeding and Main Roads approve the work.

OFFICER'S COMMENT

The Works and Services Department recently employed Shawmac Consulting Engineers to complete a road safety audit for the following items within the Central Business District:

- 1) Review existing and recommend if any new safe crossing points on Stirling Terrace are required for the Shire of Toodyay's aged and vision impaired residents.
- 2) Assess the Toodyay Road wise Committee request of the existing 40 kph speed limit zone in Stirling Terrace be extended to include Piesse, Duke, Charcoal Lane and Oddfellow Street in the adjacent Central Business District.
- 3) Whether the intersection of Charcoal Lane & Duke Street should be redesigned, with Charcoal Lane being the continuing through road with the stop signs and holding lines being relocated onto Duke Street.
- 4) Recommendations for the intersection of Piesse Street and Charcoal Lane due to the interaction between pedestrians and traffic.
- 5) Issues surrounding the configuration of Duke Street being one way, suggested improvements for the road.
- 6) The need for a loading zone adjacent to the Christmas shop;

A copy of the completed road safety report and its recommendations is attached (Refer to **Attachment 1**).

Main Roads WA is the responsible agency for all regulatory signage, holding and centre line markings within Western Australia; these signs include stop signs, speed signs and give-way signs. Any modification or new installation of any of these items requires approval from Main Roads WA and if approved their contractor will carry out the works on behalf of Council.

In viewing the road safety audit document, it has been recommended that Council request Main Roads WA to

- A) Reverse the stop signs and holding lines onto Duke Street to give priority to Charcoal Lane.
- B) Impose a 40km/h speed zone over the central business district precinct bounded by Stirling Terrace, Charcoal Lane, Duke Street, Piesse Street and Oddfellow Street.
- C) Install repeater 40km/h speed signs along Stirling Terrace.
- D) Have "Give way" holding lines installed on Piesse and Oddfellow Street.

The Manager Works and Services has discussed the above list with Mr Gren Putland from Main Roads WA and was advised as a road safety report had been performed and the items were regulatory, in the interest of road safety there would be no cost to Council for them to carry out the works if approved. Mr Putland was supportive of the recommendations within the road safety audit and now guidance to proceed or not on these matters is required from Council.

Councillor Chitty's Notice of Motion

It is recommended that Council write to Main Roads WA requesting that they carry out the recommendations in the road safety audit report, these being

- 1) Reverse the stop signs and holding lines onto Duke Street to give priority to Charcoal Lane;
- 2) Impose a 40km/h speed zone over the central business district precinct bounded by Stirling Terrace, Charcoal Lane, Duke Street, Piesse Street and Oddfellow Street;
- 3) Install repeater 40km/h speed signs where required along Stirling Terrace; and
- 4) Have "Give way" holding lines installed on Piesse and Oddfellow Street.

Cr Chitty moved the Officer's Recommendation as follows:

That Council write to Main Roads WA requesting that they carry out the recommendations in the road safety audit report, these being

- 1) Reverse the stop signs and holding lines onto Duke Street to give priority to Charcoal Lane;**

- 2) **Impose a 40km/h speed zone over the central business district precinct bounded by Stirling Terrace, Charcoal Lane, Duke Street, Piesse Street and Oddfellow Street;**
- 3) **Install repeater 40km/h speed signs where required along Stirling Terrace; and**
- 4) **Have “Give way” holding lines installed on Piesse and Oddfellow Street.**

Clarification was sought.

Cr Firms moved an amendment to the motion as follows:

That Point 2 be deleted.

Cr Chitty did not accept the amendment.

The amendment to the motion was lost for want of a seconder.

Cr Firms moved an amendment to the motion as follows:

That Point 2 be reworded to read as follows:

2. **Impose a 40km speed zone over the precinct bounded by Stirling Terrace, Piesse St, Charcoal Lane and Duke Street between Charcoal Lane and Stirling Terrace;**

Cr Chitty did not accept the amendment.

The amendment to the motion was lost for want of a seconder.

Clarification was sought in relation to the substantive motion.

Cr Rayner moved a motion as follows:

That at Point 2 the word “North” be inserted following the words “Duke Street”

Cr Chitty accepted the amendment.

Cr Firms objected to the motion.

Cr Greenway seconded the motion.

Debate commenced.

The motion was put.

COUNCIL RESOLUTION NO 142/06/14

MOVED Cr Chitty

SECONDED Cr Greenway

That Council write to Main Roads WA requesting that they carry out the recommendations in the road safety audit report, these being

- 1) Reverse the stop signs and holding lines onto Duke Street to give priority to Charcoal Lane;
- 2) Impose a 40km/h speed zone over the central business district precinct bounded by Stirling Terrace, Charcoal Lane, Duke Street North, Piesse Street and Oddfellow Street;
- 3) Install repeater 40km/h speed signs where required along Stirling Terrace; and
- 4) Have "Give way" holding lines installed on Piesse and Oddfellow Street.

MOTION CARRIED 8/1

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

7.3 (14.1) Confidential Item – CEO Performance Review

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 143/06/14

MOVED Cr Chitty

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

MOTION CARRIED 9/0

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

All members of the public departed the Council Chambers at 4.43 pm.

The Manager Community Development departed Council Chambers at 4.43 pm.

The Manager Planning and Development departed Council Chambers at 4.43 pm.

The Manager Works and Technical Services departed Council Chambers at 4.43 pm.

COUNCIL RESOLUTION NO 144/06/14

MOVED Cr Rayner

That Council appoint John Phillips Consulting to conduct the CEO performance appraisal for Council.

That a Special Meeting be convened early in September to allow the consultant to meet with Council and the CEO to agree to the details of the process.

That for future performance reviews Council seek three quotes from Consultants.

MOTION CARRIED 9/0

7.4 (14.2) Confidential Staff Matter – CEO Long Service Leave

COUNCIL RESOLUTION NO 145/06/14

MOVED Cr Chitty

Council approve the CEO not commencing the Long Service Leave for which he is eligible until 2016 unless requested earlier by the CEO.

MOTION CARRIED 9/0

COUNCIL RESOLUTION NO 146/06/14

MOVED Cr Madacsi

That Council move from behind closed doors.

MOTION CARRIED 9/0

The Council Chambers were re-opened at 5.17 pm. The Shire President did not read aloud the resolutions made behind closed doors.

Members of the public returned at 5.17 pm.

The Manager Community Development returned to Council Chambers at 5.17 pm.

The Manager Planning and Development returned to Council Chambers at 5.17 pm.

The Manager Works and Technical Services returned to Council Chambers at 5.17 pm.

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER

8.1 PRESIDENT'S REPORT

Toodyay's draft Economic Development Plan, prepared by RPS Environment and Planning Pty Ltd has now been finalised, with amendments resulting from Council discussions at three recent forums and after final perusal and acceptance by Council will be advertised for submissions from the public and key stakeholders.

This Economic Development Plan compliments the Shire of Toodyay's Community Strategic Plan and will be a key element in Council's deliberations in future years. Community input into the Draft Plan is vital to ensure that future Council decisions reflect the aspirations and needs of Shire residents and I urge all stakeholders to take the time to consider the Draft Economic Development Plan during the advertised consultation period.

Peter Hunt Architects, the Consultants appointed to complete the Toodyay Sport and Recreation Precinct Master Plan presented the draft concept plan to a community meeting at the Toodyay Community Centre during the evening of 17 June, 2014. Unfortunately I was not able to attend but feedback from various attendees indicates that the concept plan was positively received by most of those present with many helpful questions and criticisms. Submissions received as a result of the public consultation period ending 27 June 2014 will also be seriously considered by Council and consulting Architects in order to further improve the final concept plan.

Mid-June I represented the Shire of Toodyay at the National General Assembly of Local Government in Canberra. This three day event was preceded by a one day Regional Cooperation and Development forum. While I was in Canberra I took the opportunity to meet with several Parliamentary Ministers and Advisors to discuss aged care, road and infrastructure funding and mobile phone black spots. All issues important and relevant to our Shire. However, the main purpose of my visit was to meet an Advisor to the Minister for Sport and Health, the Hon. Peter Dutton MP, along with the Hon. Christian Porter MP to discuss means of obtaining Federal funding for the Toodyay Sport and Recreation Precinct. This meeting was extremely positive and arrangements are now progressing to facilitate a visit to Toodyay headed by Mr Porter during July. This will complement the scheduled July visit by the Hon. Terry Waldron, WA Minister for Sport, accompanied by Mr Shane Love MLA, Member for Moore, together with Hon Paul Brown MLC and Hon Martin Aldridge MLC. This meeting will be a precursor to applying for funding at a State level.

MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 24 JUNE 2014

On Saturday morning (21 June), I had the pleasure of welcoming the Gyuto Monks of Tibet to our town. Their week of workshops culminating in a 2 hour chanting performance titled "Timeless Voices" will surely be long remembered by those who attend these events.

9. REPORTS OF COMMITTEES AND EMPLOYEE REPORTS

9.1 COMMUNITY DEVELOPMENT

There were no reports scheduled to be considered.

9.3. WORKS AND TECHNICAL SERVICES

The Shire President ruled that (9.3 Works and Technical Services) Agenda Item 9.3.1 Request to vary the width of road pavement, Lot 51 Toodyay Road Dumbarton be heard as the next item of business.

Cr Rayner declared an impartiality interest in Item 9.3.1 Request to Vary the Width of Road Pavement, Lot 51 Toodyay Road, Dumbarton as he is known to the applicant through previous employment. Cr Rayner stated that he would consider the matter on its merits and vote accordingly.

9.3.1 Request to Vary the Width of Road Pavement, Lot 51 Toodyay Road, Dumbarton

Date of Report:	16 June 2014
Applicant:	Mr R Millar and Mrs S Millar
File Ref:	S146916, 51TOOR/A2793
Author:	Graeme Bissett - Manager Planning & Development
Responsible Officer:	Les Vidovich - Manager Works & Services
Officer's Disclosure of Interest:	Nil
Attachments:	1. Letter of Request; and 2. Subdivision plan.
Voting Requirements:	Simple Majority

INTRODUCTION

Council is requested to consider a request from Mr and Mrs Millar to vary the minimum width of sealed pavement from 6m with 1.2m single seal shoulders to 5m road seal only as required by Council's Engineering Policy E.1 based on reduced road reserve width availability.

BACKGROUND

Lot 51 Toodyay Road, Dumbarton is a 74.45ha lot zoned Rural Living in the Shire of Toodyay's Local Planning Scheme No 4. The property is bound by the Clackline Toodyay Railway Reserve (now defunct) to the west, the Perth to Kalgoorlie Railway Line to the north and by a Private Right of Way (PROW), owned by the applicant to the south west.

The applicant has received subdivision approval to create 2 new lots to be serviced by the existing right of way which is to be converted into a road leading onto Toodyay Road. Under Council's Engineering Policy E.1 as the new road will provide access to a Rural Living lot, Mr Millar is required to upgrade this currently gravelled track to a sealed road standard as specified by section of E.1 as follows:

The road will need to be six metres wide with two coat seal (2x10mm stone) while the shoulders will be required to be 1.2 metres wide with one coat seal (10mm stone).

Mr Millar believes this is impractical because of his claim the final road reserve is only 10m wide not the normal 20m (or 30m as indicated by E.1) and has applied for a variation to the requirements of E.1 as per his submitted letter attached.

CONSULTATION

Informal consultation on this matter has occurred with the Manager of Planning and Development in relation to varying the requirements of E.1.

The advice received from the Manager of Works and Services was as follows:

*“The Institute of Public Works Engineering Australasia **IPWEA** **subdivisional guidelines states** - that rural roads may be defined as where the roads service lots are equal to or greater than 4000m². However, there may be instances where the development clearly is within the urban environment despite the size of the lots being developed.*

Local roads which provide lot frontage and property access, the minimum pavement width shall be 5.6 metres with 1.2 metre wide shoulders for cul-de-sac's and six metres with 1.2 metre wide shoulders for loop roads, located in a road reserve with a minimum width of 20 metres.

***Austroads - Guide to Road Design Part 3 states** - the standard road cross-sections to be adopted for rural and outer urban roads width is 3.5m. Circumstances such as restricted road reserve width may dictate a departure from this standard. In these situations, to allow vehicles to be passed, the desirable minimum carriageway width is 6.0m. The absolute minimum through carriageway width is 5.5m as commercial vehicles are commonly the full legal width of 2.5m*

***Council Policy** also states the subdivision shall be 6 meters wide, 2 coat seal, with 1.2m shoulder, 1 coat seal.*

Think our recommendation should in line with Austroads that being absolute minimum 5.5m as traffic numbers for the road will low.”

STATUTORY ENVIRONMENT

The provisions of the policy E.1 provide guidelines in relation to the provisions of the Planning and Development Act 2005, Section 170(1) for developers to follow in relation to the engineering aspects of subdivisional development.

Council has the power to vary the provisions of this policy if considered warranted.

POLICY IMPLICATIONS

Under Council's Policy E.1 Subdivisional Development Guidelines because the new road will provide access to a Rural Living lot, the road will need to be six metres wide with two coat seal (2x10mm stone) while the shoulders will be required to be 1.2 metres wide with one coat seal (10mm stone).

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

Unfortunately a check of Council's mapping and the subdivision map indicate clearly that the new road reserve is in fact 20m not 10m. Given however Council's discussions at the forum it appears there may be some desire for a compromise. Based on the advice from the Shire's Manager of Works and Services Council could safely all a 5.5m Road seal with unsealed shoulders if it is prepared to give a variation to the provisions of Council's Engineering policy E.1.

Given the road only services a small number of lots in total this is seen as a reasonable outcome. It should be noted any further subdivision proposed should be required to upgrade this road to the full requirements

OFFICER'S RECOMMENDATION

It is recommended that in relation to the sealing of the road access to the subdivision of lot 51 Toodyay Road Council vary the requirements of Engineering policy E.1 in this case to permit a reduction of the road seal width down to 5.5m.

Cr Firms moved the Officer's Recommendation as follows:

That in relation to the sealing of the road access to the subdivision of Lot 51 Toodyay Road Council vary the requirements of Engineering policy E.1 in this case to permit a reduction of the road seal width down to 5.5 m.

Cr Lloyd objected to the motion.

Cr Madacsi seconded the motion.

Debate commenced.

Cr McCann moved an amendment to the motion as follows:

That the Officer's Recommendation become Point 1; and

That a Point 2 be inserted to read as follows:

- 2. Any further subdivision proposed should be required to upgrade this road to the full requirements.**

Cr Firms did not accept the amendment.

Clarification was sought.

The amendment to the motion was lost for want of a seconder.

The motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 147/06/14

MOVED Cr Firms

SECONDED Cr Madacsi

That in relation to the sealing of the road access to the subdivision of Lot 51 Toodyay Road Council vary the requirements of Engineering policy E.1 in this case to permit a reduction of the road seal width down to 5.5 m.

MOTION CARRIED 7/2

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

9.2 PLANNING AND DEVELOPMENT

9.2.1 Review of Local Planning Policy LPP.26 Subdivisional Development Guidelines

Date of Report:	16 June 2014
Proponent:	Shire of Toodyay
File Ref:	PCY2
Author:	Graeme Bissett - Manager Planning & Development
Responsible Officer:	Graeme Bissett - Manager Planning & Development
Officer's Disclosure of Interest:	Nil
Separate Attachment:	1. Draft Local Planning Policy LPP.26 Subdivisional Development Guidelines and the policy; and 2. Email clarifications on Policy; and 3. Notes from Council Forum held on 10 June 2014.
Voting Requirements:	Simple Majority

INTRODUCTION

The purpose of this report is to bring Council's Engineering Policy E.1 to Council with a view to converting it the Local Planning Policy LPP.26 Subdivisional Development Guidelines with the amendments included as discussed in Council's 10 June 2014 Forum.

BACKGROUND

This Policy used to be known as "Engineering Policy E1". At an Ordinary Meeting of Council held on 20 November 2012 Council resolved (Council Resolution 332/11/12) as follows:

That Engineering Policy E.1 Subdivisional Development Guidelines is renamed Local Planning Policy LPP.26 Subdivisional Development Guidelines and the policy be reviewed in 2013/2014.

This matter was then submitted to Council's 16 April 2014 Ordinary meeting where Council resolved to refer it to a Forum for further detailed consideration. This occurred at the 2014 June forum referred to above. The notes from this forum are attached.

CONSULTATION

No formal consultation has occurred to this point. It is seen as appropriate given the application of this policy's Shire wide that level "F" consultation of the Shire's Members Policy be used which is in line with the Planning Scheme provisions

in relation to Town Planning Policies notification. This will occur if Council resolve to adopt E.1 as LPP 26 with any changes included.

STATUTORY ENVIRONMENT

The provisions of the policy provide guidelines in relation to the provisions of the Planning and Development Act 2005, Section 170(1) for developers to follow in relation to the engineering aspects of subdivisional development.

To convert this policy to an LPP the provisions of Part 2 of the Local Planning Scheme will need to be followed with particular reference to Clause 2.4 to create a new Local Planning Policy.

POLICY IMPLICATIONS

Any changes proposed to this policy will affect Council's current policy requirements in relation to its subdivisional development guidelines.

FINANCIAL IMPLICATIONS

The financial implications of any changes to this policy could result in either increased or decreased costs to developers depending on how the provisions are changed. Additional provisions or increased requirements obviously could increase costs, whereas reduced standards, removal of certain requirements or other similar changes could reduce costs.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

An internal review of this policy has been carried out.

Feedback from Council's Manager of Works has already been sought. Mr Vidovich has advised verbally he has reviewed the policy provisions and overall is satisfied with the policy apart from two issues. These are:

1. In relation to road standards covered by a recognised standard such as Aus Roads the requirements such as the minimum allowable grades of roads should be followed. Our policy sets a higher standard, which is seen in conflict with this.

2. In relation to the upgrading of roads leading to a subdivision, there are no provisions in relation to complementary road infrastructure upgrading. Specifically in relation to roadside drainage. It is believed that a minimum additional provision should be included to the effect that the developer must ensure all roadside drainage is operational as part of the road surface upgrade.

The above changes along with the input from Councillors from the June 2014 forum and further email changes since (see attached – note changes are underlined/strike through in the document) have been incorporated into the draft LPP for advertising if these are now endorsed by Council.

Feedback from Councils contract consultant planner has also been sought with the advice no changes were seen as required on the basis that this is principally an engineering standards policy in relation to which any changes needed should be directed from the Manager of works.

It is proposed that the consultation will include local newspaper advertising, notices on the shire notice boards, a notice on Council's website and targeted correspondence to a range of previous and current land developers.

Once this matter has been advertised it will be brought back to Council to be finalised and adopted in light of any changes required.

OFFICER'S RECOMMENDATION

It is recommended that Council Resolve to:

1. Advertise the former Engineering Policy E.1 as the draft Local Planning Policy" *LPP.26 Subdivisional Development Guidelines and the policy*" with any changes, labelled "attachment 1" in accordance with the requirements of Clause 2.4 of the Shire's Local Planning Scheme No.4 ;
2. Bring this matter back to Council's next Ordinary meeting for finalisation after the end of the public consultation period.

Clarification was sought.

Cr Greenway moved the Officer's Recommendation as follows:

That Council:

1. **Advertise the former Engineering Policy E.1 as the draft Local Planning Policy" *LPP.26 Subdivisional Development Guidelines and the policy*" with any changes, labelled "attachment 1" in accordance with the requirements of Clause 2.4 of the Shire's Local Planning Scheme No.4 ;**

2. **Bring this matter back to Council's next Ordinary meeting for finalisation after the end of the public consultation period.**

Cr Rayner moved an amendment to the motion as follows:

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

2. **That in Clause 2.29 Rural Roads of the LPP 26 Subdivisional Development Guidelines the words "that require sealing" be inserted in the fourth paragraph following the words "All Rural Roads"**

Cr Greenway accepted the amendment.

Cr Firms moved a motion as follows:

That the words "s next Ordinary meeting" be removed from Point 2.

Cr Greenway accepted the amendment.

The motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 148/06/14

MOVED Cr Greenway

That Council:

1. Advertise the former Engineering Policy E.1 as the draft Local Planning Policy" *LPP.26 Subdivisional Development Guidelines and the policy*" with any changes, labelled "attachment 1" in accordance with the requirements of Clause 2.4 of the Shire's Local Planning Scheme No.4;
2. That in Clause 2.29 Rural Roads of the LPP 26 Subdivisional Development Guidelines the words "that require sealing" be inserted in the fourth paragraph following the words "All Rural Roads"; and
3. Bring this matter back to Council for finalisation after the end of the public consultation period.

MOTION CARRIED 9/0

9.2.2 Lot 666 Scaevola Road, Coondle – Setback Variation for a Proposed Outbuilding.

Date of Report:	6 June 2014
Applicant:	Mr Michael Patterson
File Ref:	A3276/666SCA
Author:	Hugo de Vos – Planning Officer
Responsible Officer:	Graeme Bissett - Manager Planning & Development
Officer's Disclosure of Interest:	Nil
Attachments:	1. Plans; 2. Site visit photographs 6.6.14; and 3. Aerial photograph.
Voting Requirements:	Simple Majority

INTRODUCTION

Council is requested to consider an application for planning approval for an outbuilding. The reason for this request is that the proposal involves a setback variation of 20m in lieu of 30m and that no delegated authority exists to determine setback variations for reasons other than lot configuration and/or topography at officer level.

BACKGROUND

Lot 666 Scaevola Road is a 2.41 hectare property which is zoned rural residential under the Shire of Toodyay's Local Planning Scheme No. 4. Whilst the lot address stipulates Scaevola Road, being a corner block and with the aspect of the house and other buildings, the primary frontage in reality appears to be Caladenia Drive. The buildings currently are set well back approximately 110m from this boundary.

The proponent wishes to erect a new outbuilding and wishes it to be placed in alignment with the existing outbuilding and water tank on the property but to the front of these structures. The existing structures (water tank and outbuilding) are situated approximately 20m from the side (eastern) boundary which abuts Lot 667 Caladenia Drive. The setbacks for these structures comply with the former Local Planning Scheme No. 3 where the relevant setbacks were set at 20m. It should also be noted the nearest structures (on Lot 667) are also setback approximately 20m from the boundary.

The reason for the setback variation request is purely aesthetic, with the proponent keen to maintain the neat alignment with the existing structures. Setbacks of 30m would be achievable however Council is able to exercise its discretion regarding the matter.

CONSULTATION

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

The application was advertised along with the supporting justification letter to the adjoining neighbour at Lots 667 Caladenia Drive for a period of fourteen (14) days. This consultation period ended on 30 May 2014. No submissions were received.

STATUTORY ENVIRONMENT

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

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

The matter of setback distances is covered under section 5.16.4 of the Scheme which states:

5.16.4 In the Rural, Rural Residential and Rural-Living zones:

- (a) No building shall be located closer to the boundary than 30 metres, except-*
 - (i) in the rural zone, where the setback distance shall be a minimum of 50 metres; or*
 - (ii) the building fronts a state/regional or district road, as designated under the scheme, where the building setback to the boundary of the road shall be a minimum of 100 metres; or*
 - (iii) where the building is located within a building envelope identified on an approved structure plan.*
- (b) No person shall use the land between the building setback line and the road for any purpose other than a means of access, landscaping or a rural activity permitted in the zone;*
- (c) Notwithstanding anything contained in the sub-clauses above, the local government may permit a building to be located within the setback area when:*
 - (i) in the opinion of the local government, a physical obstruction precludes compliance with this clause;*

- (ii) *the location of the building within the setback area will not adversely affect the amenity of an adjoining owner or the area generally;*
- (iii) *for the reason of topography or lot configuration, the prescribed setback cannot be adhered to or would be unnecessarily disadvantageous.*

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

This issue has been brought about due to the setback requirements changing from Scheme to Scheme.

The proponent has built all existing structures in compliance with the requirements of the Scheme. It is considered that it is not unreasonable for the proponent to want to keep all development in a manner that is aesthetically pleasing. Were the 30m setback to be enforced it would place the structure out of alignment and thus potentially affect visual amenity.

Given that there is likely to be no degradation of visual amenity and that the proposal actually supports the existing amenity of the property and its neighbour it is considered that the proposed setback is acceptable.

In noting that no submissions opposing the development, it is therefore recommended that the setback variation of 20m in lieu of 30m be approved.

OFFICER'S RECOMMENDATION

It is recommended that Council grant planning approval for the proposed dwelling at Lot 666 Scaevola Road, Coondle subject to the following conditions:

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan;
2. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development; and
3. A building licence being obtained prior to commencement of any building works.

Cr Lloyd moved the Officer's Recommendation as follows:

That Council grant planning approval for the proposed outbuilding at Lot 666 Scaevola Road, Coondle subject to the following conditions:

1. **Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan;**
2. **Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development; and**
3. **A building licence being obtained prior to commencement of any building works.**

Cr Firms moved an amendment to the motion as follows:

That the word "herein" be removed from Point 1.

Cr Lloyd accepted the amendment.

The motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 149/06/14

MOVED Cr Lloyd

That Council grant planning approval for the proposed outbuilding at Lot 666 Scaevola Road, Coondle subject to the following conditions:

1. Development shall be carried out only in accordance with the terms of the application as approved and any approved plan;
2. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development; and
3. A building licence being obtained prior to commencement of any building works.

MOTION CARRIED 9/0

9.4 CORPORATE SERVICES

9.4.1 Differential Rating – Gross Rental Value

Date of Report:	17 June 2014
Proponent:	Shire of Toodyay
File Ref:	RAT2
Author:	Narelle Rodger – Rates/Finance Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	<ol style="list-style-type: none">1. Proposed advertisement;2. Proposed Object and Reasons Statement; and3. Note 8 – Rating Information to be included in the 2014-15 Budget.
Voting Requirements:	Absolute Majority

INTRODUCTION

The purpose of this report is for Council to consider differential rating of Gross Rental Value properties located within the Toodyay Townsite.

BACKGROUND

Valuation schedules have been received from the Valuer Generals office regarding valuations for Unimproved land (UV), Rural Unimproved land (RUV) and Gross Rental Value land (GRV).

The 2014/2015 financial year valuations for both UV Land and RUV land is negligible however the GRV valuations have increased 37.93%.

At its May 2014 Ordinary meeting Council resolved as follows:

That Council defer this matter until such time as we have at least had the opportunity to receive the first draft of the proposed budget.

CONSULTATION

Discussions have been held between the CEO, Manager of Corporate Services and the Rates/Finance Officer.

STATUTORY ENVIRONMENT

Section 6.33 of the *Local Government Act 1995* states as follows:

6.33. Differential general rates

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics –
 - (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the *Planning and Development Act 2005*; or
 - (b) a purpose for which the land is held or used as determined by the local government; or
 - (c) whether or not the land is vacant land; or
 - (d) any other characteristic or combination of characteristics prescribed.
- (2) Regulations may —
 - (a) specify the characteristics under subsection (1) which a local government is to use; or
 - (b) limit the characteristics under subsection (1) which a local government is permitted to use.
- (3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.
- (4) If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1)(a) applies.
- (5) A differential general rate that a local government purported to impose under this Act before the *Local Government Amendment Act 2009* section 39(1)(a) came into operation 1 is to be taken to have been as valid as if the amendment made by that paragraph had been made before the purported imposition of that rate.

Section 6.35 (6) *Local Government Act 1995*.

Differential minimum payment may be imposed. The proposed minimums are the same for all categories and have not changed from 2013-14.

Section 6.36 *Local Government Act 1995*. Subsection (1)

Local public notice must be given before imposing differential rates.

- May be published between 1st May and 30th June.
- Must contain
 - Details of each rate or minimum.

- An invitation for submissions to be made by any elector or a ratepayer (within 21 days of the notice – or can be longer).
- Any other information as per regulations.
- Is to advise electors and ratepayers of the time and place where a document describing the objects of and reasons for each rate and minimum may be inspected.

Submissions must be considered before imposing the differential rates.

If more than 50% of the total number of properties are on the minimum rate in any category, Council must seek Ministerial approval for this to occur. There are no categories in which this will occur.

6.35. Minimum payment

- (1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.
- (2) A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.
- (3) In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —
 - (a) 50% of the total number of separately rated properties in the district; or
 - (b) 50% of the number of properties in each category referred to in subsection (6),on which a minimum payment is imposed.
- (4) A minimum payment is not to be imposed on more than the prescribed percentage of —
 - (a) the number of separately rated properties in the district; or
 - (b) the number of properties in each category referred to in subsection (6),unless the general minimum does not exceed the prescribed amount.
- (5) If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.
- (6) For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —
 - (a) to land rated on gross rental value; and
 - (b) to land rated on unimproved value; and
 - (c) to each differential rating category where a differential general rate is imposed.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

Council in its Strategic Community Plan set out its intention to increase rates by 10% per annum during the life of the plan. The introduction of differential rating will allow rate increases to be more equitably distributed between Commercial, Industrial, Residential and Vacant land.

The Federal Government indicated in its annual budget that it will no longer index Financial Assistance Grants (FAGs) for Local Governments. This means that this distribution will only increase (or decrease) in line with relative changes in population or changes in the distribution formula.

STRATEGIC IMPLICATIONS

Proposal for rate increase per year is stipulated in both the Shire of Toodyay 2013-2013 Strategic Community Plan and the Corporate Business Plan.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

Unimproved values are updated every year by the Valuer General. This year increases are negligible so that rate increase can be achieved by increasing the rate in the dollar by 10%.

Gross rental Values were updated this year on the regular 5 year cycle. Changes in valuations have not been consistent between different types of properties.

To maintain relativity between residential, commercial and industrial rates compared to last year it is necessary to apply different rates in the dollar to different types of property.

This is referred to in the Act as differential rating. The intention to impose a differential rate must be advertised.

- The form of the advertisement is set out at Attachment 1;
- The Proposed Statement of Objects and Reasons is at Attachment 2;
- and

- The Draft Note 8 – Rating Information for inclusion in the 2014-15 budget papers is at Attachment 3.

The rates have changed from those considered at the May meeting as further modelling has been done and advice has been sought from the department on treatment of types of properties. In particular there is no separate category GRV Vacant.

OFFICER'S RECOMMENDATION

That Council advertise its intention to adopt the following differential and minimum rates for the 2014-15 financial year:

Category of Property	Rate in \$	Minimum Payment \$
General Rate - Gross Rental Value (GRV)		
Residential	11.4591	1,150.00
Commercial	13.6567	1,150.00
Industrial	12.5160	1,150.00
Rural	11.4591	1,150.00
General Rate - Unimproved Value (UV)		
General	0.8181	1,150.00
Morangup	0.8181	1,150.00
Rural	0.8181	1,150.00

Clarification was sought.

Cr Dow moved the Officer's Recommendation.

Further clarification was sought.

Cr Firms objected to the motion.

Cr Madacsi seconded the motion.

Debate commenced.

The motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 150/06/14

MOVED Cr Dow

SECONDED Cr Madacsi

That Council advertise its intention to adopt the following differential and minimum rates for the 2014-15 financial year:

Category of Property	Rate in \$	Minimum Payment \$
General Rate - Gross Rental Value (GRV)		
Residential	11.4591	1,150.00
Commercial	13.6567	1,150.00
Industrial	12.5160	1,150.00
Rural	11.4591	1,150.00
General Rate - Unimproved Value (UV)		
General	0.8181	1,150.00
Morangup	0.8181	1,150.00
Rural	0.8181	1,150.00

MOTION CARRIED 8/1

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

The Shire President adjourned the meeting at 6.23 pm.

The Manager Works and Services departed Council Chambers at 6.23 pm.

The Manager Community Development departed Council Chambers at 6.23 pm.

The Shire President resumed the meeting at 6.53 pm.

9.4.2 List of Payments – May 2014

Date of Report:	3 June 2014
Proponent:	Shire of Toodyay
File Ref:	FIN6
Author:	Kerry Wandless – Accounts Officer
Responsible Officer:	Cherie Delmage – Manager Corporate Services
Officer's Disclosure of Interest:	Nil
Attachments:	1. List of Payments – May 2014.
Voting Requirements:	Simple majority

INTRODUCTION

The purpose of this report is to present all payments made during the month of May 2014.

BACKGROUND

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

CONSULTATION

Nil

STATUTORY ENVIRONMENT

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

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

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

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

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

The balance of creditors after the final cheque run for the month of May 2014 was \$(419.14).

OFFICER'S RECOMMENDATION

It is recommended that the following payments listed and presented for the month of May 2014:

- a) Trust fund payments numbered 1346 to 1351 amounting to \$6,123.37
- b) Electronic Fund Transfers (EFT) payments numbered EFT15898 to EFT16078 and Municipal fund cheques numbered 11914 to 11936 amounting to \$722,588.93; and
- c) Direct Debits numbered IPV487 to IPV488 and BPV1792 to BPV1824 Amounting to \$215,480.33

be noted as being paid.

Cr Madacsi moved the Officer's Recommendation.

Clarification was sought.

Cr McCann departed Council Chambers at 7.03 pm.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 151/06/14

MOVED Cr Madacsi

That the following payments listed and presented for the month of May 2014:

- a) Trust fund payments numbered 1346 to 1351 amounting to \$6,123.37;
- b) Electronic Fund Transfers (EFT) payments numbered EFT15898 to EFT16078 and Municipal fund cheques numbered 11914 to 11936 amounting to \$722,588.93; and
- c) Direct Debits numbered IPV487 to IPV488 and BPV1792 to BPV1824 Amounting to \$215,480.33;

be noted as being paid.

MOTION CARRIED 8/0

Cr McCann returned to Council Chambers at 7.03 pm.

The Shire President advised Cr McCann of the result of resolution 151/06/14.

9.4.3 Financial Statements – May 2014

Date of Report:	9 June 2014
Proponent:	Shire of Toodyay
File Ref:	FIN3
Author:	Rose Jones – Accountant
Responsible Officer:	Cherie Delmage - Manager Corporate Services
Officer's Disclosure of Interest:	Nil
Separate Attachment:	<ol style="list-style-type: none">1. Monthly Financial Statements including Outstanding Rates Debtors and Outstanding Sundry Debtors for the month ending 31 May 2014.2. Bank Reconciliations for the month ending 31 May 2014.

INTRODUCTION

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

BACKGROUND

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

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

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

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

CONSULTATION

Nil

STATUTORY ENVIRONMENT

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

- a) Annual budget estimates

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

The Statement is to be accompanied by:

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

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

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

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

Attached are the Monthly Financial Statements, Outstanding Rates, Outstanding Sundry Debtors and Bank Reconciliations report for the month ending 31 May 2014.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 152/06/14

MOVED Cr Chitty

That Council accepts the following reports:

- 1) Monthly Financial Statements, Outstanding Rates, Outstanding Sundry Debtors and Bank Reconciliations for the month ending 31 May 2014.

MOTION CARRIED 9/0

9.5 EXECUTIVE SERVICES

9.5.1 Repeal Local Law 2014

Date of Report:	6 June 2014
Proponent:	Shire of Toodyay
File Ref:	LAW1
Author:	Maria Rebane – Executive Assistant
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	<ol style="list-style-type: none">1. Repeal Local Law 2014;2. Excerpt from Minutes of Meeting dated 22 April 2014;3. Public Notice advertisement; and4. NCP review form/statement.
Voting Requirements:	Absolute Majority

INTRODUCTION

The purpose of this report is for Council to consider the adoption of the Repeal Local Law 2014 (refer to **Attachment 1**).

BACKGROUND

At an Ordinary Meeting of Council held on 22 April 2014 Council resolved to commence the process to repeal the By-Laws relating to stalls (refer to **Attachment 2**).

CONSULTATION

At a meeting held on 24 February 2014, the Local Laws Committee had made a recommendation to Council that the process to repeal the By-Laws Relating to Stalls be commenced.

STATUTORY ENVIRONMENT

In accordance with Section 3.12 (8) of the *Local Government Act 1995* "**making**" in relation to a local law, includes making a local law to amend the test of, or repeal, a local law.

The process to repeal a local law is identical to the procedure for making local laws (Section 3.12 of the *Local Government Act 1995*).

In accordance with Section 3.12(3) and (3a) of the *Local Government Act 1995* Statewide and local public notice needs to occur in the repeal of a local law (refer to **Attachment 3**).

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

This proposal will require advertisement Statewide and local to the value of approximately \$900.00.

STRATEGIC IMPLICATIONS

Long-term Planning and Development to meet the outcomes that Council identified within the Community Strategic Plan to meet the aspirations for Toodyay as a liveable and thriving Shire in relation to Planning and Transport Services (Local Planning Strategy, Local Planning Scheme and Policies.

Responsible and Responsive civic leadership in relation to Governance Services provided by Council relating to Local Laws and Policies that Council identified within the Community Strategic Plan.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

With consideration to the findings of the Local Laws Committee following the review of Local Laws, the Shire of Toodyay's By-Laws relating to stalls is no longer necessary as stalls are regulated under the Shire of Toodyay's *Thoroughfares and Trading in Thoroughfares and Public Places Local Law*.

It is recommended that Council resolve its intent to adopt the Shire of Toodyay Repeal Local Law 2014.

In accordance with *Local Government Act 1995* section 3.12 (2) states:

"At a Council Meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed law in the prescribed manner."

It is recommended the Presiding Person read out the following:

1. Pursuant to section 3.12 of the *Local Government Act 1995* the Shire of Toodyay resolves its intent to adopt the Shire of Toodyay Repeal Local Law 2014:

- a) The **purpose** of which is to repeal the obsolete By-Laws relating to Stalls.
- b) The **effect** of which will repeal the Shire of Toodyay's By-Laws relating to Stalls as published in the Government Gazette on 11 March 1983 as it is no longer necessary, as stalls are regulated under the Shire of Toodyay's Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

The Shire President read aloud the purpose and effect of the proposed local law.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION 153/06/14

MOVED Cr Lloyd

That Council:

1. Pursuant to section 3.12 of the *Local Government Act 1995* resolves its intent to adopt the *Shire of Toodyay Repeal Local Law 2014*:

- a) The **purpose** of which is to repeal the obsolete By-Laws relating to Stalls.

The **effect** of which will repeal the Shire of Toodyay's By-Laws relating to Stalls as published in the Government Gazette on 11 March 1983 as it is no longer necessary, as stalls are regulated under the Shire of Toodyay's Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

2. In accordance with the provisions of section 3.12(3) and (3a) of the *Local Government Act 1995*, advertise for public comment the proposal to adopt the Shire of Toodyay Repeal Local Law 2014 as shown in Attachment 3.

3. Authorise the CEO to send to the Minister a copy of:

- (a) The proposed local law – Refer to Attachment 1;
- (b) A copy of the public Notice – Refer to Attachment 3; and
- (c) An Executive Summary – Refer to Attachment 4;

in accordance with the provisions of section 3.12 (3) of the *Local Government Act 1995* as shown in Attachment 4.

4. Authorise the CEO to provide a copy of the proposed local law, in accordance with the notice to any person requesting it in accordance with the provisions of section 3.12 (3) (c) of the *Local Government Act 1995*.

MOTION CARRIED 9/0

9.5.2 Economic Development Plan

Date of Report:	17 June 2014
Proponent:	Shire of Toodyay
File Ref:	ECO2
Author:	Maria Rebane – Executive Assistant
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. DRAFT Economic Development Plan; 2. RPS Response to Cr Craddock Questions; 3. CEO Response to Cr Craddock Questions; 4. Forum Notes 15 May 2014; and 5. Forum Notes 21 May 2014.
Voting Requirements:	Simple majority

INTRODUCTION

The purpose of this report is for Council to consider the adoption of an Economic Development Plan (refer to **Attachment 1**).

BACKGROUND

On 4 February 2014 the first DRAFT Economic Development Plan was emailed to Councillors and posted on Council Dashboard.

When the plan was put onto Council Dashboard the advice from the CEO read as follows:

In relation to the posting of the Economic Development Plan the CEO advises the following: "The purpose of distribution at this stage is to identify any, major omissions or deal breakers/fatal flaws. Following the initial feedback we will arrange for a meeting between Council, senior staff and the consultants to work through the detail of the plan." (4/2/2014.)

CONSULTATION

The DRAFT Economic Development Plan was discussed at the Council Forum held on 11 March 2014.

A Special Council Forum was arranged for 15 May 2014. During this forum several points were raised by the Councillors and documented in the Forum Notes (refer to **Attachment 4**).

A further Special Council Forum was arranged for 21 May 2014. During this forum several points were raised by the Councillors and documented in the Forum Notes (refer to **Attachment 5**).

During this Special Council Forum held on 21 May 2014 the Shire President reiterated a statement he had made at the previous Council Forum held on 15 May 2014 that Councillors email Mark Wallace, through the CEO, their ideas to enable Mark Wallace to update the Economic Development Plan so that it may be brought back to Council for consideration.

STATUTORY ENVIRONMENT

This proposal does not contain any notable statutory implications.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications. Implementation of some of the actions tabled within the Action Plan will include those outlined in Council Policies.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

In Toodyay 2023 – the Shire of Toodyay's Community Strategic Plan Council's Strategic Priorities are listed (page 14). One of them, under the heading Economic Services is the "preparation of development plan in time for the first strategic review (to cover aspects such as our place in the regional economy, home based business, mixed use tourism/ events, FIFO families, aged care industry, digital economy opportunities, agricultural innovation, marketing etc.)."

Page 16 states under the Heading Economic Services "Prepare an Economic Development Plan that prioritises actions for implementation with relevant stakeholders."

An Action Plan within the DRAFT Economic Development Plan lists a range of actions, initiatives and investments, identified by the Shire and RPS required to meet the aspiration for the Toodyay economy outlined in section **Error! Reference source not found.** Initiatives are broken down by Local Imperative (where applicable) and include the following information:

- Name of the initiative
- Brief description of the initiative
- Identification of relevant Local Imperatives and Strategic Themes
- Indication of its timing (0-1 Year, 1-3 Years, 3-5 Years, 5 Years +)
- Identification of primary and secondary stakeholders
- Indication of its level of importance/priority (high, medium or low).

Initiatives identified in this Action Plan include those outlined in the Avon Sub-Regional Economic Strategy for Toodyay, the Toodyay Community Strategic

Plan as well as other Council documents, policies, strategies and plans. Where an existing initiative has been included in this Action Plan, RPS has undertaken a critical review of the Initiative and has incorporated recommended changes and amendments to the Initiative to maximise its impact on the Toodyay economy and better align it with the Local Imperatives

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

The DRAFT Economic Development Plan contains an Action Plan. There are a number of actions that will require community consultation. There are also opportunities to engage the community including the local business community.

OFFICER'S COMMENT

Mr Wallace has taken on board feedback provided at the forum, and written comments from elected members that have been forwarded since. A revised Economic Development Plan is at Attachment 1.

Cr Craddock raised a number of concerns and Mr Wallace has been asked to respond to these issues, and his response is at **Attachment 2**. The CEO's response to the questions that were outside the RPS purview, and these comment are at **Attachment 3**.

The CEO believes that the Economic Development Plan is now sufficiently well-developed so that it may be released for public comment. The CEO proposes that we also invite comment from the following stakeholders:

- Wheatbelt Development Commission
- Department for Regional Development
- Regional Development Australia
- Local Members of Parliament
- Toodyay Chamber of Commerce

OFFICER'S RECOMMENDATION

That Council advertise its intention to adopt the Economic Development Plan, and seek submissions from the public and key stakeholders.

Cr Chitty moved the Officer's Recommendation as follows:

That Council advertise its intention to adopt the Economic Development Plan, and seek submissions from the public and key stakeholders.

Cr Firms moved an amendment to the motion as follows:

That the motion be reworded to read as follows:

That Council advertise it proposes to adopt an Economic Development Plan, and seek submissions from the public and key stakeholders on the draft plan attached.

Cr Chitty accepted the amendment.

The motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 154/06/14

MOVED Cr Chitty

That Council advertise it proposes to adopt an Economic Development Plan, and seek submissions from the public and key stakeholders on the draft plan attached.

MOTION CARRIED 9/0

9.5.3 Bush Fire Operating Procedures

Date of Report:	18 June 2014
Proponent:	Shire of Toodyay
File Ref:	LAW1
Author:	Stan Scott – Chief Executive Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. Bush Fire Operating Procedures.
Voting Requirements:	Simple Majority

INTRODUCTION

It is proposed that Council adopt the Bush Fire Operating Procedures so that they may be implemented and understood prior to the 2014-15 fire season.

BACKGROUND

The Bush Fire Operating Procedures have been circulated to brigades for comment and have been considered by the Bush Fire Advisory Committee. The Brigades and the BFAC are happy with the procedures except for one issue. They wish to ensure that the BFOP are consistent with the proposed Bush Fire Brigades Local Law.

At its May meeting the Local Laws Advisory committee considered the BFOP together with the latest draft of the Bush Fire Brigades Local Law. That comparison indicated that the two documents are fundamentally consistent, but there is some overlap, and there remains a need to determine what material should be in each of the documents. The Local Laws Advisory Committee has deferred further meetings until after the adoption of the annual budget.

CONSULTATION

The BFOP have been considered by the key stakeholders and the BFAC. The CEO met with the CESM and the Chief Bush Fire Control Officer on 11 May 2014 to discuss a range of issues including the BFOP. They advised that brigades are keen to have some certainty and are supportive of the draft procedures.

STATUTORY ENVIRONMENT

Section 38 of the *Bush Fires Act 1954* provides for a local government to appoint and provide direction to Bush Fire control officers, who are in turn able to direct the activities of brigades.

Section 43 of the *Bush Fires Act 1954* provides for a local government to adopt local laws to direct the appointment and duties of officer of brigades.

The main issues still to be determined by the Local Laws Advisory Committee is which provisions belong in the Local Law and which belong in the Operating Procedures.

POLICY IMPLICATIONS

These procedures if adopted would become Council policy.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

Adopting the procedures will allow brigades to become better prepared for the coming fire season.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

The adoption of a Local Law is a long and complex process, and will still take several months. The Local Laws Advisory Committee is considering the two documents in parallel so that the provisions are complimentary. The final deliberations of the committee and Council will result in some changes to the procedures. In all likelihood these changes will involve removing from the procedures anything that is set out in the Local Law.

When adopted, the provisions of the Bush Fire Brigades Local Law would prevail, to the extent of any conflict, with anything in the procedures

In short there is no real argument with the provisions contained within the procedure, it simply a matter of deciding which should be law and which should be policy.

By adopting the procedures Brigades will have some certainty and will be able to prepare for the fire season. With any document of this size and scope, notwithstanding the extensive consultation, there will be some revisions required as they are bedded in to the brigades. The changes if any that become necessary when the Local Law is adopted can be accommodated in the first revision.

OFFICER'S RECOMMENDATION

1. That Council adopt the Bush Fire Operating Procedures as Council policy and distribute to Volunteer Bush Fire Brigades; and
2. That Council note that some revision of the procedures will be required when the Bush Fire Brigades Local Law is adopted.

Cr Firms moved a motion as follows:

1. **That Council adopt the Bush Fire Operating Procedures as Council's interim policy and distribute to Volunteer Bush Fire Brigades; and**
2. **That Council note and inform the brigades that some revision of the procedures will be required when the Bush Fire Brigades Local Law is adopted; and will be advertised with the BFB Local Law for public comment and submissions during that process.**

Clarification was sought.

The motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 155/06/14

MOVED Cr Firms

1. That Council adopt the Bush Fire Operating Procedures as Council's interim policy and distribute to Volunteer Bush Fire Brigades; and
2. That Council note and inform the brigades that some revision of the procedures will be required when the Bush Fire Brigades Local Law is adopted; and will be advertised with the BFB Local Law for public comment and submissions during that process.

MOTION CARRIED 9/0

9.5.4 Wheatbelt Blue Print Feedback

Date of Report:	18 June 2014
Proponent:	Shire of Toodyay
File Ref:	CSD5, ORG3/ICR27448
Author:	Stan Scott – Chief Executive Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

INTRODUCTION

The purpose of this report is for Council to consider proposed input to the Wheatbelt Blue Print.

BACKGROUND

Since the advent of Royalties for Regions 4 years ago there has been much debate how fund should be distributed and what investments offer the best value for regions. Significant funds have been directed to the Kimberley and Pilbara in the first years, and more recently to the Midwest. In this year's state budget there were a number of announcements in relation to the future direction of R4R funding including:

- Growing our South - \$600 million over five years: A new program designed to deliver funding for our major infrastructure projects and initiatives across Wheatbelt, South West, Great Southern and Peel regions.
- Regional Blueprint Initiatives - \$292 million over five years (new money): Each of the nine Regional Development Commissions are preparing a Regional Investment Blueprint which will outline the region's growth and development aspirations and articulate the transformative development strategy.
- Regional Telecommunications Project Stage 2 - \$45 million (new money): \$45 million to build on the \$40 million RMCP Stage 1 that is currently rolling out 113 new or upgraded telecommunications towers. Stage 2 will provide more towers, and move toward broadband accessibility.
- Seizing the Opportunity in Agriculture - \$300 million over five years (continuation of program): Funding is continuing to be rolled out to ensure the sector can undergo transformation, creating growth and prosperity in regional communities.

The Wheatbelt Blueprint will be the strategic document that underpins the distribution of these funds within the Wheatbelt Region, and it is important that it reflect the needs of Toodyay.

CONSULTATION

This is the formal consultation process for the document, though there have been a range of consultations which have fed in to the development of the document.

STATUTORY ENVIRONMENT

This proposal does not contain any notable statutory implications.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

The Blue Print will help guide R4R expenditure in the region.

STRATEGIC IMPLICATIONS

Toodyay 2023 identifies the Shire of Toodyay major capital investments, most of which will require some co-funding from other levels of government.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

The CEO has reviewed the document and has identified a range of specific areas on which some comment would be appropriate.

AVON CITY

Under the section ***Vibrant Economy 2050*** (Page 21) the plan makes the following statement:

Avon City will be a successfully functioning city that is home to 75,000 people (just over 42% of the Wheatbelt's population) spread across multiple interconnected communities. Agricultural production and processing will form a strong economic base, while transport and logistics, niche manufacturing and population services become the dominant industries. Adventure, heritage and events tourism will continue to attract visitors to the Sub-region.

At the recent AROC meeting there was a general disquiet with the concept of an Avon City, particularly as the concept has not been adequately or accurately

defined. Further it is seen as a forerunner for amalgamation of Local Governments.

The CEO takes a different view. The Wheatbelt is competing for funds with other regions. In the recent budget Royalties for regionals funds have been identified for southern WA. Rather than a specific funding pool has been applied in the Kimberley, Pilbara and the Mid-West this looks like a contestable pool across the Goldfields, South West, Great Southern, Peel and Wheatbelt. Every other region has a regional city to attract funding.

By representing the group of Local Governments in the Avon sub-region as Avon City it allows us to compete for funding far more successfully. It is also reflective of how the economy works. If the Avon region thrives, Toodyay as the premier lifestyle community in the region also thrives.

While this concept is laid out in the 2050 vision, in the rest of the document we go back to being the Avon until page 87 when one of the actions is:

Develop Avon Cities Investment Plan by December 2015.

ECONOMICS

The plan (Page 22) goes on to recognise the importance of events and experiential tourism. It also recognises proximity to Perth and lifestyle as important drivers.

SOCIAL AND POPULATION TRENDS

The report (Page 28) highlights migration and workforce attraction. It also notes the attractive lifestyle options offered, and the consequent increase in demand for population services health, wellness, recreation, tourism and aged care services.

CAPACITY FOR GROWTH

Mining (Page 37)

The report fails to recognise the extent of basic raw material extraction (Clay and Gravel) in Toodyay. Nor does it recognise the possible impact of bauxite mining. While this is a relatively recent development, with timelines unknown, it is reasonable to expect an impact in the 35 year planning horizon of this document. This will include, probably somewhere east of Toodyay, a possible alumina refinery.

Tourism (Page 38)

The report does not seem to reference the Avon Sub Regional Economic Development Strategy that identified the importance of tourism to the Avon Arc. While this is in the early stages, it will be a significant future driver and deserves more prominence in the document.

Health and Aged Care (Page 40)

The report recognises the aging of the population as a significant driver for population based services. Toodyay has the opportunity to provide excellent independent living facilities, but there is at this stage no residential care option. There is no specific provision in the plan for how higher care services will be extended outside existing hubs.

Geographic Location (Page 41)

The report recognises the spillage from metropolitan growth as a driver for peri-urban growth. The report identifies the need for packages of light industrial land. There is no mention of residential enterprise zones which could be a real opportunity for peri-urban locations.

Residential Land (Page 42)

The report promotes: *The establishment of a Wheatbelt Infrastructure Coordinating Group creates opportunities for collaboration with the aim of reducing cost of land assembly for both residential and industrial developments.* Streamlining processes for dealing state gatekeeper agencies is supported.

Waste Management (Page 44)

The report recognises the attractiveness of the Wheatbelt for managing metropolitan waste, and acknowledges the possibility of land use conflict, but should be much stronger in demanding sound state level planning.

Climate (Page 48)

The climate section is very weak. Response requires more than town planning response, it requires an infrastructure response so that roads and bridges and culverts can cope with more extreme events. Further some of the extreme weather will include heatwave, and the resultant increased demand on volunteer fire services and planning and mitigation works.

Land Transport (page 49)

There is not sufficient emphasis on the road safety task. The fatality rate for the Wheatbelt is almost 50 deaths per 100,000 people, more than twice the rate for the Midwest Gascoyne (the next highest) and almost 10 times the rate for the metropolitan area.

The report mentions an outer metropolitan ring road, but no other detail is provided.

Communications and the digital economy (page 52)

There should be greater emphasis on trying to leverage NBN fixed wireless towers for improved mobile telephone coverage.

Early Education and Child Care (Page 55)

Toodyay is listed as the highest level of vulnerability on the Australian Early Development Index. Investment in recreation facilities adjacent to the school should help. Shire land adjacent to the high school could help in developing facilities to overcome this disadvantage.

Secondary Schooling (Page 56)

The report acknowledges the significant loss of secondary students to metro high schools. The investment in co-located recreation facilities should go some way towards fixing this. Co-investment by the State is essential.

Labour Force (Page 59)

The report recognises that a number of locations, including Toodyay, are less reliant on agriculture, and that retail now plays a significant role. It does not recognise that, with 85% of visitors day trip tourists, much of the tourism spent would be counted as retail.

Sport and Recreation (Page 70)

The report correctly notes that most Wheatbelt communities have excellent sporting facilities, but does not recognise the importance of bringing the others, including Toodyay, up to that standard.

Public Transport (Page 72)

Please reinstate the Avon Link in this section.

Opportunities for Wheatbelt Growth (Page 73)

This section does not acknowledge except obliquely the importance of sporting and recreation facilities to attracting the target demographic (younger families).

TRANSFORMING THE WHEATBELT

Community Amenity (page 77)

The report says: *There exists an opportunity to determine amenity gaps across communities, particularly those experiencing population growth. Consideration needs to be given to quality housing, heritage assets, culture and the arts and sport and recreation, including public open spaces.* Given the significant gap that exists in Toodyay's recreation facilities it would be good to have more detail about how this is expected to play out.

Emerging Industries (Page 78)

- Basic Raw Materials requires a more consolidated approach to managing the transport task.

- Appropriately located solution for Perth's Waste?
- What about Bauxite and Alumina as an emerging industry

Workforce Attraction (Page 80)

The report says one of the actions is to: *Complete Avon Workforce Attraction strategy by August 2014*. What is the Avon Workforce Attraction Plan?

Access to markets – Transport (Page 81)

- Link Avon to the North? How?
- Outer Metropolitan Ring Road? Where?
- The quality and safety of major roads is a significant issue, and perhaps should be recognised in this section.

Housing (Page 82)

The Report mentions medium density housing and aged care cluster housing across 20 communities. Which 20 Communities?

Governance and Civic Leadership (Page 84)

Continued support for joint Local Government strategies is welcome.

Participation and Achievement (Page 85)

- Mentions a whole series of specific developments in specific locations, but no mention of Toodyay recreation facilities adjacent to District High School.
- K-12 Replicate Merredin Model – is Toodyay a target for this approach?
- No mention of Early Childhood Development which should be the biggest investment in the next 10 years.

Strong and Connected Sub Regional Centres (Page 87)

Need more detail of the proposed Avon Cities Investment Plan, and how it might impact on our highest priority investments.

Heritage (Page 90)

The Report says *Heritage Tourism forms part of the Wheatbelt Tourism Strategy* – Toodyay has already done significant work in this area. There is no mention of a tourism strategy anywhere else in the entire document. This is a significant gap, especially considering the recent review of Visitor Centres by the Tourism Council.

Climate Change mitigation (Page 91)

Requires incremental upgrade of infrastructure to cope with more serious events; It is not just the increased number of severe weather events, but also

the increased severity, and the need for greater emphasis on mitigation and greater support for volunteers.

Targeted Marketing (page 93)

Prospectuses for sub-regions are a good idea. Need more information on worker attraction strategy for the Avon.

General Comments

Toodyay is one of the 4 most populous local governments in the Wheatbelt with over 6% of the total population, and it would be appropriate for a regional blueprint to specifically reference Toodyay's needs and issues. While it is acknowledged that the Blueprint is not a shopping list, the \$25 Million investment required in sport and recreation facilities, would justify some reference somewhere in the Wheatbelt blueprint.

The only mentions of Toodyay specifically relate to statistics, where Toodyay features highly in some or other indicator. There is no mention of any specific investment or project or strategy in Toodyay.

OFFICER'S RECOMMENDATION

That Council authorises the CEO to provide feedback to the Wheatbelt Development Commission on the Wheatbelt Blue Print in line with that set out in the Officer's Comments above.

Cr Lloyd moved the Officer's Recommendation as follows:

That Council authorises the CEO to provide feedback to the Wheatbelt Development Commission on the Wheatbelt Blue Print in line with that set out in the Officer's Comments above.

Clarification was sought.

COUNCIL RESOLUTION NO 156/06/14

MOVED Cr Firms

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

MOTION CARRIED 9/0

Standing Order 7.9 was suspended at 7.33 pm.

Discussion ensued.

Cr Firms foreshadowed an amendment to the motion as follows:

That Council defer this matter to a Special Council Forum on a date to be determined.

Cr Lloyd sought leave to withdraw her motion under Standing Orders 9.15 (1).

COUNCIL RESOLUTION NO 157/06/14

MOVED Cr Lloyd

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

MOTION CARRIED 9/0

Cr Firms moved a motion as follows:

That Council defer this matter to a Special Council Forum to be held on a date to be determined by the Shire President and CEO.

Clarification was sought.

The motion was put.

COUNCIL RESOLUTION NO 158/06/14

MOVED Cr Firms

That Council defer this matter to a Special Council Forum to be held on a date to be determined by the Shire President and CEO.

MOTION CARRIED 9/0

9.6 COMMITTEE REPORTS

There were no reports scheduled to be considered.

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1. Councillor Greenway – Notice of Motion – Targa West

Date of Report:	17 June 2014
Proponent:	Cr Greenway
File Ref:	IAM27393
Author:	Maria Rebane – Executive Assistant
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. Notice of Motion: Cr Greenway; and 2. Draft MOU.
Voting Requirements:	Simple Majority

INTRODUCTION

This report is provided to Council following a notice of motion provided by Councillor Greenway (refer to **Attachment 1**).

BACKGROUND

On 9 June 2014 Councillor Greenway provided the Chief Executive Officer notification of a notice of motion for the 24 June 2014 Ordinary Meeting of Council as follows:

At the OCM 17 September 2013, Council Resolution No. 294/09/13, Council moved;

That the CEO prepare a report for Council by February 2014 after consultation with stakeholders on the impact of the Quit Targa West Rally

At the Ordinary Council Meeting 21 January 2014 the report provided comment in relation to previous public consultation by Targa West. A further Resolution (No. 12/01/14) was passed;

- 1. That the Shire of Toodyay seek to enter into a Memorandum of Understanding (MOU) with the organisers of the Quit Targa West Rally for the continued operation in Toodyay for the next five years;*
- 2. That the MOU include but not be limited to;*

- (a) *Minimizing negative impacts on individual community members and businesses;*
- (b) *Liaise, debrief, complaints handling and improvement processes;*
- (c) *Meet at least twice a year with Council, business and community members for the purpose of planning, monitoring and evaluating outcomes;*

Subject to the above resolutions and the pending event for 2014 I submit this memorandum in accordance with Section 4.4 (2) (b) of the Shire of Toodyay Standing Orders as a notice of motion for Council to consider at the next Ordinary Meeting of Council as follows;

Request the CEO to;

1. *Organise in the next 5 working days a suitable time within the following fortnight in which the Targa West organisers can meet with Council, business and community members for the purpose of planning the next Quit Targa West Rally for 2014 as moved in 2(a) and (f) of Council Resolution N^o 12/01/14;*
2. *Inform Council of the progress of MOU as moved in Council Resolution No. 12/01/14.*

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

CONSULTATION

Consultation with the Shire President has occurred in relation to this matter.

STATUTORY ENVIRONMENT

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

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

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

The report Considered by Council at its January 2014 Meeting set out the strategic importance of the Targa West Rally.

ENVIRONMENTAL IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Nil

OFFICER'S COMMENT

The CEO met with representatives of Targa West on 10 May 2014, and discussion included the MOU and community consultation processes. Letters have already been sent to all affected businesses and landowners. The proposed approach to further more general consultation is to arrange a business after hours function through the Toodyay Chamber of Commerce. This approach has a number of benefits:

- It reinforces the role of the Chamber of Commerce as the representative body for local business;
- It allows engagement with stakeholders in a more social setting, and could be a template for engagement with business; and
- Targa West will arrange a community consultation meeting to coincide with this visit.

These arrangements will be advertised in the July edition of the Toodyay herald.

A draft MOU has been provided to Targa West and this is expected to be finalised in the next few days.

While this Notice of Motion is compliant with the Standing Orders it is in the CEO's view not the preferred approach to what could or should have been a straightforward request for an update at a Forum or via email.

The approach used assumed that no action had been taken. Further demanding that the public meetings be arranged within the next 5 working days for a time in the next fortnight takes no account of the obligations of any of the other stakeholders and is not in keeping with a cooperative and collaborate relationship with Targa West as was contemplated in the January resolution.

Councillor Greenway's Notice of Motion

That Council request the CEO to:

1. Organise in the next 5 working days a suitable time within the following fortnight in which the Targa West organisers can meet with Council, business and community members for the purpose of planning the next Quit Targa West Rally for 2014 as moved in 2(a) and (f) of Council Resolution No. 12/01/14;
2. Inform Council of the progress of MOU as moved in Council Resolution No. 12/01/14.

Alternative Motion

That Council note the progress in implementing Resolution 12/10/14 in relation to the Quit Targa West Rally

Cr Firns raised a Point of Order in relation to the consideration of an Alternative Motion in accordance with Standing Orders 4.4 (8).

Clarification was sought.

COUNCIL RESOLUTION NO 159/06/14

MOVED Cr McCann

That Standing Order 7.9 be resumed.

MOTION CARRIED 9/0

Standing Order 7.9 was resumed at 8.00 pm.

Cr Madacsi departed Council Chambers at 8.03 pm.

Cr Madacsi returned to Council Chambers at 8.04 pm.

The Shire President advised that Cr Greenway's notice of motion lapses because she chose not to move it.

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

Nil.

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

Nil.

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

13.1 MEMBERS

The Shire President adjourned the meeting at 8.09 pm.

The Shire President resumed the meeting at 8.20 pm.

- 13.1.1 The Shire President requested Council to consider Item 13.1.1 Lot 1 Morangup Road, Morangup – Proposed Extractive Industry Licence – Review of SAT Sect 31 Order.

COUNCIL RESOLUTION NO 160/06/14

MOVED Cr Dow

That Council consider Item 13.1.1 Lot 1 Morangup Road, Morangup – Proposed Extractive Industry Licence – Review of SAT Sect 31 Order as new business of an urgent nature.

MOTION CARRIED 9/0

COUNCIL RESOLUTION NO 161/06/14

MOVED Cr Chitty

That Council move behind closed doors in accordance with Section 5.23(2) (b), (d), (e) and (f) of the *Local Government Act 1995*.

MOTION CARRIED 9/0

There were no public in the gallery however the Council Chamber doors were closed at 8.23 pm.

13.1.1 Lot 1 Morangup Road, Morangup – Proposed Extractive Industry Licence – Review of SAT Sect 31 Order

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 162/06/14

MOVED Cr Lloyd

SECONDED Cr Chitty

In response to the invitation by the State Administrative Tribunal for the applications under review to be reconsidered by the Shire, the previous decisions of 10 December 2013 for the Extractive Industry at Lot 1 Morangup Road, Morangup be varied as follows:

1. Condition (f) of the planning approval and condition (e) of the Extractive Industry Licence be varied to read as follows:

The approval lapses on the 19th November 2023.

2. Condition (g) of the planning approval and condition (f) of the Extractive Industry Licence be varied to read as follows:

The Applicant is required to provide the local government with an annual summary of the volume of material extracted from the site, with a surveyor's certificate provided every two (2) years to confirm both the surface footprint and depth of the excavation of the extraction site.

3. Condition (i) of the planning approval and condition (h) of the Extractive Industry Licence be varied to read as follows:

(i) Working hours for excavation shall be limited to 6.00am until 5.00pm Monday to Saturday. However, operating hours for cartage shall be limited as follows:

1. *6.00am until 5.00pm Monday to Saturday between the months of October and May (inclusive)*
2. *6.00am until 5.00pm Monday to Friday between the months of June and September (inclusive)*
3. *6.00am until 5.00pm Monday to Saturday between the months of June and September (inclusive) on no more than five (5) days annually, subject to a maximum number of truck movements on those days being no greater than 40. Should any of the 5 days fall on one of the Shire of Toodyay's identified "event days", that number would be limited to 30.*
4. *During the Saturday of the Toodyay Agricultural Show (usually in October), the maximum number of truck movements on that day would be limited to 30.*

4. Condition (k) of the planning approval be varied to read as follows:

- i) A Road Maintenance Contribution of \$0.20 per tonne shall be made annually for the term of this planning approval, the conclusion of which will be marked by the completion of all extraction works;*
- ii) Payment shall be made within 30 days of the 30th June each year based on the actual tonnages as supplied by the weighbridge dockets.*

5. Delete condition (l) of the planning approval as it is no longer required as a result of the revised condition (k).

MOTION CARRIED 9/0

COUNCIL RESOLUTION NO 163/04/14

MOVED Cr McCann

That Council move from behind closed doors.

MOTION CARRIED 9/0

The Council Chambers were re-opened at 8.46 pm. No members of the public returned to the Council Chambers and therefore the resolution made behind closed doors was not read aloud.

- 13.1.2 Cr Firms advised of new business of an urgent nature, regarding details of Item 13.1.2 Targa West MOU that he wished to introduce by decision of the meeting.

The Executive Assistant departed Council Chambers at 8.50 pm.

The Executive Assistant returned to Council Chambers at 8.57 pm.

COUNCIL RESOLUTION NO 164/06/14

MOVED Cr Firms

That Council consider Item 13.1.2 Targa West MOU as new business of an urgent nature.

MOTION CARRIED 9/0

Cr Firms moved a motion as follows:

That Council:

1. **Request the CEO to defer acceptance and / or communication of acceptance of the MOU with Targa West pending legal advice in relation to:**
 - I. **Liability issues surrounding the event being included in the MOU;**
 - II. **In general on terms included in the MOU; and**
2. **Prior to acceptance to bring the MOU to Council for approval.**

Clarification was sought.

Cr Dow objected to the motion.

Cr Greenway seconded the motion.

Debate commenced.

COUNCIL RESOLUTION NO 165/06/14

MOVED Cr McCann

That the Council Meeting be allowed to continue for up to a further one (1) in accordance with the Standing Order 4.7.

MOTION CARRIED 9/0

The motion was put.

MOTION LOST

MOVED Cr Firms

SECONDED Cr Greenway

That Council:

1. Request the CEO to defer acceptance and / or communication of acceptance of the MOU with Targa West pending legal advice in relation to:
 - III. Liability issues surrounding the event being included in the MOU;
 - IV. In general on terms included in the MOU; and
2. Prior to acceptance to bring the MOU to Council for approval.

MOTION LOST 4/5

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

13.2 EMPLOYEES

Nil.

14. CONFIDENTIAL BUSINESS

Nil.

15. NEXT MEETINGS

Environmental Strategy Community Workshop	1 July 2014
Council Forum	8 July 2014
BFAC Meeting	15 July 2014
Community Depot Management Advisory Committee Meeting	17 July 2014
Council Meeting	22 July 2014
Works Advisory Committee Meeting	24 July 2014

16. CLOSURE OF MEETING

The Shire President declared the meeting closed at 9.31 pm.



ADDENDUM

Attachments to Minutes of the

ORDINARY MEETING OF COUNCIL

24 June 2014

ADDENDUM
ATTACHMENTS TO MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 24 JUNE 2014

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CONSULTING CIVIL & TRAFFIC ENGINEERS, RISK MANAGERS.



Project: Toodyay Central Business District,
Existing Road Safety Audit.

Client: Shire of Toodyay.

Signature: 

Date: 28th April 2014

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1 Project and Site Details.

1.1 Scope

The audit considered the existing road environment on various road sections within the central business district of Toodyay town in the context of traffic and pedestrian safety and in particular:

- The need for additional safe crossing points on Stirling Terrace to assist the aged and vision impaired path users.
- Extending the existing 40 kph speed limit zone in Stirling Terrace to include Piesse, Duke, Charcoal Lane and Oddfellow Street adjacent Central Business District
- Modification to the intersection of Charcoal Lane & Duke Street to provide for Charcoal Lane to be the continuous road through the intersection with the stop signs and holding lines being relocated onto Duke Street.
- Pedestrian movements and their interaction with traffic at the intersection of Piesse Street and Charcoal Lane
- Issues surrounding the configuration of Duke Street being one way and any suggested improvements for the road.
- The need for a loading zone adjacent to the commercial property on the corner of Duke Street and Stirling Terrace.

The audit was commissioned by the Shire of Toodyay and is intended to comment on road safety in relation to constructed form, sight distances and general road safety in an objective manner.

The audit represents an Existing Road Audit as defined in the Austroads document Guide to Road Safety – Part 6 Road Safety Audit (2009).

The area is in the local government district of the Shire of Toodyay, Western Australia.

1.2 Road Safety Audit.

Road Safety Auditing is a formalised procedure, which can be applied to all phases of a road project development or to an unsafe feature of an existing road system.

In reviewing the safety aspects of a project or existing situation, the reporting procedure is not intended as a redesign process but seeks to outline potential road safety issues and establish a basis upon which design could produce an acceptable solution to any identified safety problem where acceptance of a risk is assessed as being

inappropriate. The recommendations contained in this report indicate the nature or direction of a solution, rather than specifying the details of how to solve the problem.

The objectives of a road safety audit are –

- To identify potential safety problems for a particular section of road;
- To evaluate the road section in terms of interaction with its surrounds and nearby roads, and to visualise potential impediments and conflicts for road users; and
- To report on the conclusions drawn and to make recommendations regarding aspects which involve unnecessary or unreasonable hazards.

Recommendations for corrective action are forwarded for consideration and action where appropriate. (See Appendix C for Corrective Action Report.)

1.3 Study Area.

The study area included the following road sections:

Stirling Terrace between Piesse Street and Oddfellow Street which is approximately 7m wide with embayed parking on each side of the road. The speed zone of the audited section is 40km/h. A shared path is provided on both sides of the road.

Piesse Street between Stirling Terrace and Charcoal Lane which is approximately 7m wide with embayed parking on each side of the road. The speed zone of the audited section is 50km/h. A shared path is provided on both sides of the road.

Charcoal Lane between Piesse Street between Oddfellow Street which is approximately 6m wide with angled embayed parking on each side of the road. The speed zone of the audited section is 50km/h. A shared path is provided on both sides of the road between Piesse Street and Duke Street and along the north side between Duke Street and Oddfellow Street.

Oddfellow Street between Stirling Terrace and Charcoal Lane which is approximately 7.4m wide. The speed zone of the audited section is 50km/h. A shared path is provided on the east side of the road.

Duke Street between Stirling Terrace and Charcoal lane which is approximately 6m wide. The speed zone of the audited section is 50km/h. A shared path is provided on both sides of the road.

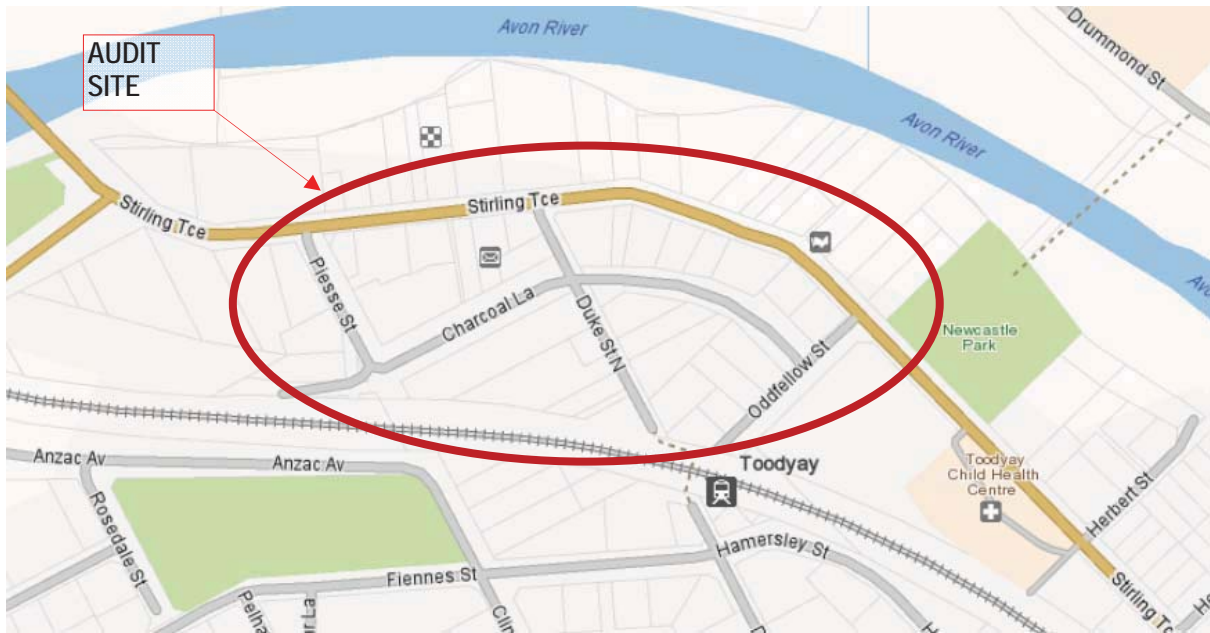


Figure 1 - Site Plan

2 Traffic Environment

2.1 Traffic Volumes

Traffic volumes are in the vicinity of 4,100 vehicles per day (vpd) on Stirling Terrace.

Oddfellow Street between Stirling Terrace and Charcoal Lane has a recorded volume of 1,266vph (2008).

Piesse Street, 25m south of Stirling Terrace has a recorded volume of 1,021vph (2008).

2.2 Crash History

There are no recorded crashes on the MRWA database at the various intersections in the study area for the 5 year crash history to December 2013.

2.3 Auditor and Audit Process

A fundamental of Road Safety Auditing is that the auditor(s) should be independent, have a sound understanding and knowledge of road safety principles and traffic and road design standards and have been trained to undertake safety audits. As such the auditor appointed to review this site was

- Tony Shaw B.Sc., Grad Dip. Bus. Dip. Eng. Surv. (Shawmac Pty. Ltd.)
- Bob Garton (Shawmac Pty Ltd)
- Cliff Simpson (WALGA)

This Road Safety Audit has been carried out in accordance with the Austroads publication Guide to Road Safety – Part 6 Road Safety Audit (2009).

A site inspection was held on the 15 April 2014.

2.4 Supporting Information

- | | |
|----------------------------|------------|
| • Photographs | Appendix A |
| • Corrective Action Report | Appendix B |

3 Findings and Recommendations

3.1

The intersection of Charcoal Lane and Piesse Street is a right-angle bend that has crossovers to off-road public parking areas to the west and east and on road parking bays immediately to the east and north which has the potential to result in numerous conflict points associated with vehicle movements. This together with pedestrians accessing parked vehicles or crossing the road has the potential to increase conflict between road users and this is exacerbated by limited sight distance around the bend.

Recommendation.

Investigate and if feasible introduce a reduced speed zone (40Km/h) together with physical controls such as, modified intersection geometry, traffic management devices (e.g. raised plateau) and formal pedestrian crossing facilities.

3.2

Based on anecdotal information that the lack of a loading bay on Stirling Terrace adjacent to the commercial property on the southeast corner of Duke Street poses a hazard the site was reviewed by the audit team. The finding of the team was that given there is access to the property off Duke Street and embayed parking is available on Stirling Terrace the risk to road users due to the unavailability of a loading zone was likely to be negligible and as such a loading zone was not warranted.

Recommendation.

No action required.

3.3

Pedestrian crossing on Stirling Terrace was identified as a possible safety issue and as such the section of Stirling Terrace between Oddfellow Street and Piesse Street was reviewed by the audit team. The finding of the team was that the existing configuration of crossing points provided is sufficient and located at appropriate locations along the length of the road section. Based on the finding the risk was assessed as being low enough to be acceptable.

Recommendation.

No action required.

3.4

Currently the four-way intersection of Charcoal Lane and Duke Street is controlled by stop signs on Charcoal Lane. Duke Street between Stirling Terrace and Charcoal lane is one-way (northbound) and two-way south of Charcoal lane. Given that Charcoal Lane operates as the priority road in as much as the traffic flow on Charcoal Lane is significantly higher than that on Duke Street, the location of the stop signs may be contrary to road user expectations and this may introduce undesirable risk into the road environment.

Recommendation.

The Local Authority should request Main Roads WA to reverse the stop signs to give priority to Charcoal Lane. Additionally in conjunction with the change in priority at the intersection, investigation should be undertaken into the provision of a raised plateau through the intersection with appropriate advance advisory signage to assist in maintaining a low speed environment.

3.5

Charcoal Lane, Duke Street, Piesse Street and Oddfellow Street currently operate under a blanket 50Km/h speed zone, while Stirling Terrace is zoned at 40Km/h. Given the high interaction between pedestrians, parked vehicles and through traffic on Charcoal Lane, Duke Street, Piesse Street and Oddfellow Street which are within the central business district area, traffic travelling at 50Km/h is likely to increase potential conflict and introduce undesirable and unacceptable levels of risk into the road environment.

Recommendation.

The Local Authority should request Main Roads WA to impose a 40Km/h speed zone over the precinct bounded by Stirling Terrace, Charcoal Lane, Duke Street, Piesse Street and Oddfellow Street.

Additionally in conjunction with the change in the speed zone, investigation should be undertaken into the provision of a raised plateau through the intersection of Charcoal Lane and Duke Street with appropriate advance advisory signage to assist in maintaining a low speed environment.

3.6

The section of Stirling Terrace through the centre of the business district from approximately 150 metres east of Oddfellow Street to approximately 160 metres west of Piesse Street has a posted speed limit of 40km/h. There are no repeater speed zone signs along this road section which may result in drivers travelling above the legal speed limit through an active pedestrian area placing pedestrians and other path users at an increased risk of conflict with through traffic.

Recommendation.

The Local Authority should request Main Roads WA to install repeater 40km/h speed signs along Stirling Terrace.

3.7

The foliage of the tree located on the west side of the crossover to the IGA supermarket/Makit Hardware parking area off Charcoal lane impacts on sight distance. This may increase potential for conflict between road users.

Recommendation.

Under prune the tree to provide compliant sight envelopes for crossovers.

3.8

There is evidence on site that vehicles are travelling across the pathway along the south side of Charcoal Lane from the adjacent unregulated gravel off-road parking area. This increases the potential of conflict between path users and vehicles.

Recommendation.

Install physical barriers such as bollards or barrier type kerbing to restrict vehicle access across the pathway.

3.9

Eastbound vehicles travelling within the speed limit of 50km/h around the corner at the intersection of Charcoal Lane and Piesse Street may collide with vehicles exiting the on road parking bays immediately east of the intersection.

Recommendation.

Consideration should be given to implementing local traffic management measures such as a reduced speed limit, a raised plateau speed hump and pedestrian crossing facilities.

3.10

There is no connectivity between the pathway along the west side of Piesse Street and the path along the south side of Charcoal Lane. Pedestrians wishing to move between these pathways are required to travel across a wide crossover and an unpaved verge section. This may be a hazard to path users particularly the sight impaired.

Recommendation.

The Local Authority should review pedestrian facilities and where necessary provide a paved connection between the pathways with pedestrian ramps at the crossover.

3.11

There is a grated drainage gully in the middle of the un-sealed crossover to the off-road parking area on the south side of Charcoal Lane which is not set at existing ground level and as such is a trip hazard for path users.

Recommendation.

Seal the crossover and set the gully grate at grade.

3.12

There is a large diameter drainage culvert under the railway that discharges directly on to the western end of the unpaved off-road parking area opposite Piesse Street and adjacent to Charcoal Lane. This may result in high volume sheet flows during storm events which may be a hazard to pedestrians and other road users.

Recommendation.

Provide a flow path for storm water discharge that does not impact on the parking area and pedestrian pathways.

3.13

The foliage of the tree on the southeast corner of the crossover on the east side of Piesse Street, immediately north of Charcoal Lane impacts on sight distance thereby increasing risk to road and path users.

Recommendation.

Under prune the tree foliage.

3.14

There is evidence on site that vehicles are travelling across the pathway along the east side of Piesse Street from the adjacent unregulated gravel off-road parking area. This increases the potential of conflict between path users and vehicles.

Recommendation.

Install physical barriers such as bollards or barrier type kerbing to restrict vehicle access across the pathway.

3.15

There are no holding lines installed on Piesse Street at the unregulated intersection of Piesse Street and Stirling Terrace and this may impact on driver's ability to recognise the correct location to give way to through traffic.

Recommendation.

The Local Authority should liaise with Main Roads WA to have 'Giveaway' hold lines installed.

3.16

The tactile ground surface indicators(TGSIs) installed at the pram ramp crossings on Stirling Terrace along the length of the audit site are not compliant with the guidelines and technical specifications with the tiles being set back too far from the road kerb alignment. This may impact on a sight impaired path users ability to identify the correct alignment of the road hazard.

Recommendation.

The risk associated with the identified potential hazard is likely to be low enough to be acceptable. The crash pattern at the site should be reviewed and if in the future is found to be atypical and attributable to the identified hazard, then corrective action should be considered such as modifying the alignment of the TGSIs.

3.17

There are a number of kerbside parking restriction signs that are faded or illegible. Sign locations include Stirling Terrace near Duke Street, Duke Street south of Charcoal Lane, Oddfellow Street south of Stirling Terrace.

Recommendation.

The Local Authority should review kerbside parking restriction signs and replace them where they are found to be below intervention level.

3.18

Brick paving along the southern side of Stirling Terrace opposite the Country Women's Association building has been disrupted by tree roots resulting in an uneven surface which may be a trip hazard for path users.

Recommendation.

The brick paving should be repaired.

3.19

The Telstra pit on the southern side of Stirling Terrace opposite the Library is not set level with the surrounding pavement levels and as may be a trip hazard for path users.

Recommendation.

The Telstra pit should be adjusted to match existing pavement levels.

3.20

Brick paving along the southern side of Stirling Terrace opposite house number 95 is uneven which may be a trip hazard for path users.

Recommendation.

The brick paving should be repaired.

3.21

There are no holding lines installed on Oddfellow Street at the unregulated intersection of Oddfellow Street and Stirling Terrace and this may impact on driver's ability to recognise the correct location to give way to through traffic.

Recommendation.

The Local Authority should liaise with Main Roads WA to have 'Giveaway' hold lines installed.

3.22

The shared path along the north side of Charcoal Lane does not have a pram ramp installed at the kerb line of Oddfellow Street and this may increase risk to sight impaired path users.

Recommendation.

A pram ramp should be installed in accordance with Austroads Guidelines.

3.23

The pram ramps installed on the pathway along the western side of Oddfellow Street on either side of the bowling club car park are not aligned opposite each other and are orientated to direct path users to the middle of Oddfellow Street. Additionally the TGSIs are set too far back from the kerb alignment and as such there is an increased risk to path users particularly those that are sight impaired.

Recommendation.

The pram ramps should be modified to be compliant with Austroads Guidelines.

3.24

The sight distance from Oddfellow Street west along Stirling Terrace is reduced when vehicles are parked in the on-road bays. This may increase risk of conflict between road users.

Recommendation.

Confirm sight distance satisfies design requirements for a 50km/h design or if it is found to be deficient, then corrective action should be undertaken such as deleting parking bays.

3.25

The access frontage to the bowling club parking area off Oddfellow Street immediately south of Charcoal Lane is very wide and this may result in ad-hoc and undesirable traffic movements between the parking area and Charcoal Lane placing other road users at an increased risk of conflict with vehicles entering and exiting the parking area.

Recommendation.

Consideration should be given to rationalising the geometry between the parking area access, Oddfellow Street and Charcoal Lane to provide a staggered intersection arrangement that would regulate vehicles manoeuvres.

3.26

The batter slope adjacent to the pathway along the northern side of Charcoal Lane opposite the laundry appears to be greater than 1:3 and as such has the potential to be a hazard for path users or errant vehicles should they leave the road at this location.

Recommendation.

Consideration should be given to providing protection to the steep batter or flattening it to provide a minimum slope of 1:3.

3.27

There is damage to the road kerb and concrete path at the crossover to the 'Down Under' bottle shop that appears to be caused by vehicles entering and exiting the bottle shop parking area via a steep internal driveway that appears not satisfy vertical geometry requirements for all likely classes of vehicles accessing the property. This results in damage to the path which is a hazard for path users and also may result in property damage to vehicles.

Recommendation.

Confirm the vertical crossover geometry of the crossover is compliant with standards and technical guidelines for crossovers or if it is found to be deficient, then corrective action should be undertaken.

3.28

The tram ramps at the intersection of Charcoal lane and Duke Street are orientated such that they direct path users to the middle of the intersection. Additionally the TGSIs on the west side are set too far back from the kerb alignment and as such there is an increased risk to path users particularly those that are sight impaired.



Recommendation.

The pram ramps should be modified to be compliant with Austroads Guidelines.

4 Audit Statement

This audit has been carried out for the sole purpose of identifying any existing features of the audit site that could be altered or removed to improve safety. The identified problems have been noted in Section 3 and the associated recommendations are forwarded for consideration.

When considering the implementation of any of the recommendations of this report, the designer should seek appropriate expert advice regarding any technical matters contained in the report both of a general nature and for those in relation to specific issues. The expert advice may be necessary to investigate relevant matters in sufficient detail to determine what action(s), if any, is to be taken

The audit team would be pleased to discuss any aspects of this audit.

A handwritten signature in black ink, appearing to read "R. Garton".

Bob Garton

Date 29/04/2014

5 Appendix A – Photos



Charcoal Lane – looking east from Piesse Street showing on road parking bays and landscaping in close proximity to the corner.



Charcoal Lane – Piesse Street bend showing western parking area access off the bend.



Charcoal Lane – looking west from the crossover to the IGA supermarket/Makit Hardware parking area showing reduced sight distance.



Stirling Terrace – showing typical construction of a pram ramp with tactile pavers set outside the actual ramp section.



Charcoal Lane and Duke Street intersection showing pram ramp orientation directing path users to the middle of the intersection.



Oddfellow Street and Charcoal lane intersection showing the location of the wide access to the bowling club located on the east side of Oddfellow Street.



Oddfellow Street near Stirling Terrace – showing very faded kerbside parking restriction sign.



Charcoal Lane showing the steep driveway to the 'Down Under' bottle shop parking area and damaged kerb and concrete path section.



Charcoal Lane showing the steep batter in close proximity to the pathway adjacent to the laundry.

6 Appendix B – Corrective Action Report

Ref	Findings	Recommendations	Agree / Disagree	Comments
3.1	The intersection of Charcoal Lane and Piesse Street is a right-angle bend that has crossovers to off-road public parking areas to the west and east and on road parking bays immediately to the east and north which has the potential to result in numerous conflict points associated with vehicle movements. This together with pedestrians accessing parked vehicles or crossing the road has the potential to increase conflict between road users and this is exacerbated by limited sight distance around the bend.	Investigate and if feasible introduce a reduced speed zone (40Km/h) together with physical controls such as, modified intersection geometry, traffic management devices (e.g. raised plateau) and formal pedestrian crossing facilities.		
3.2	Based on anecdotal information that the lack of a loading bay on Stirling Terrace adjacent to the commercial property on the southeast corner of Duke Street poses a hazard the site was reviewed by the audit team. The finding of the team was that given there is access to the property off Duke Street and embayed parking is available on Stirling Terrace the risk to road users due to the unavailability of a loading zone was likely to be negligible and as such a loading zone was not warranted.	No action required.		
3.3	Pedestrian crossing on Stirling Terrace was identified as a possible safety issue and as such the section of Stirling Terrace between Oddfellow Street and Piesse Street was reviewed by the audit team. The finding of the team was that the existing configuration of crossing points provided is sufficient and located at appropriate locations along the length of the road section. Based on the finding the risk was assessed as being low enough to be acceptable.	No action required.		

Ref	Findings	Recommendations	Agree / Disagree	Comments
3.4	Currently the four-way intersection of Charcoal Lane and Duke Street is controlled by stop signs on Charcoal Lane. Duke Street between Stirling Terrace and Charcoal lane is one-way (northbound) and two-way south of Charcoal lane. Given that Charcoal Lane operates as the priority road in as much as the traffic flow on Charcoal Lane is significantly higher than that on Duke Street, the location of the stop signs may be contrary to road user expectations and this may introduce undesirable risk into the road environment.	The Local Authority should request Main Roads WA to reverse the stop signs to give priority to Charcoal Lane. Additionally in conjunction with the change in priority at the intersection, investigation should be undertaken into the provision of a raised plateau through the intersection with appropriate advance advisory signage to assist in maintaining a low speed environment.		
3.5	Charcoal Lane, Duke Street, Piesse Street and Oddfellow Street currently operate under a blanket 50Km/h speed zone, while Stirling Terrace is zoned at 40Km/h. Given the high interaction between pedestrians, parked vehicles and through traffic on Charcoal Lane, Duke Street, Piesse Street and Oddfellow Street which are within the central business district area, traffic travelling at 50Km/h is likely to increase potential conflict and introduce undesirable and unacceptable levels of risk into the road environment.	The Local Authority should request Main Roads WA to impose a 40Km/h speed zone over the precinct bounded by Stirling Terrace, Charcoal Lane, Duke Street, Piesse Street and Oddfellow Street. Additionally in conjunction with the change in the speed zone, investigation should be undertaken into the provision of a raised plateau through the intersection of Charcoal Lane and Duke Street with appropriate advance advisory signage to assist in maintaining a low speed environment.		
3.6	The section of Stirling Terrace through the centre of the business district from approximately 150 metres east of Oddfellow Street to approximately 160 metres west of Piesse Street has a posted speed limit of 40km/h. There are no repeater speed zone signs along this road section which may result in drivers travelling above the legal speed limit through an active pedestrian area placing pedestrians and other path users at an increased risk of conflict with through traffic.	The Local Authority should request Main Roads WA to install repeater 40km/h speed signs along Stirling Terrace.		

Ref	Findings	Recommendations	Agree / Disagree	Comments
3.7	The foliage of the tree located on the west side of the crossover to the IGA supermarket/Makit Hardware parking area off Charcoal lane impacts on sight distance. This may increase potential for conflict between road users.	Under prune the tree to provide compliant sight envelopes for crossovers.		
3.8	There is evidence on site that vehicles are travelling across the pathway along the south side of Charcoal Lane from the adjacent unregulated gravel off-road parking area. This increases the potential of conflict between path users and vehicles.	Install physical barriers such as bollards or barrier type kerbing to restrict vehicle access across the pathway.		
3.9	Eastbound vehicles travelling within the speed limit of 50km/h around the corner at the intersection of Charcoal Lane and Piesse Street may collide with vehicles exiting the on road parking bays immediately east of the intersection.	Consideration should be given to implementing local traffic management measures such as a reduced speed limit, a raised plateau speed hump and pedestrian crossing facilities.		
3.10	There is no connectivity between the pathway along the west side of Piesse Street and the path along the south side of Charcoal Lane. Pedestrians wishing to move between these pathways are required to travel across a wide crossover and an unpaved verge section. This may be a hazard to path users particularly the sight impaired.	The Local Authority should review pedestrian facilities and where necessary provide a paved connection between the pathways with pedestrian ramps at the crossover.		
3.11	There is a grated drainage gully in the middle of the un-sealed crossover to the off-road parking area on the south side of Charcoal Lane which is not set at existing ground level and as such is a trip hazard for path users.	Seal the crossover and set the gully grate at grade.		

Ref	Findings	Recommendations	Agree / Disagree	Comments
3.12	There is a large diameter drainage culvert under the railway that discharges directly on to the western end of the unpaved off-road parking area opposite Piesse Street and adjacent to Charcoal Lane. This may result in high volume sheet flows during storm events which may be a hazard to pedestrians and other road users.	Provide a flow path for storm water discharge that does not impact on the parking area and pedestrian pathways.		
3.13	The foliage of the tree on the southeast corner of the crossover on the east side of Piesse Street, immediately north of Charcoal Lane impacts on sight distance thereby increasing risk to road and path users.	Under prune the tree foliage.		
3.14	There is evidence on site that vehicles are travelling across the pathway along the east side of Piesse Street from the adjacent unregulated gravel off-road parking area. This increases the potential of conflict between path users and vehicles.	Install physical barriers such as bollards or barrier type kerbing to restrict vehicle access across the pathway.		
3.15	There are no holding lines installed on Piesse Street at the unregulated intersection of Piesse Street and Stirling Terrace and this may impact on driver's ability to recognise the correct location to give way to through traffic.	The Local Authority should liaise with Main Roads WA to have 'Giveway' hold lines installed.		
3.16	The tactile ground surface indicators(TGSIs) installed at the tram ramp crossings on Stirling Terrace along the length of the audit site are not compliant with the guidelines and technical specifications with the tiles being set back too far from the road kerb alignment. This may impact on a sight impaired path users ability to identify the correct alignment of the road hazard.	The risk associated with the identified potential hazard is likely to be low enough to be acceptable. The crash pattern at the site should be reviewed and if in the future is found to be atypical and attributable to the identified hazard, then corrective action should be considered such as modifying the alignment of the TGSIs.		

Ref	Findings	Recommendations	Agree / Disagree	Comments
3.17	There are a number of kerbside parking restriction signs that are faded or illegible. Sign locations include Stirling Terrace near Duke Street, Duke Street south of Charcoal Lane, Oddfellow Street south of Stirling Terrace.	The Local Authority should review kerbside parking restriction signs and replace them where they are found to be below intervention level.		
3.18	Brick paving along the southern side of Stirling Terrace opposite the Country Women's Association building has been disrupted by tree roots resulting in an uneven surface which may be a trip hazard for path users.	The brick paving should be repaired.		
3.19	The Telstra pit on the southern side of Stirling Terrace opposite the Library is not set level with the surrounding pavement levels and as may be a trip hazard for path users.	The Telstra pit should be adjusted to match existing pavement levels.		
3.20	Brick paving along the southern side of Stirling Terrace opposite house number 95 is uneven which may be a trip hazard for path users.	The brick paving should be repaired.		
3.21	There are no holding lines installed on Oddfellow Street at the unregulated intersection of Oddfellow Street and Stirling Terrace and this may impact on driver's ability to recognise the correct location to give way to through traffic.	The Local Authority should liaise with Main Roads WA to have 'Giveway' hold lines installed.		
3.22	The shared path along the north side of Charcoal Lane does not have a pram ramp installed at the kerb line of Oddfellow Street and this may increase risk to sight impaired path users.	A pram ramp should be installed in accordance with Austroads Guidelines.		

Ref	Findings	Recommendations	Agree / Disagree	Comments
3.23	The pram ramps installed on the pathway along the western side of Oddfellow Street on either side of the bowling club car park are not aligned opposite each other and are orientated to direct path users to the middle of Oddfellow Street. Additionally the TGSIs are set too far back from the kerb alignment and as such there is an increased risk to path users particularly those that are sight impaired.	The pram ramps should be modified to be compliant with Austroads Guidelines.		
3.24	The sight distance from Oddfellow Street west along Stirling Terrace is reduced when vehicles are parked in the on-road bays. This may increase risk of conflict between road users.	Confirm sight distance satisfies design requirements for a 50km/h design or if it is found to be deficient, then corrective action should be undertaken such as deleting parking bays.		
3.25	The access frontage to the bowling club parking area off Oddfellow Street immediately south of Charcoal Lane is very wide and this may result in ad-hoc and undesirable traffic movements between the parking area and Charcoal Lane placing other road users at an increased risk of conflict with vehicles entering and exiting the parking area.	Consideration should be given to rationalising the geometry between the parking area access, Oddfellow Street and Charcoal Lane to provide a staggered intersection arrangement that would regulate vehicles manoeuvrers.		
3.26	The batter slope adjacent to the pathway along the northern side of Charcoal Lane opposite the laundry appears to be greater than 1:3 and as such has the potential to be a hazard for path users or errant vehicles should they leave the road at this location.	Consideration should be given to proving protection to the steep batter or flattening it to provide a minimum slope of 1:3.		

Ref	Findings	Recommendations	Agree / Disagree	Comments
3.27	There is damage to the road kerb and concrete path at the crossover to the 'Down Under' bottle shop that appears to be caused by vehicles entering and exiting the bottle shop parking area via a steep internal driveway that appears not satisfy vertical geometry requirements for all likely classes of vehicles accessing the property. This results in damage to the path which is a hazard for path users and also may result in property damage to vehicles.	Confirm the vertical crossover geometry of the crossover is compliant with standards and technical guidelines for crossovers or if it is found to be deficient, then corrective action should be undertaken.		
3.28	The pram ramps at the intersection of Charcoal lane and Duke Street are orientated such that they direct path users to the middle of the intersection. Additionally the TGSIs on the west side are set too far back from the kerb alignment and as such there is an increased risk to path users particularly those that are sight impaired.	The pram ramps should be modified to be compliant with Austroads Guidelines.		

DRAFT LOCAL PLANNING POLICY

POLICY NO	LPP.26
POLICY SUBJECT	SUBDIVISIONAL DEVELOPMENT GUIDELINES
ADOPTION DATE	
LAST REVIEW	24 JUNE 2014

STATEMENT OF INTENT

This policy is designed to provide Council staff with general conditions and guidelines for the design and construction of subdivisional roads and development of land within the Shire to achieve desired outcomes.

The policy aims to facilitate consistent decision making by the Council staff and provides a guide for prospective developers and the general community on the development standards for subdivisional works.

These guidelines will ensure that staff can deal with all subdivision road construction and related infrastructure equitably.

OBJECTIVES

- To improve quality of subdivisional works within the Shire.
- To ensure that development occurs in a manner that improves the safety and visual appearance of the new subdivision areas.
- To provide a tool to ensure that the development standards for all subdivisional works are consistently applied to all proposals.
- To ensure appropriate supervision and control of subdivisional works.

STATUTORY POWERS

This Local Planning Policy is made pursuant to Clause 2.2 of the Shire of Toodyay Local Planning Scheme No.4.

POLICY STATEMENT

See attached.



SUBDIVISIONAL DEVELOPMENT GUIDELINES

**GENERAL CONDITIONS AND GUIDELINES FOR THE
DESIGN AND CONSTRUCTION OF SUBDIVISIONAL
WORK**

SHIRE OF TOODYAY

SUBDIVISIONAL DEVELOPMENT GUIDELINES

Details of new or amended requirements

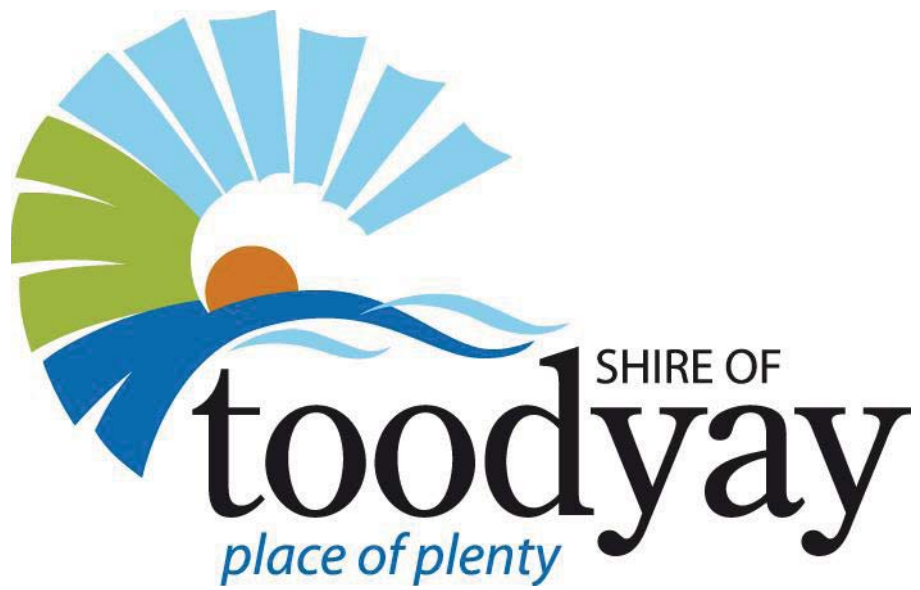
Clause	Details
SECTION 1:	GENERAL
SECTION 2:	DESIGN PRINCIPLES
SECTION 3:	DRAWINGS
SECTION 4:	CONSTRUCTION OF ROADS
SECTION 5:	CONSTRUCTION OF DRAINS

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SECTION 1 – GENERAL CRITERIA

1. GENERAL

1.1 Development Requirements

- 1.1.1 Planning and Development Act 2005, Section 170(1) states the following:

Before a person who is subdividing land commences to construct and drain roads or construct artificial waterways shown in the diagram or plan of survey, that person is to give to the local government —

- (a) drawings showing longitudinal and cross sections of the proposed road or artificial waterway;*
- (b) specifications of the proposed road or artificial waterway; and*
- (c) such other information including information relating to levels, drainage, nature of soil, and physical features as the local government requires.*

- 1.1.2 Any civil works required to be constructed under the above section of the Planning and Development Act 2005, shall be constructed to Council requirements as detailed in these guidelines, which comprises a guide to the standard of work and design required before the works will be certified by the Council to the Department of Planning as having been constructed to the satisfaction of the Council.

Council may vary the requirements of this policy for very small subdivisions where extent of the required investment is disproportionate to the potential value of the completed subdivision.

- 1.1.3 The terms “Council’s Engineer” ~~or “Engineer”~~ shall mean an Engineer or firm of Consulting Engineers (or their representatives) appointed by Council from time to time to act on its behalf.

The term “Subdivider” shall mean the owner of the land being subdivided or his authorised representative.

The term “Consulting Engineer” ~~or “Consultant”~~ shall mean the Engineer appointed by the Subdivider to design, document and superintend construction of the works. He may be required to furnish proof that he is a qualified Civil Engineer experienced in engineering work associated with the subdivision of land and

must be eligible for membership to the Institution Of Engineers (Aust).

1.1.4 Technical provisions included in these Guidelines are intended to provide a guide to the standard of work, materials and design required before roads and drains will be certified to the Western Australian Planning Commission as having been made to the satisfaction of the Council. They are not necessarily complete and are not intended to be used as a specification or contract for construction. They may be subject to alteration with the approval of Council's Engineer.

1.1.5 The Planning and Development Act 2005, Section 158(3) states:

- (1) Where a person who is subdividing land is required under this Part to construct and drain roads or construct artificial waterways shown on the plan of subdivision that person may –
 - (a) carry out or cause to be carried out the construction and drainage at his or her own expense; or
 - (b) arrange for the local government to carry out the work on behalf, and at the cost and expense, of that person.
- (2) Where the person does not make the arrangement with the local government, that person is to pay to the local government, on demand, an amount (calculated under subsection (3)) to cover the reasonable costs of the local government in supervising the construction and drainage.
- (3) For the purposes of subsection (2) the amount is to be calculated as follows –
 - (a) where the person has not engaged a consulting engineer and clerk of works to design and supervise the construction and drainage, the amount is to be 3% of the cost of the construction and drainage as estimated by the local government.
 - (b) where the person has engaged a consulting engineer and clerk of works to design and supervise the construction and drainage, the amount is to be 1½% of the cost of the construction and drainage as estimated by the local government.

- (4) The local government may require the person to employ a consulting engineer and clerk of works to design and supervise the construction and drainage and that person, when required to do so by the local government, is to carry out the requirement”.

- 1.1.6 Where a proposed subdivision abuts an existing road reserve containing a substandard road or complimentary road infrastructure (including but not limited to) drainage contained within the road reserve fronting and leading up to the subdivision, this road and complimentary infrastructure shall be upgraded or made functional prior to the clearance of the subdivision to the required standard for that particular road as determined by Council’s Engineer.

Note: The provisions of clause 6 of LPP.19 “Subdivision Contributions for Road and Footpath Upgrading” may apply in relation to these provisions and should be referred to.

- 1.1.7 Every attempt shall be made to partially or wholly upgrade substandard roads fronting and leading up to new subdivisions, but where it is impractical to physically construct the road or part thereof in accordance with this policy, the Subdivider shall lodge a non-refundable cash contribution with Council prior to the clearance of the subdivision equal to the estimated cost of the proposed roadworks.
- 1.1.8 The Subdivider shall be responsible for all damage to existing facilities, services and structures in both public and private ownership. Any damage shall be repaired to an acceptable standard without delay.
- 1.1.9 Where the conditions of approval of the subdivision require works to be carried out in an existing road reserve or on other land under Council’s control, a permit to construct works in a street shall be obtained from Council and a cash bond to cover the reinstatement works of value equal to the estimated cost of the works plus 25% with a minimum of \$1,000, shall be lodged with Council prior to the approval of the drawings and the work commencing, the unused portion of the bond to be returned upon the satisfactory completion of the works. The approval of engineering drawings and specifications shall not constitute permission to carry out works in streets within the Shire.
- 1.1.10 After clearance of survey diagrams by the Department of Planning and the Office of Titles, any land delineated and shown as a new road on such diagrams shall come under the control of Council.

- 1.1.11 The supervision fee referred to in Clause 1.1.5 above shall be paid to Council before construction commences.

The amount of the payment shall be based on the estimated cost of all of the works at the time of the commencement of the works. Upon certification of practical completion of the works, the Consulting Engineer shall provide the actual construction cost of the works and the amount of the supervision fee shall be adjusted accordingly, if necessary.

- 1.1.12 Drawings and specifications for the construction of roads and drains shall be prepared in accordance with Section 3 of these requirements and must be approved by Council's Engineer before any work will be allowed to commence.

- 1.1.13 Endorsement of engineering design and drawings by the Shire does not imply fulfilment of planning requirements in any manner and the Shire of Toodyay excludes liability for any negligent act or omission in relation to the approval process carried out by the Shire involving the works the subject of the engineering design and drawings.

1.2 Control and Supervision of Construction

- 1.2.1 The construction work shall be carried out in accordance with the approved drawings and specifications, and will be subject to staged inspection and approval by Council's Engineer or his representative during the course of construction. Final approval shall only be given when the whole of the works shown on the approved plans have been executed to the true intent and meaning of the approved drawings and specifications.

- 1.2.2 An inspection is required for each of the following main stages of construction for roads:

- (a) when the road has been boxed out and the subgrade shaped and compacted
- (b) after the sub-base has been placed, graded and compacted to shape and level
- (c) when the base has been placed, graded, compacted and waterbound to correct shape and level
- (d) before the priming operation
- (e) during the kerbing works
- (f) before the placement of asphalt or sprayed surface course.

- 1.2.3 An inspection is required for each of the following main stages of construction for drainage works:

- (a) when the trenches have been excavated and the pipes laid to true line and level.
 - (b) when using sub-soil pipes, after the calibrated metal has been placed.
 - (c) after manholes, gullies and other structures have been built and backfilling of all trenches completed.
- 1.2.4 A minimum of two working days notice is required so that an inspection can be made prior to the next or following stage of construction being commenced.
- 1.2.5 Certification - Upon request, a certificate endorsed by the Consulting Engineer shall be submitted certifying the correctness of work in accordance with approved drawings and specifications for any of the main stages of construction. Documentary evidence to verify quantities and/or quality of work shall be provided when requested.
- 1.2.6 Supervision - When works are in progress, the Consulting Engineer shall ensure that the Contractor has at all times a competent Supervisor stationed and present on the site of the works. A representative of the Consulting Engineer shall be available for the purpose of joint interim inspection where deemed necessary by Council's Engineer.
- 1.2.7 Testing - The Consulting Engineer shall make available to the Engineer, all test results related to the subdivisional works. Testing shall be carried out by an N.A.T.A. approved testing laboratory. Where testing of a first or preceding stage of construction is requested, then no second or following stage of work shall proceed until approval to proceed is granted by Council's Engineer.
- 1.2.8 In addition to the normal inspection and testing requirements as detailed elsewhere in these guidelines, Council's Engineer reserves the right to inspect and require samples of materials being used to be taken and tested to ascertain quantity and/or quality of materials being placed in the construction work. The Consulting Engineer will be informed of any matters requiring remedial action. In the event that such testing reveals the work to be defective, the Subdivider shall reimburse Council for the cost of the testing.
- 1.2.9 Council's Engineer will direct all notices, requests, instructions and approvals to the Consulting Engineer, except in urgent circumstances when they may be given directly to other parties involved in the subdivision.

- 1.2.10 Council is conscious of the need to preserve natural vegetation wherever possible in rural subdivisions. To this end Council may impose special conditions on particular subdivisions to minimise the environmental impact of road and drainage construction, particularly in relation to preservation of ~~established trees~~ natural vegetation within road reserves and minimising soil erosion. Subdividers should be conscious of these aims and should take them into consideration in the various stages of planning for a subdivision.
- 1.2.11 Notification of Works - Council's Engineer shall be advised two (2) days before commencing work, and after cessation of work, one day before recommencing any work.
- 1.2.12 Hours of work - No work outside the hours of 7.00 am to 5.00 pm Monday to Friday shall be carried out without the written approval of Council's Engineer.
- 1.2.13 Indemnity Insurance - The Subdivider shall be responsible for arranging, taking out and keeping in operation all necessary insurance policies to totally indemnify and protect the Council against any and all claims of damages or other claims that may arise during the carrying out of the construction work.

1.3 Practical Completion of Subdivisional Works

- 1.3.1 Upon the satisfactory completion of all subdivisional work including survey, lot pegging and soil stabilisation, the Consulting Engineer shall notify Council in writing that the works have been inspected and are in accordance with the approved drawings and/or specifications.
- 1.3.2 Upon receipt of this notification, Council's Engineer shall arrange a Practical Completion inspection of the completed works. Any such inspection shall require the presence of the Council's Engineer and the Consulting Engineer.
- 1.3.3 At the time of the Practical Completion inspection or as soon as possible thereafter, Council's Engineer shall inform the Consulting Engineer of any item/s not in accordance with the drawings and specifications. Any such item/s so indicated shall be rectified without delay and a further inspection of these works shall be carried out upon completion of these remedial works.
- 1.3.3 If at any time after the granting of Practical Completion, the subdivisional work is found to be contrary to the approved

drawings, then the Subdivider shall rectify the works at no expense to Council.

1.4 Survey Release (Clearance)

- 1.4.1 The Consulting Engineer shall satisfy Council that the Subdivider has complied with all relevant conditions imposed by the Department of Planning's Conditions of Approval of Subdivision pertaining to survey release of all or part of the subdivision.
- 1.4.2 The following items refer to the conditions which must be completed by the Subdivider prior to the approval of survey release for the subdivision.
- (i) Deposited Plan showing full details of all lots, road reserves, easements (temporary and permanent) and reserves.
 - (ii) Payment of monies for construction of paths as required by Section 2.4.
 - (iii) Payment of appropriate supervision fee as required by Clause 1.1.5.
 - (iv) Receipt of the Consulting Engineer's Certificate as required by Clause 1.3.1.
 - (v) Completion of all works associated with the subdivisional construction or the payment of appropriate bond to cover outstanding works as required by Section 1.5.
 - (vi) Payment of Maintenance Retention Bond as required by Section 1.6.
 - (vii) Provision of "As Constructed" drawings as required by Section 3.5.5.

1.5 Bonding Outstanding Works

- 1.5.1 Council may accept payment from the Subdivider by way of a cash bond in lieu of completion of part of the subdivisional works.
- 1.5.2 Applications for bonding shall be in writing from the Consulting Engineer to Council and shall include the following information:
- (i) Concise reference to the extent, nature and location of the work to be bonded.
 - (ii) A timetable for proposed future completion of the bonded work.
 - (iii) An itemised estimate of the bonded work including contract price and name and address of the Contractors responsible for the bonded works.

- (iv) Reasons for requesting the bonding of the incomplete works.
- (v) Any other relevant information, which will assist Council's Engineer to assess the request.

Compliance with the above requirements does not necessarily imply Council acceptance of the bond and each request shall be subject to Council's Engineer's approval.

- 1.5.3 In cases where bonding is approved, the Subdivider shall enter into a written bond agreement with the Council which clearly states the following information:
 - (i) Name and address of the person or persons responsible for the payment or payments.
 - (ii) The amount of the payment or payments.
 - (iii) Name, staging number and location of the associated subdivision.
 - (iv) The Department of Planning reference number of the associated subdivision.
 - (v) A concise explanation of the purpose and conditions of payment referring to all items for which the bond payment is to be utilised.
- 1.5.4 The earliest stage that bonding will be considered is upon completion of all filling, drainage and after application of the first coat seal to the roads. Any outstanding works bond shall be twice the estimated cost of the uncompleted works or \$2,000 whichever is the greater.
- 1.5.5 Upon completion of the works described in the Bond Agreement, the Subdivider shall request in writing the release of the bond, following which the works will be inspected and, subject to all outstanding works being completed, the bond monies will be refunded.

1.6 Maintenance

1.6.1 Maintenance Liability

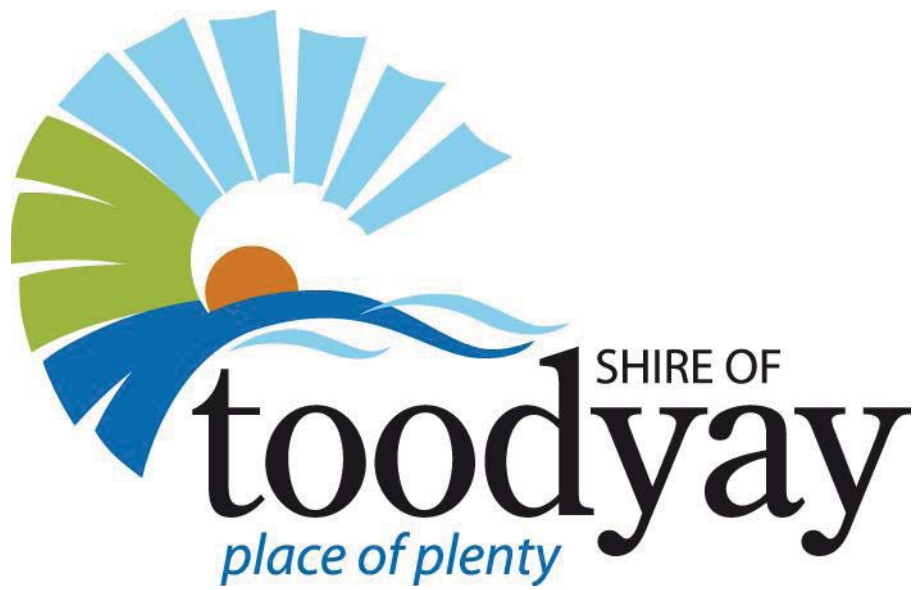
- 1.6.1.1 It shall be the responsibility of the Subdivider to maintain all roads and associated works for a period of two years from the date survey release (clearance) hereinafter referred to as the Maintenance Period. Where defects requiring urgent attention become evident during the Maintenance Period, Council's Engineer may request these works to be rectified immediately. Failure to complete the rectification works within the time specified will cause

Council to carry out the works using monies from the Maintenance Bond.

- 1.6.1.2 At the expiry of the Maintenance Period the Consulting Engineer shall inform Council's Engineer of his intention to inspect the subdivision, and at a time mutually agreeable to all parties, such an inspection shall be made.
- 1.6.1.3 The Consulting Engineer shall apply in writing to Council for Maintenance Release, which will be subject to the satisfactory repair of defective works, cleaning of the drainage system and the sweeping of the roads, and Council's Engineer's acceptance of such works.
- 1.6.1.4 Where a Subdivider chooses to delay seeking subdivisional clearance after the date of Practical Completion, the Council may redefine the date of commencement of the Maintenance Period as being the date of subdivisional clearance.

1.6.2 Maintenance Bond

Prior to the release of the subdivision, the Subdivider shall pay to the Council a Maintenance Retention Bond equivalent to two and a half percent of the value of the road and drainage contract, with a minimum of \$2,000. This payment must be cash and may be used at the discretion of the Shire of Toodyay during the Maintenance Period for minor or urgent maintenance items after having notified the Consulting Engineer in writing of the need for such works. Upon Council's Engineer's acceptance of Maintenance Release, all unspent bond monies will be refunded.



SECTION 2 – DESIGN PRINCIPLES

2. DESIGN CRITERIA

2.1 General

Criteria provided here are minimum criteria only and are necessarily broad based to cover general subdivision situations. In particular situations amendments may be required and Council may impose special conditions not covered by the criteria.

2.2 Roads

2.2.1 General

Roads should generally be designed in accordance with relevant Austroads (NAASRA) and ARRB guidelines and publications, which include:

- (i) Guide to Traffic Engineering Practice
- (ii) Guide for the Design of Typical Urban Intersections
- (iii) Guide Policy for Geometric Design of Major Urban Roads
- (iv) Policy for Geometric Design of Rural Roads
- (v) Policy for Installation by Public Utility Authorities within the Road Reserve
- (vi) A Structural Design Guide for Flexible Residential Street Pavements
- (vii) Pavement Design – A guide to the Structural Design of Road Pavements.
- (viii) Australian Model Code for Residential Development
- (ix) Bicycle Facilities Design Guidelines

Where there is any conflict between the requirements of these guidelines and the above publications, the details specified in these guidelines are to take precedence.

Generally all road pavement widths shall conform to the Shire of Toodyay road hierarchy, which enables the safe and orderly movement of vehicles, cyclists and pedestrians within and throughout the municipality. Consideration however must be given to the final aesthetic and functional aspects of the area, particularly in rural areas. Aspects to be considered include

minimising the environmental impact (particularly regarding existing trees and vegetation), fitting road grades as close to existing contours as practicable and provision of lot access.

2.2.2 Pavement Design

Pavements shall generally be designed for a 40 year design life in accordance with the publication “Pavement Design” NAASRA 1987 (or its latest issue).

In all cases pavement design shall be based on the in situ subgrade California Bearing Ratio (CBR), which shall be determined for each different subgrade type expected to be encountered in the works. Determination of subgrade CBR shall be by one of the methods nominated in the publication “Pavement Design”, i.e. by laboratory testing, or by field testing backed up by limited laboratory tests. The Consulting Engineer shall adopt whatever test procedures are necessary to provide an accurate assessment of subgrade CBR for design purposes. Council’s Engineer may request further field or laboratory testing at his discretion.

In any case the absolute minimum pavement profile shall be as follows:

	Alternative 1	Alternative 2
Access Roads & Collector Roads	125 “B” grade sub-basecourse 100 “A” grade basecourse 25mm asphalt on urban roads Two coat sprayed seal on rural roads. Asphalt on intersections.	200 “A” grade basecourse 25mm asphalt on Urban roads Two coat sprayed seal on rural roads. Asphalt on intersections
Other Roads (except industrial)	150 “B” grade sub-basecourse 100 “A” grade basecourse 25mm asphalt on urban roads Two coat sprayed seal on rural roads. Asphalt on intersections	225 “A” grade basecourse 25mm asphalt on urban roads Two coat sprayed seal on rural roads Asphalt on intersections
Industrial roads	175 “B” grade sub-basecourse 100 “A” grade basecourse 40mm asphalt	250 “A” grade basecourse 40mm asphalt

Alternative pavement profiles giving equivalent load bearing capacities will be considered. Council may, at its discretion, allow sprayed seal surfacing in lieu of asphalt surfacing on urban roads.

2.2.3 Materials

2.2.3.1 “A” Grade Basecourse

“A” grade basecourse shall consist of graded crushed rock or laterite gravel. When tested in accordance with AS 1289 the material shall have the following properties:

As Sieve Aperture (mm)	Percentage Passing
26.5	100
19.0	95-100
9.5	70-88
4.75	48-71
2.36	34-57
1.18	24-46
0.425	14-33
0.075	6-20

Liquid Limit:	not to exceed 25%
Plasticity Index:	not to exceed 6%
Linear Shrinkage:	not to exceed 2%
Los Angeles Abrasion Value:	not to exceed 40%
Maximum Dry Comp. Strength:	not less than 1700 kPa

The material shall be free from organic matter and other deleterious substances.

2.2.3.2 “B” Grade Sub-Basecourse

“B” grade sub-basecourse shall consist of lateritic gravel and shall be in accordance with Council’s Specification for such materials, which in summary includes:

Gravel shall be selected natural laterite gravel which exhibits an even grading curve throughout the full range. When tested to AS 1289 the material shall have the following properties:

- Percentage passing 40mm sieve: 100%
- Percentage passing 1.18mm sieve: 10% to 50%

- Percentage passing 0.075mm sieve: less than 20%
- Plasticity Index: 3% to 10%
- Linear Shrinkage: less than 8%
- Minimum CBR at the placed in situ moisture density condition: 35

The material shall be free from organic matter and other deleterious substances.

It is preferable for crushed gravel (Ferricrete or similar) to be used for the base course.

2.2.3.3 Asphalt

Asphalt shall be a nominal 10mm size asphaltic concrete mix in accordance with an AC10 mix designation to AS 2734.

2.2.3.4 Sprayed seals

Sprayed seals shall consist of a minimum two coat seal. The first or primer seal shall be a hot sprayed bitumen primer seal, unless, with the approval of Council's Engineer, a bitumen emulsion primer seal may be used.

In rural residential areas, the cover aggregates shall be 10mm granite, followed by the second coat of 10mm diorite metal.

In areas zoned other than rural residential where a spray seal is applicable, the cover aggregate shall be 5mm granite and 14mm diorite metal respectively.

2.2.4 Basecourse Widths

On kerbed roads the width of basecourse shall equal the width of seal plus 900mm. On unkerbed roads the width of basecourse shall equal the width of seal plus 1.3 metre shoulders.

2.2.5 Shoulders

Shoulders shall be constructed with the same materials and to the same depth as the adjacent basecourse.

2.2.6 Road Reserve Width

Local roads shall have a minimum road reserve width of 30 metres, however, Council reserves the right to make a wider road reserve should the site or engineering requirements dictate.

The designation of which road types shall apply to a particular subdivision (i.e. town centre residential, rural, rural living or mixed business) shall be in accordance with the Shire of Toodyay Zoning Scheme.

2.2.7 Town Centre and Residential Streets

Road design guidelines may generally be in accordance with Department of Planning Policy DC 2.6 including:

Local Distributors: 7.4 m wide, concrete kerbed with 25mm asphalt surface on a primer seal.

Access Road: 6.0m wide, concrete kerbed with 25mm asphalt surface on a primer seal.

The maximum longitudinal grade of a road shall be 10% (1 in 10) unless otherwise approved

The minimum longitudinal grade shall be 0.50% or 1 in 200, however because of water shedding problems, this grade should only be used in extreme circumstances.

All changes of grade of more than 1% shall be joined by a vertical curve. The length of all vertical curves shall be in accordance with the relevant Austroads publications, and shall take into account overtaking and stopping sight distances and comfort factors.

The cross fall on the cross section of the road pavement shall be generally 3% each way from the crown but through horizontal curves, one way cross fall or superelevation shall be applied in accordance with the appropriate Austroads guidelines. In minor residential streets and cul-de-sacs the road pavement may have a one-way cross fall where the natural surface across the road reserve lends itself to this type of construction. This condition does not apply on horizontal curves where the normal requirement of superelevation to match design speeds and radii shall apply.

Verges shall have sufficient width for the provision of public utility services, and shall be a minimum of 3.5m. Verges shall normally be graded at +2% from the top of the kerb to the property boundary. In areas of steep cross fall or where earthworks should desirably be reduced to minimise environmental impact,

the verge grading may be increased as agreed with Council's Engineer.

Culs-de-sac shall have a minimum head radius of 9m with 15m radius tapers.

Kerb type shall be mountable to residential frontages and semi-barrier elsewhere.

The Consulting Engineer shall prepare detailed designs of the pavement thicknesses in accordance with Australian Road Research Board (A.R.R.B.) and/or Austroads Design Guidelines as follows:

- "Pavement Design – A Guide to the Structural Design of Road Pavements", Austroads, 1987.
- "A Structural Design Guide for Flexible Residential Street Pavements", P.J. Mulholland, ARRB Special Report No 41.

Notwithstanding the design thicknesses obtained, the base course shall be a minimum compacted thickness of 200mm of gravel or road-base and the asphalt compacted thickness shall be a minimum of 25mm.

The designer shall provide pavement drainage where necessary to maintain a moisture-free subgrade and base course as determined by the site conditions.

The road base shall extend 500 mm beyond the face of kerb.

2.2.8 Rural Living Streets

The minimum standard for rural living streets within a subdivision shall be as follows:

Straight Pavements: 6 metre wide, two coat seal (2x10mm stone) with 1.2 metre shoulders, 1 coat seal (10mm stone)

Intersections:

- (a) All intersections shall be provided with concrete kerbing to at least 10 metres beyond the tangent point of the sweep. This kerbing shall repeat on the opposite side of the intersection on the straight section of road. At the terminating end, the kerbing shall be flared towards the verge.

- (b) All intersections shall be provided with a 25mm asphalt surface on a primer seal, to the full extent of the concrete kerbing.

Geometric design shall be according to 'Rural Road Design', Austroads 1989. The maximum design speed for access roads shall be 60 km/hr, collector roads 70 km/hr and arterial roads 90 km/hr. These design speeds shall be verified by Main Roads Western Australia.

The maximum longitudinal grade of a road shall be 12.5% unless otherwise approved. The minimum longitudinal grade shall be 0.5% unless table drains are graded independently of the road to provide satisfactory drainage.

All changes of grade of more than 1% shall be joined by a vertical curve. The length of all vertical curves shall be in accordance with the relevant Austroads publications, and shall take into account overtaking and stopping sight distances and comfort factors.

One-way cross fall to a maximum of 3% may be approved for access roads when excessive cross fall exists in the natural surface. Roads shall normally have two-way cross-falls of 3% except where geometric design requirements dictate that superelevation is required.

Table drains shall be provided for all roads for a minimum width of 1.2m, flat bottomed, with side slopes of a minimum 1:3 grade (33%).

Cut batters shall generally be no steeper than 1 in 3 (33%) except in hilly terrain, where depth of cut is considerable, or where ground conditions are such that it is not practical to comply with this requirement without excessive cost or environmental disturbance. Subject to the approval of Council's Engineer, cut batters may be increased to a maximum of 1 in 1 (100%). Fill batters shall generally be no steeper than 1 in 4 (25%) except in hilly terrain or where fill heights are considerable, in which case a maximum slope of 1 in 2 (50%) may be used subject to the approval of Council's Engineer.

Verges shall have sufficient width to install public utility services. In particular sufficient width must be provided to install overhead power lines with poles located at least 2.5m from the invert of the table drain.

Roads shall be designed to enable access to lots at an absolute maximum grade of 16%.

Cul-de-sac heads shall have a minimum head radius of 9m to edge of seal, with 15m radius tapers.

2.2.9 Rural Roads

Rural roads shall comply with the standards prescribed in the Roads 2020 Strategy, and will be dependent on estimated AADT counts.

Council has identified minimum road standards, given known and/or estimated Annual Average Daily Traffic (AADT) counts.

Type 1 Formed road constructed from surrounding local material: 10-20 AADT – 6m unsealed pavement with 1.3m shoulders.

Type 2 Formed road paved with imported gravel material: 20-75 AADT – 6m unsealed pavement with 1.3m shoulders.

Type 3 Sealed road (6m seal width + shoulders): 75-500 AADT.

Type 4 Sealed road (7m seal width + shoulders): 500-1000 AADT.

Type 5 Sealed road (8-9m seal width + shoulders): 1000-4000 AADT.

Sealed shoulders to be a minimum of 400 mm

Type 6 Sealed road with overtaking lanes: 2000+ AADT but lower volumes may be considered depending on the percentage of heavy vehicles and terrain conditions.

Type 7 Dual carriageway – divided rural road: 4500 +AADT.

For the purposes of determining the impact a subdivision will have on AADT counts for any particular road, Council will utilise eight vehicle movements per lot per day.

All rural roads that require sealing shall be sealed with a two coat seal (2x10mm stone) with 1.3 metre shoulders sealed with a 1 coat seal (10mm stone), except at intersections which shall be

kerbed with 25mm asphalt over a primer seal. The extent of the kerbing shall be as stipulated for “Rural Living Streets”.

Where existing rural roads are considered by Council to warrant sealing, the width of such sealing shall be a minimum of 7.0 metres, the maximum width being determined on the basis of AADT counts.

The maximum and maximum longitudinal grades of a road shall be in accordance with the relevant Austroads publication unless otherwise approved.

All changes of grade of more than 1% shall be joined by a vertical curve. The length of all vertical curves shall be in accordance with the relevant Austroads publications, and shall take into account overtaking and stopping sight distances and comfort factors.

Intersections of arterial roads shall be widened as follows:

- Terminating road (collector or access) shall be widened to at least 7.4 m seal width for a straight length of 10m from the tangent point of the turn-out radius, and then tapering to the normal seal width over an additional 10m length;
- Through road (arterial) shall be widened on the approach near side by a 2.5m deceleration lane, with a minimum 1.3m wide shoulder, for a distance of at least 30m from the tangent point of the turn out radius, and then tapered back to the normal seal width over an additional 10m length.
- On the departure near side, it shall be widened by at least 1m from the tangent point of the turn out radius for a length of at least 10m (which shall be kerbed).
- On the opposite side of the road, it shall be widened by a 2.5m passing lane for a distance of 45m either side of the centre line of the intersecting road, and then tapered back to the normal seal width over an additional 100m at each end.

Verges shall have sufficient width for the provision of public utility services, and shall be a minimum of 3.5m. In areas of steep crossfall or where earthworks should desirably be reduced to minimise environmental impact, the verge grading may be increased as agreed with Council's Engineer.

The maximum longitudinal grade of a road shall be 12.5% unless otherwise approved. The minimum longitudinal grade shall be 0.5% unless table drains are graded independently of the road to

provide satisfactory drainage, where necessary. A vertical curve shall be provided when the grade change is 1% or greater.

Geometric design shall be according to 'Rural Road Design', Austroads 1989. The design speed for any rural road shall be determined by Main Roads Western Australia.

One-way cross fall to a maximum of 3% may be approved for access roads when excessive cross fall exists in the natural surface. Roads shall normally have two-way cross-falls of 3% except where geometric design requirements dictate that superelevation is required.

Table drains shall be provided for all roads for a minimum width of 1.2m, flat bottomed, with side slopes of a minimum 1:3 grade (33%).

Cut batters shall generally be no steeper than 1 in 3 (33%) except in hilly terrain, or where depth of cut is considerable, or where ground conditions are such that it is not practical to comply with this requirement without excessive cost or environmental disturbance. Then, subject to the approval of Council's Engineer, cut batters may be increased to a maximum of 1 in 1 (100%). Fill batters shall generally be no steeper than 1 in 4 (25%) except in hilly terrain or where fill heights are considerable, in which case a maximum slope of 1 in 2 (50%) may be used subject to the approval of Council's Engineer.

Traffic control devices, sign posts, guide posts, street nameplates, guide signs and warning signs shall be provided in accordance with AS1742 to the satisfaction of Council's Engineer.

2.2.10 Industrial Roads

In light industrial areas, roads shall be kerbed and sealed (25mm asphalt) to a minimum width of 7.4 m. All other design criteria shall be in accordance with the requirements for Urban Residential Streets with the following exceptions:

- Verge width to be a minimum 4.5m;
- Culs-de-sac shall be avoided wherever possible;
- Kerbs shall be semi-mountable.

In heavy industrial areas, road construction requirements will be subject to specific engineering design.

Where culs-de-sac cannot be avoided, they shall have a minimum head radius of 15m with 25m radius tapers.

2.2.11 Public Utility Conduits

The Consulting Engineer shall ascertain the need for conduits under roads for all public utility services for both present and future services. If the public utility authority concerned will not install conduits at the time of construction of the roads, then the conduits shall be installed by the Subdivider (prior to surfacing of roads) whether or not the conduits are immediately required. Backfill trenches for conduits with compacted cement stabilised sand as detailed for storm water pipeline systems in Section 2.8.6.

2.3 Stormwater Drainage

2.3.1 General

Stormwater drainage systems are required to provide for effective disposal of stormwater and all drainage designs shall comply with appropriate industry design standards such as:

- “Australian Rainfall and Runoff” Institution of Engineers, Australia.
- “Stormwater Drainage Design in Small Urban Catchments” J Argue, ARRB Special Report No 34.
- “Subsurface Drainage of Road Structures” R J Gerke, ARRB Special Report No 35. All piped drainage lines shall be designed in accordance with the pipe manufacturer’s recommendations and appropriate Australian Standards.

2.3.2 All drainage systems shall be piped in urban and residential areas and open drains and swales in rural areas unless otherwise approved. The designer shall design the drainage network using a recurrence interval of 5 years except in the case of arterial drains and compensating basins where a recurrence interval of 10 years shall be used. Additionally, the designer shall provide for the adequate discharge of flood flows between the intervals mentioned above and a 100 year recurrence interval in order that the floor level of all buildings shall be 500 mm above the 100-year flood level.

2.3.3 It is possible that some existing drainage systems in the municipality may not be able to carry the design storms applicable to the recurrence intervals detailed in the preceding Clause. It is the responsibility of the Consulting Engineer to examine the complete downstream network to evaluate the

maximum quantity of water, which may be discharged into the existing network. If, using the recurrence intervals mentioned above, the capacity of the existing drainage network is exceeded, the Council Engineers may direct that the surplus water either be retained within the subdivision in an approved manner or the existing drainage system upgraded to accommodate the design run-off.

2.3.4 It shall be the responsibility of the Consulting Engineer to examine the total catchment area of which a particular subdivision may form a part, and to ensure that any arterial drainage that may pass through the particular subdivision is capable of carrying the ultimate design flow from the upstream catchment. Subdividers are responsible for arranging their own cost sharing arrangements, however, in some instances Council may administer such arrangements at the Subdivider's request.

2.3.5 In cases where stormwater is discharged onto private land downstream of a subdivision or development, arrangements shall be made by the Subdivider with the owner of the downstream land to provide an easement in favour of Council over the route of the drain and to construct and/or improve the drainage outlet to the requirements of Council's Engineer.

2.3.6 The subdivisional drainage system shall be connected to an approved outlet in the district drainage system by a suitable outfall drain as approved.

2.3.7 Types of Pipework

The following pipe types shall be permitted:

Residential areas: reinforced concrete pipes (and boxes) in classes appropriate to loadings and cover heights;
aluminium Hel-Cor pipes with a minimum cover of 600mm;

PVC pipes in classes appropriate to loadings and cover heights.

Rural Areas: reinforced concrete pipes (and boxes) in classes appropriate to loadings and cover heights;

steel and aluminium Hel-Cor pipes with a minimum cover of 600mm.

Other types of pipes shall be approved by Council's Engineer.

The minimum pipe size in the verge or within private property shall be 225mm diameter and the minimum pipe size under roads shall be 300mm diameter.

Pipelines shall be designed to ensure that hydraulic grade lines do not reach a level of less than 150mm from finished surface levels for the design recurrence interval.

The velocity in pipes shall be limited to the range 1.0 m/sec - 6.0 m/sec. The possibility of scour at outfalls shall be considered and steps taken to eliminate it where it may occur.

Manholes shall be provided at each change in direction and at a maximum spacing of 90 metres.

Inlet pits shall be placed at low points and at the upstream side of intersections if warranted by flow considerations. Inlet pits shall also be placed at intervals to limit the width of gutter flow to 1.5m (or 2.0m in the case of one-way crossfall), in kerbed roads, and at intervals to prevent the top water level in the table drain from rising to within 200mm of the edge of the shoulder in the case of un-kerbed roads, or to limit the inflow to the entry pit to its inlet capacity, whichever is the least, for the design recurrence interval flows.

On kerbed roads side entry pits shall be used wherever possible, although combined side entry/grated pits may also be used.

On un-kerbed roads, any concrete catchpits situated in table drains shall have grated tops at least 150mm above entry lips to prevent access to the pit by the public.

All outlets to pipe drainage systems (and inlets in the case of open ended culverts) shall have concrete headwalls with concrete aprons, and shall have anti-scour rock beaching for a minimum distance of 2m beyond the edge of aprons.

All trenches for pipes laid under road pavements shall be backfilled to the pavement subgrade surface with compacted cement stabilised sand or road base course material. Sand and cement shall be thoroughly mixed in the proportions of 100kg of cement to one cubic metre of sand. Sufficient water shall be added and mixed such that the moisture content is just sufficient to enable mixing and placement of the material. The material shall be placed in even layers not exceeding 225mm in thickness and each layer shall be compacted with a minimum of four (4)

passes of a vibratory plate compactor having a minimum static mass of 50kg.

Care shall be taken to ensure that the material fills all voids under the haunches and that no damage occurs to the pipe whilst compacting material next to and immediately over the pipe.

The cement stabilised sand shall preferably be supplied from a central batch mixing plant.

2.3.8 Open Drains

Where drainage is by means of open drains, allowances must be made for access culverts to properties which must be provided at the development stage by the Subdivider.

All culverts shall have adequate concrete headwalls and drain scour protection, Where pre-cast headwalls are used, the finished level of the headwall shall not project more than 100mm above the adjacent pavement level.

Table drains to un-kerbed roads shall be sized so that the top water level in a drain does not rise to within 200mm of the edge of the shoulder for the design recurrence interval flow. Installation of catchpits is at the discretion of Council's Engineer. Culverts may be utilised to contain flows in table drains within permissible limits where practicable.

Where there is a risk of scouring in open drains (including table drains), the drains shall be fully lined with a lining of rock, concrete or other method approved by Council's Engineer.

2.3.9 Sub-Soil Drains

Where sub-soil water is present, or is likely to become present at any time, and is likely to interfere with the stability of any buildings, the road pavement (or footpath or accessway, etc) a system of sub-soil drainage shall be designed and installed to the approval of Council's Engineer.

Sub-soil drains shall be installed to cut off flows at least 600mm clear of any building or surface of the pavement and shall discharge to piped drainage systems or open drains downstream of the affected area, as appropriate for each situation.

2.3.10 Drainage Easements

Where drains are laid within, or discharge stormwater onto private property the drain and stormwater discharge shall be protected by registered easements which shall show on all plans. The easement shall be centrally located over and about the drainage line and it shall have a width of at least twice the depth of the drain with an absolute minimum width of 3.0m.

2.4 Miscellaneous Facilities

2.4.1 Pathways

Pathways in road reserves shall be provided in urban residential subdivisions unless special circumstances prevail in which case they may be omitted at Council's discretion. If pathways are required they shall be provided at the Subdivider's cost. Council may wish to defer construction of such paths until the majority of houses fronting the street are constructed to enable driveway crossings to be located and constructed. In this case the Subdivider shall pay to Council the estimated cost of the deferred pathways (as estimated by Council) in lieu of constructing the paths at the time of subdivision.

Where paths are to be provided by the Subdivider they shall normally be 2.0m dual-use x 100mm thick concrete paths with a 2% slope towards kerbs (or edge of roadways). Tooled lock-joint contraction joints shall be provided at 2m intervals and 12mm wide full depth expansion joints shall be provided at 6m intervals. The surfaces of concrete paths shall have a non-slip broomed finish. Alternatively Council may accept asphalt surfaced paths in lieu of concrete paths in special situations. Asphalt paths shall consist of 20mm thick size 7 asphalt on 75mm thick "A" grade compacted basecourse. Other types of path may be accepted at Council's discretion.

Pathways shall generally be provided on both sides of a road and shall be laid parallel to the kerb line (or edge of roadway). The longitudinal profile shall follow the longitudinal profile of the kerb line (or edge of roadway).

All pathways shall be illuminated with appropriate lighting.

2.4.2 Signs and Guide Posts

All direction or warning signs and guide posts shall be erected in accordance with AS 1742.5 - 1986. Requirements for such signs shall be clearly shown on the drawings.

2.4.3 Street Nameplates

Street nameplates shall be erected at all newly created intersections and shall indicate the names of both streets. Nameplates shall generally be in accordance with AS 1742.5 - 1986 and shall incorporate any special feature which may be required by Council (eg Shire logo, colours of legend and background, etc).

Depth of sign shall be 150mm with 100mm lettering except on major roads where a depth of 200mm with 150mm lettering shall be used.

Signs shall be mounted at a height of three (3) metres above finished ground level. If two or more signs are to be erected on the same pole they shall be erected at differing levels.

Nameplates shall be mounted on a 50mm nom. bore galvanised steel pole concreted a minimum of 600mm into the ground. The pole shall be erected where possible on the 2.7m alignment.

2.4.4 Battle-Axe Block Access Roads

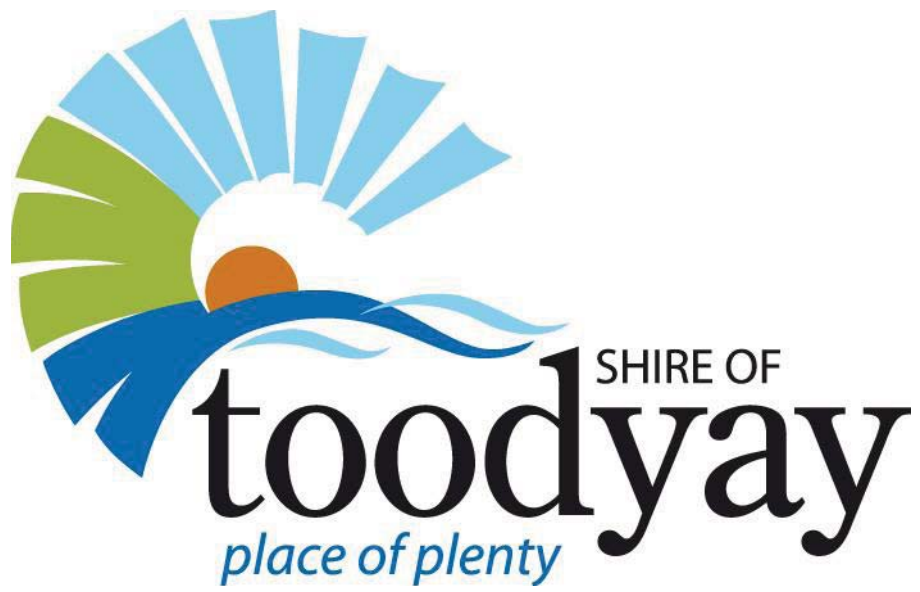
Access road pavement to battle-axe blocks shall not be less than five metres wide and centrally located for the full length of the access way. Special consideration shall be given to "reciprocal rights" access ways which will require greater road pavement width.

The design, shape, width, sealing and drainage of these accessways shall be to the approval of Council (Note: the provisions of Clause 2.2.9 are not directly applicable to this clause).

2.4.5 Standard Crossovers

Crossovers, constructed to Council's standard, shall be constructed to all new lots. The location of such crossovers shall be to Council's satisfaction.

Crossovers shall be constructed to a minimum width of 2.7m, using either 100mm concrete, or approved interlocking brick paving. Culvert pipes beneath crossovers shall be a minimum 300mm diameter RCP and 4.8m in length. Headwalls to culverts shall be of concrete construction.



SECTION 3 – DRAWINGS

3. REQUIREMENTS FOR DRAWINGS

3.1 General

- 3.1.1 Two copies of the initial design drawings, specifications and drainage and pavement calculations shall be submitted for approval by Council.
- 3.1.2 Any amendments will be marked up on one copy which shall be returned to the Consulting Engineer. Three copies of amended drawings and specifications shall then be re-submitted by the Consulting Engineer. One copy of approved drawings and specifications shall be signed by Council's Engineer and marked "Approved for Construction" and shall be returned to the Consulting Engineer together with any conditions imposed on the approval.
- 3.1.3 No construction shall commence until "approved for construction" drawings are certified by Council's Consulting Engineer.

3.2 Drainage Calculations

Submit drainage calculations for approval for every underground drain and all open drains (except table drains) including bridges, pipe drains, box culvert drains, etc. Calculations shall show catchment areas, run-off coefficients, recurrence intervals, rainfall intensities, times of concentration and method of sizing of drains. Calculations shall be set out in a standard tabular format or approved format to facilitate checking.

3.3 Pavement Calculations

Submit pavement calculations for approval. Calculations shall show the method adopted for calculation of subgrade CBR including test results, design pavement life, design traffic loadings, determination of basecourse thicknesses and need for subgrade stabilisation/improvement where necessary. Provide copies of all subgrade tests.

3.4 Required Drawing Scales

Scales of plans where possible should conform to the following:

- | | | |
|-----|----------------------|---------------------------------------|
| (a) | Overall Layout Plan | 1/500 or 1/1000 |
| (b) | Plan | 1/500 |
| (c) | Longitudinal Section | 1/500 horizontally
1/50 vertically |
| (d) | Cross Sections | 1/200 horizontally |

- | | |
|---|------------------|
| | 1/100 vertically |
| (e) Particular Details | 1/200 or 1/250 |
| (intersections, culs de-sac, turn circles, traffic devices) | |

These scales are minimal and may be increased on jobs of small extent.

The datum used shall be an established Department of Land Administration Bench Mark to Australian Height Datum. The location of such datum points shall be clearly indicated on the plan.

3.5 Drawing Information

3.5.1 Layout Plan

Layout Plan shall show:

- (a) all existing and new streets and roads with the allocated street names
- (b) all lots fronting such streets with each lot numbered and fully dimensioned
- (c) all existing and proposed street drainage, allotment drains with necessary easements and outfall drains
- (d) all survey and bench marks
- (e) all existing and proposed contours
- (f) the north point
- (g) all proposed traffic management devices.

3.5.2 Road Plans

Each street shall be drawn in plan and profile.

The plan of the street shall show:

- (a) width of all pavements, verges and medians
- (b) design speed of the road
- (c) distances on the centre line of the road (SKL)
- (d) all horizontal curve data
- (e) all existing and proposed contours
- (f) all existing and proposed street drainage including manholes and gullies
- (g) all lots facing onto the street
- (h) all traffic management devices
- (i) all existing and proposed services in the road reserve
- (j) north point.

The longitudinal profile of the road shall show:

- (a) a running distance along the centre line of the road (SKL)
- (b) the natural surface levels along the centre line and both property lines
- (c) design levels at the centre line and both channels. These levels shall be at 20 metre intervals on straight grades and alignments and at 10 metre intervals on vertical and horizontal curves
- (d) lengths of grade lines with grades expressed as a percentage
- (e) intersection and tangent points at change of grades
- (f) length of vertical curves
- (g) transition and superelevation details
- (h) finished surface levels along both property lines

Cross section details shall be provided in all cases to show the thicknesses and other relevant details.

Intersections, cul-de-sac heads, roundabouts and any other traffic device or feature – details of these devices shall include:

- (a) all lot boundaries
- (b) geometric details
- (c) design levels at appropriate points
- (d) all services, including drainage
- (e) north point.

3.5.3 Drainage Plans

All drainage lines will be drawn in plan and profile on the same drawing at the scales as previously specified.

The plan shall show:

- (a) all existing and proposed drainage lines showing pipe sizes, grades, lengths, manholes, gullies, other drainage structures and whether the pipes are solid or slotted
- (b) upstream and downstream levels on all existing drainage outfalls to which connections are being made
- (c) all existing and proposed sewer lines and any other services which may effect
- (d) all existing and proposed contours and spot levels
- (e) where appropriate and especially on industrial subdivisions, the stormwater connection location and the designed discharge from each lot.
- (f) the north point

- (g) all drainage easements including their description and width
- (h) all streets with their allocated names and all lots facing onto such streets with the appropriate lot number

The longitudinal section shall show:

- (a) a small plan (scale 1:2000) in the bottom right hand corner of the drawing, showing the location of the specific drains as detailed on the same drawing
- (b) all pipe sizes and grades, the class of pipe and whether the pipe is solid or slotted
- (c) the existing natural and finished surface levels
- (d) the invert levels of the pipes and the depth to invert from the finished surface level
- (e) the distances between gullies, manholes and other drainage structures.
- (f) the location and levels of all other services, especially sewer line crossings
- (g) details of all manholes, gullies and other structures.

Separate details shall be included on the drawings showing pipe laying and bedding details and other appropriate details as required.

3.5.4 Earthworks Plans

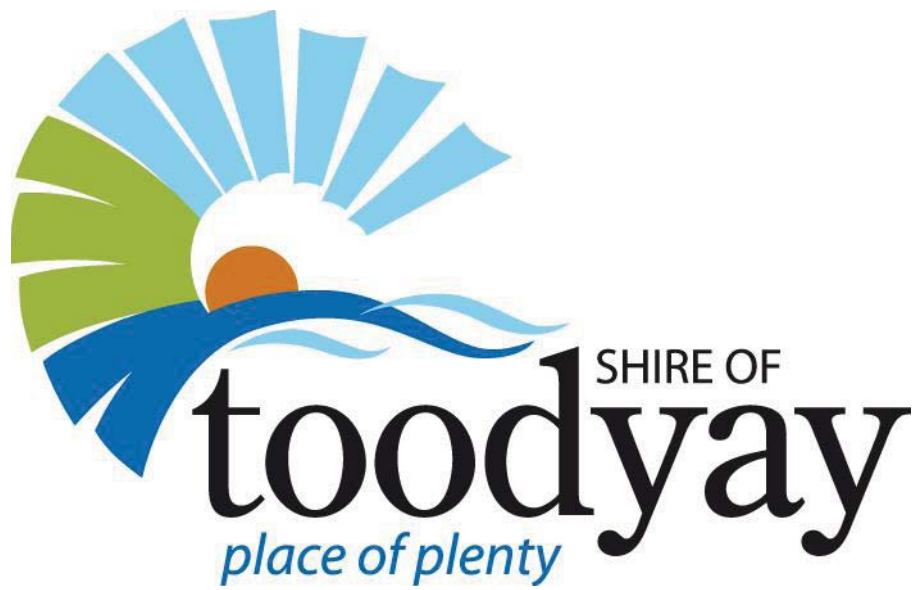
In all subdivisions involving earthworks, plans showing existing and proposed contours and appropriate cross sections are required.

3.5.5 “As Constructed” Drawings

The Subdivider shall submit to Council prior to the release of the subdivision, a full set of engineering drawings for the subdivisional works in reproducible form and in digital format, and certified by a licensed surveyor or other non-biased surveyors as approved as follows:

- (a) Road Drawings – amended to show details of any alterations made during construction; and
- (b) Drainage Drawings – amended to show actual lines, levels and grades against the design lines, levels and grades

and stamped “As Constructed”.



SECTION 4 – CONSTRUCTION OF ROADS

4. CONSTRUCTION OF ROADS AND ASSOCIATED WORKS

4.1 General

4.1.1 All works shall be carried out in accordance with the Occupational Health, Safety and Welfare Act, 1984.

4.1.2 Temporary Road Closure

Where it is necessary to close an existing road to carry out any part of the subdivisional works, approval for such closure shall be obtained from Council's Engineer at least (28) days prior to the work commencing.

The following conditions shall apply to such closures:

- (a) A suitable detour shall be determined and clearly signposted with approved signs for the duration of the works and if no such detour is available, suitable and passable side tracks shall be provided.
- (b) In the case of arterial roads and on other roads where a suitable and convenient detour is unavailable, the road closure shall be advertised by double column display advertisements in local newspapers advising the reason, location and duration of the closure and the route of the proposed detour, such advertisements being placed 21 days prior to the date of the proposed closure.
- (c) In the case of arterial roads and on other roads where a suitable and convenient detour is unavailable, advisory signs shall be erected at appropriate locations on the site 21 days prior to the closure, such signs to comprise a minimum 100 mm letter height and to advise the reason, location and duration of the road closure.
- (d) The works and road closure shall be adequately lit at night and other appropriate precautions shall be taken to ensure public safety.
- (e) Emergency services, schools, other large institutions and large businesses that may be affected by the closure shall be advised in writing of the reason, location and duration of the road closure and the route of the proposed detour at least 21 days prior to the closure.
- (f) The works shall be carried out in an expeditious manner to minimise the impact of the road closure on the general public.
- (g) Where the road closure is required by a private contractor to carry out works in the road reserve then the contractor must obtain approval from Council's Engineers prior to commencing the works.

4.2 Survey Set Out

- 4.2.1 All works shall be set out and constructed in accordance with the alignments, levels, grades and cross sections as shown in the approved drawings.
- 4.2.2 Care shall be taken when working in the vicinity of survey pegs and bench marks to ensure the accuracy thereof.
- 4.2.3 The Subdivider shall be responsible for the accuracy of the setting out of works.

4.3 Construction Tolerances

The tolerances to levels permitted for the various stages of road construction shall be as follows:

Sub-grade	-50mm to + 0mm
Sub-base	-25mm to +10 mm
Base	-10mm to +10 mm
Bitumen primer	+/- 0.5 litres/m ²
Concrete kerbing	Refer to Clause 4.12
Asphalt surfacing	+/- 5mm

4.4 Clearing Works

- 4.4.1 Clearing of all shrubs and trees shall be completed to an extent sufficient to facilitate the construction work. Natural vegetation should be retained where possible.
- 4.4.2 All tree roots, boulders and other deleterious material shall, where possible, be totally removed to a depth of 600 mm below the natural surface or finished surface levels of the street, whichever is the greater. Stumps shall be completely removed.
- 4.4.3 All holes and depressions resulting from clearing and grubbing shall be backfilled with approved material and compacted to at least the compaction of the surrounding in-situ material.
- 4.4.4 No material from the clearing shall be pushed beyond the limits of the site.
- 4.4.5 Material cleared shall be either removed from the site and disposed of at an approved waste disposal site or disposed of by burning. All burning off shall be strictly to the requirements of the Bush Fires Act and Environmental Protection Act.

4.5 Earthworks

- 4.5.1 Earthworks shall be completed to this specification and tolerances as set out herein and as detailed in the drawings.
- 4.5.2 The road shall be cut to the grades and batters indicated on the approved drawings.
- 4.5.3 All fill shall be clean free-draining medium to coarse sand and shall be compacted to the full depth of 95% of the modified maximum dry density when tested in accordance with AS 1289 E2.1 – 1977 unless otherwise approved.
- 4.5.4 All cut through rock shall be excavated to a depth of 100mm below sub-grade level and 200mm below the finished level of verges.
- 4.5.5 Blasting
 - 4.5.5.1 Excavation in rock or hard soil may be carried out by blasting only if a blasting permit has been obtained from Council's Engineer in accordance with Explosives Regulations 1963 Regulation 115(6).
 - 4.5.5.2 All explosives shall be stored and handled in accordance with AS2187-1983-4¹ under the personal supervision of the holder of a Shotfirers Permit. The shotfirer shall be held responsible for the repair, replacement, legal liability claims or anything that may arise from the blasting operations. All such screens, shields, matting and the like as is necessary to prevent rock, stones, earth, debris or other material from scattering or blowing from the immediate site of blasting shall be provided.

All road verges shall be graded evenly and smoothly, free from rubble and other deleterious material, to meet the level of the road kerb.

4.6 Soil Stabilisation

- 4.6.1 The subdivider shall be responsible for the satisfactory control of dust and sand drift from the construction site.
- 4.6.2 Stabilisation of topsoil, sand or other material or matter subject to movement over or near the subdivision shall generally be

carried out in accordance with the Environmental Protection Authority's Dust Control Guidelines and to the satisfaction of Council's Engineer, both during the construction stages and upon completion of the subdivisional works.

- 4.6.3 Where initial stabilisation is carried out and subsequent works associated with the subdivisional works causes deterioration of effective stabilisation of the area, the area so affected shall be re-stabilised in an appropriate manner. The Subdivider shall effect a varying method of re-stabilisation should initial stabilisations be found to be unsuitable.
- 4.6.4 Stabilisation disturbed by works other than the subdivisional works shall be the responsibility of the person responsible for the disturbance of the stabilised areas (for example, builders, private lot owners and Service Authorities).
- 4.6.5 A special performance bond in the form of cash to the value of \$0.50 per square metre of the cleared or disturbed lot area shall be lodged with the Council prior to the commencement of any works **as a condition of approval of drawings for the subdivisional works**. These monies will be used by Council to control dust and erosion if, in the opinion of the Shire of Toodyay, the contractor is not taking adequate precautions to control the sand drift during the progress of construction work. The Consulting Engineer will be advised in writing on each occasion it becomes necessary for Council to use these monies for dust and erosion control. These monies will be refunded upon completion of the subdivisional works, including the stabilisation of the finished surface, less any amounts expended by Council on the control of dust and erosion during the construction period.
- 4.6.6 Council may reduce this bond to \$0.25 per square metre for those developments assessed in accordance with the Environmental Protection Authority's Dust Control Guidelines and where the relevant contracts for subdivisional works incorporate the dust control strategies as indicated in the guidelines.
- 4.6.7 To avoid dust nuisance to adjacent owners Council's Engineer may direct that **no earthworks**, including stripping, filling or placing of topsoil, be carried out when a wind is blowing towards surrounding properties which is likely to cause sand drift or dust to reach those properties.

4.7 Sub-Grade

- 4.7.1 The formation shall be excavated in conformity with the profiles, dimensions, cambers and depths as shown on approved drawings.
- 4.7.2 Unless otherwise specified the width of the formation “boxed out” shall be at least 900mm greater on each side than the finished sealed width of the road pavement for urban roads.
- 4.7.3 Unless otherwise specified the width of the formation “boxed out” shall be at least 1.3m greater on each side than the finished running surface for rural roads.
- 4.7.4 The sub-grade shall be compacted to not less than 95% of its modified maximum dry density when tested in accordance with AS 1289 E2.1 – 1977 Methods of Testing Soil for Engineering Purposes.
- 4.7.5 This work shall be checked and approved prior to the placement of any foundation material.

4.8 Base Course - Gravel

- 4.8.1 The base shall be constructed of gravel complying with the requirements of Section 8.1 “Specification for Gravel” unless otherwise approved.
- 4.8.2 The base shall be placed so that the compacted sub-grade is not disturbed and broken up and that the even thickness specified is achieved. Base material shall not be spread upon a waterlogged sub-grade.
- 4.8.3 The base course must be installed full depth (ie. no separate base course layers) to suit the overall pavement design.
- 4.8.4 The base course shall be compacted to not less than 98% of its modified maximum dry density when tested in accordance with AS 1289 E2.1 – 1977.
- 4.8.5 Where damage to adjoining properties may result, the use of vibrating rollers will not be permitted.
- 4.8.6 All irregularities in the longitudinal grade and cross section shall be corrected in an approved manner until the road base is brought to a uniformly compacted smooth and even surface.

- 4.8.7 If, during the construction period, the surface of the base shows any imperfections or failures, such shall be corrected in an approved manner.

Unsatisfactory base material shall be removed from the site and replaced with material as specified.

- 4.8.9 The base construction shall be approved prior to the commencement of sealing works.

- 4.8.10 The base shall be water bound by the surface being sprayed with water and rolled until a slurry finish has been obtained. When this has dried, any surplus slurry material shall be broomed off the surface and disposed of as directed.

- 4.8.11 Prior to surfacing all underground public utilities service crossings shall be installed. All road crossings shall be backfilled and compacted in accordance with the requirements for sub-grade and base construction.

4.9 Base Course – Road Base

- 4.9.1 The pavement base material shall consist of fine crushed rock (road base) complying with the requirements of Section 8.2 “Specifications for Road Base” unless otherwise approved.

- 4.9.2 The base material shall be placed so that the sub-grade is not disturbed or broken up during the placement of the base material and an even thickness as specified is obtained.

- 4.9.3 The base course must be installed full-depth (i.e. no separate base course layers) to suit the overall pavement design as approved.

- 4.9.4 Grading of loose material over a hard surface and/or compaction in a thin layer is not permitted.

- 4.9.5 The base course shall be compacted to not less than 98% of its modified dry density when tested in accordance with AS 1289-E2.1 1977.

- 4.9.6 The base shall be water bound by the surface being sprayed with water and rolled until a slurry finish has been obtained. When this has dried, any surplus slurry material shall be broomed off the surface and disposed of as directed.

- 4.9.7 The base construction shall be approved prior to priming and/or sealing.

- 4.9.8 Prior to surfacing all underground public utilities service crossings shall be installed. All road crossings shall be backfilled and compacted in accordance with the requirements for sub-grade and sub-base construction.

4.10 Primer Sealing Of Pavement

- 4.10.1 The surface of the base course shall be primer sealed in accordance with Austroads publication "Bituminous Surfacing Volume 1, Sprayed Work 1989" prior to the application of the wearing course.
- 4.10.2 Sweeping -The surface of the base course shall be swept free from any loose material and dust in such a manner that will not damage the finished surface of the base course prior to the application of the binder.

4.10.3 Application of Binder

In cases where a hot sprayed bitumen surface is specified, the primer seal shall be hot cut-back bitumen; for asphalt surfaces, either bitumen emulsion or hot cut-back bitumen as specified below may be used.

Primer sealing shall not be carried out for a period of at least 24 hours after completion of the water binding of the base course.

4.10.3.1 Bitumen Emulsion

Bitumen emulsion in accordance with AS 1160-1988 shall be uniformly and evenly sprayed onto the existing surface at a rate determined by the design but shall not be less than 1.4 litres per square metre measured at 15 degrees Celsius.

4.10.3.2 Hot Cut-Back Bitumen

Hot cut-back bitumen in accordance with AS2157-1980 'Cutback Bitumen' shall be applied at the rate determined by the design but shall not be less than 1.2 litres per square metre measured at 15 degrees Celsius, with the temperature of the bitumen being between 70 and 120 degrees Celsius.

4.10.3.3 The Binder Application

The primer seal shall be applied by an approved mechanical sprayer. Where the direct use of a mechanical spray is impracticable, the binder may be sprayed using a hand lance fed from the mechanical sprayer.

4.10.4 Application for Aggregate

4.10.4.1 The primer seal shall immediately after spraying be covered with approved 7mm nominal size aggregate as detailed in Section 6.3 "Specification for Sealing Aggregate" so that all sprayed areas shall be completely covered within a period of 15 minutes.

4.10.4.2 The aggregate shall be dry and free from dust and other deleterious material, and be spread by means of an approved aggregate spreader capable of spreading a uniform layer of aggregate.

4.10.4.3 Rate of application shall be determined by design but shall not exceed 150m² per cubic metre of metal, controlled so that only sufficient is applied to give a uniform dense mat of one stone thickness.

4.10.4.4 Within 5 minutes of the application of the aggregate, rolling shall commence using appropriate equipment and continue until the aggregate is well embedded in the binder and a uniform surface obtained.

4.11 Hot Sprayed Bitumen Surfacing

4.11.1 The application of a single coat aggregate wearing course to a surface which has been primer sealed in accordance with Section 4.10 shall be designed and carried out in accordance with Austroads publication "Bituminous Surfacing, Volume 1, Sprayed Work 1989". The wearing course shall be applied to those areas as shown on the approved drawings and shall consist of a hot bitumen binder with appropriate aggregate.

The Subdivider shall submit his proposed application rates for binder and aggregate for approval.

4.11.2 Before the binder is applied, the surface shall be swept free of all loose stones, dust, dirt and foreign material. Any sections of

pavement that are loose or damaged shall be repaired and finished to the correct level.

4.11.3 Materials

The binder and medium curing cutting oil shall comply with AS 2008-1980 and AS2157-1980.

The proportion of medium curing cutting oil to be added to the binder shall be determined by the design and shall not to exceed 8%.

The aggregate shall consist of crushed stone as specified in Section 8.3 "Specification for Sealing Aggregate" and shall be of 14 mm nominal size.

4.11.4 Application of Binder

4.11.4.1 The Subdivider shall give Council's Engineer at least 48 hours notice of his intention to apply the binder and the approval shall be obtained before any spraying commences. The surface to be sealed shall be dry and no binder shall be applied whilst the pavement temperature is less than 25 degrees Celsius or during wet conditions, or when adverse weather conditions may prevail at any time during such work.

4.11.4.2 The binder shall be applied by an approved mechanical sprayer. Where the direct use of the mechanical sprayer is impracticable, the binder may be applied by using a hand lance fed from the mechanical sprayer.

4.11.4.3 The binder edge shall not deviate from the desired edge lines by more than 50 mm. The rate of deviation of the binder edge from the desired edge lines shall not exceed one in four hundred (1:400).

4.11.4.4 All necessary precautions shall be taken to prevent over spray of binder. Any damage or defacement shall be made good immediately the sealing in that section has been completed, with all cleaning work being carried out to an acceptable standard.

4.11.5 Application of Aggregate

- 4.11.5.1 The aggregate shall be dry and free from dust and other deleterious material at the time of application and shall be uniformly spread over the sprayed area by means of an approved type of mechanical spreader.
- 4.11.5.2 The time lag between spraying and spreading shall be kept to a minimum and all sprayed areas, with the exception of approved lapping strips, shall be covered with 14mm nominal size aggregate within ten (10) minutes of spraying the binder.
- 4.11.5.3 If there are surplus loose particles on any portion of the sealed area such portion shall be swept lightly so as to move the loose particles but not disturb the aggregate embedded in the binder.
- 4.11.5.4 Rate of application shall be determined by design but shall not exceed 70 m² per cubic metre of metal, controlled so that only sufficient is applied to give a uniform dense mat of one stone thickness.
- 4.11.5.5 Within 5 minutes of the application of the aggregate, rolling shall commence using appropriate equipment and continue until the aggregate is well embedded in the binder and a uniform surface obtained.
- 4.11.5.6 Any loose cover material not incorporated in the seal after the completion of rolling shall be removed from the seal surface as directed and disposed of in an approved manner.

4.11.6 Measurement and Recording of Application Rates

4.11.6.1 Binder

All loads of bitumen shall be sampled in accordance with AS 1160-1988, AS 2008-1980 or AS2157 –1980 as appropriate.

The following records shall be kept of all spray runs by a competent person and supplied to Council's Engineer:

- (a) Spray width
- (b) Start chainage – finish chainage
- (c) Side of road (left or right)
- (d) Road temperature

- (e) Bitumen temperature
- (f) Volume of bitumen used
- (g) Average bitumen application rate

4.11.6.2 Aggregate

Aggregate volume shall be measured in truck at the point of spreading. Each load shall be levelled to facilitate calculation of volumes with the volume of the aggregate being recorded for each truck.

The actual application rate of cover aggregate shall be calculated from the measured volumes spread and the actual area measured on the site by the Consulting Engineer and supplied to Council's Engineer.

4.12 Concrete Kerbing

- 4.12.1 All concrete kerbing shall be cast in-situ using an extrusion machine to a cross sectional profile as shown on the approved drawings.
- 4.12.2 Appropriate measures shall be taken to ensure that kerbing is securely held in position. The laying of kerbing on the primed base course with asphalt placed against the front face and fill against the rear face is deemed to comply with this requirement. Provide a base key 150mm wide x 75mm deep under all kerbing laid to a radius of 50m or less.
- 4.12.3 All concrete work shall be carried out in accordance with AS3600-1988.
- 4.12.4 All concrete used shall be supplied in a ready mixed state and shall comply with the requirements of AS1379-1973. All concrete used in the works shall develop a minimum compressive strength of 20 MPa at 28 days with a maximum slump of 90mm.
- 4.12.5 The surface of the road shall be thoroughly swept clean of all loose material prior to the kerb being cast to ensure the maximum bond between the kerb and the pavement material.
- 4.12.6 Tolerances

The line, level and radius of all kerbing shall be in accordance with the following tolerances:

- (a) The top surface of the kerb shall be parallel to the ruling grade of the pavement and shall be free from irregularities exceeding 5mm when measured with a 3m long straight edge.
- (b) Level +/- 5mm
- (c) Line +/- 10mm
- (d) Cross section dimensions +/- 5 mm.

4.12.7 The finished kerb shall be true to the cross-section dimensions specified and shall have a smooth finish.

4.12.8 Contraction Joints

Contraction joints shall be constructed every 2.5 metres run of kerbing. The contraction joints shall be 6mm wide and shall be cut through the kerb above the road surface level immediately after extrusion. Care must be taken to avoid any disturbance to the edges of the joint and any such disturbance shall be made good immediately.

4.12.9 Expansion Joints

Not less than 24 hours after placement of the kerb, expansion joints shall be formed by cutting completely through the kerb at 5.0 metre intervals, at sides of drainage gullies and at tangent points of all small radius horizontal curves. The expansion joints shall be 13mm wide. Each expansion joint will be filled with a foam packer which shall be covered with an approved compound.

4.12.10 Curing

All concrete shall be cured as specified in AS3600-1988.

4.12.11 Protection

All kerbing shall be protected from damage and any damage repaired immediately.

4.12.12 Backfilling

The backfill material shall be free draining sand and/or topsoil, free from debris and deleterious matter and levelled and compacted to not less than 90% of the modified maximum dry density when tested in accordance with AS1289 E2.1-1977.

4.12.13 All surplus materials including materials removed due to non-compliance with the specifications shall be removed from the site and the area left in a neat and tidy condition.

4.13 Asphalt Surfacing

4.13.1 General

Asphalt used for the wearing course on any road pavement shall consist of a combination of coarse aggregate, fine aggregate and mineral filler, uniformly coated and mixed with a bitumen binder in accordance with that detailed in Section 8.4 "Specification for Asphalt".

All work and material shall be in accordance with the requirements of AS 2734-1984 and shall provide a surface with level and roughness tolerances complying with the standard and having a compaction of at least 98% of the 50 blow, 35 blow or 25 blow Marshall density as approved.

4.13.2 Commencement of Works

The Contractor shall give at least 24 hours notice to Council's Engineer before commencing or recommencing any asphalt surfacing works.

4.13.3 Delivery Records

A weighbridge ticket showing the empty and loaded masses of the vehicle shall be made available to Council's Engineer at the point of delivery by the driver of the vehicle together with written confirmation of the following if requested:-

- (i) the date and time of loading
- (ii) the name of the supplier and the plant location
- (iii) the identification number of the vehicle
- (iv) the nominal size of the asphalt aggregate

4.13.4 Testing of Asphalt

Test results indicating the following shall be supplied on request:

Marshall stability
Marshall flow
Bitumen content
% air voids
% compaction

4.14 Street Name Plates

- 4.14.1 The subdivider shall be responsible for the supply and erection of all street nameplates in accordance with AS1742.5 –1986 Part 5.

Nameplates shall be of approved type, be fully reflectorized on extruded aluminium and shall be erected at all newly created intersections and shall indicate the names of both streets. Nameplates shall incorporate any special feature which may be required by Council (eg Shire logo, colours of legend and background, etc).

- 4.14.3 Depth of sign shall be 150mm with 100mm lettering except on major roads where a depth of 200mm with 150mm lettering shall be used.

- 4.14.4 Signs shall be mounted on 50mm diameter galvanised steel posts so that the bottom of the sign is 2.7 metres clear of the ground. Posts shall be concreted into the ground to a depth of at least 0.6 metres. The pole shall be erected on the 2.7 metre alignment.

Temporary “No Through Road” signs shall be erected on roads that have been temporarily terminated.

4.15 Path and Island Paving

- 4.15.1 The paving material used in the construction of off-road paths and islands shall be 100mm thick cast “in situ” concrete. The finished surface shall be smooth and free from defects with a “broomed” non-skid finish. Contraction joints shall be provided every 2.0 metres. These shall be cut with an approved grooving tool and be 6mm wide. Expansion joints fitted with “Lock-Joint” shall be provided every 6.0 metres. Every 48 metres, a non “Lock-Joint” expansion joint shall be provided.

These shall be 13mm wide and filled flush with an approved jointing material. Alternative equivalent paving materials may be used as approved.

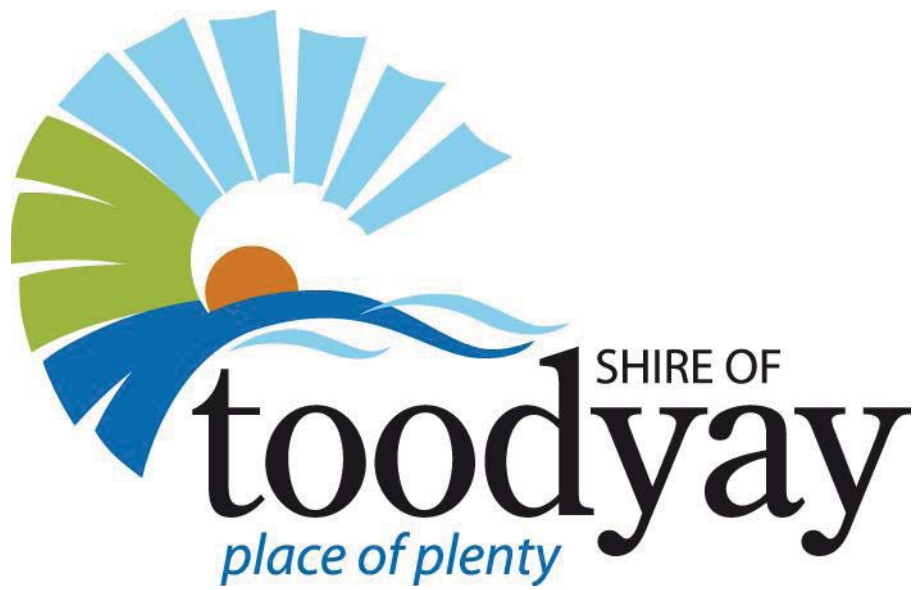
- 4.15.2 All concrete work shall be carried out in accordance with AS3600-1988.
- 4.15.3 All concrete used shall be supplied in a ready mixed state and shall comply with the requirements of AS1379-1973. All concrete used in the works shall develop a minimum compressive strength of 20 MPa at 28 days with a maximum slump of 90 mm.
- 4.15.4 All paving to median islands shall be to the colour as specified by Council's Engineer.
- 4.15.5 The sub-grade under all paths shall be clean, well compacted sand fill. All concrete to median islands shall be placed on a compacted sand bed.
- 4.15.6 All public utility services shall be installed under paths and other paved areas prior to the paving work commencing.
- 4.15.7 The level of the finished concrete path shall suit the surrounding ground levels provided that the paved surface is free draining, with all path levels to be approved. Generally, all paths will have a 2% crossfall towards the road pavement.
- 4.15.8 The Subdivider shall give landowners whose verges will be affected by the path construction at least two (2) weeks notice of the commencement of the construction work.
- 4.15.9 All work shall be carried out in accordance with Council's requirements as appropriate and as detailed in its "Path Construction Specification."
- 4,15.10 Appropriate alterations to existing verge reticulation systems shall be carried out as part of the work at no extra cost.

4.16 Lot Filling

- 4.16.1 Where lot filling is required in accordance with these guidelines, the fill area shall be cleared and stripped of all organic material rubbish and any other deleterious material and the filling placed and compacted to the approved design levels.

The tolerances on lot filling shall be +/- 50mm.

- 4.16.2 The fill material shall be clean, free draining, medium to coarse sand, free from foreign and organic matter.
- 4.16.3 Topsoil shall be stockpiled for later re-spreading on batters and other disturbed surfaces where appropriate.
- 4.16.4 Material from clearing shall be disposed of away from the site of the works in a place and manner approved by Council. No material from clearing shall be deposited within the road reserve or on property beyond the boundaries of the subdivision without the owner's permission.
- 4.16.5 Adequate precautions must be taken to ensure no damage occurs to trees, vegetation, fences, services and other improvements outside the designated areas of the works. Survey pegs or marks which are disturbed shall be reinstated by a licensed surveyor at the Subdivider's expense.
- 4.16.6 All fill shall be compacted to the full depth with a density of 95% over the building envelope and 90% over the remainder of the fill area, of the modified maximum dry density when tested in accordance with AS 1289 E2.1-1977.
- 4.16.7 Where open drains across lots have been backfilled, the compaction of the backfill shall be in accordance with the preceding Clause and such areas shall be subject to special testing as determined by Council's Engineer.
- 4.16.8 The requirements for stabilisation, dust control and sand drift as detailed in Section 4.6 shall also apply to lot filling.
- 4.16.9 For urban subdivisions on a clay subgrade, the clay surface shall be sloped at a minimum grade of 1:100 towards a subsoil drainage line and covered with a minimum fill of 300mm of clean sand over the entire site. Clay being used as fill to achieve a uniform graded surface shall be compacted to 90% of the modified maximum dry density when tested in accordance with AS1289 E2.1-1977.



SECTION 5 – CONSTRUCTION OF DRAINS

5. CONSTRUCTION OF DRAINAGE WORKS

5.1 General

5.1.1 All works shall be carried out in accordance with the Occupational Health, Safety and Welfare Act, 1984.

5.1.2 Temporary Road Closure

Where it is necessary to close an existing road to carry out any part of the subdivisional works, approval for such closure shall be obtained from Council's Engineer at least (28) days prior to the work commencing.

The following conditions shall apply to such closures:

- (a) A suitable detour shall be determined and clearly signposted with approved signs for the duration of the works and if no such detour is available, suitable and passable side tracks shall be provided.
- (b) In the case of arterial roads and on other roads where a suitable and convenient detour is unavailable, the road closure shall be advertised by double column display advertisements in local newspapers advising the reason, location and duration of the closure and the route of the proposed detour, such advertisements being placed 21 days prior to the date of the proposed closure.
- (c) In the case of arterial roads and on other roads where a suitable and convenient detour is unavailable, advisory signs shall be erected at appropriate locations on the site 21 days prior to the closure, such signs to comprise a minimum 100 mm letter height and to advise the reason, location and duration of the road closure.
- (d) The works and road closure shall be adequately lit at night and other appropriate precautions shall be taken to ensure public safety.
- (e) Emergency services, schools, other large institutions and large businesses that may be affected by the closure shall be advised in writing of the reason, location and duration of the road closure and the route of the proposed detour at least 21 days prior to the closure.
- (f) The works shall be carried out in an expeditious manner to minimise the impact of the road closure on the general public.
- (g) Where the road closure is required by a private contractor to carry out works in the road reserve then the contractor must obtain approval from Council's Engineers prior to commencing the works.

5.2 Survey Set Out

- 5.2.1 All drainage works shall be set out and constructed in accordance with the alignments, levels and grades as shown in the approved drawings.
- 5.2.2 Care shall be taken when working in the vicinity of survey pegs and bench marks to ensure the accuracy thereof.
- 5.2.3 The Subdivider shall be responsible for the accuracy of the setting out of works.

5.3 Construction Tolerances

The tolerance for piped drainage lines shall generally be +/- 10mm for level and +/- 50 mm for line, but in all instances each section of drain shall be capable of carrying the design flow.

5.4 Materials

5.4.1 Pipes

- 5.4.1.1 Drainage pipes may be reinforced concrete, fibre reinforced cement, corrugated aluminium or plastic. Other types may be used on the approval of Council's Engineer.
- 5.4.1.2 All pipes shall conform to the appropriate Australian Standard, such as the following:

AS 1342-1973	Precast Concrete Pipes
AS1712 – 1976	Fibre Cement Pipes
AS1761 – 1985	Helical Corrugated
AS1762 – 1984	Steel Pipes
AS2566 - 1982	Plastic Pipelaying Design
- 5.4.1.3 Subsoil drainage pipes shall conform to the above but, except in the case of reinforced concrete pipes, shall have 250 mm by 5 mm slots cut through the pipe on alternate sides at 100 degrees so that the total length of slots is approximately half that of the pipe.
- 5.4.1.4 Reinforced concrete pipes shall be spigot and socket type unless otherwise approved.

5.4.2 Concrete

- 5.4.2.1 Concrete used for in-situ work shall conform to AS3600-1988 and be provided by a pre-mix concrete supplier conforming with AS1379-1973 or mixed on site, using materials as specified and plant to the approval of Council's Engineer.
- 5.4.2.2 Concrete for manholes, headwalls, endwalls and keels shall have a minimum compressive strength of 20 MPa after 28 days. The slump shall not exceed 70 mm or be less than 30 mm. Maximum size of aggregate shall be 20mm.

5.4.3 Cement

- 5.4.3.1 All cement used shall be Portland Cement in accordance with AS1315-1982 and obtained from an approved manufacturer.
- 5.4.3.2 Cement shall be delivered to the site fresh and in sealed bags and there stored in a weatherproof shed until such time that it is to be used. Any bag showing signs of deterioration or setting shall be rejected.

5.4.4 Concrete Aggregate

- 5.4.4.1 Fine aggregate shall be well graded, clean, sharp and free from clay and organic impurities in accordance with AS2758.1-1985.
- 5.4.4.2 Coarse aggregate shall be crushed granite or diorite clear and free from all impurities in accordance with AS2758.1-1985.

5.4.5 Water

- 5.4.5.1 Water for use in concrete and mortar shall be of potable quality, free from any impurities harmful to concrete mortar or steel.

5.4.6 Sand

- 5.4.6.1 Sand for mortar will be crushed stone or natural sand free from all deleterious substances and have a uniform grading.
- 5.4.6.2 Sand for bedding or backfilling shall be clean sand free from roots, clay or any deleterious matter.

5.4.7 Steel

- 5.4.7.1 Steel reinforcing fabric and steel reinforcing bars for concrete shall comply with the requirements of AS1302-1977, AS1303-1973 and AS1304-1973 and be free from loose rust or matter likely to impair the bond with concrete.
- 5.4.7.2 Structural steel shall comply with the requirements of AS1205-1980.

5.4.8 Bricks

- 5.4.8.1 Bricks shall be hard, well burnt, pressed or wire cut clay bricks in accordance with AS1225-1984 having a minimum ultimate strength of 30 MPa and absorbing when saturated, not more than 10% of their own weight in water.
- 5.4.8.2 Bricks shall be of uniform shape and size, carefully conveyed and unloaded at the site. No chipped or broken bricks shall be used, and no pieces of brick to be used except where necessary as closures.

5.4.9 Calibrated Metal

- 5.4.9.1 Calibrated metal (granite or diorite) shall conform to the following sieve grading:

<u>Sieve Size</u>	<u>%Passing</u>
19.0	100
13.2	98-100
9.5	80-90
6.7	53-70
2.4	5-14
0.6	0-3

and be free from roots, clay and any deleterious material.

5.4.10 Manhole Liners

- 5.4.10.1 Manhole liners shall be circular precast concrete liners from approved manufacturers capable of withstanding anticipated design loadings.

5.4.11 Manhole Covers

- 5.4.11.1 Manhole covers located in the carriageway shall be equipped with purpose built reinforced concrete surrounds a minimum of 150mm thick and fitted with a “Gatic” or similar type cast iron frame and lid.
- 5.4.11.2 Manhole covers located elsewhere in the road reserve shall be equipped with a purpose built reinforced concrete surround 150mm thick.
- 5.4.11.3 All manhole covers shall be equipped with 600mm square or circular access point with tapered inserts. Both cover and insert shall have suitable lifting points installed.
- 5.4.11.4 Manhole covers located in easements on private allotments shall be of suitable thickness as determined by design loading but not less than 100mm.

5.4.12 Grated Covers

- 5.4.12.1 Grated cover surrounds shall be 150mm thick reinforced concrete, 20 MPa at 28 days compressive strength concrete with sufficient reinforcement to withstand the design loading.
- 5.4.12.2 The steel insert shall be contained within a steel surround firmly embedded in the concrete and hinged on one side to permit opening with the steel surround protruding above the concrete surround by 25mm.
- 5.4.12.3 All grated gully covers shall be of a heavy duty construction and shall be load tested to full Austroads Highway Loading Conditions (90kN Wheel Load applied as per AS1597 Part 1-1974).
- 5.4.12.4 Grated covers shall have clear minimum internal dimension of 650mm x 490mm measured between and excluding the supporting angle frame.
- 5.4.12.5 Where there is any likelihood of cycle traffic crossing the road at right angles to the centreline of the road in the vicinity of gullies, 25mm x 3mm mild steel straps shall be welded to the bars at 100mm centres across the full length of the grate or other method as approved.

5.4.13 Side Entry Kerb

Side entry kerb sections shall be reinforced concrete to a design submitted and approved by Council's Engineer.

5.5 Installation of Manholes And Road Gullies

- 5.5.1 Manholes shall be constructed from either circular precast concrete sections or square/rectangular brickwork as determined by detailed design. Minimum thickness of brickwork shall be 230 mm.
- 5.5.2 The minimum internal size of all manholes shall be either 900 mm circular or square but in all cases the manhole shall be at least 600mm larger than the largest pipe connected to the manhole. The minimum manhole diameter in private property shall be 750mm.
- 5.5.3 All manhole covers shall overhang the liner or walls by 100mm minimum. The tops of all manholes shall be flush with either the pavement level or the finished ground level and set at appropriate cross falls where necessary.
- 5.5.4 Manholes shall be embedded on sand compacted not less than 95% of the maximum dry density when tested in accordance with AS1289.E2.1-1977.
- 5.5.5 Steel step irons shall be installed in the walls of all manholes over 1.2 metres deep at approximately 400mm spacing or at every fifth course of brickwork. Step irons shall be of an approved design with a minimum diameter of 12mm. The surface of these steps be adequately protected against rust by galvanising or similar treatment.
- 5.5.6 Road gullies shall be of either a side entry pit design, a steel grate design or a combination of both.
- 5.5.7 All manholes located in the road reserve shall have bases of 150mm thick reinforced concrete, 20MPa at 28 days compressive strength concrete with sufficient reinforcement to withstand the design loading.
- 5.5.8 The grated cover shall be installed with the bars at right angles to the road centreline.
- 5.5.9 Side entry pits shall be created by installing a precast kerb section fitted with an opening into the kerblines. The minimum depth of the opening shall be 100mm.

- 5.5.10 The side entry kerb shall be located directly above the manhole wall such that the water flows directly from the water channel into the manhole.
- 5.5.11 The road pavement in the vicinity of the side entry pit shall be shaped to facilitate the ingress of water by forming an evenly graded depression, the maximum depth of which shall be 50mm at the face of kerb in the centre of the opening in the kerb section, constructed in such a manner that does not reduce the serviceability of the road pavement.
- 5.5.12 Manholes installed on the drainage lines 600mm diameter and over shall not be fitted with side entry inlets.
- 5.5.13 The road-wearing surface shall extend over grated gully surrounds. Gully grates shall be installed 25mm proud of the primed road surface in order to be flush with wearing surface.

5.6 Headwalls And Endwalls

- 5.6.1 Where a piped drain interfaces with an open drain, a suitable endwall structure shall be provided to prevent the entry of loose material into the pipe and the erosion of surrounding ground. In the case of pipes exceeding 600mm diameter, suitable structures shall be fitted to the inlet to the pipe drainage system to prevent access.
- 5.6.2 All headwalls and endwalls shall be constructed using either concrete with 20 MPa compressive strength, mortared stonework or brickwork.
- 5.6.3 For mortared stonework each stone shall weigh in excess of 10 kg and the greatest dimension of any stone shall not exceed 1.5 times its least dimension.
- 5.6.4 Endwalls located on outlet pipes exceeding 300mm diameter shall include suitable erosion protection in the form of aprons and edge beams.

5.7 Pipe Laying

- 5.7.1 Pipes shall not be laid on filled ground until such ground has been compacted to a minimum of 95% of its modified maximum dry density when tested in accordance with AS 1289.E2.1-1977.

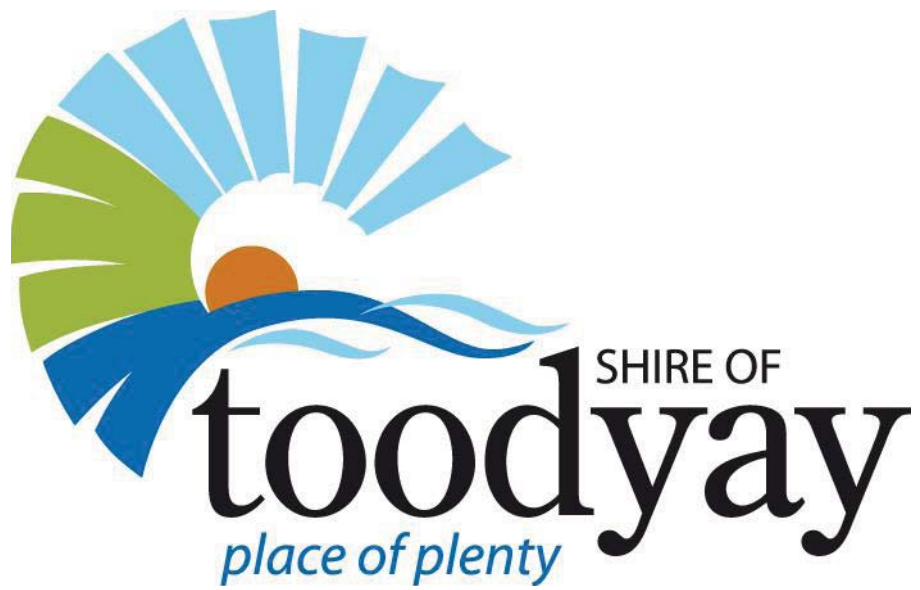
- 5.7.2 Trenches shall be excavated to the dimensions shown on the approved drawings to the minimum consistent with bed width requirements.
- 5.7.3 In the case of rock occurring in the bottom of the trench, the trench shall be excavated to a depth of at least 200mm below the design levels, backfilled with clean sand fill and compacted as specified in Clause 5.7.1.
- 5.7.4 All blasting shall be carried out in accordance with Clause 4.5.6.
- 5.7.5 Free water in excavations shall be controlled to a level sufficiently low so as not to interfere with the construction work.
- 5.7.6 The trenches shall be cut to the line, depth and gradient required. If any pipe trench is excavated deeper than required, the extra depth shall be filled with sand and compacted to a density comparable to that of the natural surrounding material.
- 5.7.7 Any excavation which is carried out in public or private roads shall be arranged so that pedestrian and vehicle access is maintained at all times unless this is considered highly impractical, in which case work shall be arranged to cause the minimum disruption possible.
- 5.7.8 Pipes shall be laid true to the design lines and levels as shown on the approved drawings and shall be laid so that the pipes will be bearing uniformly on the foundation for their entire length.
- 5.7.9 All pipes shall be jointed in accordance with the manufacturer's recommendations unless specified otherwise.
- 5.7.10 No damaged pipe shall be used in the works.
- 5.7.11 All pipe laying and jointing shall be inspected and approval given before backfilling or metalling commences. Any work that is covered before being so approved, shall be uncovered if so directed.
- 5.7.12 Slotted pipes shall be laid with the slots in the down position symmetrical about the vertical centre line.
- 5.7.13 Calibrated metal as previously specified shall be placed along the full length of all subsoil pipes and inspected prior to backfilling.
- 5.7.14 The trenches shall be backfilled using clean coarse sand filling free from clods or stones and effectively free draining. This backfilling material shall be compacted evenly around manholes

and gullies and over and around pipes. Compaction shall be 95% under paved areas and within the building envelope, and 90% elsewhere of the modified dry density when tested in accordance with AS1289-1977 E2.1.

- 5.7.15 Any surplus excavated material shall be disposed of in an approved manner.
- 5.7.16 All pipes protruding into gullies and manholes shall be trimmed to be flush with the internal face of the structure and any irregularities and depressions filled with an approved grouting material.
- 5.7.17 Where a drain is to be laid on unsound ground, or if the drain crosses over a sewer line or other essential services, the pipe shall be laid on a suitable independent support structure.
- 5.7.18 All backfilling shall be placed with great care in such a way that no pipes or joints or other works are displaced or damaged.
- 5.7.19 During construction no sand or other material shall find its way into the drainage system. Unfinished manholes shall be covered to prevent this occurring.
- 5.7.20 The backfilling and interim restoration of the trenches in existing road pavements shall be completed immediately after acceptance of piping work. The material used for backfilling pipe trenches and the pits in roadways shall be a clean granular material and shall be compacted to a density not less than 95% of the maximum dry density as tested in accordance with AS1289 E2.1 1977. The top 300mm of trench shall be filled with limestone to surface level and compacted as specified herein. The surface of the trenches shall be kept in safe and reasonable condition for traffic until permanent road reinstatement is carried out. All subsidence shall be made good with fresh approved material. Unless otherwise stated interim restoration and maintenance of private roads or right of ways shall be carried out in the same manner as if they were public roads. The remainder of the reinstatement shall be carried out by Council unless otherwise approved.
- 5.7.21 The surface of verges and all other similar land shall be restored to the condition in which it was found and shall be left with the surrounding ground level after all consolidation has been completed. The surface soil and sub-soils shall be stored separately and afterwards reinstated in their natural order. All areas disturbed by drainage works shall be stabilised in accordance with Section 4.6 of this specification.

5.8 Open Drains

- 5.8.1 Open drains shall be installed to the lines and levels shown on the approved drawings.
- 5.8.2 Excavated material from open drains shall be disposed of in an approved manner.
- 5.8.3 Where over excavation occurs, this shall be corrected by filling with in-situ material and compacting to a density comparable to that of the natural surrounding material.
- 5.8.4 A corridor 3.0 metres wide shall be provided for future maintenance access along one side of the drain.



SECTION 6 – SUPERVISION

6. CONTROL & SUPERVISION OF CONSTRUCTION

6.1

All subdivision works shall be designed and constructed in accordance with sound engineering principles and in compliance with the approved drawings and specifications.

Final approval for the works shall only be given when the whole of the works shown on the drawings of subdivision have been executed to the true intent and meaning of the approved drawings and specifications and to the satisfaction of Council's Engineer.

6.2 Responsibility for Quality of Construction

Irrespective of any approvals given by Council's Engineer, the Subdivider and his responsible agents (including where applicable the Consulting Engineer and/or the Contractor) shall remain fully responsible for the quality of the works. The inspections, checks and tests to be carried out by Council's Engineer are not intended to be comprehensive or detailed and do not take the place of comprehensive superintendence of the works by the Subdivider's Consulting Engineer.

All subdivision works shall be subject to the provisions of AS 2990 "Quality Systems for Engineering and Construction Projects" and AS 3900 to 3904 "Quality Systems". The quality assurance category to be adopted should be Category C generally with only critical aspects to be subject to Category B requirements. The Consulting Engineer shall ensure that all contract work complies with these provisions.

6.3 Schedule of Inspections

Inspections by Council's Engineer or his representative shall be required at the following stages of construction. A minimum of two working days notice shall be given by the Subdivider's Consulting Engineer that inspections are required:

Roads

- (a) when the road has been boxed out and the subgrade shaped and compacted.
- (b) after the sub-base has been placed, graded and compacted to shape and level.
- (c) when the base has been placed, graded, compacted and waterbound to correct shape and level.
- (d) before and during the priming operation
- (e) during laying of concrete kerbing.
- (f) before and during the placement of asphalt or sprayed surface course.

Drains

- (a) when the trenches have been excavated and the pipes laid to true line and level.
- (b) when using sub-soil pipes, after the calibrated metal has been placed
- (c) after manholes, gullies and other structures have been built and backfilling of all trenches completed.

No second or follow up stage of construction shall proceed until approval has been given for the preceding stage.

Representatives of the Consulting Engineer and the Contractor shall be present at stage inspections if requested by Council's Engineer.

6.4 Testing & As Constructed Surveys

All test results and as constructed surveys taken during the works, whether required under this part or not, shall be made available to Council's Engineer. All materials and compaction tests shall be carried out by a NATA approved testing laboratory. All as constructed surveys shall be carried out by an independent licensed surveyor. Works which fail to meet specified criteria shall be corrected and re-tested or re-surveyed, as the case may be.

The following minimum tests shall be required:

- (a) Grading and testing of properties of representative samples of sub-base and basecourse materials prior to commencement of supply of those materials;
- (b) In situ density testing -

embankment filling:	4 tests per 1 000m ³
sub-base & basecourse:	4 tests per 500m ³

Additional density tests of foundation and subgrade to road pavements shall be taken at the Subdivider's cost when requested by Council's Engineer.

The following minimum as constructed surveys shall be required:

- (a) After completion of subgrade preparation and prior to cartage of basecourses, take levels at no greater than 20m intervals on the centreline and on both edges of pavement boxing. The as constructed information shall be presented in plan or tabular form showing the chainage, the design subgrade levels for each point, the as constructed levels and the difference between the two.

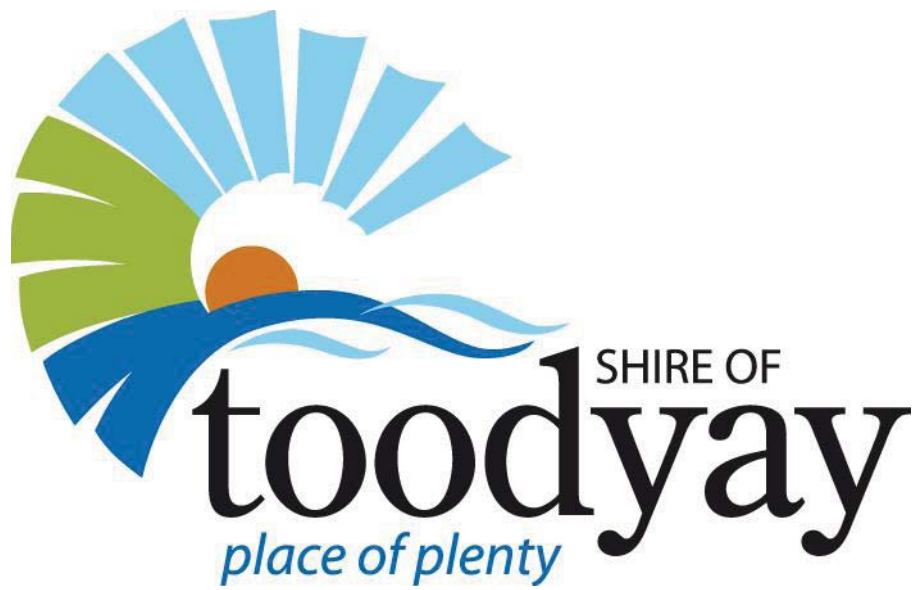
- (b) After completion of sub-basecourse construction and basecourse construction, and prior to surfacing (sealing), take levels at no greater than 20m intervals on the centreline (at chainages to match subgrade levels) and on both edges of basecourse. The as constructed information shall be presented in plan or tabular form showing the chainage, the design basecourse levels for each point, the as constructed levels and the difference between the two.
- (c) Pipe drain systems and open drains (not including table drains). Details shall include location and size of pipes and drains, length between ends (or centreline distances to pits etc), lid or cover levels where appropriate, and invert levels at ends. For open drains bottom widths, invert levels at no greater than 20m intervals and side slopes shall additionally be required.

6.5 Practical Completion

Any items of work found to require rectification at the time of the practical completion inspection, or at any time thereafter, shall be rectified before practical completion will be certified by Council's Engineer.

When all subdivisional works are completed to the satisfaction of Council's Engineer, the Consulting Engineer shall be notified of the practical completion date.

If at any time after the granting of practical completion the subdivisional work is found to be contrary to Council's requirements, or is found to have been constructed in error to the approved drawings, specifications and any instructions which may have been issued by the Consulting Engineer or Council's Engineer during the course of construction, then the works shall be rectified at no cost to the Council. Minor rectification items may be undertaken at the completion of the maintenance period.



SECTION 7 – MAINTENANCE AND SURVEY RELEASE

7. MAINTENANCE & RELEASE

7.1 Survey Release

The Consulting Engineer shall satisfy Council that the Subdivider has complied with all relevant conditions imposed by the Western Australian Planning Commission pertaining to survey release of all or part of a constructed subdivision.

The conditions which must be complied with by the Subdivider prior to the Council's approval of survey release of a subdivision shall include, but shall not necessarily be limited to, the following:

- (a) Creation and location of all stormwater drainage easements;
- (b) Creation of any other easements (temporary or permanent) which are relevant to the subdivision;
- (c) Creation of all reserves (including drainage and recreation reserves) pertaining to the subdivisional works;
- (d) Payment of all moneys required to be paid to the Council in consideration of construction of footpaths, footways or any other works associated with the subdivision and which are to be carried out by the Council;
- (e) Payment of any maintenance retention money and payment of supervision fees required by the Council;
- (f) Stabilisation of topsoil, sand or other material or matter subject to movement over or near the subdivision shall be completed to the satisfaction of Council's Engineer;
- (g) Completion of all roadworks and other works associated with the subdivision construction to the stage of practical completion;
- (h) Such drawings shall be on a reproducible material, and show the location of all drains and services.

7.2 Maintenance

A twenty-four months defects liability period shall apply from the date of survey release (clearance) of the subdivisional works.

During the period the Subdivider and/or his responsible agents shall be responsible for rectification of any defects, whether they are construction or design defects, which may become apparent. The Subdivider or his responsible agents shall carry out rectification work within the time requested by Council when notified of such defects.

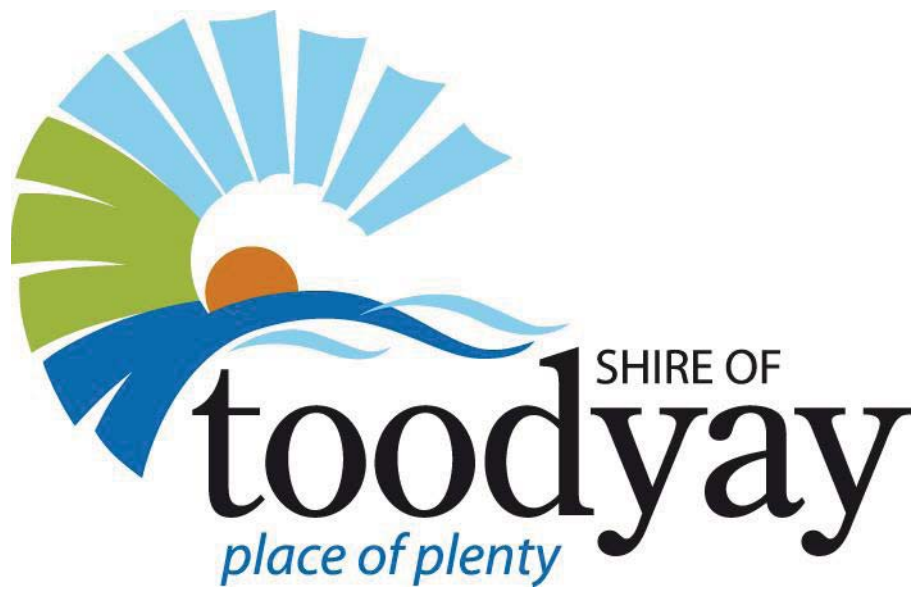
If defects are not rectified within the time required by Council then Council may have the defects rectified at the Subdivider's expense. In this case the cost of the work shall become a debt due to the

Council and Council may draw on any retention money being held, without reference to or approval from the Subdivider and without limiting its right to recover any balance of money due should the security be insufficient to cover the costs of the works.

Before practical completion is granted the Subdivider shall lodge with the Council an amount of 5% of the cost of the works as security for ensuring the rectification of defect, which shall be retained by Council for the duration of the defects liability period.

Any defects rectified during the defects liability period shall be subject to a further 24 months defects liability period. During this further period Council may, at its discretion, withhold the release of all or part of any security.

Retention money shall only be released at the expiration of the defects liability period (or any further period) after satisfactory rectification of all defects.



SECTION 8 – MATERIAL SPECIFICATIONS

8. MATERIAL SPECIFICATIONS

8.1 SPECIFICATION FOR CRUSHED GRAVEL

8.1.1 General

A gravel base shall consist of a combination of soil binder, sand and gravel and shall conform with break up when alternatively wetted and dried shall not be used.

Coarse aggregate shall have a Los Angeles Abrasion Test value of not more than forty-five (45) when tested in accordance with Main Roads Western Australia Test Method W A 220.1.

Fine aggregate passing a 2.36 mm sieve shall consist of natural or crushed sand and fine mineral particles passing the 0.075 mm sieve.

The ratio of the portion passing the 0.075 mm sieve to the portion -passing the 0.425 mm sieve shall fall within the range 40%-60%.

8.1.2 Grading

When tested in accordance with AS.1289.C6.1-1977 the grading -of the gravel shall be close to the maximum density curve and shall conform to the following requirements:

A.S. Sieve Size Percent by Weight Passing

19.00 mm	95- 100%
9.50 mm	70- 80%
4.75 mm	45 -65 %
2.36 mm	33 -52%
1.18 mm	23- 42%
0.425 mm	13 -30%
0.075 mm	2- 13%

8.1.3 Materials

The portion of the sample which passes the 0.425 mm sieve (soil mortar) shall conform to the following requirements when tested in accordance with AS.1289-1977, Parts C and E:

Plastic limit shall not exceed	20
Liquid limit shall not exceed	25
Plasticity index shall not exceed	6
Linear shrinkage shall not exceed	2 %
Dry compressive strength shall not be less than	1.75 MPa

8.2 SPECIFICATION FOR ROAD BASE

8.2.1 General

The road base material shall consist of a combination of soil binder, sand and gravel and shall conform with this specification. It shall be free of vegetable matter and lumps or balls of clay and shall not contain objectionable quantities of pyrites or other deleterious substances.

Coarse aggregate retained on a 2.36mm sieve shall consist of hard, durable particles or fragments of gravel; materials that break up when alternatively wetted and dried shall not be used.

Coarse aggregate shall have a percentage wear by the Los Angeles Abrasion Test of not more than forty-five (45).

Fine aggregate passing a 2.36mm sieve shall consist of natural or crushed sand and fine mineral particles passing the 0.075mm sieve.

The ratio of the portion passing the 0.075mm sieve to the portion passing 0.425mm sieve shall fall within the range 40-60%.

8.2.2 Properties

The portion of the sample which passes the 0.425mm sieve (Soil Mortar) shall conform to the following requirements when tested in accordance with AS1289-1977:

Plastic limit shall not exceed	20
Liquid limit shall not exceed	25
Plasticity Index shall not exceed	5
Linear Shrinkage shall not exceed	1%
Dry Compressive Strength shall not be less than	1.75MPa
Dust ratio shall not exceed	0.67

8.2.3 Grading

When tested in accordance with AS1289-1977, the grading of the gravel shall conform to the following requirements:

Sieve Size (Square Opening AS Sieve)	Percent by Weight Passing
19mm	95 – 100%
13mm	75 – 85%
9.5mm	65 – 75%
4.75mm	40 – 60%
2.36mm	30 – 50%
1.18mm	20 – 40%
0.425mm	10 – 30%
0.150mm	5 – 15%
0.075mm	2 – 10%

8.3 SPECIFICATION FOR SEALING AGGREGATE

8.3.1 Aggregate

The aggregate shall be crushed diorite or granite consisting of clean, washed, tough, durable fragments free from an excess of thin or elongated pieces, free from soft or disintegrated pieces, stone coated with dirt, dust or other deleterious matter.

8.3.2 Particle Shape

The proportion of flat or elongated particles in any grading of coarse aggregate shall not exceed 20 percent. A flat particle is one having a ratio of width to thickness of greater than three and an elongated particle is one having a ratio of length to width greater than three. There shall not be more than 2.5% of particles of greater length in any direction than twice the gauge, and there shall not be more than 20% of particles of greater dimensions in any direction than 25% in excess of the gauge.

8.3.3 Hardness

Wear – the aggregate shall have a Los Angeles abrasion value not exceeding 20% of wear for diorite and not exceeding 40% for granite.

8.3.4 Specific Gravity

The bulk specific gravity of the particles of diorite shall be not less than 2.90 (2.60 for granite).

8.3.5 Elongation Factor

The elongation factor which shall be defined as the ratio of the average long dimension to the average least dimension shall not exceed 2.75 for the sample.

8.3.6 Method of Sampling and Testing

The method of testing the road metal shall be in accordance with AS1141-1974.

8.3.7 Grading Requirements – (Percentage by Weight)

Size No.	1	2	3	4	5	6
NORMAL SIZE	25mm	20mm	14mm	10mm	7mm	5mm
Passing						
A.S.mm Sieve						
37.5	100					
26.5	80 -100					
19	0 – 20	100				
16	0 – 2	80 -100	100			
13.2		0 – 20	80 -100	100		
9.5		0 – 2	0 – 20	80 -100		
6.7			0 – 2	0 – 25	100	
4.75				0 – 2	80 -100	100
2.36					0 – 30	80 -100
1.18	0 – 0.5	0 – 0.5	0 – 0.5	0 – 0.5	0 – 0.5	0 – 30
600 micron						0 – 5

8.3.8 Average Least Dimension Requirements

SIZE NO.	1	2	3	4	5
Average Least Dimension	15 – 25	10 – 18	9 – 13	6 – 8	4 – 6

8.4 SPECIFICATION FOR ASPHALT (BITUMINIOUS CONCRETE)

8.4.1 General

All asphalt used in paving works shall comply with AS2734-1984.

8.4.2 Binder

The binder shall be Class 170 residual asphaltic bitumen complying with AS2008-1980.

8.4.3 Aggregate

The aggregate shall be granite and be in accordance with Appendix “K” of AS2150-1978.

8.4.4 Characteristics of the Paving Mixture

The paving mixture for the surface course shall meet the following requirements by weight when determined by A.S. sieves. The residual binder, that is the residual asphaltic bitumen, shall be determined as a percentage by weight of the total mixture.

SIEVE SIZE	PERCENTAGE OF MINERAL AGGREGATE PASSING SIEVE (by weight)			
	AC5	AC7	AC10	AC14
19.0 mm	-	-	-	100
13.2 mm	-	-	100	85 – 100
9.50 mm	-	100	90 – 100	70 – 85
6.70 mm	100	80 – 100	70 – 90	62 – 75
4.75 mm	85 – 100	70 – 90	58 – 76	53 – 70
2.36 mm	55 – 75	45 – 60	40 – 58	35 – 52
1.18 mm	38 – 57	35 – 60	27 – 44	24 – 40
600 um	26 – 43	22 – 35	17 – 35	15 – 30
300 um	15 – 28	14 – 25	11 – 24	10 – 24
150 un	8 – 18	8 – 16	7 – 16	7 – 16
75 un	4 – 11	5 – 8	4 – 7	4 – 7
General limits of bitumen content	5.5 – 7.0	5.3 – 7.0	5.3 – 7.0	4.8 – 6.5

8.4.5 Marshall Properties

PROPERTY	MIX			
	AC5	AC7	AC10	AC14
Minimum Marshall Stability (50 blow)	5.0 kN	5.5 kN	6.5kN	6.5kN
Marshall flow (50 blow)	2 – 4 mm	2 – 4 mm	2 – 4 mm	2 – 4 mm
Voids Content	3 – 5%	3 – 5%	3 – 5%	3 – 5%
Bitumen Content	5.5 – 7.0%	5.3 – 7.0%	5.3 – 7.0%	4.8 – 6.5%

Amended Council Meeting 15 November 2007
Amended Council Meeting 19 June 2012

Maria Rebane

From: Councillor Madacsi
Sent: Friday, 13 June 2014 4:13 PM
To: Stan Scott; Les Vidovich; Graeme Bissett
Subject: Re: LPP 26 - Subdivision Development Guidelines

Regarding Guidelines for Road Works, Drainage and Subdivision Development 1.1.6 and the forum conversation that ensued, the suggestions raised were to adjust the policy to reflect the objectives of the Community Strategy and our draft economic plan.

To encourage a younger demography and retain more of our youth, provision needs to be made for first home buyers. As employment is limited and it is likely they will need to seek employment out of town, the cost of the land needs to offset the inconvenience and cost of travelling elsewhere to work. The easiest way to achieve this is to allow small further subdivision within the existing townships and subdivisions? This would achieve; 1. concentration of infrastructure and services 2. Reduce fragmentation of and pressure on rural land 3. Give existing older residents the ability to down size without having to 'sell out' of Toodyay 4. Give an opportunity for local kids to stay/return as there is the opportunity to own land more

readily with family assistance, which offsets the cost of employment travelling.

Therefore 'small' subdivision needs to be defined; 1. The upper limit of the number of blocks that can be subdivided 2. The lower limit of block size per zone

Then the conditions of 1.1.6 need to reflect 'small' block development. Probably this would be captured in the Design Principles, Design Criteria 2.2.

It is of fundamental importance to recognise the needs of the local residents to retain our social structure and the obstacles to attracting and retaining younger persons. Home ownership is quickly becoming out of reach for many, therefore the opportunity to obtain land is a huge incentive and a basic tenet to attracting younger persons to settle here.

The same applies to industry/business - therefore high land and development costs is a disincentive in attracting business to Toodyay where the expected revenue is far less than urban areas. Our policies need to reflect mechanisms to ensure economic development and resilience.

This is one measure to be addressed.

Cheers
Rosemary

Sent from my iPad

Maria Rebane

From: Stan Scott
Sent: Friday, 13 June 2014 5:19 PM
To: Councillor Madacsi; Les Vidovich; Graeme Bissett
Subject: RE: LPP 26 - Subdivision Development Guidelines

Hello Rosemary,

We discussed this at our management group meeting today, and in particular whether there was form of words that could capture what had been discussed at the meeting. I think we understand the drivers and the need for flexibility, but even a lengthy description of the need for flexibility does not actually help with the wording of the policy. The policy makes some fairly board demands in terms of development of infrastructure at the time of subdivision. Flexibility could be in the form of limiting the length or road that may be required, occasions where alternative less expensive treatments could be acceptable (5.6 metre seal in lieu of 6 metre, gravel sheeting in lieu of bitumen, maximum of 100 metres of seal etc.). The difficulty is that we are seeking to be flexible when the occasion demands and these are by their definition exceptions.

What we were thinking instead is something to the effect that:

Council may vary the requirements of this policy for very small subdivisions where extent of the required investment is disproportionate to the potential value of the completed subdivision.

This would allow Council to consider any proposed variations on their merits without have to try to define or imagine what the exceptions might be, or what the proposed variations might be, ahead of a live proposal..

Cheers

Stan Scott
CHIEF EXECUTIVE OFFICER

Shire of Toodyay
PO Box 96
TOODYAY WA 6566

Phone: (08) 9574 2258
Fax: (08) 9574 2158
E: ceo@toodyay.wa.gov.au
W: www.toodyay.wa.gov.au

Find out more at <http://toodyayiff.wix.com/home>
Like us on Facebook! www.facebook.com/ToodyayIFF

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Please consider the environment before printing this email

-----Original Message-----

From: Councillor Madacsi

Sent: Friday, 13 June 2014 4:13 PM

To: Stan Scott; Les Vidovich; Graeme Bissett

Subject: Re: LPP 26 - Subdivision Development Guidelines

Regarding Guidelines for Road Works, Drainage and Subdivision Development 1.1.6 and the forum conversation that ensured, the suggestions raised were to adjust the policy to reflect the objectives of the Community Strategy and our draft economic plan.

To encourage a younger demography and retain more of our youth, provision needs to be made for first home buyers. As employment is limited and it is likely they will need to seek employment out of town, the cost of the land needs to offset the inconvenience and cost of travelling elsewhere to work. The easiest way to achieve this is to allow small further subdivision within the existing townships and subdivisions? This would achieve; 1. concentration of infrastructure and services 2. Reduce fragmentation of and pressure on rural land 3. Give existing older residents the ability to down size without having to 'sell out' of Toodyay 4. Give an opportunity for local kids to stay/return as there is the opportunity to own land more

readily with family assistance, which offsets the cost of employment travelling.

Therefore 'small' subdivision needs to be defined; 1. The upper limit of the number of blocks that can be subdivided 2. The lower limit of block size per zone

Then the conditions of 1.1.6 need to reflect 'small' block development. Probably this would be captured in the Design Principles, Design Criteria 2.2.

It is of fundamental importance to recognise the needs of the local residents to retain our social structure and the obstacles to attracting and retaining younger persons. Home ownership is quickly becoming out of reach for many, therefore the opportunity to obtain land is a huge incentive and a basic tenet to attracting younger persons to settle here.

The same applies to industry/business - therefore high land and development costs is a disincentive in attracting business to Toodyay where the expected revenue is far less than urban areas. Our policies need to reflect mechanisms to ensure economic development and resilience.

This is one measure to be addressed.

Cheers

Rosemary

Sent from my iPad

8. CONCEPT FORUM MATTERS

8.1 Review of Local Planning Policy LPP.26 Subdivisional Development Guidelines

Points raised as follows:

- Roadside drainage to be included – Clause 1.16 – comment: to modify the wording; and
- At Clause 1.2.10 the words "natural vegetation" to replace the words "established trees".

Clarification was sought in relation to:

- Clause 1.6.1.1;
- Clause 2.1;
- Clause 2.2.9 – *Note: Manager Works and Services advised the last paragraph is to be removed;*
- Clause 2.3.2 – *Note: Manager Planning and Development will look at alternate wording;*

The Shire President ruled that Confidential Matters be considered as next item of business at 4.43 pm.

9. CONFIDENTIAL MATTERS

9.1 Information briefing on Brookfield Rail's grain freight rail network

Presenters:

Mr Michal Golinski, Project Manager – Grain (Brookfield Rail);
Mr Brian Pereira, Chief Financial Officer (Brookfield Rail); and
Mr Bob Graham, Perway Superintendent for the region (Brookfield Rail).

A visual presentation was given.

Points raised as follows:

- Brookfield Rail is a 300 person company (25% are ex-Westrail);
- Tier 3 lines – supporting grain freight – which ebbs and flows with harvest;
- No plans to close Tier 1 or Tier 2 lines;
- The Miling Line is not closing. It needs investment to increase the life of the line;
- Brookfield Rail engages several contractors to deal with the different streams of their business, one of which is a civil works stream which deals with installing new sleepers;

- Brookfield Rail have a lease with the Public Transport Authority (PTA) that began in 2000 and will expire in 2049;
- Brookfield Rail work within a strong regulatory framework;

Questions were asked and answers provided.

The Shire President adjourned the meeting at 6.06 pm.

The Shire President resumed the meeting at 6.43 pm.

9.1 Review of Local Planning Policy LPP.26 Subdivisional Development Guidelines - continued

Points raised as follows:

- The wording “leading up to the subdivision” at Clause 1.1.6 requires more clarification as to what that means.
- The definition of “subdivision” is required to be defined;
- Policy to reflect what the scheme intends;
- Reference to Clause 6 of LPP.19 being included into the wording of Clause 1.1.6;
- Clarity required in the Policy to differentiate between small and large subdivisions;
- Special Residential Zoning;
- Clause 1.1.3 – define this so it is not confusing and wherever it appears in the document the one term or the other is used consistently;
- Clarification was sought in relation to 2.4.4 as it was unclear as to whether the clause refers back to Clause 2.2.9;
- Clarification was sought in relation to the second paragraph of Clause 2.4.5 that states “The location of such crossovers shall be to Council’s satisfaction”;
- EPA Dust control guidelines – does it incorporate erosion (clarification re 4.6.1 to 4.6.7). Is erosion part of the DCG?

Guidance from the Elected Members was as follows:

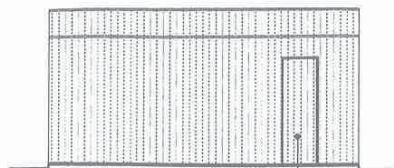
Guidance from the Elected Members was that Officers present a report for consideration by Council at a forthcoming Council Meeting that would include and/or provides clarification in relation to what was discussed above.

9.2 Toodyay Community Garden

Other possible sites are as follows:

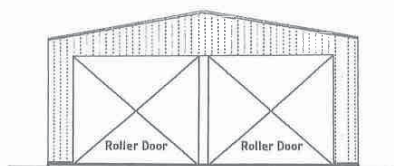
- behind the library between parking area and river (has shed, outside toilet, not being used by anything) - at rear of O’Reilley’s Cottage which is owned by the Shire;

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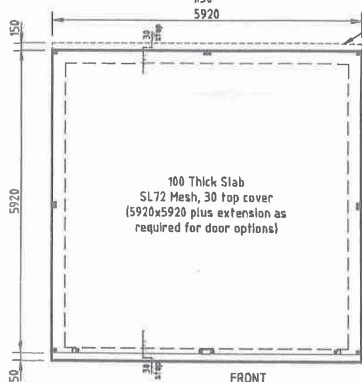


Personal Door,
refer Absco Industries
Instruction - Pages 20 & 21.
Do not locate to obstruct
internal frame members or
within 700 of end walls

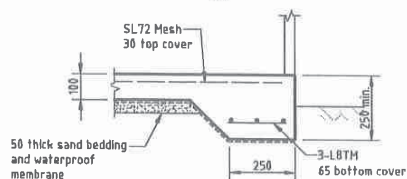
SIDE ELEVATIONS
1:50



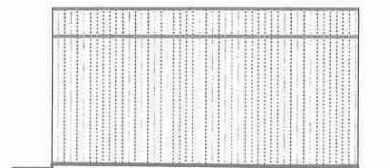
FRONT ELEVATION
1:50



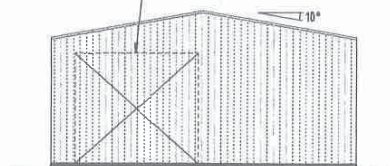
SLAB PLAN
1:50



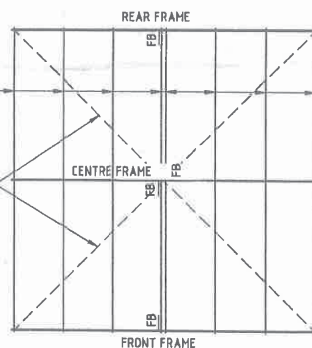
TYPICAL SLAB EDGE DETAIL
1:10



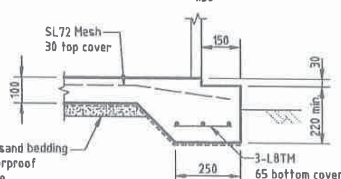
Optional door to one side.
Refer to Single Door Front or
Rear Frame for framing details



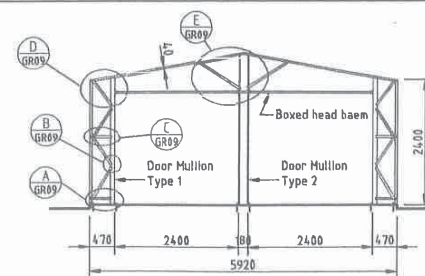
REAR ELEVATION
1:50



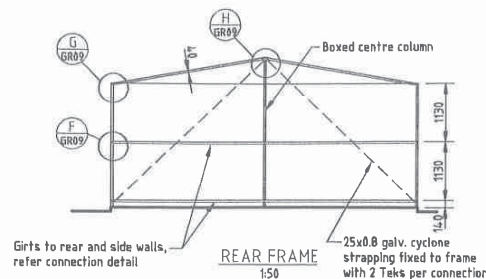
FRAMING PLAN
1:50



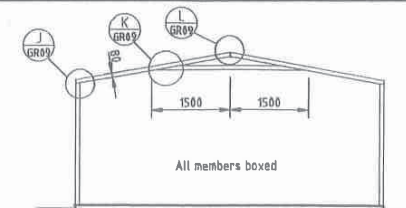
TYPICAL EDGE SET DOWN TO DOORS
1:10



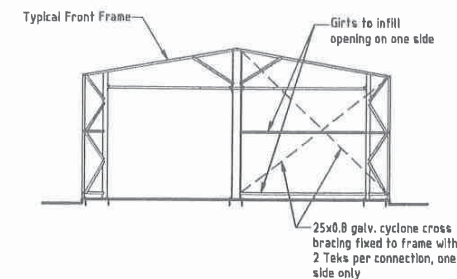
DOUBLE DOOR FRONT FRAME
1:50



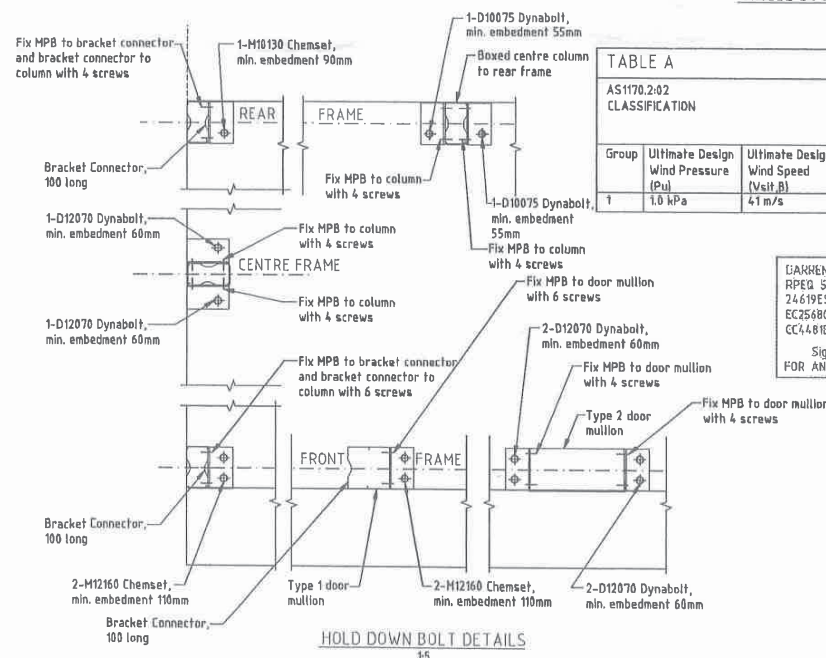
REAR FRAME
1:50



CENTRE FRAME
1:50



SINGLE DOOR FRONT OR REAR FRAME
1:50



HOLD DOWN BOLT DETAILS
1:5

TABLE A			EQUIVALENT AS 4055 CLASSIFICATION	EQUIVALENT AS1170:89 PERMISSIBLE STRESS CLASSIFICATION (SUPERSEDED)
Group	Ultimate Design Wind Pressure (P _u)	Ultimate Design Wind Speed (V _{sif} , B)	Non-Cyclonic Regions A + B	(m/s)
1	1.0 kPa	41 m/s	N2	W33N

[GAREN McDONALD] B.E. (CIVIL)
RPEQ 5453 (GLD)
24619ES (NT)
EC25680 (VIC)
CC4481E (TAS)
Signature: [Signature] Date MAY 2013
FOR AND ON BEHALF OF NJA CONSULTING PTY. LTD.

NOTE:
All members shall be 80x40 lipped channels unless shown otherwise.

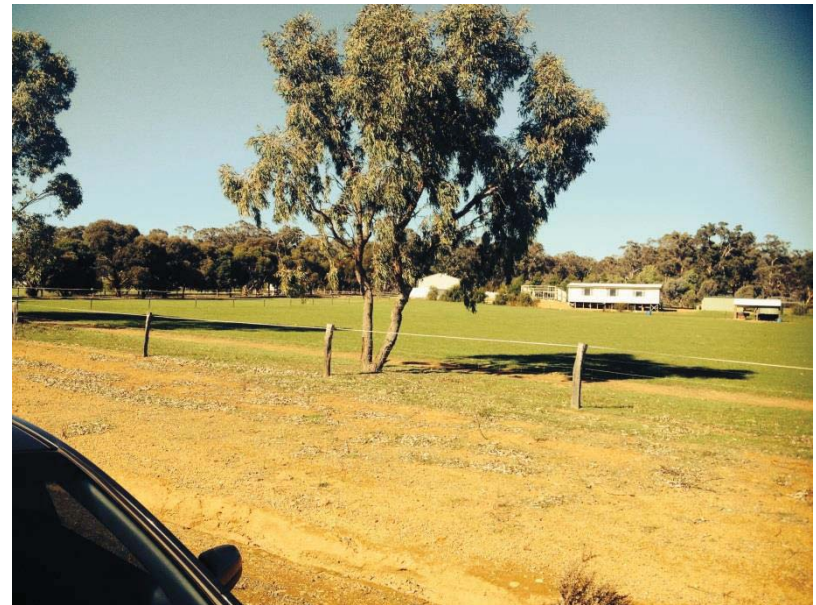
50 0 50 100 150 200 250mm
1:5
100 0 100 200 300 400 500mm
1:10
500 0 500 1000 1500 2000 2500mm
1:50
SCALE BEFORE REDUCTION

No.	Amendment to	Date	Approved
1	REVISION 001	05/11/13	NJA
2	REVISION 002	09/11/13	NJA
3	REVISION 003	19/06/14	NJA

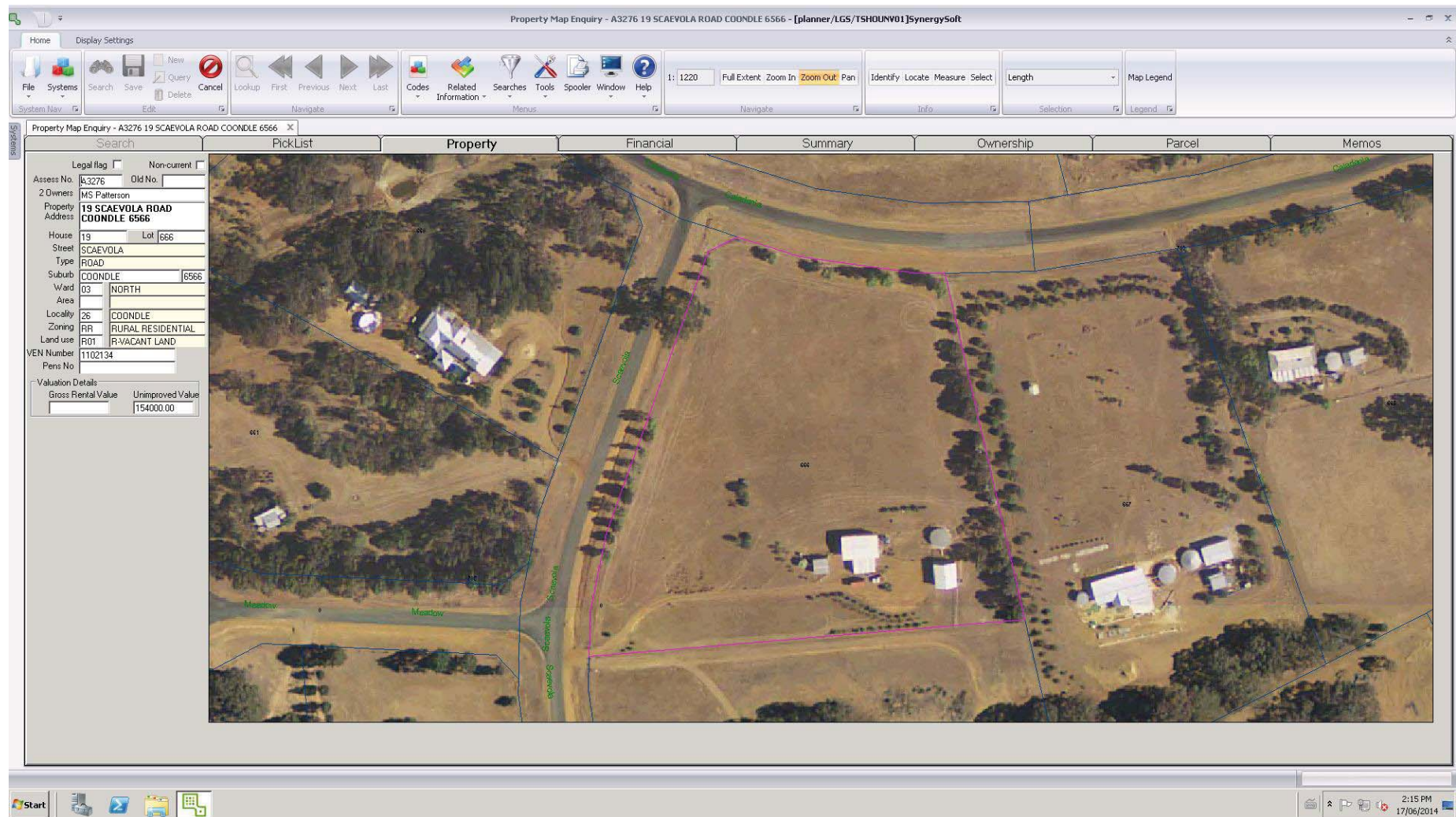
NJA Consulting Pty Ltd
ACN 099 550 710
Sulla 16, Level 1,
Plaza Chambers
3-5 Danks Road, Springfield
Post Office Box 64 Springfield Qld 4177
www.njaconsulting.com.au

ABSCO INDUSTRIES
6m x 6m x 2.40m GARAGE WITH ROLLER DOORS
SHEET 1 OF 2
GROUP 1

Scale	AS SHOWN	Drawing No.	Rev
Designed	y	06205-003-GR08	A
Checked	y		B
Drawn	y		
Checked	y		







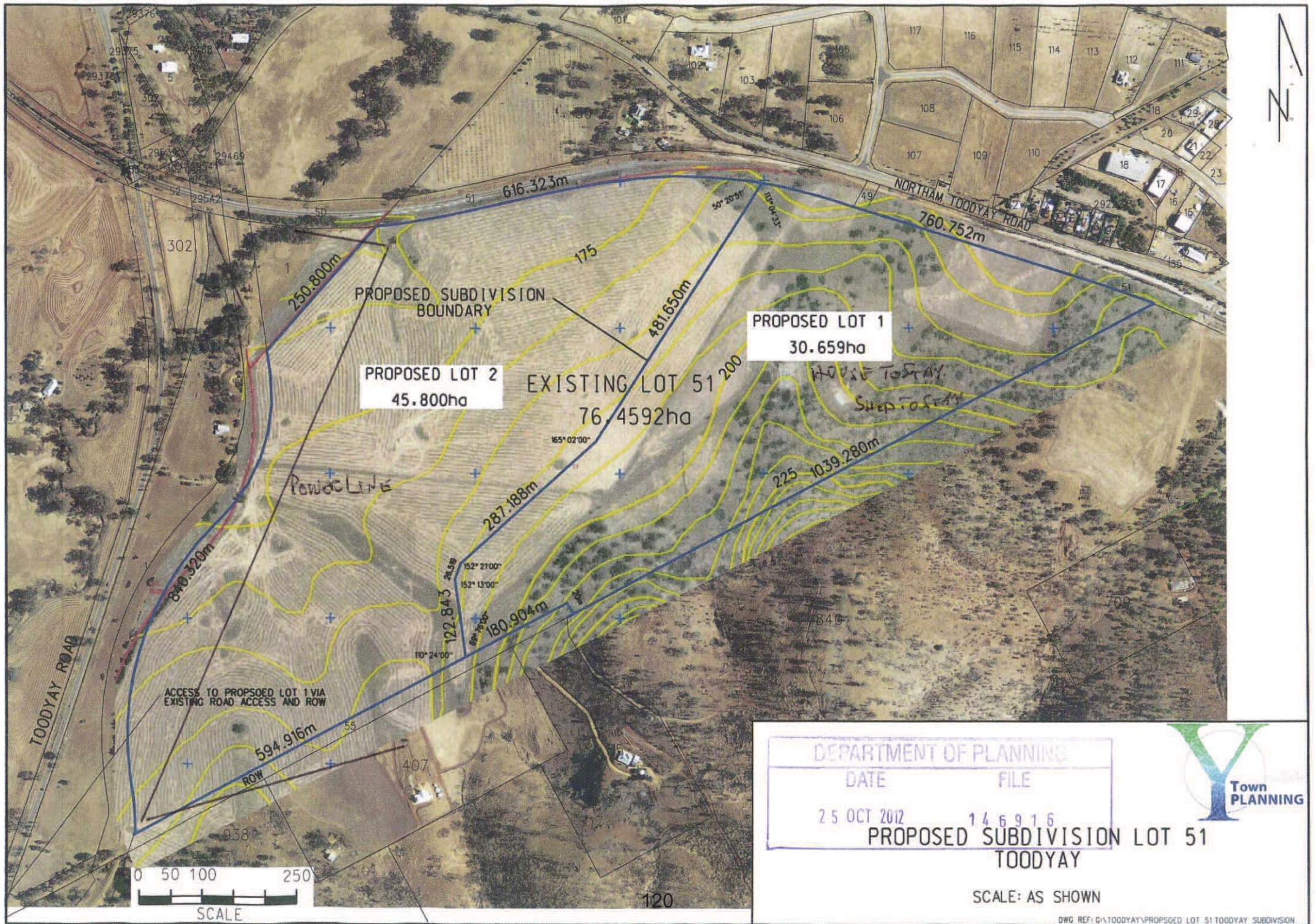
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**PROPOSED SUBDIVISION Lot 51 TOODYAY ROAD, DUMBARTON
RJ & SR MILLAR**

We are the owners of the Private Right of Way (Certificate of Title Vol 1929 Folio 599 that services our Lot and four adjoining lots.

Under Council's current Town Planning Scheme we can only subdivide if the lots are serviced by a Public Road. As they are not, we are required to have the road made public. To facilitate this in accordance with Council's current policy we require a 6.5metre sealed road with 1.2metre sealed plus 1.2metre gravel shoulders. With the Private Right of Way being only 10metres in width we are unable to comply with the Council policy.

As this is a rural cul-de-sac and only services our lot and four others and would not increase the traffic volume, we would appreciate if Council would consider a one off variation of the road width to 5metres seal and 1.2m gravel shoulders .



PROPOSED ADVERTISEMENT – Attachment 1

Shire of Toodyay

NOTICE OF INTENTION TO LEVY DIFFERENTIAL RATES

In accordance with Section 6.36 of the *Local Government Act 1995*, the Shire of Toodyay hereby gives notice of its intention to impose differential rates on rateable property in the Shire of Toodyay in the 2014/15 financial year.

Details of the proposed differential rates are as follows:

Category of Property	Rate in \$	Minimum Payment \$
General Rate - Gross Rental Value (GRV)		
Residential	11.4591	1,150.00
Commercial	13.6567	1,150.00
Industrial	12.5160	1,150.00
Rural	11.4591	1,150.00
General Rate - Unimproved Value (UV)		
General	0.8181	1,150.00
Morangup	0.8181	1,150.00
Rural	0.8181	1,150.00

The rates in the dollar (\$) shown are estimates and may be changed as part of the Council's deliberations of any submissions received. All normal statutory concessions for pensioner and other concession holders will apply.

The object of and reasons for each proposed rate and minimum payment may be inspected at any time on the Shire's website **toodyay.wa.gov.au** or at the Shire's administration office at 15 Fiennes Street, Toodyay during normal business hours.

The Shire invites submissions in relation to the proposed differential rates which are to be addressed to:

Chief Executive Officer
Shire of Toodyay
PO Box 96
Toodyay WA 6566

To be received by 4.30 pm on Friday 18 July 2014.

Stan Scott
Chief Executive Officer

PROPOSED OBJECT AND REASONS STATEMENT – ATTACHMENT 2

SHIRE OF TOODYAY

GROSS RENTAL VALUES (GRV) OBJECT

The rates in the dollar (\$) for the various differential rates are calculated to provide the shortfall in income required to enable the Shire to provide necessary works and services in the 2014-15 Financial Year after taking into account all non-rate sources of income.

REASONS

GRV Residential

The rate in the \$ of 11.4591 has been set to ensure that the proportion of total rate revenue derived from residential property remains consistent with previous years.

GRV Commercial

The rate in the \$ of 13.6567 has been set to ensure that the proportion of total rate revenue derived from commercial property remains consistent with previous years and recognises the higher demand on Shire infrastructure and services from the activity on commercial property.

GRV Industrial

The rate in the \$ 12.5160 of has been set to ensure that the proportion of total rate revenue derived from industrial property remains consistent with previous years and recognises the higher demand on Shire infrastructure and services from the activity on industrial property.

GRV Rural

The rate in the \$ of 11.4591 has been set to ensure that the proportion of total rate revenue derived from these properties remains consistent with previous years.

UNIMPROVED VALUES (UV) OBJECT

The rates in the dollar (\$) are calculated to provide the shortfall in income required to enable the Shire to provide necessary works and services in the 2014-15 Financial Year after taking into account all non-rate sources of income.

REASONS

UV Rural

The rate in the \$ of 0.8181 has been set to ensure that the proportion of total rate revenue derived from rural property remains consistent with previous years.

PROPOSED OBJECT AND REASONS STATEMENT – ATTACHMENT 2

UV Morangup

The rate in the \$ of 0.8181 has been set to ensure that the proportion of total rate revenue derived from Morangup property remains consistent with previous years.

UV General

The rate in the \$ of 0.8181 has been set to ensure that the proportion of total rate revenue derived from rural residential and rural living property remains consistent with previous years.

MINIMUM PAYMENT

A minimum payment of \$1,150.00 is applied to GRV and UV properties in recognition that every property receives some minimum level of benefit from works and services provided. The minimum payment helps encourage development and discourage speculation. The Minimum Rate has not increased.

Shire of Toodyay
NOTES TO AND FORMING PART OF THE BUDGET
For the Year Ending 30 June 2015

8. RATING INFORMATION - 2014/15 FINANCIAL YEAR

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2014/15 Budgeted Rate Revenue \$	2014/15 Budgeted Interim Rates \$	2014/15 Budgeted Back Rates \$	2014/15 Budgeted Total Revenue \$
GRV Residential	11.4591	372	5,101,428	584,578			584,578
GRV Commercial	13.6567	28	1,122,642	153,326			153,326
GRV Industrial	12.5160	10	193,636	24,235			24,235
GRV Rural	11.4591	1	15,080	1,728			1,728
UV General	0.8181	1,370	262,909,000	2,150,859			2,150,859
UV Morangup	0.8181	360	68,465,000	560,112			560,112
UV Rural	0.8181	227	152,586,000	1,248,306			1,248,306
Sub-Totals		2,368	490,392,786	4,723,145	0	0	4,723,145
Minimum Rates	Minimum \$						
GRV Residential	1,150.00	126	667,836	144,900			144,900
GRV Commercial	1,150.00	6	31,605	6,900			6,900
GRV Industrial	1,150.00	0	0	0			0
GRV Rural	1,150.00	1	6,864	1,150			1,150
UV General	1,150.00	562	58,966,824	646,300			646,300
UV Morangup	1,150.00	3	195,200	3,450			3,450
UV Rural	1,150.00	0	0	0			0
Sub-Totals		698	59,868,329	802,700	0	0	802,700
Discounts (Note 12)							
Total Amount of General Rates							5,525,845
Specified Area Rates (Note 9)							
Total Rates							5,525,845

All land except exempt land in the Shire of Toodyay is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2014/15 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

Shire of Toodyay
NOTES TO AND FORMING PART OF THE BUDGET
For the Year Ending 30 June 2015

8. RATING INFORMATION - 2014/15 FINANCIAL YEAR

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

ATTENTION: **Do you have differential general rates?**
If yes, and the differential general rates or minimum payments differ from those advertised in the local public notice then you need to make disclosures in accordance with FM Reg 23(b) which set out:

- (a) Details of the rate or payment set forth in the public notice: and**
- (b) Reasons for the difference.**

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Shire of Toodyay					
List of Payments Presented to Council for Period 1 May 2014 to 31 May 2014					
Pay/Type	Date	Name	Description	Amount	
IPV487	7/05/2014	Bendigo Bank	Payroll PPE 06/05/2014		93,306.39
IPV488	21/05/2014	Bendigo Bank	Payroll PPE 20/05/2014		110,144.81
1346	15/05/2014	Avon Valley Collectors Club	Refund of Memorial Hall Bond		500.00
1347	15/05/2014	Construction Training Fund	BCITF Levies - April 2014		3,340.71
1348	15/05/2014	Building Commission	Building Levies - April 2014		1,182.66
1349	15/05/2014	Toodyay Christian Fellowship	Refund of Community Centre Bond		100.00
1350	30/05/2014	Maximus Solutions Australia	Refund of Memorial Hall Bond		500.00
1351	30/05/2014	Warren Conder	Refund of Bond Memorial Hall		500.00
BPV1792	1/05/2014	Bendigo Bank	Bank Fees		10.00
BPV1793	1/05/2014	Bendigo Bank	Bank Fees		76.20
BPV1794	1/05/2014	Bendigo Bank	Bank Fees		7.81
BPV1795	1/05/2014	Commonwealth Bank	Eftpos Fees		60.19
BPV1796	1/05/2014	Commonwealth Bank	Eftpos Fees		326.36
BPV1797	1/05/2014	Commonwealth Bank	Eftpos Fees		218.78
BPV1798	1/05/2014	Bendigo Bank	Bank Fees		0.99
BPV1799	1/05/2014	Bendigo Bank	Bpay Fees		246.40
BPV1800	2/05/2014	Commonwealth Bank	Eftpos Fees		140.07
BPV1801	5/05/2014	Westnet	Internet Charges		154.84
BPV1802	7/05/2014	Bendigo Bank	Bank Fees		0.22
BPV1803	7/05/2014	Bendigo Bank	Bank Fees		7.04
BPV1804	12/05/2014	Cannon Finace	Lease - Admin Photocopier		572.00
BPV1805	13/05/2014	Bendigo Bank	Bank Fees		0.22
BPV1806	14/05/2014	Bendigo Bank	Credit Card - C Munson - April 2014		4.00
			Card Fee	4.00	
BPV1807	14/05/2014	Bendigo Bank	Credit Card - L Vidovich - April 2014		56.11
			Fuel - T020	52.11	
			Card fee	4.00	
BPV1808	14/05/2014	Bendigo Bank	Credit Card - A Bell - April 2014		1,257.43
			Aust Post - Working with Children Check - M Eberle	54.00	
			Heritage Working Party Refreshments - Partially Reimbursed	93.80	
			T00 - Fuel	681.70	
			Big W Wikipedia - Treasure Hunt Prize	388.00	
			Spotlight - Visitor Centre Office Curtains	17.98	

Shire of Toodyay					
List of Payments Presented to Council for Period 1 May 2014 to 31 May 2014					
Pay/Type	Date	Name	Description	Amount	
BPV1809	14/05/2014	Bendigo Bank	Spotlight - Wikipedia Treasure Hunt	17.95	77.75
			Card Fee	4.00	
			Credit Card - C Delmage - April 2014		
			Instapage - Museum Interaction	9.95	
			Fuel T020	63.80	
BPV1810	14/05/2014	Bendigo Bank	Card Fee	4.00	538.64
			Credit Card - G Bissett - April 2014		
			Refreshments - Training- G Bissett	15.15	
			Campad - I Phone Repair	36.94	
			Fuel T6177	162.57	
BPV1811	14/05/2014	Bendigo Bank	Granite Paints - Youth Hall	319.98	7,562.73
			Card Fee	4.00	
			Credit Card - S Scott - April 2014		
			National Congress & Business Expo - Registration CEO	1,495.00	
			Shire of Toodyay Plate Change T0014	24.00	
			Shire of Toodyay Plate Change T6364	24.00	
			QBE Travel Insurance - Cr Dow - Partially Reimbursed	92.00	
			Qantas - Cr Dow - National Assembly - Partially Reimbursed	1,373.00	
			National Congress & Business Expo - Registration CEO	50.00	
			National Assembly Registration Cr Dow - Partially Reimbursed	2,044.00	
			AMZ Conf Accommodation - Cr Madasci & Cr Greenway	330.00	
			Town of Cambridge - Parking	5.00	
			Flight Centre - National Congress & Business Expo CEO - Partially Reimbursed	1,395.95	
			Airport Taxi - National Congress & Business Expo	89.78	
			Seasons Hotel - National Congress & Business Expo Accommodation - CEO	636.00	
BPV1812	15/05/2014	Bendigo Bank	Card Fee	4.00	64.82
			Bpoint Fees		
BPV1813	15/05/2014	Bendigo Bank	Bank Fees		0.11
BPV1814	15/05/2014	Bendigo Bank	Bank Fees		9.46
BPV1815	21/05/2014	Bendigo Bank	Bank Fees		0.22
BPV1816	21/05/2014	Bendigo Bank	Bank Fees		7.15
BPV1817	26/05/2014	Cannon Finance	Lease Photocopier - Library, Depot & VC		525.00
BPV1818	1/05/2014	Bendigo Bank	Trust Bank Fee - April & May 14		20.00

Shire of Toodyay

List of Payments Presented to Council for Period 1 May 2014 to 31 May 2014

Pay/Type	Date	Name	Description	Amount	
BPV1819	1/05/2014	Bendigo Bank	Reserve Bank Fees April & May 14		20.00
BPV1820	5/05/2014	Commonwealth Bank	Eftpos Fees		13.44
BPV1821	5/05/2014	Commonwealth Bank	Eftpos Fees		16.50
BPV1822	5/05/2014	Commonwealth Bank	Eftpos Fees		21.77
BPV1823	30/05/2014	Bendigo Bank	Bank Fees		8.69
BPV1824	30/05/2014	Bendigo Bank	Bank Fee		4.19
11914	15/05/2014	Bendigo Bank	Refund Community Centre Hire - Booking Cancelled		215.00
11915	15/05/2014	Department of Transport	Registration - T0013		263.05
11916	15/05/2014	Vodafone Hutchinson	Pager Charges - April 2014		5,202.93
11917	15/05/2014	Shire of Toodyay - Library Petty Cash	Petty Cash - Coffee Machine & Parking Expenses		152.40
11918	15/05/2014	Telstra Corporation Limited	Telephone Charges		6,746.62
11919	15/05/2014	Water Corporation	Water Rates/Usage		49,233.06
11920	15/05/2014	Synergy	Electricity		2,967.15
11921	30/05/2014	AMP Financial	Superannuation Contributions		421.80
11922	30/05/2014	City of Greater Geraldton	CESM Training - C Munson & M McPhee		200.00
11923	30/05/2014	Department of Transport	Vehicle registrations - various		1,093.70
11924	30/05/2014	Michael Giles	Reimbursement of Costs Resulting from Dog Attack		100.00
11925	30/05/2014	Government Employees Super	Superannuation Contributions		140.21
11926	30/05/2014	Hostplus Super	Superannuation Contributions		621.48
11927	30/05/2014	One Path	Superannuation Contributions		362.60
11928	30/05/2014	Robin J Mckay	Rates Refund		259.17
11929	30/05/2014	Old Gaol Museum	Old Gaol Volunteer Reimbursements - June 2014		450.00
11930	30/05/2014	Shire Of Toodyay - Petty Cash	Petty Cash Expenses - May 2014		416.45
			Toodyay Resource Centre Membership	20.00	
			Ranger Uniforms	74.90	
			Moondyne Festival Items	58.00	
			Anzac Day Wreath	90.00	
			TV Part - Chambers TV	5.00	
			Cleaning Products	7.85	
			Meal - Electors Meeting	19.50	
			Transwa Fares - Avonlink Research Trip	22.45	
			USB	7.50	
			Parking - Training G Bissett	18.00	

Shire of Toodyay

List of Payments Presented to Council for Period 1 May 2014 to 31 May 2014

Pay/Type	Date	Name	Description	Amount	
			Refreshments - Sport & Rec Meeting	37.90	
			Ipad Application Software - Rangers	16.00	
			Citizenship Ceremony - Plant	20.35	
			Parking - Sport & Rec Meeting	18.00	
			Teaspoons	1.00	
11931	30/05/2014	Shire of Toodyay	C Firms - Rates Payment		200.00
11932	30/05/2014	Telstra Super	Superannuation Contributions		250.42
11933	30/05/2014	Toodyay Bakery	Refreshments - Staff & Wiki Meetings		199.10
11934	30/05/2014	Telstra Corporation Limited	Telephone Charges		241.79
11935	30/05/2014	Synergy	Electricity Charges		1,301.60
11936	30/05/2014	Michelle Weston	Refund of Firebreak Infringement as per CEO Agreement		250.00
EFT15898	1/05/2014	Amber Springs Gardens	Accommodation to 26/04/2014		738.70
EFT15899	1/05/2014	Freemasons Hotel	Accommodation to 26/04/2014		307.05
EFT15900	1/05/2014	Foxburrow B & B	Accommodation to 26/04/2014		445.00
EFT15901	1/05/2014	Hoddywell Cottage	Accommodation to 26/04/2014		281.28
EFT15902	1/05/2014	Ipswich View Homestead B&B	Accommodation to 26/04/2014		338.20
EFT15903	1/05/2014	Magpie Ridge Eco Farm	Accommodation to 26/04/2014		596.30
EFT15904	1/05/2014	Pecan Hill B & B	Accommodation to 26/04/2014		364.90
EFT15905	1/05/2014	The Limes Orchard	Accommodation to 26/04/2014		400.50
EFT15906	1/05/2014	Victoria Hotel	Accommodation to 26/04/2014		290.07
EFT15907	7/05/2014	Shire of Toodyay Salaries & Wages	Payroll Deductions		1,120.00
EFT15908	7/05/2014	WA Super	Superannuation Contributions		14,478.94
EFT15909	12/05/2014	Brayco Global P/L	Stainless Steel Benches - Cat Pound		6,728.00
EFT15910	12/05/2014	Bondor	Insulated Panels & Doors - Cat Pound		3,399.97
EFT15911	15/05/2014	Australia Post	Postage - April 2014		699.58
EFT15912	15/05/2014	Avon Skip Bins	WTS Management & Transfer		8,915.02
EFT15913	15/05/2014	PR Allen Electrics	Electrical Works - Coondle Fire Shed		243.38
EFT15914	15/05/2014	Ag Implements Merredin P/L	Tractor Mower Repairs		103.85
EFT15915	15/05/2014	Australian Taxation Office	BAS Return - April 2014		73,356.00
EFT15916	15/05/2014	Avon Waste	Waste Collection		12,051.88
EFT15917	15/05/2014	Avon Telecoms P/L	Service Call - Coondle Fire Shed		396.00
EFT15918	15/05/2014	Av Sec Security Services	Callout - Connors Mill		110.00
EFT15919	15/05/2014	Amber Springs Gardens	Accommodation to 12/05/2014		302.60

Shire of Toodyay

List of Payments Presented to Council for Period 1 May 2014 to 31 May 2014

Pay/Type	Date	Name	Description	Amount	
EFT15920	15/05/2014	Ampac Debt Recovery	Legal Costs		195.91
EFT15921	15/05/2014	Boc Gases	Oxygen Cylinder Rental - Fire Brigades		339.84
EFT15922	15/05/2014	Audrey Bell	Reimbursement of Conference Accommodation Costs		189.00
EFT15923	15/05/2014	Blake Contracting	Line Marking - Dewars Pool Road		2,220.90
EFT15924	15/05/2014	Black Wattle Retreat	Accommodation to 12/05/2014		267.00
EFT15925	15/05/2014	Courier Australia	Freight		54.92
EFT15926	15/05/2014	Country Copiers Northam	Service Colour Photocopier & Meter Readings		3,580.81
EFT15927	15/05/2014	Crommelins Machinery	Filters - Compactor		83.03
EFT15928	15/05/2014	The Cola Cafe	Refreshments - Council Meetings		955.60
EFT15929	15/05/2014	Colour Me Art	Visitor Centre Floor Stock		145.75
EFT15930	15/05/2014	Clean Industry Environmental Solutions	Sweeper Hire- New Depot		757.90
EFT15931	15/05/2014	Cooks Tours P/L	Advertising		570.00
EFT15932	15/05/2014	Staples Aust	Stationery		588.57
EFT15933	15/05/2014	Country Bins	Skip Bin - Showgrounds		220.00
EFT15934	15/05/2014	Department of Agriculture & Food	Skeleton Weed Inspection Charge		624.00
EFT15935	15/05/2014	Landgate	Valuations		220.30
EFT15936	15/05/2014	Caltex Toodyay Junction	Water Bottles		27.00
EFT15937	15/05/2014	Enigma Business Products	Lap-top and Touchscreen - Council Chambers		3,845.60
EFT15938	15/05/2014	Freemasons Hotel	Accommodation to 12/05/2014		80.10
EFT15939	15/05/2014	Foxburrow B & B	Accommodation to 12/05/2014		351.55
EFT15940	15/05/2014	SF Fitzgerald Plumbing & Gas	Oven - Memorial Hall & Upgrade Eye Wash Station - New Depot		840.00
EFT15941	15/05/2014	Future Logic	Monthly Billing - April 2014		7,247.46
EFT15942	15/05/2014	Geolatry	Planning Contractor		15,741.00
EFT15943	15/05/2014	General Mat Company	Four Sanitising Footbaths - Cat Pound		536.00
EFT15944	15/05/2014	Shire of Goomalling	Contribution to Sport & Rec Officer 2013/2014		37,400.00
EFT15945	15/05/2014	Grove Wesley Design Art	15 Prescribed Burning Signs		1,155.00
EFT15946	15/05/2014	Galaxy Enterprises	Visitor Centre Floor Stock		461.29
EFT15947	15/05/2014	Harcourt Street B & B	Accommodation to 12/05/2014		142.40
EFT15948	15/05/2014	Hills Fire Equipment Service Trust	Service Fire Extinguishers		1,479.50
EFT15949	15/05/2014	Hesperian Press Pty Ltd	Visitor Centre Floor Stock		341.20
EFT15950	15/05/2014	Toodyay Hardware & Farm	Hardware		494.31
EFT15951	15/05/2014	Karla Hooper	Reimb Travel Costs - Community Based Social Marketing Training		522.00
EFT15952	15/05/2014	Hoddywell Cottage	Accommodation to 12/05/2014		421.92

Shire of Toodyay

List of Payments Presented to Council for Period 1 May 2014 to 31 May 2014

Pay/Type	Date	Name	Description	Amount	
EFT15953	15/05/2014	Hitachi Construction Machinery	Glass Repairs - Grader		795.06
EFT15954	15/05/2014	UHY Haynes Norton	Financial Management Review		8,978.75
EFT15955	15/05/2014	L & E Hutchings & Son	Use of Water Truck - Incident 259135		1,122.00
EFT15956	15/05/2014	Ipswich View Homestead B & B	Accommodation to 12/05/2014		249.20
EFT15957	15/05/2014	LA James & EA Hughes	Council Crossover Contribution - Lot Pt71 Telegraph Road		825.00
EFT15958	15/05/2014	Kierans Refrigeration & Air Conditioning	20% Deposit - Air Cond's & Glasswasher - Cat Pound		2,821.50
EFT15959	15/05/2014	Air Liquide WA Pty Ltd	Gas Cylinder Rental		26.79
EFT15960	15/05/2014	LGIS Risk Management	Regional Risk Co-Ordination Program Fees - January to June 2014		6,875.00
EFT15961	15/05/2014	Little Farm - Toodyay	Firebreak Construction Undertaken Due to Failure to Comply - 146 Grandis Road - Charged Debt to Rates A1729		2,933.75
EFT15962	15/05/2014	Local Government Managers Aust	Induction to Local Govt - M Eberle		214.50
EFT15963	15/05/2014	Bethan Lloyd	Travel Expenses - 01/01/2014 - 30/03/2014		318.00
EFT15964	15/05/2014	State Library of WA	Lost/Damaged Items		25.30
EFT15965	15/05/2014	Micks Fx Electrix	Electrical Works - Memorial Hall		1,072.50
EFT15966	15/05/2014	Magpie Ridge Eco Farm	Accommodation to 12/05/2014		178.00
EFT15967	15/05/2014	Chris Murphy	Refund Septic Application - Paid Twice		226.00
EFT15968	15/05/2014	Northam Retravisio	Microwave, Urn & Stove - Memorial Hall		2,700.00
EFT15969	15/05/2014	Oliomio Olive & Lavender Farm	Visitor Centre Consignment Stock		21.50
EFT15970	15/05/2014	P & J Contractors	Contract Cleaning		6,434.50
EFT15971	15/05/2014	Bigair Cloud Managed Services P/L	Data Network Services		866.80
EFT15972	15/05/2014	Quality Publishing Australia	Visitor Centre Floor Stock		137.94
EFT15973	15/05/2014	Book Easy Australia	Online Booking Commission - April 2014		198.00
EFT15974	15/05/2014	Regional Pest Control	Invoice 3359 Shortpaid		17.84
EFT15975	15/05/2014	Radio West Broadcasters	Around the Towns 2014		77.00
EFT15976	15/05/2014	Reflections Glass & Glazing	Safety Grilles - Library & Window Repairs - Memorial Hall		1,127.00
EFT15977	15/05/2014	Roads 2000	Ashphalt Works - New Depot & Telegraph Road		52,511.95
EFT15978	15/05/2014	Raeco	Donut Seat Trolley - Library		349.00
EFT15979	15/05/2014	Sacred Valley Retreat	Accommodation to 12/05/2014		178.00
EFT15980	15/05/2014	Shawmac Pty Ltd	Road Safety Audits		4,950.00
EFT15981	15/05/2014	Toodyay Traders	Cement		1,023.71
EFT15982	15/05/2014	Toodyay Herald	Advertising		1,694.50
EFT15983	15/05/2014	Toodyay IGA	Staff Amenities - April 2014		682.87
EFT15984	15/05/2014	Timberworks Carpentry Solutions	Install Door Frames & Cornices - Community Depot & Gates - Library		3,400.00

Shire of Toodyay

List of Payments Presented to Council for Period 1 May 2014 to 31 May 2014

Pay/Type	Date	Name	Description	Amount	
EFT15985	15/05/2014	Toodyay Historical Society	Visitor Centre Consignment Stock		30.00
EFT15986	15/05/2014	Toodyay Pumps	Aircompressor - Firefighting		1,305.00
EFT15987	15/05/2014	Toodyay Tyre & Exhaust	Tyre Replacement/Repairs		1,410.30
EFT15988	15/05/2014	Toodyay Community Resource Centre	DOT Driver HPT & CTT Testing - Final		1,557.27
EFT15989	15/05/2014	The Limes Orchard	Accommodation to 12/05/2014		645.25
EFT15990	15/05/2014	Vernice P/L	Hire Bitelli Bomag - Toodyay West Road		1,795.75
EFT15991	15/05/2014	Victoria Hotel	Accommodation to 12/05/2014		729.56
EFT15992	15/05/2014	IT Vision Aust Ltd	Upgrade - Synergy Soft		1,540.00
EFT15993	15/05/2014	WW Souvenirs	Visitor Centre Floor Stock		210.93
EFT15994	15/05/2014	WA Library Supplies	2 Paperback Spinners - Library		1,270.00
EFT15995	15/05/2014	Western Australian Treasury Corp	Loan No. 69 Library Upgrade & Loan No 72 - Land Purchase - Rec Precinct		56,750.79
EFT15996	15/05/2014	Zenien	CCTV Townsite Maintenance		5,709.00
EFT15997	15/05/2014	Leyland Engineering Services	Vehicle & Machinery Service & Repairs		1,072.49
EFT15998	21/05/2014	Shire of Toodyay Salaries & Wages	Payroll Deductions		1,120.00
EFT15999	21/05/2014	WA Super	Superannuation Contributions		17,192.28
EFT16000	30/05/2014	Griffin Valuation Advisory	Financial & Insurance Valuation - Land & Building Assets		21,736.50
EFT16001	30/05/2014	Phonographic Performance Co	Public Performance - Single Event - Food Festival 2014		58.74
EFT16002	30/05/2014	Avon Professional Painting & Dec	External Painting - Memorial Hall		8,473.00
EFT16003	30/05/2014	Avon Waste	Waste Removal		12,143.88
EFT16004	30/05/2014	Advanced Autologic	Wash & Wax, Handclean & Grease		420.00
EFT16005	30/05/2014	Algeri Planning & Appeals	Legal Costs - Lot 1 Morangup Road		3,415.50
EFT16006	30/05/2014	Abco Products	Cleaning Products		1,970.33
EFT16007	30/05/2014	Amber Springs Gardens	Accommodation to 26/05/2014		302.60
EFT16008	30/05/2014	Australian Super	Superannuation Contributions		2,336.36
EFT16009	30/05/2014	Avon Paper Shred	Emptying Shredder Bins		264.00
EFT16010	30/05/2014	Australian Ethical	Superannuation Contributions		414.40
EFT16011	30/05/2014	Bendigo Superannuation Plan	Superannuation Contributions		157.05
EFT16012	30/05/2014	Covs Parts	Globes, Filters & Cable Ties		235.01
EFT16013	30/05/2014	Courier Australia	Freight		351.11
EFT16014	30/05/2014	Core Business Australia	Toodyay Update Asset Management Plan With New Roman Data		4,213.00
EFT16015	30/05/2014	Sally Craddock	Monthly Members Attendance Allowance - May 2014		1,033.33
EFT16016	30/05/2014	Therese Chitty	Monthly Members Attendance Allowance - May 2014		1,033.33
EFT16017	30/05/2014	The Cola Cafe	Refreshments - Council Meetings		1,513.00

Shire of Toodyay

List of Payments Presented to Council for Period 1 May 2014 to 31 May 2014

Pay/Type	Date	Name	Description	Amount	
EFT16018	30/05/2014	Staples Aust	Stationery		862.44
EFT16019	30/05/2014	Countrywide Windscreens	Windscreen Replacement - Grader		352.00
EFT16020	30/05/2014	Landgate	Valuations		2,616.96
EFT16021	30/05/2014	David Dow	Monthly Members Attendance Allowance - May 2014		2,877.17
EFT16022	30/05/2014	Electritech Industries	Supply & Install TV - Chambers & Air Con Repairs - Clinton Street		3,164.89
EFT16023	30/05/2014	Freemasons Hotel	Accommodation & Breakfast - Contract EHO		390.00
EFT16024	30/05/2014	Foxburrow B & B	Accommodation to 26/05/2014		267.00
EFT16025	30/05/2014	Department of Fire & Emergency Services	LG Owned Improved Property Assessment 2013/2014		18,122.70
EFT16026	30/05/2014	SF Fitzgerald Plumbing & Gas	Plumbing Works - Cat Pound - 1st Instalment		4,000.00
EFT16027	30/05/2014	Chris Firms	Monthly Members Attendance Allowance - May 2014		833.33
EFT16028	30/05/2014	Future Logic	Ipsec Network Upgrade & New Depot Computer Backup		15,929.38
EFT16029	30/05/2014	Paula Greenway	Monthly Members Attendance Allowance - May 2014		1,033.33
EFT16030	30/05/2014	Health Insurance Fund	Payroll Deductions		267.40
EFT16031	30/05/2014	Hills Fire Equipment Service Trust	Servicing of Fire Equipment		847.00
EFT16032	30/05/2014	JR & A Hersey	Uniforms & Assorted PPE		1,091.26
EFT16033	30/05/2014	Michelle Haynes	Travel Expenses - Roman Training		140.70
EFT16034	30/05/2014	Tim Harris Provincial Furniture	Museum Restoration Works		2,777.50
EFT16035	30/05/2014	G Horsfield	Window Cleaning		1,000.00
EFT16036	30/05/2014	HIA - Housing Industry Association Limited	Workshop - Residential Design Codes - H De Vos & T Prater		1,190.00
EFT16037	30/05/2014	Hitachi Construction Machinery	Oil Analysis		826.12
EFT16038	30/05/2014	UHY Haynes Norton	Finance Training - C Delmage & R Jones		5,445.00
EFT16039	30/05/2014	Instant Products Hire	Chemical Toilet Hire - Moondyne Festival		808.50
EFT16040	30/05/2014	Ken Marshall Floorcoverings	Cat Pound Flooring - 50% Deposit		6,725.29
EFT16041	30/05/2014	Keep Australia Beautiful Association	Aust Sustainable Cities Awards		121.00
EFT16042	30/05/2014	Lizard Landscape	Site Works - Cat Pound		5,500.00
EFT16043	30/05/2014	Bethan Lloyd	Monthly Members Attendance Allowance - May 2014		1,352.58
EFT16044	30/05/2014	Leyland Engineering Services	Vehicle & Machinery Service & Repairs		2,318.23
EFT16045	30/05/2014	State Library of WA	Lost Item		2.20
EFT16046	30/05/2014	Rosemary Madacsi	Monthly Members Attendance Allowance - May 2014		1,033.33
EFT16047	30/05/2014	MM Electrical Merchandising	Lights - Cat Pound		969.76
EFT16048	30/05/2014	Mark Middleton	Painting - Playgroup Room		2,100.00
EFT16049	30/05/2014	Andrew McCann	Monthly Members Attendance Allowance - May 2014		1,033.33
EFT16050	30/05/2014	Micks Fx Electrix	Electrical Work - New Depot & Showgrounds		872.85

Shire of Toodyay					
List of Payments Presented to Council for Period 1 May 2014 to 31 May 2014					
Pay/Type	Date	Name	Description	Amount	
EFT16051	30/05/2014	Mitre 10 Northam	Door Handles - Cat Pound		255.39
EFT16052	30/05/2014	Transpacific Industries	Waste Oil		591.80
EFT16053	30/05/2014	Officeworks	Wireless Pointer - Chambers		99.00
EFT16054	30/05/2014	P & J Contractors	Contract Cleaning		4,236.50
EFT16055	30/05/2014	Public Transport Authority	Transwa Ticket Sales - April 2014		294.05
EFT16056	30/05/2014	Regional Pest Control	Termite & Spider Treatment		1,300.48
EFT16057	30/05/2014	Reflections Glass & Glazing	Window Replacement & Security Grills - Cat Pound		704.00
EFT16058	30/05/2014	R & L Hiab Services	Relocation of Old Depot Donga to New Depot		2,482.00
EFT16059	30/05/2014	Rylan Pty Ltd	Kerbing - Drummond & Rosedale Streets		3,162.50
EFT16060	30/05/2014	WA Rangers Association	Ranger Uniforms		518.60
EFT16061	30/05/2014	Brian Rayner	Monthly Members Attendance Allowance - May 2014		1,033.33
EFT16062	30/05/2014	State Law Publisher	Advertising - TPS Amendment		122.40
EFT16063	30/05/2014	Shire of Bruce Rock	Contract Building Surveyor		6,083.00
EFT16064	30/05/2014	SCI Pty Ltd	Breathalyser & Mouthpieces		565.00
EFT16065	30/05/2014	Sports Surfaces	Site Visit - Tennis Courtse Resurfacing		275.00
EFT16066	30/05/2014	Stewart & Heaton Clothing Co P/L	Tabards & Function Panels		643.57
EFT16067	30/05/2014	Toodyay Express	Freight		88.00
EFT16068	30/05/2014	Toodyay Pharmacy	Batteries		9.90
EFT16069	30/05/2014	Toodyay Newsagency	Newspapers & Misc Items - May 2014		115.00
EFT16070	30/05/2014	Timberworks Carpentry Solutions	Suction Setup - Morangup Fire Station, Padlock - Bejoording		2,896.95
			Fire Station & Install Gutter Guard - Tennis Courts		
EFT16071	30/05/2014	Road Signs Australia	Bike Rails & Directional Signage		489.50
EFT16072	30/05/2014	Vernice P/L	Yellow Sand - Drummond St		3,551.13
EFT16073	30/05/2014	Victoria Hotel	Accommodation to 26/05/2014		105.48
EFT16074	30/05/2014	WA Local Government Association	Advertising - Annual General Electors Meeting		811.43
EFT16075	30/05/2014	Western Australian Treasury Corporation	Loan No. 65 - Community Centre, Loan 67 - Library Upgrade,		69,044.05
			Loan 70 - Footbridge Refurb & Loan 71 - New Depot		
EFT16076	30/05/2014	Wheatbelt Safetywear	Safety Boots		260.00
EFT16077	30/05/2014	West Scheme Superannuation	Superannuation Contributions		822.29
EFT16078	30/05/2014	Zenien	CCTV Repairs - Freemasons Hotel Point		660.00
			Total Payments		944,192.63

Shire of Toodyay

List of Payments Presented to Council for Period 1 May 2014 to 31 May 2014

Pay/Type	Date	Name	Description	Amount
IPV/BPV	215,480.33			
Trust	6,123.37			
EFT	651,300.40			
Muni Chqs	71,288.53			
TOTAL	944,192.63			

Monthly Financial Statements



FOR THE PERIOD ENDING

31 May 2014

Shire of Toodyay
MONTHLY FINANCIAL REPORT
For the Period Ending 31 May 2014

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Shire of Toodyay
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ending 31 May 2014

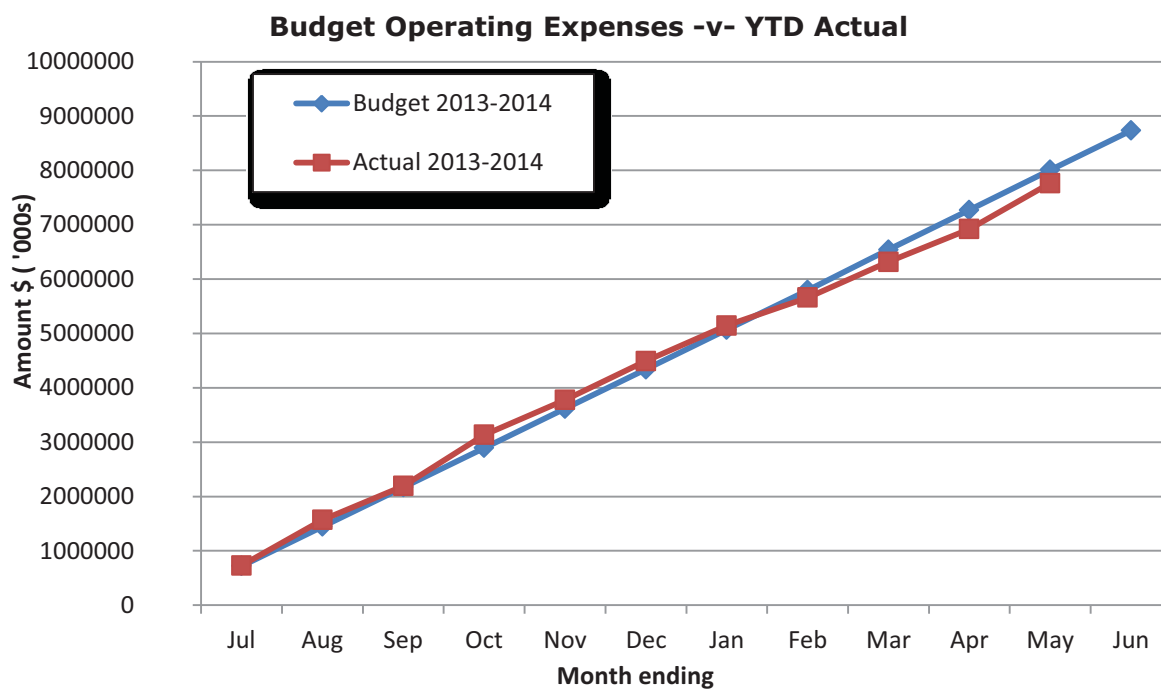
	Original Adopted Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
Note	4	4	(a)	(b)	3	3	
Operating Revenues		\$	\$	\$	\$	%	
Governance	13,500	28,500	26,092	42,280	16,188	38.29%	▲
General Purpose Funding	1,476,905	885,074	811,272	1,409,430	598,158	42.44%	▲
Law, Order and Public Safety	332,150	343,674	314,963	382,154	67,191	17.58%	▲
Health	61,000	66,000	60,489	63,750	3,261	5.12%	
Education and Welfare	0	0	0	0	0		
Housing	4,023,500	13,500	12,353	9,947	(2,406)	(24.19%)	
Community Amenities	656,710	676,041	619,652	673,322	53,670	7.97%	
Recreation and Culture	296,107	161,400	147,862	112,316	(35,546)	(31.65%)	▼
Transport	1,433,830	1,420,630	1,302,213	1,558,817	256,604	16.46%	▲
Economic Services	264,531	272,121	249,370	272,224	22,854	8.40%	
Other Property and Services	188,666	200,200	183,502	150,209	(33,293)	(22.16%)	▼
Total (Excluding Rates)	8,746,899	4,067,140	3,727,768	4,674,447	946,679		
Operating Expense							
Governance	(777,873)	(698,706)	(640,288)	(618,090)	22,198	(3.59%)	
General Purpose Funding	(357,465)	(315,222)	(294,264)	(269,471)	24,793	(9.20%)	
Law, Order and Public Safety	(1,179,682)	(1,184,097)	(1,085,183)	(847,692)	237,491	(28.02%)	▼
Health	(239,708)	(259,888)	(238,161)	(211,332)	26,829	(12.70%)	▼
Education and Welfare	0	0	0	0	0		
Housing	(94,385)	(94,385)	(86,383)	(56,176)	30,207	(53.77%)	▼
Community Amenities	(1,273,533)	(1,109,742)	(1,017,005)	(972,857)	44,148	(4.54%)	
Recreation and Culture	(1,326,476)	(1,455,093)	(1,332,914)	(1,352,329)	(19,415)	1.44%	
Transport	(2,493,589)	(2,582,514)	(2,367,123)	(2,312,082)	55,041	(2.38%)	
Economic Services	(917,744)	(933,228)	(855,206)	(854,641)	565	(0.07%)	
Other Property and Services	(67,391)	(100,303)	(91,575)	(269,779)	(178,204)	66.06%	▲
Total	(8,727,846)	(8,733,178)	(8,008,102)	(7,764,449)	243,653		
Funding Balance Adjustment							
Add back Depreciation	2,037,127	2,002,442	1,835,482	1,892,803	57,321	3.03%	
Adjust (Profit)/Loss on Asset Disposal	10 (24,004)	5,996	(50,920)	(8,637)	42,283	(489.56%)	
Adjust Provisions and Accruals	0	0	0	4,771	4,771	100.00%	
Net Operating (Ex. Rates)	2,032,176	(2,657,600)	(2,495,772)	(1,201,064)	1,294,708		
Capital Revenues							
Proceeds from Disposal of Assets	10 371,000	341,000	312,576	141,507	(171,069)	(120.89%)	▼
Proceeds from New Debentures	0	0	0	0	0		
Proceeds from Sale of Investments	0	0	0	0	0		
Proceeds from Advances	0	0	0	0	0		
Self-Supporting Loan Principal	0	0	0	0	0		
Transfer from Reserves	9 1,918,194	1,716,849	1,573,748	903,787	(669,961)	(74.13%)	▼
Total	2,289,194	2,057,849	1,886,324	1,045,294	(841,030)		

Shire of Toodyay
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ending 31 May 2014

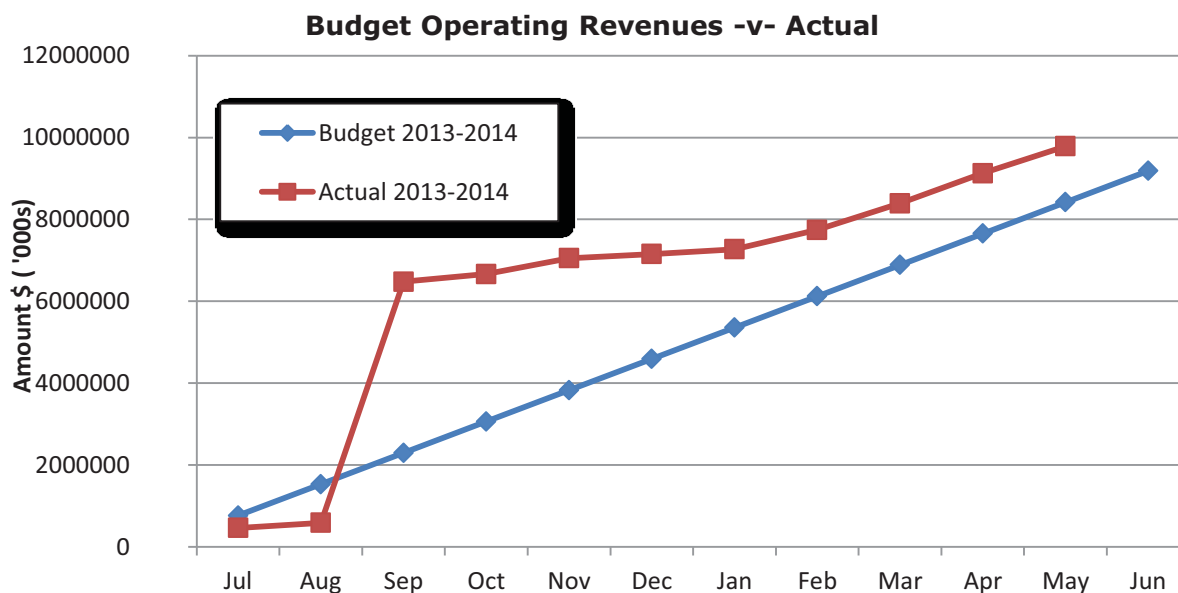
		Original Adopted Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
	Note		4			3	3	
Capital Expenses								
Land and Buildings	10	(186,397)	(1,686,397)	(1,545,819)	(1,921,727)	(375,908)	19.56%	▲
Plant and Equipment	10	(524,000)	(465,200)	(426,426)	(422,742)	3,684	(0.87%)	
Furniture and Equipment	10	(60,750)	(80,750)	(74,008)	(71,076)	2,932	(4.13%)	
Infrastructure Assets - Roads	10	(2,587,950)	(2,367,511)	(2,169,915)	(1,541,953)	627,962	(40.73%)	▼
Infrastructure - Bridges		(76,000)	(76,000)	(69,663)	(3,943)	65,721	(1666.98%)	
Infrastructure - Footpaths		(95,500)	(95,500)	(87,538)	(82,204)	5,334		
Infrastructure - Parks & Recreation		(40,000)	(40,000)	(36,652)	(30,252)			
Infrastructure Assets - Other	10	(170,807)	(216,807)	(198,726)	(158,111)	40,615	(25.69%)	▼
Repayment of Debentures		(195,091)	(195,091)	(178,794)	(195,090)	(16,296)	8.35%	
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	9	(1,051,297)	(1,176,298)	(1,078,671)	(839,178)	239,493	(28.54%)	▼
Total		(4,987,792)	(6,399,554)	(5,866,212)	(5,266,276)	593,535		
Net Capital		(2,698,598)	(4,341,705)	(3,979,888)	(4,220,982)	(247,495)		
Total Net Operating + Capital		(666,422)	(6,999,305)	(6,475,660)	(5,422,046)	1,047,213		
Rate Revenue		5,024,195	5,119,545	5,119,545	5,111,113	(8,432)	(0.16%)	
Opening Funding Surplus(Deficit)		2,672,694	2,572,086	2,572,086	2,572,085	(1)	(0.00%)	
Closing Funding Surplus(Deficit)	3	7,030,466	692,325	1,215,971	2,261,152	1,038,780		

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 May 2014

Note 2 - Graphical Representation - Source Statement of Financial Activity



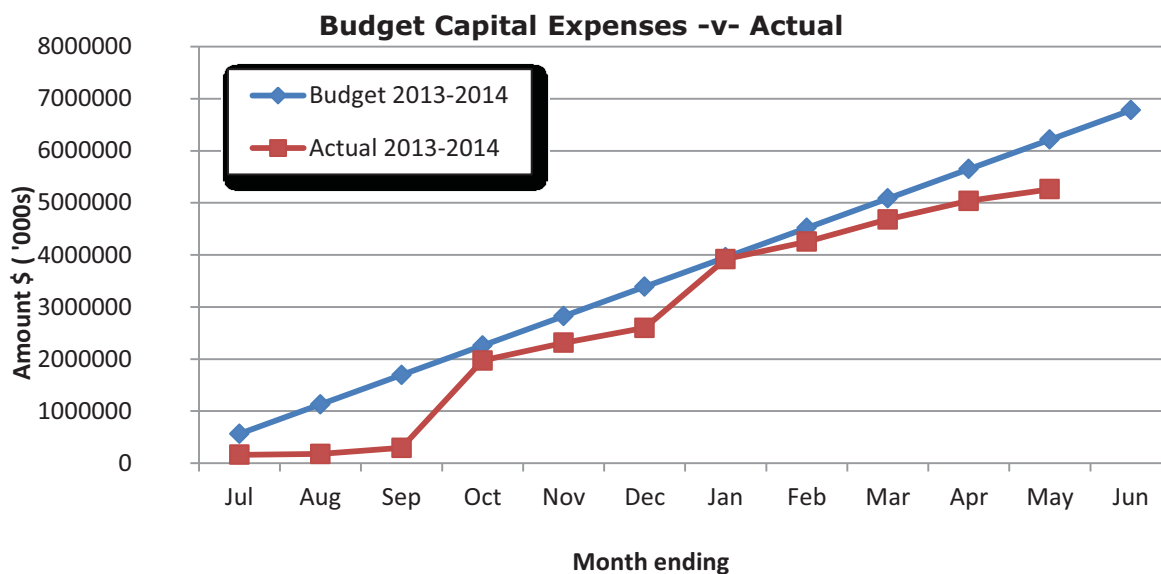
Comments/Notes - Operating Expenses



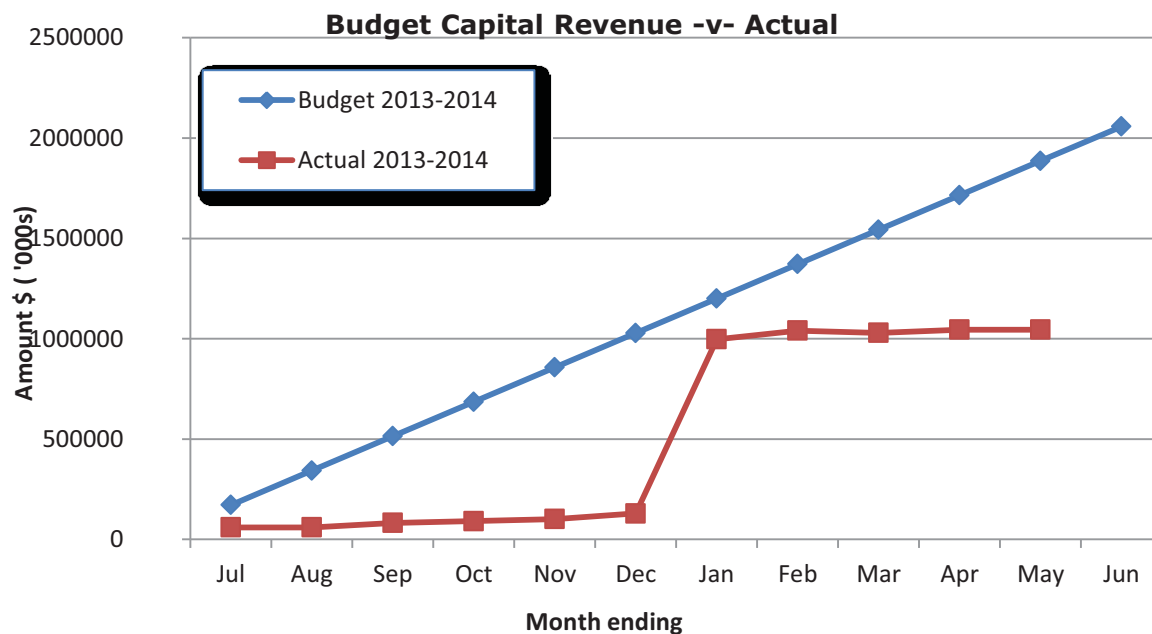
Comments/Notes - Operating Revenues

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 May 2014

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses



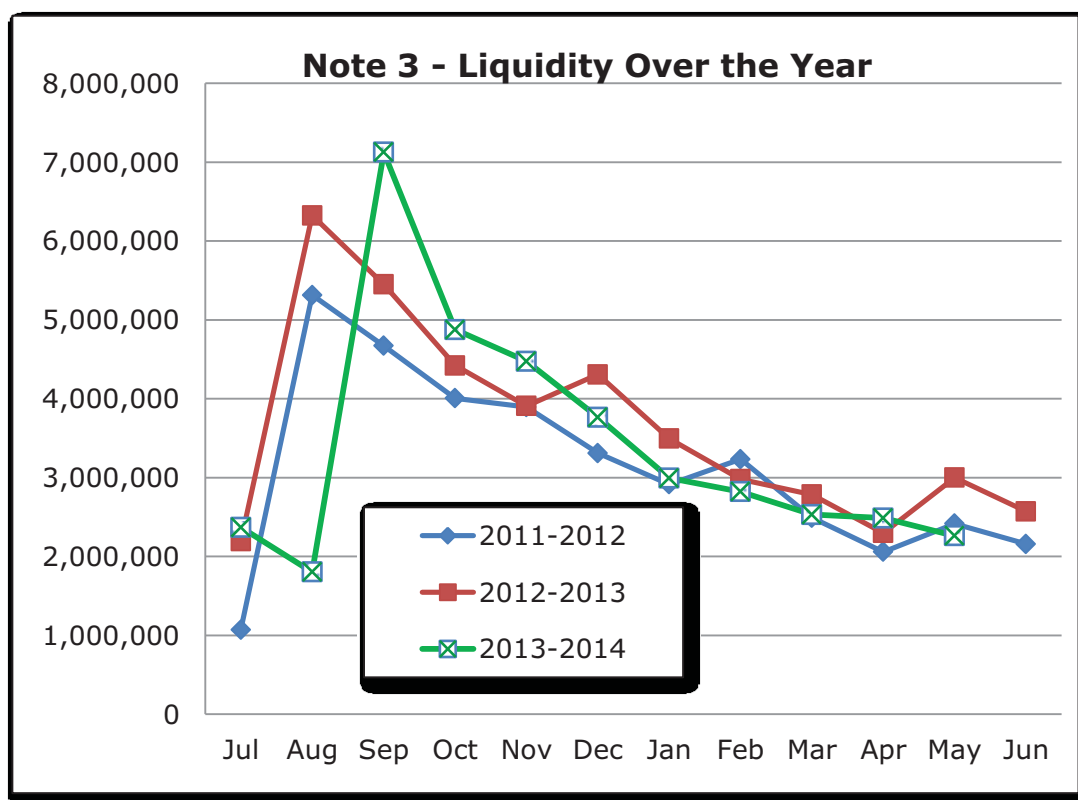
Comments/Notes - Capital Revenues

Capital Revenue includes transfers from Reserve funds and revenue from disposal of assets but excludes Non- Operational Grant revenue as this is included in Operating revenue.

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 May 2014

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)				
2013-2014				
Note	This Period	Last Period	Same Period Last Year	1 July BFWD
	\$	\$	\$	
Current Assets				
Cash Unrestricted	1,791,424	1,904,590	2,596,190	2,648,769
Cash Restricted	2,889,461	2,889,461	2,592,668	2,954,070
Investments				
Receivables - Rates and Rubbish	538,792	679,296	474,607	465,874
Receivables -Other	36,339	43,869	24,310	63,336
Inventories	126,958	145,296	90,747	125,956
	5,382,973	5,662,510	5,778,521	6,258,004
Less: Current Liabilities				
Payables	(67,237)	(179,028)	(52,686)	(755,560)
Provisions	(428,581)	(431,645)	(384,745)	(430,066)
	(495,818)	(610,673)	(437,431)	(1,185,626)
Less: Cash Restricted Reserves	(2,889,461)	(2,889,461)	(2,592,668)	(2,954,070)
Adjustment for Current Borrowings	0	62,004	(12,749)	195,091
Adjustment for Cash Backed Liabilities	263,457	263,457	265,628	258,686
Net Current Funding Position	2,261,152	2,487,837	3,001,301	2,572,085



Comments - Net Current Funding Position

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 May 2014

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal		676,462				676,462	Bendigo Bank	At Call
Reserve			30,418			30,418	Bendigo Bank	At Call
Trust				1,017,319		1,017,319	Bendigo Bank	At Call
(b) Term Deposits								
Municipal NCD: 1253918	3.45%	558,405				558,405	Bendigo Bank	02.09.14
Bendigo Bank: 1261788	3.15%	561,116				561,116	Bendigo Bank	14.07.14
Reserve	3.35%		2,859,067			2,859,067	Bendigo Bank	03.06.14
Trust - T83	3.35%			119,609		119,609	Bendigo Bank	19.08.14
Trust - T84	3.35%			186,591		186,591	Bendigo Bank	19.08.14
Trust - T794	3.35%			93,990		93,990	Bendigo Bank	27.11.14
Trust - T100	3.45%			119,568		119,568	Bendigo Bank	27.06.14
						0		
Total		1,795,983	2,889,485	1,537,078	0	6,222,546		

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 Ending 31 May 2014

Note 6: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Opening Surplus(Deficit)	\$	\$	\$	131,280
	2012/2013 Annual Report Adoption - actual Surplus		Opening Surplus(Deficit)			(100,608)	30,672
031210	Salaries - Rates Officer		Operating Expenses			(5,000)	25,672
031219	Rates Review		Operating Expenses		55,000		80,672
031301	Rates Levied - All Areas		Operating Revenue		95,350		176,022
051222	Brigade Vehicles, Trailers Mtce		Operating Expenses			(19,000)	(585,493)
051223	Dfes Brigade Buildings - Mntce		Operating Expenses			(3,000)	(588,493)
051225	Brigade Utilities, Rates & Taxes		Operating Expenses			(7,000)	(595,493)
051227	Brigade Insurances		Operating Expenses			(3,000)	(598,493)
051331	Grant/Contributions - Fire		Operating Revenue		2,000	(50,000)	(646,493)
051335	Fines & Penalties		Operating Revenue		12,500		(633,993)
051336	Esl Levy Recoup		Operating Revenue		26,544		(607,449)
051352	Lops - Sale Of Plant & Equipment		Operating Revenue		8,000		(599,449)
052207	Dog Control Expenses		Operating Expenses		2,400		(597,049)
052209	Other Animal Control		Operating Expenses		2,500		(594,549)
052323	Dog Registration Fees		Operating Revenue		4,000		(590,549)
052328	Cat Registration Fees		Operating Revenue		3,480		(587,069)
053322	Income - Misc		Operating Revenue		5,000		(582,069)
053401	Cctv - Closed Circuit Television Camera - Security		Capital Expenses			(40,000)	(622,069)
074201	Health Salaries		Operating Expenses		5,882		(616,187)
074204	Health Superannuation		Operating Expenses			(2,394)	(618,581)
074209	Legal Expenses		Operating Expenses		5,000		(613,581)
074332	Health Act Fees, Licences		Operating Revenue		5,000		(608,581)
077251	Alma Beard Medical Centre - Building		Capital Expenses		2,325		(606,256)
091330	Shire Owned Housing - Rental Income		Operating Revenue			(5,000)	(611,256)
091332	Recoups - Staff Housing		Operating Revenue			(5,000)	(616,256)
092250	Other Housing - Renewal/Upgrade/New		Operating Revenue			(4,000,000)	(4,616,256)
092252	Aroc Aged Care Housing Initiative		Capital Expenses		4,400,000		(216,256)
101201	Waste Transfer Station		Operating Expenses		30,000		(186,256)
101202	Disposal Of Refuse		Operating Expenses		15,000		(171,256)
101203	Domestic Refuse Collection		Operating Expenses		60,700		(110,556)
101251	Waste Transfer Station - Capital Works		Capital Expenses		6,000		(104,556)
101330	Domestic Rubbish Collection - Mandatory		Operating Revenue		900		(103,656)
101331	Commercial Rubbish Collection		Operating Revenue		16,000		(87,656)
101333	Waste Transfer Station Maintenance - Minimum Rate		Operating Revenue		5,427		(82,229)
101334	Domestic Rubbish Collection - Additional		Operating Revenue			(18,000)	(100,229)
103332	Dividend - Nth'M Liquid Waste Fac		Operating Revenue		4,154		(96,075)
105201	Environmental Officer - Salaries		Operating Expenses		15,000		(81,075)

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 May 2014

Note 6: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
106201	Town Planning Salaries		Operating Expenses			(14,000)	(95,075)
106204	Superannuation (T.Plng)		Operating Expenses			(5,919)	(100,994)
106205	Other Employee Costs (Town Planning)		Operating Expenses			(15,488)	(116,482)
106206	T.Plng Vehicle Expenses		Operating Expenses			(9,550)	(126,032)
106216	Contractor Expenses		Operating Expenses		15,000		(111,032)
106334	T.Plng Misc Fees		Operating Revenue		5,000		(106,032)
107206	War Memorial		Operating Expenses		7,049		(98,983)
107331	Cemetery Fees (Inc Gst)		Operating Revenue		5,850		(93,133)
111201	Memorial Hall - Operational & Maintenance Expenditure		Operating Expenses			(3,157)	(96,290)
111203	Community Ctre		Operating Expenses			(17,063)	(113,353)
111351	Buildings - Public Halls & Civic Centres		Capital Expenses		90,000		(23,353)
111352	Land - Public Halls & Civic Centres		Capital Expenses		125,000		101,647
111334	Grants - Halls, Community & Civic Centres		Operating Revenue			(50,000)	51,647
111334	Grants - Halls, Community & Civic Centres		Operating Revenue			(40,207)	11,440
113201	Toodyay Showgrounds		Operating Expenses			(21,827)	(10,387)
113202	Toodyay Race Course		Operating Expenses			(7,492)	(17,879)
113203	Newcastle Park		Operating Expenses		4,154		(13,725)
113204	Duke Street North Public Toilets		Operating Expenses			(3,741)	(17,466)
113206	Parks & Gardens Depot		Operating Expenses			(2,810)	(20,276)
113207	Pioneer Arbortum		Operating Expenses		3,109		(17,167)
113212	Pelham Reserve		Operating Expenses		9,427		(7,740)
113261	Land - Recreation Precinct		Capital Expenses			(1,625,000)	(1,632,740)
113262	Buildings - Sport & Recreation		Capital Expenses		1,850,000		217,260
113275	Transfer To Recreation Development Reserve		Capital Expenses			(100,000)	117,260
113350	Transfer From Recreation Development Reserve		Capital Revenue			(25,000)	92,260
113351	Grants & Contributions		Operating Revenue		25,000	(72,000)	45,260
115201	Library Salaries		Operating Expenses			(17,492)	27,768
115204	Other Emp Costs (Lib.)		Operating Expenses			(8,116)	19,652
115206	Library Bldg. Maintenance		Operating Expenses			(2,333)	17,319
115334	Misc Income		Operating Revenue		2,000		19,319
116201	Museum (Gaol) Maintenance		Operating Expenses		6,260		25,579
116212	Museum Curator - Salary		Operating Expenses		5,000		30,579
116214	Museum Curator - Super		Operating Expenses		3,000		33,579
116215	Museum Curator - Oth Emp Costs		Operating Expenses		3,213		36,792
117201	Festivals - Other		Operating Expenses			(3,860)	32,932
117202	Avon Descent		Operating Expenses			(2,827)	30,105
117203	Aust. Day Celebrations		Operating Expenses			(300)	29,805
117207	Toodyay International Food Festival		Operating Expenses			(2,503)	27,302
117211	Xmas Street Party		Operating Expenses			(3,737)	23,565

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 May 2014

Note 6: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
117333	Sponsorship - International Food Festival		Operating Revenue		500		24,065
121213	Road Construction - Own Resources		Capital Expenses		150,968		175,033
121213	Road Construction - Own Resources		Capital Expenses		69,470		244,503
	D0026 - Mount Road - \$25,000						244,503
	D0095 - Lukin Street - \$2,500						244,503
	J0091 - Harcourt Street - \$16,970						244,503
	Various - Emergency & Shoulder Work - \$25,000						244,503
121337	Roads To Recovery Grants		Operating Revenue		30,000		274,503
121339	Road Const. (Private) Contribution		Operating Revenue			(100,000)	174,503
122202	Purchase Of Plant & Equipment		Capital Expenses		60,000		234,503
122330	Sale Of Plant & Equipment		Capital Revenue			(30,000)	204,503
123201	Road Maintenance		Operating Expenses		80,000		284,503
123207	Road Verge Spraying		Operating Expenses		10,000		294,503
123209	Depot Maintenance		Operating Expenses			(60,000)	234,503
123335	Operating Grants - Other		Operating Revenue		14,300		248,803
126202	Police Licensing		Operating Expenses			(7,018)	241,785
126203	Dot Direct Debits		Operating Expenses			0	241,785
126332	Dot Direct Credits		Operating Expenses		0		241,785
126331	Police Licensing Commission		Operating Revenue		42,500		284,285
132209	Public Liability Insurance (V.C.)		Operating Expenses		4,385		288,670
132210	Telephone/Internet Costs (V.C.)		Operating Expenses			(2,500)	286,170
132211	Visitor Centre - Other Employee Costs		Operating Expenses			(13,622)	272,548
132213	Connors Mill Bldg. Operation (V.C.)		Operating Expenses		0	0	272,548
132214	Visitors Ctre. Bldg. Operation		Operating Expenses			(4,460)	268,088
132250	Economic Services - Tourism - Other Infra		Capital Expenses		75,000		343,088
132337	Ye Olde Lolly Shoppe Stock Sales		Operating Revenue		5,590		348,678
133201	Building Salaries		Operating Expenses		50,000		398,678
133203	Superannuation (Bldg)		Operating Expenses		3,499		402,177
133205	Other Employee Costs - Building		Operating Expenses			(4,559)	397,618
133207	Building Control Expenses		Operating Expenses		5,000		402,618
133334	Building Fees - Other		Operating Revenue		2,000		404,618
133338	Community Depot - Other Infrastructure Works		Capital Expenses			(10,000)	394,618
137253	Plant & Equipment - Other Economic Services		Capital Expenses			(1,200)	393,418
143201	Salaries - Supervisors - Public Work Overheads		Operating Expenses		50,000		443,418
143206	Other Employee Costs - Pwo		Operating Expenses		7,732		451,150
143207	Supervisors Vehicles		Operating Expenses			(10,380)	440,770
143208	Engineering Office Expenses		Operating Expenses			(5,000)	435,770
143209	Eng. - Printing & Stationery		Operating Expenses			(1,500)	434,270
143210	Wages Staff - Training		Operating Expenses			(10,000)	424,270

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 May 2014

Note 6: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
143214	Outside Staff - Wages - Sick Leave		Operating Expenses			(5,000)	419,270
143216	Superannuation (Wages Staff)		Operating Expenses		5,000		424,270
143219	Insurance On Works		Operating Expenses		4,267		428,537
143222	Safety Equipment & P.P.E.		Operating Expenses			(10,000)	418,537
143223	Communication Costs		Operating Expenses			(1,000)	417,537
143226	Small Plant Operating Costs		Operating Expenses			(5,000)	412,537
143333	Workers Compensation Reimbursements		Operating Revenue		11,534		424,071
144203	Distillate		Operating Expenses		50,000		474,071
144206	Plant - Parts & Repairs		Operating Expenses			(45,000)	429,071
144207	Plant Repair - Wages		Operating Expenses			(9,000)	420,071
144208	Ins. & Licences		Operating Expenses			(7,277)	412,794
144209	Sundry Tool Purchases		Operating Expenses			(5,000)	407,794
147210	Community Markets		Operating Expenses			(7,500)	400,294
147211	Community Garden		Operating Expenses			(7,500)	392,794
147253	Transfer From Asset Development Reserve		Capital Revenue			(125,000)	267,794
148201	Wages/Salaries - Rangers		Operating Expenses			(17,799)	249,995
148202	Superannuation		Operating Expenses			(7,980)	242,015
148204	Insurance		Operating Expenses			(4,778)	237,237
							237,237
			Capital Expenses			(25,000)	212,237
031220	Transfer To Rates Review Reserve		Capital Expenses	(1,215)			212,237
032205	Transfer To Bridge Reserve		Capital Expenses	(554)			212,237
041252	Transfer To Anzac 100Th Reserve		Capital Expenses	(980)			212,237
042254	Transfer To Employee Entitlement Reserve - Administration		Capital Expenses	(3,060)			212,237
054205	Transfer To Emergency Management & Recovery Reserve		Capital Expenses	(603)			212,237
101252	Transfer To Refuse Reserve		Capital Expenses	(2,325)			212,237
106203	Transfer To Depot Remediation & Investigation Reserve		Capital Expenses	(729)			212,237
106217	Transfer To Local Planning Scheme No 4 Reserve		Capital Expenses	(364)			212,237
113274	Transfer To Swimming Pool Reserve		Capital Expenses	(2,235)			212,237
113275	Transfer To Recreation Development Reserve		Capital Expenses	(24,184)			212,237
122203	Transfer To Plant Replacement Reserve		Capital Expenses	(4,040)			212,237
122205	Transfer To Road Contribution Reserve		Capital Expenses	(19,321)			212,237
122212	Transfer To Dual Use Pathway Reserve		Capital Expenses	(155)			212,237
137211	Transfer To Gravel Reserve		Capital Expenses	(718)			212,237
143225	Transfer To Employee Entitlement Reserve - Outside Staff		Capital Expenses	(3,060)			212,237
147252	Transfer To Asset Development Reserve		Capital Expenses	(6,458)			212,237
032335	Interest On Reserve Accounts		Operating Revenue	70,000			212,237
	Non Cash Amendments						

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 May 2014

Note 6: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
031209	Administration Allocation - Rates		Non Cash Item	(197,262)			212,237
041218	Administration Allocation - Governance		Non Cash Item	(192,733)			212,237
074210	Administration Allocation - Public Health		Non Cash Item	(69,276)			212,237
101204	Administration Allocation - Household Refuse		Non Cash Item	(48,146)			212,237
106212	Administration Allocation - Town Planning		Non Cash Item	(88,896)			212,237
111204	Administration Allocation - Public Halls		Non Cash Item	(70,785)			212,237
113221	Admin Allocation - Recreation & Sport		Non Cash Item	(72,294)			212,237
115210	Administration Allocation - Library		Non Cash Item	(58,862)			212,237
116218	Administration Allocation - Heritage		Non Cash Item	(63,238)			212,237
126201	Administration Allocation - Licencing		Non Cash Item	(152,135)			212,237
132229	Administration Allocation - Tourism		Non Cash Item	(108,517)			212,237
133209	Administration Allocation - Building		Non Cash Item	(91,915)			212,237
143224	Administration Allocation - Pwo		Non Cash Item	(141,570)			212,237
148211	Administration Allocation - Ranger Services		Non Cash Item	(153,644)	(1,509,273)		(1,297,036)
00B402	Less Admin Allocation		Non Cash Item	1,509,273	1,549,500		252,464
Amended Budget Cash Position as per Council Resolution				(1)	7,860,131	(7,738,947)	252,464

Shire of Toodyay
Notes To The Statement Of Financial Activity
For the Period Ending 31 May 2014

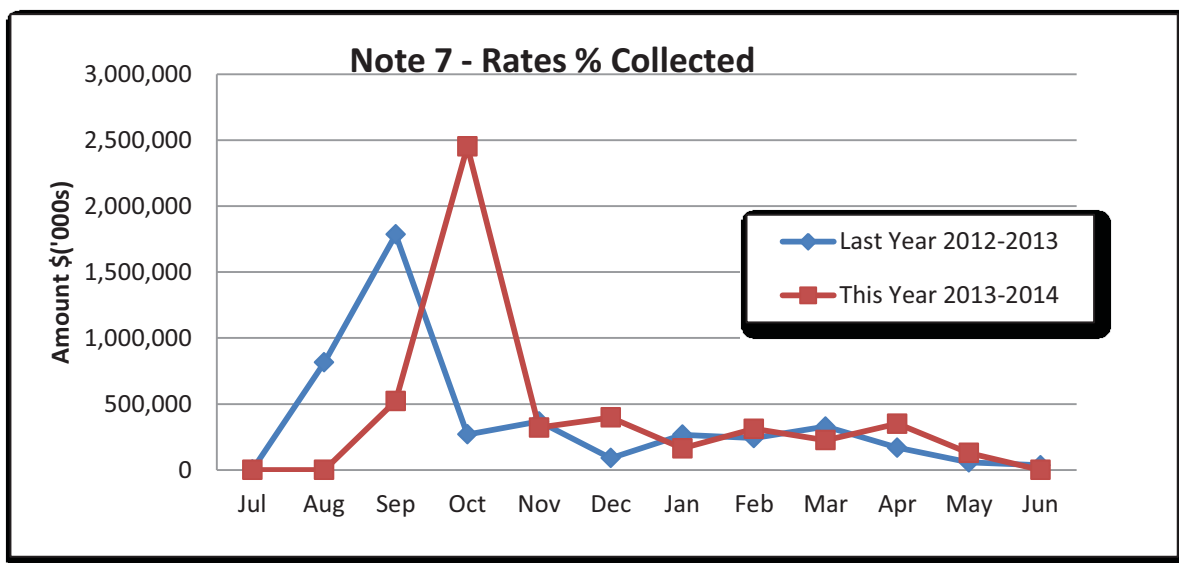
Note 7: RECEIVABLES

Receivables - Rates and Rubbish

Opening Arrears Previous Years
 Rates Levied this year
Less Collections to date
Plus - Rates Payments Made In Advance
 Equals Current Outstanding

Current 2013-2014	Previous 2012-2013	Total
\$	\$	\$
	302,460	302,460
5,111,113	0	5,111,113
(4,619,552)	(252,265)	(4,871,817)
(25,132)	77,835	52,703
466,429	128,030	594,459
		594,459
		89.99%

Net Rates Collectable
 % Collected



Comments/Notes - Receivables Rates and Rubbish

Current

Credit Balances	(31,631)
Employee Direct Debit	1,895
Interim Rates	2,348
Legal Action	25,809
No Action Required	2,006
Property Sale	9,423
Payment Arrangement	197,395
Overdue	87,503
Pensioner	113,878
Properties in Receivership	22,187
Sale of Land LG Act S6.64	35,831
Intent To Summons	0
Skip Trace	0

Total Current **466,643**

Non- Current

Deferred Pensioners (not collectable till Pensioner property is sold)	127,817
Net Rates Collectable	594,460

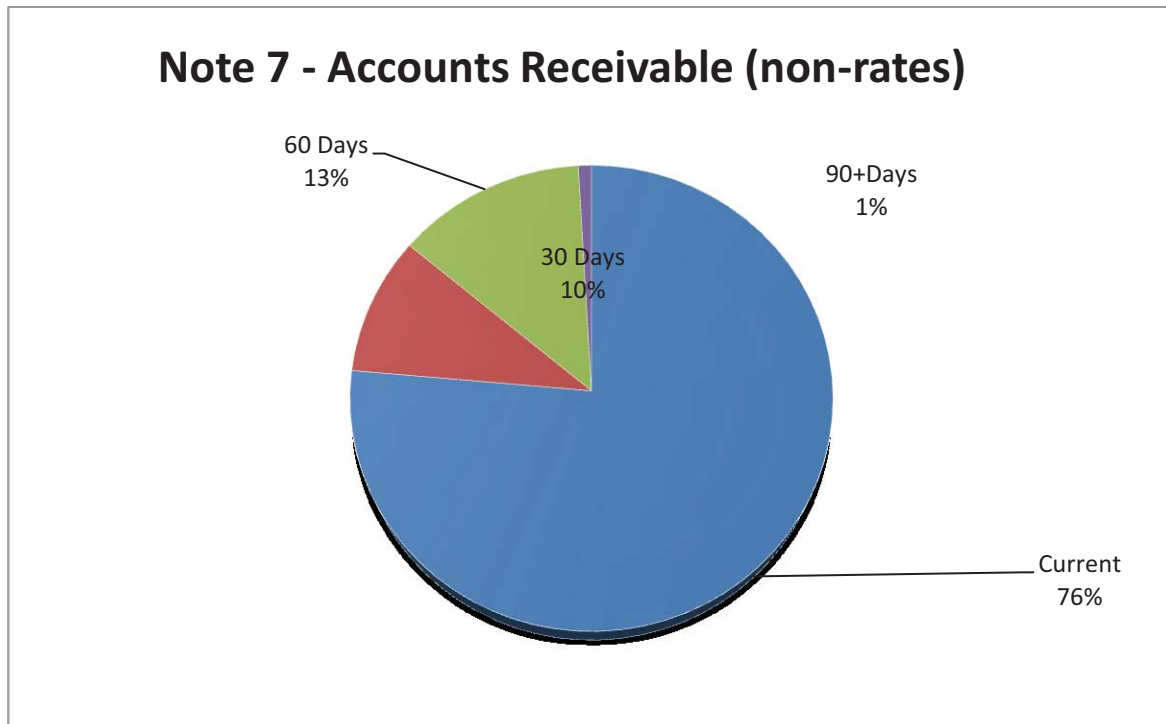
Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 May 2014

Note 7: RECEIVABLES

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	53,302	6,705	9,133	632
Total Outstanding	69,772			

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

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

Final Letters	0.00
Seven Day Letters	0.00
Debt Collection	532.35
No Action Required	69,189.48
Payment Arrangement	0.00
Payroll Deductions	50.00
To be Written Off	0.00
Total Outstanding	69,771.83

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Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 May 2014

Note 8: GRANTS AND CONTRIBUTIONS

Program/Details GL	Provider	Approval	2013-2014 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING							
Financial Assistance Grant - General - Untied	Federal Government	Yes	472,000	0	472,000	471,951	49
Financial Assistance Grant - Roads - Untied	Federal Government	Yes	244,000	0	244,000	244,138	(138)
Royalties For Regions 2012/2013 Individual	Dept Local Government	Yes	558,405	(558,405)	0	558,405	(558,405)
GOVERNANCE							
LAW, ORDER, PUBLIC SAFETY							
Bush Fire Mitigation - SEMC	DFES	No	50,000	(48,000)	2,000	0	2,000
ESL Levy Recoup	DFES	Yes	128,000	26,544	154,544	154,544	0
FESA Firefighting Recoup	DFES	Yes	15,000	0	15,000	14,564	436
ESL Capital Grant - Morangup BFB Extensions	DFES	Yes	31,550	0	31,550	31,550	0
CESM Recoups	DFES & Shire of Goomalling	Yes	80,750	0	80,750	71,800	8,950
HOUSING							
CLFF/RFR 2012/2013 Regional Component	Dept Local Government	Yes	2,742,412	(2,742,412)	0	0	0
AROC Aged Care Contribution	Butterley Cottages	Yes	857,588	(857,588)	0	0	0
AROC Aged Care Contribution	Shire of Goomalling	Yes	200,000	(200,000)	0	0	0
AROC Aged Care Contribution	Shire of Victoria Plains	Yes	200,000	(200,000)	0	0	0
COMMUNITY AMENITIES							
RECREATION AND CULTURE							
RDAF Round 5 Grant Funding	RDAF	No	90,207	(90,207)	0	0	0
Duidee Skate Park - Stage 2 - Plans	Dept Sport & Rec	Yes	3,000	(3,000)	0	0	0
Duidee Skate Park - Stage 2 - Plans	Lotterywest	Yes	3,000	(3,000)	0	0	0
Duidee Skate Park - Stage 2 - Construction	Dept Sport & Rec	Yes	66,000	(66,000)	0	0	0
CSRFF	Dept Sport & Rec	Yes	0	25,000	25,000	25,000	0
Writing WA		Yes	3,000	0	3,000	3,000	0
Read Out Loud		Yes	1,000	0	1,000	1,191	0
EMRC - AVON/IFF Festival	East Metropolitan Reg Council	Yes	37,000	0	37,000	0	37,000

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Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 May 2014

Note 8: GRANTS AND CONTRIBUTIONS

Program/Details GL	Provider	Approval	2013-2014 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
Thank A Volunteer Day Grant		(Yes/No) Yes	\$ 1,000	\$ 0	\$ 1,000	\$ 1,000	\$ 0
TRANSPORT							
Dual Use Pathways & Bike Paths	Department of Transport	Yes	49,750	0	49,750	14,500	35,250
Regional Roads Group	MRWA	Yes	693,314	0	693,314	627,851	65,463
Roads To Recovery	Federal Government	Yes	373,011	30,000	403,011	728,316	(325,305)
Untied Operating Road Grant	MRWA	Yes	98,755	0	98,755	98,755	0
Road Construction (Private) Contributions	Private	Yes	100,000	(100,000)	0	0	0
Road Maintenance Contributions	Private	Yes	100,000	0	100,000	18,105	81,895
ECONOMIC SERVICES							
Community Depot - Stormwater Reuse	Wheatbelt NRM	Yes	10,181	0	10,181	7,636	2,545
OTHER PROPERTY & SERVICES							
		Yes			0		0
TOTALS			7,208,923	(4,787,068)	2,421,855	3,072,306	(650,260)

Comments - Grants and Contributions

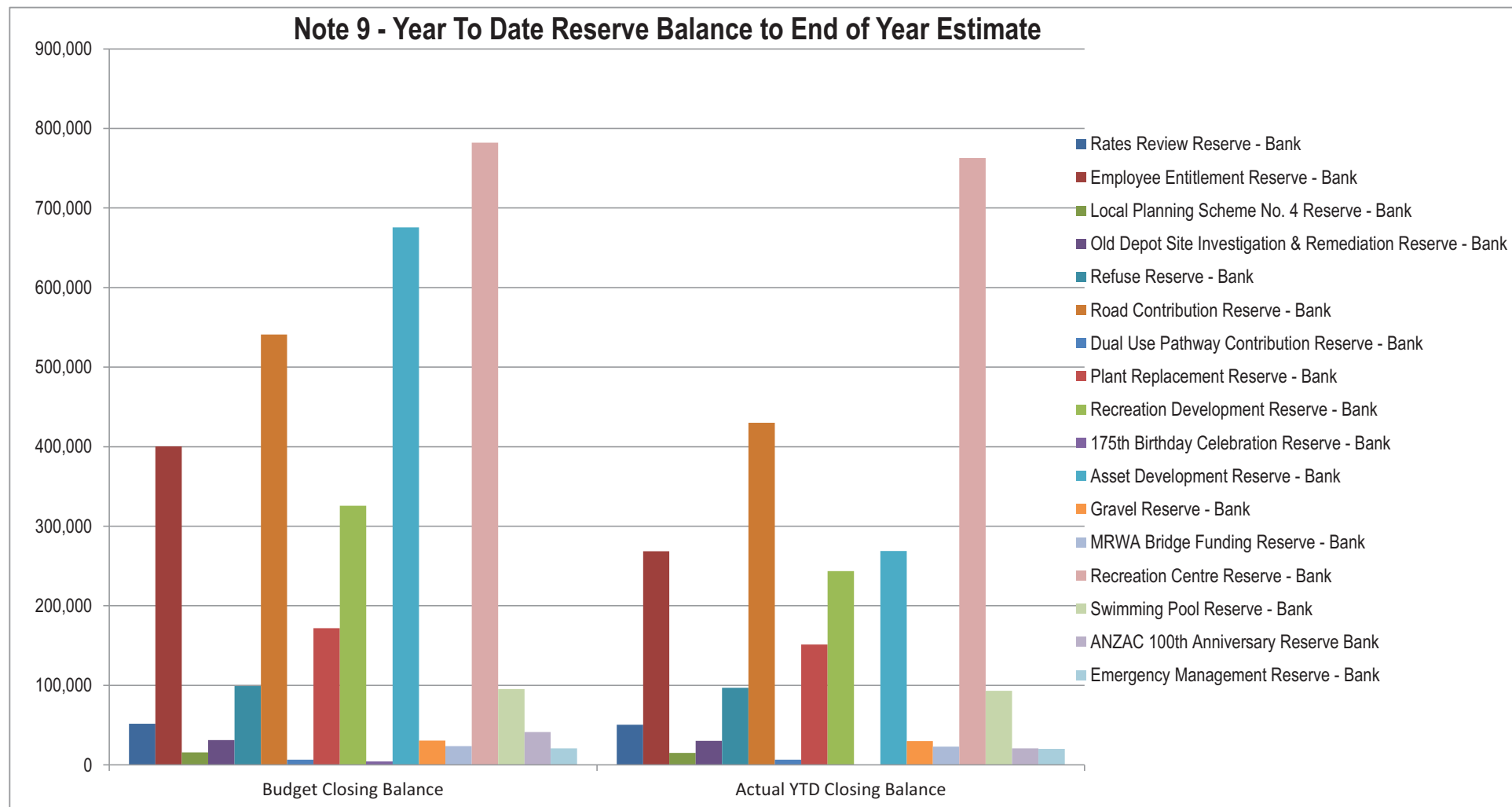
Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 May 2014

Note 9: Cash Backed Reserve

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$
Anzac 100th Anniversary Reserve	41,421	615	764	20,000		0		62,036	42,185
Asset Development Reserve	273,005	4,959	5,035	0		(125,000)		152,964	278,040
Dual Use Pathways Reserve	6,552	0	121	0		(6,552)		0	6,673
Emergency Management & Recovery Reserve	20,538	305	503	10,000	10,552			30,843	31,593
Employee Entitlement Reserve	258,686	6,400	4,771	30,000		(30,000)		265,086	263,457
Gravel Reserve	30,351	0	560	0		(30,351)		0	30,911
Local Planning Scheme No 4 Reserve	15,403	0	284	0		(15,403)		0	15,688
MRWA Bridge Reserve	23,439	0	432	0		(23,439)		(0)	23,871
Old Depot Site Reserve	30,807	0	568	0		(30,807)		(0)	31,375
Plant Replacement Reserve	170,766	2,537	3,150	150,000		(200,000)		123,303	173,916
Rates Review Reserve	51,345	0	947	0		(51,345)		(0)	52,292
Recreation Centre Reserve	774,787	11,510	0	0		(786,297)	(774,787)	(0)	0
Recreation Development Reserve	247,497	3,677	18,855	786,297	774,787	(100,000)		937,471	1,041,139
Refuse Disposal Reserve	98,284	1,460	1,813	0		(30,000)		69,744	100,097
Road Contribution Reserve	816,706	12,133	14,293	0		(489,000)	(129,000)	339,839	701,999
Swimming Pool Reserve	94,483	1,404	1,743	0		0		95,887	96,225
Information Technology Reserve	0	0	0	5,000		0		5,000	0
Footbridge Reserve	0	0	0	5,000		0		5,000	0
	2,954,070	45,000	53,839	1,006,297	785,339	(1,918,194)	(903,787)	2,087,173	2,889,461

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 May 2014

Note 9: Cash Backed Reserve (Continued)



Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 May 2014

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Profit(Loss) of Asset Disposal				Disposals	Current Budget			
Cost	Accum	Proceeds	Profit		Replacement			
\$	\$	\$	\$		Proceeds	Proceeds	Variance	
			0	T0017 - John Deere 670D Grader	120,000	0	(120,000)	▼
			0	1TIL297 - Dolly 1	15,000	0	(15,000)	▼
			0	Dolly 2	15,000	0	(15,000)	▼
165,420	(115,794)	62,727	13,101	T009 - Truck (from 2012-13)	0	62,727	62,727	
		0	0	T0010 - Truck	77,000	0	(77,000)	▼
10,000	(1,113)	8,500	(387)	T4623 - Tow Behind Sweeper	8,000	8,500	500	▲
		0	0	T0013 - Mitsubishi Triton Garden	7,000	0	(7,000)	▼
8,200	(1,824)	8,727	2,352	T0014 - Mitsubishi Triton Garden	7,000	8,727	1,727	▲
21,900	(2,930)	16,182	(2,788)	T0026 - Mitsubishi Triton Dual Cab (WC	15,000	16,182	1,182	▲
9,200	(1,904)	7,455	159	T6364 - Mitsubishi Triton	7,000	7,455	455	▲
		0	0	T6480 - Mitsubishi Triton	14,000	0	(14,000)	▼
14,000	(2,320)	9,597	(2,083)	T0000 - Mazda 6 Sports Sedan	15,000	9,597	(5,403)	▼
15,900	(1,834)	11,228	(2,838)	1DGW869 - Mazda 6 Sports Sedan	16,000	11,228	(4,772)	▼
18,700	(2,730)	17,091	1,121	T1184 - Mitsubishi 4x4 D/Cab (BS/EC)	25,000	17,091	(7,909)	▼
263,320	(130,450)	141,507	8,637	Totals	341,000	141,507	(199,493)	

Comments - Capital Disposal

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 May 2014

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions Information				Summary Acquisitions	Current Budget			
Grants & Contributions	Reserves	Borrowing	Total		Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$	\$	
4,818,757	200,000	950,000	5,968,757	Property, Plant & Equipment				
			0	Land and Buildings	2,421,258	1,921,727	(2,128,743)	▼
			0	Plant & Property	465,200	422,742	(71,268)	▼
				Furniture & Equipment	60,750	71,076	10,326	▲
				Infrastructure				
1,172,575	0	0	1,066,325	Roadworks	2,587,950	1,541,953	(1,070,627)	▼
76,000	0	0	76,000	Bridges	76,000	3,943	(72,057)	▼
43,500	6,552	0	50,052	Footpaths & Cycleways	95,500	82,204	0	▼
				Parks and Recreation	140,000	30,252	853	
0	60,807	0	30,000	Other Infrastructure	215,807	158,111	(57,696)	▼
6,110,832	267,359	950,000	7,191,134	Totals	6,062,465	4,232,009	(3,389,212)	

Comments - Capital Acquisitions

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 May 2014

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions Information				Land & Buildings	Current Budget			
Grants & Contributions	Reserves	Borrowing	Total		This Year			
					Budget	Actual	Variance (Under)Over	
31,550			31,550	LOPS - Building - Capital Expenditure	31,550	22,573	(8,977)	▼
				Cat Pound - Building Expenditure	150,000	67,480	(82,520)	▼
				Alma Beard Medical Centre - Building	7,800	7,800	0	
				Staff Housing - Capital Works	25,170	5,305	(19,865)	▼
				- \$13,136 Connors Cottage Paint & Ceiling		0		
				- \$7,534 Clinton Street New Fencing				
				- \$4,500 19A Clinton Street Finish Bathroom				
4,000,000			4,000,000	AROC Aged Care Housing Initiative	0	0	0	
				<u>Buildings - Public Halls & Civic Centres</u>	106,255	0	(106,255)	▼
50,000			50,000	- \$90,000 Memorial Hall Re-roof				
				- \$8,198 Youth Hall Paint & Re-fence				
				- \$8,057 Toodyay Community Centre Re-paint				
	100,000		100,000	Land - Public Halls & Civic Centres	125,000	0	(125,000)	▼
				<u>Construction Of New Depot Facility</u>	0	90,723	90,723	▲
				- \$85,000 Sealing of car park				
				- \$32,000 Replacement of Water Tanks				
				- \$30,000 Conduit/Drainage				
				- \$15,000 Furniture				
				<u>Buildings - Sport & Recreation</u>	1,850,000	6,400	(1,843,600)	▼
575,000	100,000	950,000	1,625,000	- \$1,625,000 Rec Precinct Land Purchase		1,629,213		
122,000			122,000	- \$200,000 Duidge Park Skate Park Stage 2				
				- \$25,000 Basketball Facilities			0	
				<u>Upgrade To Heritage Buildings</u>	36,227	25,837	(10,390)	▼
				Q132 - \$12,500 Connors Mill Repairs				
				Q133 - \$8,670 Newcastle Old Gaol Roof Repairs				
				Q134 - \$5,057 Parkers Cottage Ceiling Replacement				
				Q135 - \$10,000 Donegans Cottage Structure Repairs				
				<u>Economic Services & Tourism - Building</u>	20,000	18,981	(1,019)	▼
				- \$20,000 VC Refit For Additional Office Space				
40,207			40,207	<u>Community Depot - Capital Works</u>	69,256	47,417	(21,839)	▼
				- \$69,256 Connect power, water & level site				
4,818,757	200,000	950,000	5,968,757	Totals	2,421,258	1,921,727	(2,128,743)	

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 May 2014

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions Information				Plant & Equipment	Current Budget			
Grants &	Reserves	Borrowing	Total		This Year			
					Budget	Actual	Variance	
\$	\$	\$	\$		\$	\$	\$	
			0	Purchase Of Plant & Equipment				
			0	T0010 - Truck	180,000	169,600	(10,400)	▼
			0	Retractable Tarps x 2		19,360		
			0	T4623 - Tow Behind Sweeper	47,000	47,750	750	▼
			0	T0013 - Mitsubishi Triton Garden	22,000		(22,000)	▼
			0	T0014 - Mitsubishi Triton Garden	22,000	24,782	2,782	▲
			0	T0026 - Mitsubishi Triton Dual Cab (WC	35,000	30,765	(4,235)	▼
			0	T6364 - Mitsubishi Triton	25,000	24,782	(218)	▼
			0	T6480 - Mitsubishi Triton	25,000		(25,000)	▼
			0	T0 - Holden Caprice (CEO)	45,000	45,062	62	▲
			0	T1184 - Mitsubishi 4x4 D/Cab (BS/EC)	35,000	28,265	(6,735)	▼
			0	New Standpipe & Swipe Cards	17,200	\$17,206	6	▲
			0	Graffiti Trailer	0	\$9,450		
			0	HP T790 A1 Plotter Eprinter	6,000		(6,000)	▼
			0	Portable Toilet	6,000	5,720	(280)	▼
0	0	0	0	Totals	465,200	422,742	(71,268)	

Contributions Information				Furniture & Equipment	Current Budget			
Grants &	Reserves	Borrowing	Total		This Year			
					Budget	Actual	Variance	
\$	\$	\$	\$		\$	\$	\$	
			0	<u>Council Chambers - Furniture & Fittings</u>	21,600	20,818	(782)	▼
				- \$15,000 Council Chambers Visual Display				
			0	- \$6,600 Council Dashboard - Meetings				
			0	Administration - Computer Hardware & S	30,000	5,800	(24,200)	▼
			0	<u>Furniture & Fittings - Visitor Centre</u>	9,150	7,683	(1,467)	▼
				- \$9,150 VC Upgrade Website & Annual Fee				
				<u>LOPS - Emergency Management</u>				
				CCTV - Crime Prevention Strategy	0	36,775	36,775	▲
0	0	0	0	Totals	60,750	71,076	10,326	

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 May 2014

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions Information				Roads		Current Budget			
Grants &	Reserves	Borrowing	Total			This Year			
\$	\$	\$	\$			Budget	Actual	Variance	
				<u>Regional Road Group Projects - Grant Funded</u>		\$	\$	\$	
366,000			366,000	A0004	- \$366,000 Julimar Road	366,000	364,516	(1,484)	▼
109,333			109,333	A0194	- \$164,000 Dewars Pool Road	164,000	247,977	83,977	▲
217,981			217,981	A0196	- \$326,972 Telegraph Road	326,972	228,258	(98,714)	▼
				<u>Roads To Recovery - Grant Works</u>				0	
175,731			175,731	B0012	- \$175,731 Lovers Lane	175,731	181,558	5,827	▲
47,324			47,324	B0099	- \$47,234 Beaufort Street	47,324	30,339	(16,985)	▼
78,400			78,400	B0106	- \$78,400 Dryandra Road	78,400	8,747	(69,653)	▼
71,556			71,556	B0176	- \$82,723 Horsehoe Road	82,723	8,780	(73,943)	▼
0			0	J0697	- \$322,800 Toodyay Bindi Bindi Road B	322,800	13,264	(309,536)	▼
				J0703	- Bridge - Toodyay Rd		3,833		
				<u>Road Construction - Own Resources</u>				0	
			0	D0026	- \$129,734 Mount Road	129,734	104,280	(25,454)	▼
				D0008			210		
				D0011			19,499		
			0	D0062	- \$9,170 Rosedale Street	9,170	3,054	(6,116)	▼
			0	D0095	- \$16,200 Lukin Street	16,200	13,623	(2,578)	▼
				D0117	- \$36,135 Coondle Drive	36,135	5,690	(30,445)	▼
				D0168	- \$129,734 Toodyay West Road	129,734	0	(129,734)	▼
				D0025	- \$12,584 Town Oval	12,584	1,753	(10,831)	▼
100,000				D0258	- \$150,968 Charcoal Lane Car Park	150,968	1,750	(149,218)	▼
				J0001	- \$100,000 Mountain Park Subdivision	100,000	1,084	(98,916)	▼
6,250				J0003	- \$12,500 Bike Parking - 26 U Rails	12,500	13,235	735	▲
				J0004			1,089		
				J0008	- \$360,000 Dumbarton Road	360,000	289,415	(70,585)	▼
				J0091	- \$16,970 Harcourt Street	16,970	0	(16,970)	▼
				J0703					
				D0000	- \$50,005 Emergency & Shoulder Work	50,005	0	(50,005)	▼
1,172,575	0	0	1,066,325	Totals		2,587,950	1,541,953	(1,070,627)	

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 May 2014

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions Information				Bridges	Current Budget			
					This Year			
Grants &	Reserves	Borrowing	Total		Budget	Actual	Variance	
\$	\$	\$	\$		\$	\$	\$	
76,000			76,000	J0703 <u>Bridges & Culverts Works</u> Telegraph Rd Toodyay Brook Bridge	76,000	3,943	(72,057)	▼
76,000	0	0	76,000	Totals	76,000	3,943	(72,057)	

Contributions Information				Footpaths & Cycleways	Current Budget			
					This Year			
Grants &	Reserves	Borrowing	Total		Budget	Actual	Variance	
\$	\$	\$	\$		\$	\$	\$	
8,250			8,250	Y0036 <u>Footpaths - Construction</u> - \$16,500 Duidgee Park Pathway	16,500	17,353	853	
35,250	6,552		41,802	Y0071 - \$70,500 Drummond Street Pathway	70,500	64,851	(5,649)	
			0	Y0258 - \$8,500 Charcoal Lane Street Pathway	8,500	0	(8,500)	
43,500	6,552	0	50,052	Totals	95,500	82,204	(13,296)	

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 31 May 2014

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions Information				Parks, Gardens & Reserves	Current Budget			
Grants &	Reserves	Borrowing	Total		This Year			
					Budget	Actual	Variance	
\$	\$	\$	\$		\$	\$	\$	
			0				0	
				- \$20,000 Treescape	20,000	19,999	(1)	▼
				Duidee Park Upgrade	20,000	5,453	(14,547)	▼
				Other infrastructure - Sport & Recreation		4,800		
	100,000		100,000	Recreation Precinct - Design & Drawings	100,000	0	(100,000)	▼
0	100,000	0	100,000	Totals	140,000	30,252	(114,548)	

Contributions Information				Other Infrastructure	Current Budget			
Grants &	Reserves	Borrowing	Total		This Year			
					Budget	Actual	Variance	
\$	\$	\$	\$		\$	\$	\$	
				<u>Construction Of New Depot Facility</u>	45,000	73,850	28,850	▲
				- \$85,000 Sealing of car park				
				- \$32,000 Replacement of Water Tanks				
				- \$30,000 Conduit/Drainage				
				- \$15,000 Furniture				
				<u>Economic Services - Tourism - Other Inf</u>	110,000	18,981	(91,019)	▼
58,405			58,405	- \$75,000 Tourist Information Bay				
				- \$35,000 Shire of Toodyay Entry Statements				
				Feinnes Street Admin Centre				
				Pagoda - Concrete Pad	0	5,400	5,400	
			0	<u>Remediation Of Old Depot Sites - Works & P & G</u>				
	30,807			- \$30,807 Site Investigation	30,807	26,273	(4,534)	▼
				<u>Community Depot</u>				
				Installation of Water Tanks		10,030	10,030	
	30,000		30,000	Waste Transfer Station - Capital Works	30,000	23,578	(6,422)	▼
				Recreation - Strategic Plan	0	0	0	
0	60,807	0	30,000	Totals	215,807	158,111	(57,696)	

**Shire Of Toodyay - Statement Of Financial Activity - 2013/2014
For the Period Ending 31 May 2014**

Report Of Significant Variances Greater Than 10% and/or \$5,000

Operating & Capital Income

General Finance

032335 Interest on Reserves - Timing variance

Governance and Administration

042334 Actual higher than budget - includes insurance rebates

Law Order & Public Safety - Animal Control

052323 Dog Registration Fees - timing variance

Law, Order & Public Safety - Emergency Management

054335 CESM Recoup - Higher than YTD budget - prior year adjustment

Health

074332 Health Act Fees & Licences - higher than budgeted

Other Community Services

107331 Cemetery Fees (Inc GST) - higher than budgeted - may require review

Recreation & Culture

111334 RDAF Grant - Grant will not be received

116335 Heritage Recoup - None received to date

Transport

121333 Grant Revenue below budget - timing

121337 Roads yto Recovery grant higher than budget - Adjusted for Bridge works

122330 Revenue from Sale of Plant & Equipment less than budgeted - grader not sold

Police Licensing

126331 Police Licensing Commission - may require review - service was budgeted to be discontinued

Tourism & Area Promotion

132332 Floor stock sales below budget

Building Services

133333 Building License fees - Revenue more than budgeted

Operating & Capital Expenditure

General Purpose Funding

031218 Legal expenses below budget

Governance

041204 Election Expenses below budget

041223 Local Laws Review - Expenditure below budget

041228 Integrated Strategic Plan - over budget (includes Valuation of Land & Buildings)

041230 Economic Development Plan - work still in progress

041252 Transfer to Reserve - Anzac Centenary - Timing variance

Administration

Law Order and Public Safety

051200 Strategic access and egress - Significantly Below budget

**Shire Of Toodyay - Statement Of Financial Activity - 2013/2014
For the Period Ending 31 May 2014**

Report Of Significant Variances Greater Than 10% and/or \$5,000

051201 Fire Mitigation works - below budget
051221 & 051222 savings on P & Eq maintenance partly offset extra vehicle maintenance expenditure
051225 Brigade utilities over budget
052210 Ranger Services allocations differ from budget
052211 Cat Pound - Expenditure below budget

Health

077201 Medical Centre maintenance costs less than budgeted

Staff Housing

091204 Maintenance exp - Lot 46/47 Telegraph Rd - under budget
091205 Maintenance exp - Connor's Cottage - under budget
091250 Staff Housing Capital Works - work still to do
092202 Mrs O'Reilly's - expenditure below budget

Community Sponsorship

104201 Community grants less than budgeted

Protection of the Environment

105201 EO Salaries - Below budget

Town Planning

106205 Other Employee Costs - Town Planning - timing variance
106216 Contractor expenses less than budgeted

Other Community Services

107201 Cemetery Maintenance -over expended but offset by increased revenue

Public Halls

111201 Memorial Hall - expenditure exceeds budget
111202 Morangup Community Centre - expenditure less than budgeted
111203 Community Centre - expenditure exceeds budget

Recreation & Sport

113215 Misc Parks & gardens - Expenditure less than budgeted
113256 Duidgee Park Upgrade below budget - costs allocated to maintenance
113265 Recreation Precinct - Drawings and design below budget - Timing

Libraries

115206 Library Maintenance - over budget - includes painting

Culture

117213 Community culture grants below budget

Transport

121212 Roads To Recovery Grant Works - below budget -Bridge tender awarded
121213 Road Construction - Own Resources - Costs well below budget
121215 Bridgeworks below budget - Carried out by Main Roads
122206 Construction Of New Depot Facility - Capital - Now split between carpark and building
123201 Road Maintenance - expenditure below budget
123205 Footpath maintenance - no expenditure to date
123206 Lighting Of Streets - cost increase less than anticipated
123209 Depot Maintenance - includes some set up costs for new depot

**Shire Of Toodyay - Statement Of Financial Activity - 2013/2014
For the Period Ending 31 May 2014**

Report Of Significant Variances Greater Than 10% and/or \$5,000

Tourism & Area Promotion

- 132214 Visitor Centre Building - Costs include some changes resulting from upgrade
- 132216 Accommodation Expense below budget - timing
- 132250 Entry Statement below budget

Building Services

- 133201 Building Salaries - timing variance & change in MPD allocation
- 133201 Building superannuation below budget

Economic Services

- 137202 Standpipe expenses - Water charges up but offset by increased revenue

Public Works Overheads

- 143213 Public Holiday costs above budget - timing

Plant Operation Costs

- 144206 Plant Parts & Repairs - timing variance
- 144207 Plant Repair Wages - over budget
- 144250 Plant costs - Not adequately allocated to Jobs
- 005012 Loss on sale of assets - less than budgeted due to grader disposal deferred

Unclassified Items

- 147206 Syred Cottage - Below budget - Conservation plan still to do
- 147210 Community Markets - expense less than budget
- 147206 Community Gardens - expense less than budget

Ranger Services

- 148201 Wages/Salaries - Over budget - includes additional staff
- 148202 Ranger Superannuation above budget - see above

Non-Cash

Rates

Animal Control

- 052210 Ranger Services Allocation - Fire Prevention - timing variance - ABC Admin Allocations reviewed for 2013/2014

Public Works Overheads

- 143250 Less Allocated To Works & Services (PWOH) - timing variance

Ranger Services

- 148211 Administration Allocation - Ranger Services - timing variance - ABC Admin Allocations reviewed for 2013/2014
- 148212 Less Allocated To Schedules - timing variance

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending
31 May 2014

COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
GENERAL PURPOSE FUNDING - RATES												
OPERATING EXPENDITURE												
031208	Rates Written Off		(500)		(500)		(451)		(565)	(114)	25.32%	
031209	Administration Allocation - Rates		(189,505)		(197,262)		(180,818)		(184,317)	(3,499)	1.94%	
031210	Salaries - Rates Officer		(36,261)		(41,261)		(37,818)		(36,238)	1,580	(4.18%)	
031211	Other Employee Costs - Rates Officer - Uniforms - 600		(600)		(600)		(600)		(13)	587	0.00%	
031212	Conferences & Training - Rates		(500)		(500)		0		0	0	0.00%	
031213	Superannuation		(5,099)		(5,099)		(4,664)		(3,212)	1,452	(31.12%)	
031215	Postage - Rates Notices - 3,000 - Instalments Notices x 3 - 2,500		(5,500)		(5,500)		(5,500)		(4,406)	1,094	0.00%	
031216	Rating Valuations - GRV Valuations - 2,500 - UV Valuations - 30,000 - Interim Valuations - 2,500		(38,500)		(38,500)		(38,500)		(33,885)	4,615	(11.99%)	
031217	Title Searches		(1,000)		(1,000)		(913)		(912)	1	(0.11%)	
031218	Legal Expenses - Debt Collection Costs - 25,000		(25,000)		(25,000)		(25,000)		(5,922)	19,078	(76.31%)	▼
031219	Rates Review - VGO Valuations - 50,000 - Postage & Community Consult - 5,000		(55,000)		0		0		0	0	0.00%	
			(357,465)		(315,222)		(294,264)		(269,471)	24,793		
OPERATING REVENUE												
031301	Rates Levied - All Areas	5,023,495		5,118,845		4,692,270		5,110,303		418,033	0.00%	
031302	Ex Gratia Rates	700		700		638		811		173	0.00%	
031303	Interest On Outstanding/Overdue Rates	25,000		28,000		25,663		33,031		7,368	0.00%	
031305	Instalment Charges	20,000		20,000		18,326		20,611		2,285	0.00%	
031306	Rates - Administration Fee	20,000		20,000		20,000		18,618		(1,382)	(6.91%)	
031307	Rates - Property Account Enquiries	20,000		20,000		18,326		22,544		4,218	23.02%	

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending
31 May 2014

COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
031308	Rates - Payment Plan Administration Fee	2,500		2,500		2,288		1,691		(597)	0.00%	
031309	Rates Paid In Advance	0		(76,426)		(70,048)		(76,426)		(6,378)	0.00%	
031330	Sale Of Electoral Rolls & Maps	0		0		0		82		82	0.00%	
031331	Rates - Legal Expenses Recovered	20,000		20,000		18,326		5,822		(12,504)	0.00%	
031332	ESL - Administration Fee	5,000		5,000		4,576		4,400		(176)	0.00%	
		5,136,695		5,158,619		4,730,365		5,141,488		411,123		
TOTAL RATES - Operating		5,136,695	(357,465)	5,158,619	(315,222)	4,730,365	(294,264)	5,141,488	(269,471)	435,915		
CAPITAL EXPENDITURE												
031220	Transfer To Rates Review Reserve		0		(1,215)		(1,111)		(947)	164	0.00%	
			0		(1,215)		(1,111)		(947)	164		
CAPITAL REVENUE												
031333	Transfer From Rates Review Reserve	51,345	0	0		0		0		0	0.00%	
		51,345	0	0		0		0				
TOTAL RATES - Capital		51,345	0	0	(1,215)	0	(1,111)	0	(947)	164		
TOTAL RATES		5,188,040	(357,465)	5,158,619	(316,437)	4,730,365	(295,375)	5,141,488	(270,418)	436,079		
GENERAL PURPOSE FUNDING - GENERAL PURPOSE GRANTS												
OPERATING EXPENDITURE												
			0	0		0		0		0	0.00%	
			0	0		0		0		0		
OPERATING REVENUE												
032330	General Purpose Grant	472,000		472,000		432,663		471,951		39,288	9.08%	
032331	Road Improvement Grant	244,000		244,000		223,663		244,138		20,475	9.15%	
032332	Special Projects (Bridges) Gp Grants	0		0		0		0		0	0.00%	
032341	Special Project Grants	0		0		0		0		0	0.00%	

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending
31 May 2014

COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
		716,000		716,000		656,326		716,089		59,763		
	TOTAL GENERAL PURPOSE GRANTS - Operating	716,000	0	716,000	0	656,326	0	716,089	0	59,763		
	TOTAL GENERAL PURPOSE GRANTS - Capital	0	0	0	0	0	0	0	0	0		
	TOTAL GENERAL PURPOSE GRANTS	716,000	0	716,000	0	656,326	0	716,089	0	59,763	0	
	<u>GENERAL FINANCE</u>											
	<u>OPERATING REVENUE</u>											
032334	Interest On Investment	45,000		60,000		55,000		50,723		(4,277)	(7.78%)	▼
032335	Interest On Reserve Accounts	45,000		70,000		64,163		53,839		(10,324)	(16.09%)	
032336	Interest Earned On Trust	0		0		0		0		0	0.00%	
032339	Royalties For Regions	558,405		0		0		558,405		558,405	0.00%	
	2012/2013 Component To:											
	- Charcoal Lane Car Park - 100,000											
	- Skate Park - Stage 2 - 50,000											
	- Aged Care Units (AROC) - 350,000											
	- Information Bay - 58,405											
	TOTAL GENERAL FINANCE - Operating	648,405	0	130,000	0	119,163	0	662,967	0	543,804	(0)	0
	<u>CAPITAL EXPENDITURE</u>											
032204	Reserve Interest Transferred To Reserve		(45,000)		0		0		0	0	0.00%	
032205	Transfer To Bridge Reserve		0		(554)		(506)		(432)	74	0.00%	
			(45,000)		(554)		(506)		(432)	74		
	<u>CAPITAL REVENUE</u>											
		0		0		0		0		0	0	

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending
31 May 2014

COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
		0		0		0		0				
	TOTAL GENERAL FINANCE - Capital	0	(45,000)	0	(554)	0	(506)	0	(432)	74		
	TOTAL GENERAL FINANCE	648,405	(45,000)	130,000	(554)	119,163	(506)	662,967	(432)	543,878		
	TOTAL GENERAL PURPOSE FUNDING	6,552,445	(402,465)	6,004,619	(316,991)	5,505,854	(295,881)	6,520,543	(270,850)	1,039,720		

GOVERNANCE & ADMINISTRATION

GOVERNANCE

OPERATING EXPENDITURE

041220	Bad Debts Written Off	0	0	0	(328)	(328)	#DIV/0!
041201	Aroc Secretariat	(5,000)	(5,000)	(4,576)	(5,008)	(432)	9.43%
041202	Memb. Attendance & Allowance	(141,900)	(131,900)	(120,901)	(118,942)	1,959	(1.62%)
	<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	(18,000)	(23,000)	(21,076)	(20,899)	177	(0.84%)
041204	Election Expenses	(15,000)	(10,000)	(9,163)	(3,307)	5,856	(63.91%)
041205	Shire Presidents Allowance	(19,157)	(19,157)	(17,556)	(19,341)	(1,785)	10.17%
	- President's Allowance - 15,326						
	- D/Pres Allowance - 3,831						
041206	Wheatbelt Development Commission Funding	0	0	0	0	0	0.00%
041207	Refreshments & Functions - Councillors	(10,000)	(10,000)	(9,163)	(6,471)	2,692	(29.38%)



Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending
31 May 2014

COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
041208	Refreshments & Functions - Staff		(15,000)		(15,000)		(13,750)		(13,190)	560	(4.07%)	
041210	Members Insurance		(10,000)		(6,155)		(5,632)		(6,155)	(523)	9.29%	
041211	Subscriptions		(21,865)		(21,865)		(20,042)		(20,496)	(454)	2.27%	
	- Avon Midland WALGA Zone - 2,000											
	- WALGA Assoc M/Ship - 8,332											
	- WALGA Procurement - 1,990											
	- Linking Councils & Communities - 5,000											
	- WALGA Local Laws Service - 543											
	- LGMA - 2,000											
	- Miscellaneous - 2,000											
041212	Misc Members Expenses		(5,000)		(5,000)		(4,576)		(2,797)	1,779	(38.87%)	
041213	Printing & Stationery		(1,000)		(3,500)		(3,201)		(2,908)	293	(9.16%)	
041214	Advertising		(25,000)		(25,000)		(22,913)		(21,978)	936	(4.08%)	
041218	Administration Allocation - Governance		(394,239)		(192,733)		(176,671)		(181,516)	(4,845)	2.74%	
041219	Audit Fees		(35,000)		(53,000)		(48,576)		(47,273)	1,304	(2.68%)	
041221	Strategic Development Plans - Fcwp Funding		0		0		0		(4,600)	(4,600)	0.00%	
041222	Legal Fees		(5,000)		(25,000)		(22,913)		(22,624)	289	(1.26%)	
000312	Deprec Of Assets-Members		(7,062)		(7,062)		(6,468)		(5,301)	1,167	(18.04%)	
041223	Local Laws Review		(11,150)		(11,150)		(10,219)		(617)	9,602	(93.96%)	▼
041226	175Th Birthday Celebrations		0		0		0		0	0	0.00%	
041227	Cost Of Dlg Enquiry - Audit Findings		0		0		0		0	0	0.00%	
041228	Integrated Strategic Plan - Consultant		(25,000)		(75,000)		(68,750)		(83,786)	(15,036)	21.87%	▲
041230	Economic Development Plan		(25,000)		(25,000)		(22,913)		(5,363)	17,551	(76.60%)	▼
			(789,373)		(664,522)		(609,059)		(592,898)	16,161		
<u>OPERATING REVENUE</u>												
041320	Recoups - Council Expenses	1,000		16,000		14,663		16,898		2,235	15.24%	
041321	Recoups - Other	1,000		1,000		913		191		(722)	(79.09%)	
		2,000		17,000		15,576		17,089		1,513		
TOTAL GOVERNANCE (Operating)		2,000	(789,373)	17,000	(664,522)	15,576	(609,059)	17,089	(592,898)	17,673		
<u>CAPITAL EXPENDITURE</u>												

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending
31 May 2014

COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
041252	Transfer To Anzac 100Th Reserve		(20,000)		(20,980)		(19,228)		(764)	18,464	(96.03%)	▼
041254	Council Chambers - Furniture & Fittings		(21,600)		(21,600)		(19,800)		(20,818)	(1,018)	5.14%	
	- Council Chambers Visual Display - 15,000											
	- Council Dashboard Meetings - 6,600											
			(41,600)		(42,580)		(39,028)		(21,582)	17,446		
CAPITAL REVENUE												
041322	Transfer From 175Th Anniversary Reserve	0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL GOVERNANCE (Capital)		0	(41,600)	0	(42,580)	0	(39,028)	0	(21,582)	17,446		
TOTAL GOVERNANCE		2,000	(830,973)	17,000	(707,102)	15,576	(648,087)	17,089	(614,480)	35,120		

GOVERNANCE & ADMINISTRATION

ADMINISTRATION

OPERATING EXPENDITURE

042201	Salaries - Administration	(908,731)	(908,731)	(832,997)	(826,160)	6,837	(0.82%)
042202	Salaries - L.S.L.	(35,000)	(35,000)	(32,076)	0	32,076	0.00%
042204	Superannuation - Admin	(79,638)	(79,638)	(72,996)	(79,042)	(6,046)	8.28%
042205	Staff Insurances	(70,996)	(46,906)	(42,988)	(46,906)	(3,918)	9.11%
	- Public Liability Insurance - (47,959)						
	- Workes Comp Insurance - (23,037)						
042206	Fbt - Administration Staff	(35,000)	(35,000)	(32,076)	(32,504)	(428)	1.33%
042207	Conference & Training	(45,000)	(25,000)	(22,913)	(20,573)	2,340	(10.21%)
042208	Advertising Positions	(10,000)	(10,000)	(9,163)	(6,143)	3,020	(32.96%)
042209	Staff Uniforms	(2,400)	(2,400)	(2,200)	(2,793)	(593)	26.94%
042210	Office Maint & Surrounds	(51,402)	(68,750)	(62,997)	(60,712)	2,285	(3.63%)
042211	Admin Printing & Stationery	(25,000)	(25,000)	(22,913)	(23,086)	(173)	0.76%

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending
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COA	Description	2013/2014 Original Budget		2013/2014 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)		(36,663)		(38,755)	(2,092)	5.71%	
042213	Office Equip. Mtce.		(30,000)		(30,000)		(27,500)		(28,333)	(833)	3.03%	
042214	Bank Charges		(14,000)		(18,000)		(16,500)		(17,730)	(1,230)	7.46%	
042215	Postage & Freight		(5,500)		(5,500)		(5,038)		(4,819)	219	(4.34%)	
042216	Computer Expenses		(80,000)		(125,000)		(114,576)		(116,149)	(1,573)	1.37%	
042217	Admin Vehicle Expenses		(20,000)		(23,426)		(21,461)		(22,319)	(858)	4.00%	
042218	Admin Legal Expenses		(5,000)		(5,000)		(4,576)		(123)	4,453	(97.30%)	
042220	Administration - Miscellaneous Expenditure		(6,727)		(6,727)		(6,160)		(6,527)	(367)	5.95%	
	- Miscellaneous - 2,000											
	- Workplace Solutions - 3,492											
	- WALGA Tax Service - 1,235											
	- Noise Headphones - 400											
042222	Osh - Investigations & Monitoring		0		0		0		(8,665)	(8,665)	0.00%	
000772	Deprec Of Assets - Admin		(33,379)		(53,379)		(48,928)		(52,174)	(3,246)	6.63%	
00B402	Less Admin Allocation		1,509,273		1,509,273		1,383,492		1,368,322	(15,170)	(1.10%)	
			11,500		(34,184)		(31,229)		(25,192)	6,037		
OPERATING REVENUE												
042331	Legal Expenses Recovered	500		500		451		0		(451)	(100.00%)	
042333	Photocopying	1,000		1,000		913		1,173		260	28.44%	
042334	Administration - Miscellaneous Income	10,000		10,000		5,500		19,099		13,599	247.25%	▲
042341	Income Protection Insurance Revenue	0		0		0		0		0	0.00%	
042342	Administration - Miscellaneous Income - G	0		0		0		4,920		4,920	0.00%	
		11,500		11,500		6,864		25,191		18,327		
TOTAL ADMINISTRATION (Operating)		11,500	11,500	11,500	(34,184)	6,864	(31,229)	25,191	(25,192)	24,365		
CAPITAL EXPENDITURE												
042254	Transfer To Employee Entitlement Reserve - Administrati		(15,000)		(18,060)		(16,555)		0	16,555	0.00%	
042255	Transfer To Information Technology Reserve		(5,000)		(5,000)		(4,576)		0	4,576	0.00%	
042400	Administration - Computer Hardware & Software		(30,000)		(10,000)		(9,163)		0	9,163	(100.00%)	▼
042401	Admin Building - Old Court House, Feinnes St		0		0		0		0	0	0.00%	

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending
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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
			(50,000)		(33,060)		(30,294)		0	30,294		
	CAPITAL REVENUE											
042330	Transfer From Employee Entitlement Rese	15,000		15,000		13,750		0		(13,750)	0.00%	
		15,000		15,000		13,750		0		(13,750)		
	TOTAL ADMINISTRATION (Capital)	15,000	(50,000)	15,000	(33,060)	13,750	(30,294)	0	0	16,544		
	TOTAL ADMINISTRATION	26,500	(38,500)	26,500	(67,244)	20,614	(61,523)	25,191	(25,192)	40,909		
	TOTAL GOVERNANCE & ADMINISTRATION	28,500	(869,473)	43,500	(774,346)	36,190	(709,610)	42,280	(639,672)	76,028		
	LAW, ORDER & PUBLIC SAFETY - FIRE PREVENTION											
	OPERATING EXPENDITURE											
051200	Strategic Access & Egress - Stage 3A - Toodyay Highlands (150,000) - Stage 3B - Julimar (100,000) - Stage 3C - Moondyne Park (50,000)		(300,000)		(300,000)		(275,000)		(9,250)	265,750	(96.64%)	▼
051201	Mitigation Works - Fire - Fuel Reduction Burning (5,000) - Spraying (5,000) - Revegetation (2,000)		(12,000)		(12,000)		(11,000)		(4,709)	6,291	(57.19%)	▼
051202	Firefighting - Water - Tank Maintenance (8,000) - Grounds Maintenance (2,000)		(10,000)		(10,000)		(9,163)		(7,836)	1,327	(14.48%)	
051207	Shire Fire-Fighting Vehicle Expenses		0		0		0		(261)	(261)	#DIV/0!	
051209	Firebreak Inspections		(1,000)		(1,000)		(913)		(532)	381	(41.68%)	
051210	Advertising & Signs		0		0		0		(1,981)	(1,981)	0.00%	
051211	Fire Standpipe Expenses		(10,000)		(10,000)		(9,163)		(10,080)	(917)	10.01%	
051212	Firebreaks - Shire Reserves - Fuel Reduction Burning (5,000)		(12,000)		(12,000)		(10,978)		(7,311)	3,667	(33.40%)	

Shire of Toodyay - Operating Statement by Function & Activity
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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
051213	- Spraying (5,000)											
	- Revegetation (2,000)											
051213	Firebreaks Services - Maintenance		(5,000)		(5,000)		(4,565)		(3,485)	1,080	(23.65%)	
051214	Egress & Access Track - Maintenance		(7,000)		(7,000)		(6,402)		(1,528)	4,874	(76.14%)	
	- Spraying (5,000)											
	- Revegetation (2,000)											
051215	Firefighting - Shire Resources		(28,000)		(60,000)		(54,978)		(59,340)	(4,362)	7.93%	
051216	Legal Costs Incurred		0		0		0		0	0	0.00%	
051218	End Of Year Brigade Function		(3,000)		(3,000)		(2,750)		0	2,750	(100.00%)	
051219	Ranger Services Allocation - Fire Prevention		(115,059)		(115,059)		(105,468)		(116,006)	(10,538)	9.99%	
051220	Brigade Plant & Equip (Less \$1,000)		(5,000)		(5,000)		(4,576)		(1,535)	3,041	(66.46%)	
051221	Brigade Plant & Equip Maint		(10,000)		(10,000)		(9,163)		(1,446)	7,717	(84.22%)	▼
051222	Brigade Vehicles, Trailers Mtce		(56,000)		(75,000)		(68,750)		(78,356)	(9,606)	13.97%	▲
051223	Dfes Brigade Buildings - Mntce		(8,000)		(8,000)		(7,304)		(3,281)	4,023	(55.08%)	
051224	Brigade Clothing & Access		(8,000)		(11,000)		(10,076)		(10,801)	(725)	7.19%	
051225	Brigade Utilities, Rates & Taxes		(20,000)		(27,000)		(24,750)		(32,584)	(7,834)	31.65%	▲
051226	Brigade Other Goods & Services		(3,000)		(3,000)		(2,750)		(1,992)	758	(27.57%)	
051227	Brigade Insurances		(18,000)		(21,000)		(19,250)		(21,763)	(2,513)	13.05%	
001742	Deprec Of Assets - Fire		(217,178)		(162,493)		(148,951)		(147,379)	1,572	(1.06%)	
			(848,237)		(857,552)		(785,950)		(521,456)	264,494		
OPERATING REVENUE												
051331	Grant/Contributions - Fire	50,000		2,000		1,826		1,476		(350)	(19.15%)	
	- Bush Fire Mitigation SEMC - 50,000											
051334	Legal Costs Recovered	0		0		0		0		0	0.00%	
051335	Fines & Penalties	7,500		20,000		18,326		23,058		4,732	25.82%	
051336	Esl Levy Recoup	128,000		154,544		141,658		154,544		12,886	9.10%	
051338	Fesa Recoup For Firefighting	15,000		15,000		13,750		14,564		814	5.92%	
051342	Ndrp 2010/2011 Program - Fesa Grant - S	0		0		0		0		0	0.00%	
051343	Lops - Grants	31,550		31,550		28,919		31,550		2,631	0.00%	
	- Morangup BFB Extensions - 31,550											
051352	Lops - Sale Of Plant & Equipment	0		8,000		7,326		8,182		856	0.00%	
	- Volvo 8 Wheeler Sale - 2,727											

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
		232,050		231,094		211,805		233,374		21,569		
	TOTAL FIRE PREVENTION - Operating	232,050	(848,237)	231,094	(857,552)	211,805	(785,950)	233,374	(521,456)	286,063		
	<u>CAPITAL EXPENDITURE</u>											
51253	Lops - Building - Capital Expenditure - Morangup BFB Extensions		(31,550)		(31,550)		(28,919)		(22,573)	6,346	(21.94%)	▼
			(31,550)		(31,550)		(28,919)		(22,573)	6,346		
	<u>CAPITAL REVENUE</u>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	TOTAL FIRE PREVENTION - Capital	0	(31,550)	0	(31,550)	0	(28,919)	0	(22,573)	6,346		
	TOTAL FIRE PREVENTION	232,050	(879,787)	231,094	(889,102)	211,805	(814,869)	233,374	(544,029)	292,409		
	<u>LAW, ORDER & PUBLIC SAFETY - ANIMAL CONTROL</u>											
	<u>OPERATING EXPENDITURE</u>											
052207	Dog Control Expenses		(7,400)		(5,000)		(4,576)		(2,866)	1,710	(37.36%)	
052208	Maintenance - Dog & Cat Pounds		(5,500)		(5,500)		(5,005)		(5,506)	(501)	10.02%	
052209	Other Animal Control		(7,500)		(5,000)		(4,565)		(3,127)	1,438	(31.50%)	
052210	Ranger Services Allocation - Animal Control		(161,083)		(161,083)		(147,653)		(182,296)	(34,643)	23.46%	▲
			(181,483)		(176,583)		(161,799)		(193,796)	(31,997)		
	<u>OPERATING REVENUE</u>											
052321	Fines & Penalties - Dog Act	1,000		1,000		913		1,332		419	45.86%	
052322	Impounding Fees - Dogs	3,000		3,000		2,750		3,956		1,206	43.85%	
052323	Dog Registration Fees	12,000		16,000		14,663		16,197		1,534	10.46%	

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
052324	Kennel Licences	100		100		88		55		(33)	(37.50%)	
052325	Fines - Other Animals	250		250		220		530		310	140.68%	
052326	Impounding Fees - Other	500		500		451		745		294	65.29%	
052327	Grant Income - Cat Pound Facilities	0		0		0		0		0	0.00%	
052328	Cat Registration Fees	0		3,480		(3,190)		3,990		7,180	0.00%	
		16,850		24,330		15,895		26,804		10,909		
TOTAL ANIMAL CONTROL - Operating		16,850	(181,483)	24,330	(176,583)	15,895	(161,799)	26,804	(193,796)	(21,087)		
CAPITAL EXPENDITURE												
052211	Cat Pound - Building Expenditure		(150,000)		(150,000)		(137,500)		(67,480)	70,020	(50.92%)	▼
			(150,000)		(150,000)		(137,500)		(67,480)	70,020		
CAPITAL REVENUE												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL ANIMAL CONTROL - Capital		0	(150,000)	0	(150,000)	0	(137,500)	0	(67,480)	70,020		
TOTAL ANIMAL CONTROL		16,850	(331,483)	24,330	(326,583)	15,895	(299,299)	26,804	(261,275)	48,933		
OTHER												
OPERATING EXPENDITURE												
053203	Telephone Expense		(1,000)		(1,000)		(913)		0	913	(100.00%)	
			(1,000)		(1,000)		(913)		0	913		
OPERATING REVENUE												
053320	Fines Enforcement Recoup	0		0		0		0		0	0.00%	
053321	Fines & Penalties - Misc	2,500		2,500		2,288		1,686		(603)	(26.33%)	
053322	Income - Misc	0		5,000		4,576		37,321		32,745	0.00%	
053323	Cctv - Grants & Contributions	0		0		0		11,169		11,169	0.00%	
		2,500		7,500		6,864		50,175		43,311		

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL (LOPS) OTHER - Operating	2,500	(1,000)	7,500	(1,000)	6,864	(913)	50,175	0	44,224		
	<u>CAPITAL EXPENDITURE</u>											
053401	Cctv - Closed Circuit Television Camera - Security	0			(40,000)		(36,663)		(36,775)	(112)	0.00%	
		0			(40,000)		(36,663)		(36,775)	(112)		
	<u>CAPITAL REVENUE</u>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	TOTAL (LOPS) OTHER - Capital	0	0	0	(40,000)	0	(36,663)	0	(36,775)	(112)		
	TOTAL (LOPS) OTHER	2,500	(1,000)	7,500	(41,000)	6,864	(37,576)	50,175	(36,775)	44,112		
	<u>EMERGENCY MANAGEMENT</u>											
	<u>OPERATING EXPENDITURE</u>											
054202	Recovery Expenses	0		0		0		(599)		(599)	0.00%	
054204	Community Emergency Services Manager	(148,962)		(148,962)		(136,521)		(131,638)		4,883	(3.58%)	
	- Public Liability Insurance (1,500)											
	- Workes Compensation Ins (3,000)											
	- CESM Wages & Allowances (80,000)											
	- CESM Superannuation (7,000)											
	- Administration Assistant -(52,000)											
	- Vehicle & Other Costs (5,000)											
054206	Dfes Co-Location Centre - Stirling Terrace	0		0		0		(203)		(203)	#DIV/0!	
		(148,962)		(148,962)		(136,521)		(132,440)		4,081	#DIV/0!	
	<u>OPERATING REVENUE</u>											

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
054332	Reimbursements - WANDRRA	0		0		0		0		0	0.00%	
054335	Cesm - Recoup	80,750		80,750		74,019		71,800		(2,219)	(3.00%)	
		80,750		80,750		74,019		71,800		(2,219)		
TOTAL EMERGENCY MANAGEMENT - Operating		80,750	(148,962)	80,750	(148,962)	74,019	(136,521)	71,800	(132,440)	1,862		
CAPITAL EXPENDITURE												
054205	Transfer To Emergency Management & Recovery Reser		(10,000)		(11,125)		(10,197)		(11,055)	(858)	8.42%	
	- Transfer Bush Fire Relief Funds		(10,000)		(11,125)		(10,197)		(11,055)	(858)		
CAPITAL REVENUE												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL EMERGENCY MANAGEMENT - Capital		0	(10,000)	0	(11,125)	0	(10,197)	0	(11,055)	(858)		
TOTAL EMERGENCY MANAGEMENT		80,750	(158,962)	80,750	(160,087)	74,019	(146,718)	71,800	(143,495)	1,003		
TOTAL LAW ORDER & PUBLIC SAFETY		332,150	(1,371,232)	343,674	(1,416,772)	308,583	(1,298,462)	382,154	(985,575)	386,458		
HEALTH												
PUBLIC HEALTH												
OPERATING EXPENDITURE												
074201	Health Salaries		(65,882)		(60,000)		(55,000)		(51,955)	3,045	(5.54%)	
074202	Salaries - L.S.L.		0		0		0		0	0	0.00%	
074204	Health Superannuation		(5,606)		(8,000)		(7,326)		(5,772)	1,554	(21.22%)	

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COA	Description	2013/2014 Original Budget		2013/2014 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)		(11,561)		(10,607)	954	(8.25%)	
074207	Vehicle Expenses - Health		0		0		0		0	0	0.00%	
074208	Health Control Expenses		(1,200)		(1,200)		(1,100)		0	1,100	(100.00%)	
074209	Legal Expenses		(10,000)		(5,000)		(4,576)		0	4,576	(100.00%)	
076201	Analytical Expenses		(1,550)		(1,550)		(1,419)		(1,159)	260	(18.32%)	
074210	Administration Allocation - Public Health		(40,608)		(69,276)		(63,503)		(62,162)	1,341	(2.11%)	
074211	Consultant Expenses		(2,000)		(2,000)		(1,826)		(968)	858	(46.98%)	
002502	Deprec Of Assets - Health		(19,621)		(19,621)		(17,985)		(16,336)	1,649	(9.17%)	
			(159,087)		(179,267)		(164,296)		(148,959)	15,337		
OPERATING REVENUE												
074331	Legal Expenses Recoup	1,000		1,000		913		1,296		383	42.00%	▲
074332	Health Act Fees,Licences	15,000		20,000		18,326		23,585		5,259	28.70%	
074333	Misc Income	0		0		0		0		0	0.00%	
		16,000		21,000		19,239		24,881		5,642		
TOTAL PUBLIC HEALTH - Operating		16,000	(159,087)	21,000	(179,267)	19,239	(164,296)	24,881	(148,959)	20,979		
CAPITAL EXPENDITURE												
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
CAPITAL REVENUE												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL PUBLIC HEALTH - Capital		0	0	0	0	0	0	0	0	0		

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending
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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL PUBLIC HEALTH	16,000	(159,087)	21,000	(179,267)	19,239	(164,296)	24,881	(148,959)	20,979		
	<u>OTHER HEALTH</u>											
	<u>OPERATING EXPENDITURE</u>											
077201	Alma Beard Centre - Equipment Maint/Replace (5,000) - Building Maintenance (12,966) - Garden Maintenance -(10,155) - Utilities, Insurance etc (14,000)		(42,121)		(42,121)		(38,577)		(27,873)	10,704	(27.75%)	▼
077202	Alma Beard Medical Centre - Rental		(38,500)		(38,500)		(35,288)		(34,500)	788	(2.23%)	
			(80,621)		(80,621)		(73,865)		(62,373)	11,492		
	<u>OPERATING REVENUE</u>											
077330	Alma Beard Medical Centre - Rental	45,000		45,000		40,000		38,868		(1,132)	(2.83%)	
		45,000		45,000		40,000	0	38,868		(1,132)		
	TOTAL OTHER HEALTH - Operating	45,000	(80,621)	45,000	(80,621)	40,000	(73,865)	38,868	(62,373)	10,360		
	<u>CAPITAL EXPENDITURE</u>											
077251	Alma Beard Medical Centre - Building - New Front Auto Doors		(10,125)		(7,800)		(7,150)		(7,800)	(650)	0.00%	
			(10,125)		(7,800)		(7,150)		(7,800)	(650)		
	<u>CAPITAL REVENUE</u>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	TOTAL OTHER HEALTH - Capital	0	(10,125)	0	(7,800)	0	(7,150)	0	(7,800)	(650)		

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending
31 May 2014

COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL OTHER HEALTH	45,000	(90,746)	45,000	(88,421)	40,000	(81,015)	38,868	(70,173)	9,710		
	TOTAL HEALTH	61,000	(249,833)	66,000	(267,688)	59,239	(245,311)	63,750	(219,132)	30,690		
	HOUSING											
	STAFF HOUSING											
	<u>OPERATING EXPENDITURE</u>											
091201	Lot35, 19 A/B Clinton St		(10,084)		(10,084)		(9,218)		(12,522)	(3,304)	35.85%	
091202	Other Staff Housing		(2,000)		(2,000)		(1,826)		(352)	1,474	(80.71%)	
091203	Lease - Staff Housing		(4,800)		(4,800)		(4,400)		(2,255)	2,145	(48.76%)	
091204	Lot 46/47 Telegraph Road, Toodyay		(7,978)		(7,978)		(7,293)		(1,291)	6,002	(82.30%)	▼
091205	Lot 3 (5) Piesse Street, Connors Cottage		(14,769)		(14,769)		(13,497)		(3,005)	10,492	(77.73%)	▼
002602	Deprec Of Assets - Staff		(2,472)		(2,472)		(2,266)		(2,254)	12	(0.54%)	
002662	Deprec Of Assets-Housing		(25,496)		(25,496)		(23,364)		(22,809)	556	(2.38%)	
			(67,599)		(67,599)		(61,864)		(44,487)	17,377		
	<u>OPERATING REVENUE</u>											
091330	Shire Owned Housing - Rental Income	10,000		5,000		4,576		3,850		(726)	(15.87%)	
091332	Recoups - Staff Housing	10,000		5,000		4,576		2,682		(1,894)	(41.38%)	
		20,000		10,000		9,152		6,532		(2,620)		
	TOTAL STAFF HOUSING - Operating	20,000	(67,599)	10,000	(67,599)	9,152	(61,864)	6,532	(44,487)	14,757		
	<u>CAPITAL EXPENDITURE</u>											
091250	Staff Housing - Capital Works - Connors Cottage Paint & Ceiling (13,136) - Clinton Street - New Fencing (7,534)		(25,170)		(25,170)		(23,056)		(5,305)	17,751	(76.99%)	▼

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending
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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- Clinton Street - Bathroom (4,500)											
			(25,170)		(25,170)		(23,056)		(5,305)	17,751		
<u>CAPITAL REVENUE</u>												
		0		0		0		0		0		
		0		0		0		0		0		
TOTAL STAFF HOUSING - Capital		0	(25,170)	0	(25,170)	0	(23,056)	0	(5,305)	17,751		
TOTAL STAFF HOUSING		20,000	(92,769)	10,000	(92,769)	9,152	(84,920)	6,532	(49,792)	32,508		
<u>OTHER HOUSING</u>												
<u>OPERATING EXPENDITURE</u>												
092202	Stirling Tce (O'Reilly)		(22,463)		(22,463)		(20,581)		(8,274)	12,307	(59.80%)	▼
092203	Butterly House		(4,323)		(4,323)		(3,938)		(3,415)	523	(13.29%)	
092205	19B Clinton Street - Rental		0		0		0		0	0	0.00%	
			(26,786)		(26,786)		(24,519)		(11,689)	12,830		
<u>OPERATING REVENUE</u>												
092255	Grants & Subsidies - Aged Care - CLGR/RFR Grant - 2,742,412 - Butterly Cottages - 857,588 - Shire of Goomalling - 200,000 - Shire of Victoria Plains - 200,000	4,000,000		0		0		0		0	0.00%	
092331	Recoups - Butterly House	3,500		3,500		3,201		3,415		214	6.68%	
092336	19B Clinton Street, Toodyay - Rental	0		0		0		0		0	0.00%	
		4,003,500		3,500		3,201		3,415		214		
TOTAL OTHER HOUSING - Operating		4,003,500	(26,786)	3,500	(26,786)	3,201	(24,519)	3,415	(11,689)	13,044		

Shire of Toodyay - Operating Statement by Function & Activity
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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>CAPITAL EXPENDITURE</u>												
092252	Aroc Aged Care Housing Initiative		(4,400,000)		0		0		0	0	#DIV/0!	
			(4,400,000)		0		0		0	0		
<u>CAPITAL REVENUE</u>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL OTHER HOUSING - Capital		0	(4,400,000)	0	0	0	0	0	0	0		
TOTAL OTHER HOUSING		4,003,500	(4,426,786)	3,500	(26,786)	3,201	(24,519)	3,415	(11,689)	13,044		
TOTAL HOUSING		4,023,500	(4,519,555)	13,500	(119,555)	12,353	(109,439)	9,947	(61,481)	45,552		
<u>COMMUNITY AMMENITIES</u>												
<u>HOUSEHOLD REFUSE</u>												
<u>OPERATING EXPENDITURE</u>												
101201	Waste Transfer Station		(139,369)		(109,369)		(100,232)		(90,380)	9,852	(9.83%)	
101202	Disposal Of Refuse		(70,000)		(55,000)		(50,413)		(49,367)	1,046	(2.08%)	
101203	Domestic Refuse Collection		(335,700)		(275,000)		(252,076)		(263,208)	(11,132)	4.42%	
	- 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)											
101204	Administration Allocation - Household Refuse		(33,840)		(48,146)		(44,132)		(43,708)	424	(0.96%)	
101205	Waste Initiatives		(5,000)		(5,000)		(4,576)		0	4,576	(100.00%)	
	- Review Of Zero Waste Mgmt Plan (5,000)											

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending
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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
002752	Deprec Of Assets-Rubbish		(4,300)		(4,300)		(3,938)		(3,688)	250	(6.36%)	
			(588,209)		(496,815)		(455,367)		(450,350)	5,017		
OPERATING REVENUE												
101330	Domestic Rubbish Collection - Mandatory - Includes fortnightly recycle collection - 420 collections @ \$230	96,600		97,500		89,375		97,471		8,096	9.06%	
101331	Commercial Rubbish Collection - Includes fortnightly recycle collection - 50 collections @ \$250	12,500		28,500		26,125		28,390		2,265	8.67%	
101332	Transfer Station Entry Fees - Additional Pa - 30 passes x \$35 each (10 passes) - single tip passes/loads	1,500		1,500		1,375		1,771		396	28.80%	
101333	Waste Transfer Station Maintenance - Min - 2,972 assessments @ \$80	237,760		243,187		222,915		242,894		19,979	8.96%	
101334	Domestic Rubbish Collection - Additional - Includes fortnightly recycle collection - 1,100 collections @ \$230	253,000		235,000		215,413		234,361		18,948	8.80%	
101336	Waste Transfer Station Fees	0		0		0		0		0	0.00%	
101338	Worm Farm/Compost Bins	100		100		88		0		(88)	0.00%	
101340	Grant Income	0		0		0		3,155		3,155	0.00%	
		601,460		605,787		555,291		608,041		52,750		
TOTAL HOUSEHOLD REFUSE - Operating		601,460	(588,209)	605,787	(496,815)	555,291	(455,367)	608,041	(450,350)	57,766		
CAPITAL EXPENDITURE												
101251	Waste Transfer Station - Capital Works - J0006 Fencing Waste Transfer Site (30,000)		(30,000)		(24,000)		(22,000)		(23,578)	(1,578)	7.17%	
101252	Transfer To Refuse Reserve		0		(2,325)		(2,123)		(1,813)	310	0.00%	
			(30,000)		(26,325)		(24,123)		(25,391)	(1,268)		
CAPITAL REVENUE												

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending
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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
101350	Transfer From Refuse Reserve	30,000		30,000		(27,500)		0		27,500	0.00%	
		30,000		30,000		(27,500)		0		27,500		
TOTAL HOUSEHOLD REFUSE - Capital		30,000	(30,000)	30,000	(26,325)	(27,500)	(24,123)	0	(25,391)	26,232		
TOTAL HOUSEHOLD REFUSE		631,460	(618,209)	635,787	(523,140)	527,791	(479,490)	608,041	(475,741)	83,998		
<u>OTHER REFUSE</u>												
<u>OPERATING EXPENDITURE</u>												
102206	Street Bins Collection		(10,000)		(10,000)		(9,163)		(8,701)	462	(5.04%)	
102207	Litter Control - Other		0		0		0		(528)	(528)	0.00%	
102210	Ranger Services Allocation - Other Refuse		(5,753)		(5,753)		(5,269)		(16,722)	(11,453)	217.37%	▲
			(15,753)		(15,753)		(14,432)		(25,951)	(11,519)		
<u>OPERATING REVENUE</u>												
102332	Litter Infringements	200		200		176		0		(176)	(100.00%)	
		200		200		176		0		(176)		
TOTAL OTHER REFUSE - Operating		200	(15,753)	200	(15,753)	176	(14,432)	0	(25,951)	(11,695)		
<u>CAPITAL EXPENDITURE</u>												
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
<u>CAPITAL REVENUE</u>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		

Shire of Toodyay - Operating Statement by Function & Activity
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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL OTHER REFUSE - Capital	0	0	0	0	0	0	0	0	0		
	TOTAL OTHER REFUSE	200	(15,753)	200	(15,753)	176	(14,432)	0	(25,951)	(11,695)		
	<u>COMMUNITY AMMENITIES</u>											
	<u>SEWERAGE</u>											
	<u>OPERATING EXPENDITURE</u>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<u>OPERATING REVENUE</u>											
103332	Dividend - Nth'M Liquid Waste Fac	20,000		24,154		0		24,154		24,154	0.00%	
		20,000		24,154		0		24,154		24,154		
	TOTAL SEWERAGE - Operating	20,000	0	24,154	0	0	0	24,154	0	24,154		
	<u>CAPITAL EXPENDITURE</u>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<u>CAPITAL REVENUE</u>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	TOTAL SEWERAGE - Capital	0	0	0	0	0	0	0	0	0		
	TOTAL SEWERAGE	20,000	0	24,154	0	0	0	24,154	0	24,154		

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>COMMUNITY SPONSORSHIP</u>												
<u>OPERATING EXPENDITURE</u>												
104201	Community Grants & Sponsorships - Discretionary Funds (10,000) - Toodyay Art Acquisition Prize (1,000) - Toodyay Cricket Club (2,500) - RSL Sandakan (1,500) - Youthcare - (5,000) - Toodyay Ag Society (1,500) - Moondyne Festival (8,000) - Bush Poets Weekend (4,000)		(33,500)		(33,500)		(30,701)		(23,577)	7,124	(23.20%)	▼
104202	Contributions, Donations, Grants & Sponsorships		0		0		0		0	0	0.00%	
			(33,500)		(33,500)		(30,701)		(23,577)	7,124		
<u>OPERATING REVENUE</u>												
104330	Contributions, Donations, Grants & Sponsorships	0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL COMMUNITY SPONSORSHIP - Operating		0	(33,500)	0	(33,500)	0	(30,701)	0	(23,577)	7,124		
<u>CAPITAL EXPENDITURE</u>												
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
<u>CAPITAL REVENUE</u>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		

Shire of Toodyay - Operating Statement by Function & Activity
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31 May 2014

COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL COMMUNITY SPONSORSHIP - Capital	0	0	0	0	0	0	0	0	0		
	TOTAL COMMUNITY SPONSORSHIP	0	(33,500)	0	(33,500)	0	(30,701)	0	(23,577)	7,124		
	<u>PROTECTION OF THE ENVIRONMENT</u>											
	<u>OPERATING EXPENDITURE</u>											
105201	Environmental Officer - Salaries		(58,240)		(43,240)		(39,633)		(28,972)	10,661	(26.90%)	▼
105202	Environmental Officer - Superannuation		(5,387)		(5,387)		(4,928)		(2,546)	2,382	(48.33%)	
105203	Environmental Officer - Employee Costs		(5,000)		(5,000)		(4,576)		(2,896)	1,680	(36.71%)	
			(68,627)		(53,627)		(49,137)		(34,414)	14,723		
	<u>OPERATING REVENUE</u>											
0		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	TOTAL PROTECTION OF ENVIRONMENT - Operating	0	(68,627)	0	(53,627)	0	(49,137)	0	(34,414)	14,723		
	<u>CAPITAL EXPENDITURE</u>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<u>CAPITAL REVENUE</u>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	TOTAL PROTECTION OF ENVIRONMENT - Capital	0	0	0	0	0	0	0	0	0		

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL PROTECTION OF ENVIRONMENT		0	(68,627)	0	(53,627)	0	(49,137)	0	(34,414)	14,723		
<u>TOWN PLANNING</u>												
<u>OPERATING EXPENDITURE</u>												
106201	Town Planning Salaries		(131,007)		(145,007)		(132,913)		(129,248)	3,665	(2.76%)	
106202	Salaries - L.S.L.	0		0		0		0		0	0.00%	
106204	Superannuation (T.Plng)		(11,837)		(17,756)		(16,269)		(10,858)	5,411	(33.26%)	▼
106205	Other Employee Costs (Town Planning)		(30,976)		(46,464)		(42,592)		(34,584)	8,008	(18.80%)	▼
	- Public Liability Insurance (2,500)											
	- Workers Compensation (7,176)											
	- Fringe Benefits Tax (10,000)											
	- 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		(10,000)		(19,550)		(17,919)		(17,369)	550	(3.07%)	
106208	Rezoning/Subdivision Expenses		(5,000)		(5,000)		(4,576)		(231)	4,345	(94.95%)	
106209	T.Plng Misc. Expenses		(10,000)		(10,000)		(9,163)		(4,726)	4,437	(48.42%)	
	- Finalise Syreds inc rd & fence (8,200)											
	- Miscellaneous (1,800)											
106210	T.Plng Legal Costs		(15,000)		(15,000)		(13,750)		(12,710)	1,040	(7.56%)	
106212	Administration Allocation - Town Planning		(169,201)		(88,896)		(81,488)		(80,067)	1,421	(1.74%)	
106213	Deprec Of Assets - T/P		(3,981)		(3,981)		(3,641)		(1,834)	1,807	(49.63%)	
106214	Engineering Expenses		0		0		0		0	0	0.00%	
106216	Contractor Expenses		(70,000)		(55,000)		(50,413)		(42,580)	7,833	(15.54%)	▼
			(457,002)		(406,654)		(372,724)		(334,207)	38,517		
<u>OPERATING REVENUE</u>												
106332	Subdivision Fees	5,000		5,000		4,576		942		(3,634)	(79.42%)	▲
106334	T.Plng Misc Fees	20,000		25,000		10,000		26,491		16,491	164.91%	

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending
31 May 2014

COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
		25,000		30,000		14,576		27,433		12,857		
	TOTAL TOWN PLANNING - Operating	25,000	(457,002)	30,000	(406,654)	14,576	(372,724)	27,433	(334,207)	51,374		
	CAPITAL EXPENDITURE											
106203	Transfer To Depot Remediation & Investigation Reserve		0		(729)		(660)		(568)	92		
106217	Transfer To Local Planning Scheme No 4 Reserve		0		(364)		(330)		(284)	46	0.00%	
			0		(1,093)		(990)		(852)	138		
	CAPITAL REVENUE											
106338	Transfer From Local Planning Scheme No	15,403		15,403		(14,113)		0		14,113	0.00%	
		15,403		15,403		(14,113)		0		14,113		
	TOTAL TOWN PLANNING - Capital	15,403	0	15,403	(1,093)	(14,113)	(990)	0	(852)	14,251		
	TOTAL TOWN PLANNING	40,403	(457,002)	45,403	(407,747)	463	(373,714)	27,433	(335,060)	65,624		
	COMMUNITY AMMENITIES											
	OTHER COMMUNITY SERVICES											
	OPERATING EXPENDITURE											
107201	Cemetery Maintenance		(35,898)		(35,898)		(32,879)		(42,298)	(9,419)	28.65%	▲
107202	Federation Square Mtce		(15,045)		(15,045)		(13,761)		(11,704)	2,057	(14.94%)	
107204	Tdy Railway Station		(16,500)		(16,500)		(15,103)		(15,687)	(584)	3.86%	
107205	Street Furniture		(3,180)		(3,180)		(2,893)		(4,963)	(2,070)	71.56%	
107206	War Memorial		(27,049)		(20,000)		(18,304)		(18,326)	(22)	0.12%	
003502	Deprec Of Assets-Amenitie		(12,770)		(12,770)		(11,704)		(11,379)	325	(2.78%)	
			(110,442)		(103,393)		(94,644)		(104,357)	(9,713)		
	OPERATING REVENUE											

Shire of Toodyay - Operating Statement by Function & Activity
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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
107331	Cemetery Fees (Inc Gst)	8,150		14,000		12,826		12,009		(817)	(6.37%)	
107332	Cemetery Fees (Not Inc Gst)	1,900		1,900		1,738		1,685		(53)	(3.05%)	
		10,050		15,900		14,564		13,694		(870)		
TOTAL OTHER COMMUNITY - Operating		10,050	(110,442)	15,900	(103,393)	14,564	(94,644)	13,694	(104,357)	(10,583)		
CAPITAL EXPENDITURE												
107272	Street Furniture		0		0		0		0	0	0.00%	
			0		0		0		0	0		
CAPITAL REVENUE												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL OTHER COMMUNITY - Capital		0	0	0	0	0	0	0	0	0		
TOTAL OTHER COMMUNITY SERVICES		10,050	(110,442)	15,900	(103,393)	14,564	(94,644)	13,694	(104,357)	(10,583)		
TOTAL COMMUNITY AMENITIES		702,113	(1,303,533)	721,444	(1,137,160)	542,994	(1,042,118)	673,322	(999,101)	173,345		

RECREATION & CULTURE

PUBLIC HALLS

OPERATING EXPENDITURE

111201	Memorial Hall - Operational & Maintenance Expenditure	(30,843)		(34,000)		(31,152)		(49,214)		(18,062)	57.98%	▲
111202	Morangup Comm Ctre.	(12,441)		(12,441)		(11,385)		(3,962)		7,423	(65.20%)	▼
111203	Community Ctre	(37,937)		(55,000)		(50,391)		(63,017)		(12,626)	25.06%	▲
111204	Administration Allocation - Public Halls	(42,300)		(70,785)		(64,878)		(64,394)		484	(0.75%)	

Shire of Toodyay - Operating Statement by Function & Activity
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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
161205	Loan 65 - Interest Payments		(5,611)		(5,611)		(5,137)		(5,579)	(442)	8.61%	
003522	Deprec Of Assets - Halls		(39,446)		(39,446)		(36,157)		(35,666)	491	(1.36%)	
			(168,578)		(217,283)		(199,100)		(221,832)	(22,732)		
OPERATING REVENUE												
111330	Memorial Hall Rentals	5,000		5,000		4,576		4,554		(22)	(0.49%)	
111332	Community Centre Rentals	41,100		41,100		37,675		39,784		2,109	5.60%	
	- Resource Centre Lease - 1,000											
	- Maximus Solutions - 5,000											
	- Silver Chain - 12,600											
	- Dept Child Protection - 17,500											
	- Other Rentals - 5,000											
111333	Community Centre Recoups	500		500		451		3,690		3,239	718.14%	
111334	Grants - Halls, Community & Civic Centres	90,207		0		0		0		0	#DIV/0!	
	- RDAF Round 5 Grant Funding											
	- Memorial Hall Re-roof - 50,000											
	- Community Depot Development - 40,207											
		136,807		46,600		42,702		48,027		5,325		
TOTAL PUBLIC HALLS - Operating		136,807	(168,578)	46,600	(217,283)	42,702	(199,100)	48,027	(221,832)	(17,407)		
CAPITAL EXPENDITURE												
111351	Buildings - Public Halls & Civic Centres		(106,255)		(16,255)		(14,894)		0	14,894	0.00%	
	- Toodyay Comm Ctre - Repaint (8,057)											
	- Youth Hall - Paint & Fence (8,198)											
	- Memorial Hall - Re-roof (90,000)											
111352	Land - Public Halls & Civic Centres		(125,000)		0		0		0	0	0.00%	
	- Land Purchase (125,000)											
111353	Memorial Hall - Capital Works		0		0		0		0	0	0.00%	
161256	Loan 65 - Principal Payments		(8,085)		(8,085)		(7,403)		(8,085)	(682)	0.00%	
			(239,340)		(24,340)		(7,403)		(8,085)	(682)		

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>CAPITAL REVENUE</u>												
113350	Transfer From Recreation Development R	100,000		75,000		68,750		0		(68,750)	0.00%	
		100,000		75,000		68,750		0		(68,750)		
TOTAL PUBLIC HALLS - Capital		100,000	(239,340)	75,000	(24,340)	68,750	(7,403)	0	(8,085)	(69,432)		
TOTAL PUBLIC HALLS		236,807	(407,918)	121,600	(241,623)	111,452	(206,503)	48,027	(229,917)	(86,839)		
<u>RECREATION & CULTURE</u>												
<u>RECREATION & SPORT</u>												
<u>OPERATING EXPENDITURE</u>												
003792	Deprec Of Assets - Sport		(55,540)		(55,540)		(50,908)		(50,998)	(90)	0.18%	
113201	Toodyay Showgrounds		(145,047)		(166,874)		(152,922)		(164,308)	(11,386)	7.45%	
113202	Toodyay Race Course		0		(7,492)		(6,864)		(7,492)	(628)	0.00%	□
113203	Newcastle Park		(19,333)		(15,179)		(13,882)		(16,103)	(2,221)	16.00%	
113204	Duke Street North Public Toilets		(6,206)		(9,947)		(9,097)		(8,723)	374	(4.12%)	
113206	Parks & Gardens Depot		(6,126)		(8,936)		(8,162)		(7,538)	624	(7.65%)	
113207	Pioneer Arbortum		(6,373)		(3,264)		(2,959)		(2,568)	391	(13.20%)	
113208	Railway Wagon Reserve No. 35142		(2,300)		(2,300)		(2,068)		(1,837)	231	(11.17%)	
113210	Wilson Street (Parking) Reserve		(1,486)		(1,486)		(1,342)		(945)	397	(29.56%)	
113212	Pelham Reserve		(19,571)		(10,144)		(9,251)		(8,653)	598	(6.46%)	
113213	Duidgee & Stirling Parks		(95,590)		(95,590)		(87,571)		(91,642)	(4,071)	4.65%	
	- Parks & Gardens (68,583)											
	- Building Maintenance (27,007)											
113214	Misc Sports Club Facilities		(5,653)		(5,653)		(5,159)		(5,934)	(775)	15.02%	
	- Building Maintenance (27,007)											
	- Golf Club Ins Reimburse (1,500)											
	- Tennis Club Ins Reimburse (1,000)											
113215	Miscellaneous Shire Parks & Gardens		(13,493)		(13,493)		(12,342)		(7,320)	5,022	(40.69%)	▼

Shire of Toodyay - Operating Statement by Function & Activity
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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
113216	Sport & Rec Co-Ordinator		(35,000)		(35,000)		(32,076)		(34,000)	(1,924)	0.00%	□
113221	Admin Allocation - Recreation & Sport		(64,296)		(72,294)		(66,264)		(65,953)	311	(0.47%)	
113224	Be Active Grant Expenses		0		0		0		0	0	0.00%	
113226	Recreation Facility Expenses		0		0		0		0	0	0.00%	
113227	Youth Advisory Council - Expenditure		(3,000)		(3,000)		(2,750)		(149)	2,601	(94.59%)	
113228	Community Grants & Sponsorships - Sport & Rec		(5,000)		(5,000)		(4,576)		(7,524)	(2,948)	64.42%	
	- Public Reserve/Open Space - 20,000											
	- Cricket Nets Upgrade - 3,774											
161214	Loan 72 - Interest - Purchase Land - Rec Precinct		(44,734)		(44,734)		(40,997)		(40,101)	896	(2.18%)	
			(528,748)		(555,926)		(509,190)		(521,788)	(12,598)		
OPERATING REVENUE												
113330	Showground Rental	2,500		2,500		2,288		2,911		623	27.22%	
113332	Club Leases	500		500		451		500		49	10.86%	
113335	Clubs Insurance	10,000		10,000		9,163		11,632		2,469	26.94%	
113351	Grants & Contributions	72,000		25,000		22,913		25,000		2,087	0.00%	
	- DSR Grant - Skate Plans - 3,000											
	- Lotterywest Grant - Skate Plans - 3,000											
	- DSR Grant - Skate Construction - 66,000											□
113354	Loan Income - Toodyay Bowling Club	2,300		2,300		2,101		2,285		184	8.77%	
113356	Be Active - Corporate Challenges	500		500		451		0		(451)	(100.00%)	
113357	Toodyay Race Club Sheds - Insurance & C	0		0		0		0		0	0.00%	
113358	Youth Advisory Council - Income	2,000		2,000		1,826		0		(1,826)	(100.00%)	
		89,800		42,800		39,193		42,328		3,135		
TOTAL REC & SPORT - Operating		89,800	(528,748)	42,800	(555,926)	39,193	(509,190)	42,328	(521,788)	(9,463)		
CAPITAL EXPENDITURE												
113256	Duidgee Park Upgrade		(20,000)		(20,000)		(18,326)		(5,453)	12,873	(70.24%)	▼
113258	Transfer To Recreation Centre Reserve		0		0		0		(0)	(0)	0.00%	
113261	Land - Recreation Precinct		0		(1,625,000)		(1,489,576)		(1,629,213)	(139,637)	0.00%	
113262	Buildings - Sport & Recreation		(1,850,000)		0		0		(6,400)	(6,400)	#DIV/0!	↑↑↑↑↑↑↑↑

Shire of Toodyay - Operating Statement by Function & Activity
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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- Rec Precinct Land Purchase (1,625,000)											
	- Duidgee Park - Skate Park Stage 2 (200,000)											
	- Basketball Facilities (25,000)											
113264	Toodyay Showgrounds - Design & Drawings		0		0		0		0	0	0.00%	▼
113265	Recreation Precinct - Design & Drawings		(100,000)		(100,000)		(91,663)		0	91,663	(100.00%)	
113266	Buildings - Sport & Recreation		0		0		0		0	0	0.00%	
113268	Toodyay Tennis Club - Repair Retaining Wall		0		0		0		0	0	0.00%	
113273	Recreation Strategic Plan		0		0		0		0	0	0.00%	
113274	Transfer To Swimming Pool Reserve		0		(2,235)		(2,046)		(1,743)	303	0.00%	
113275	Transfer To Recreation Development Reserve		(786,297)		(910,481)		(834,603)		(793,642)	40,961	(4.91%)	
113276	Bicycle Plan		0		0		0		0	0	0.00%	
161262	Loan 72 - Principal - Recreation Precinct		(31,878)		(31,878)		(29,216)		(31,878)	(2,662)	9.11%	
			(2,788,175)		(2,689,594)		(2,465,430)		(2,468,328)	(2,898)		
CAPITAL REVENUE												
113355	Transfer From Recreation Centre Reserve	786,297		786,297		720,764		774,787		54,023	0.00%	
		786,297		786,297		720,764		774,787		54,023		
TOTAL REC & SPORT - Capital		786,297	(2,788,175)	786,297	(2,689,594)	720,764	(2,465,430)	774,787	(2,468,328)	51,125		
TOTAL RECREATION & SPORT		876,097	(3,316,923)	829,097	(3,245,520)	759,957	(2,974,620)	817,115	(2,990,116)	41,662		
RECREATION & CULTURE												
LIBRARIES												
OPERATING EXPENDITURE												
115201	Library Salaries		(111,508)		(129,000)		(118,250)		(115,747)	2,503	(2.12%)	
115202	Long Service Leave Provision		0		0		0		0	0	0.00%	
115203	Superannuation (Lib.)		(14,837)		(14,837)		(13,596)		(13,613)	(17)	0.12%	
115204	Other Emp Costs (Lib.)		(9,384)		(17,500)		(16,038)		(15,743)	295	(1.84%)	

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- Public Liability Insurance (1,500)											
	- Workers Compensation (3,084)											
	- Training (3,000)											
	- Uniforms x 3 (1,800)											
115205	Library Operating Expenses		(16,000)		(18,333)		(16,797)		(16,940)	(143)	0.85%	▲
115206	Library Bldg. Maintenance		(30,667)		(30,667)		(28,083)		(41,555)	(13,472)	47.97%	
115207	Library Office Equipment		(6,000)		(6,000)		(5,500)		(4,372)	1,128	(20.50%)	
	- Miscellaneous (5,000)											
	- Read Out Loud - Grant Funded (1,000)											
115208	Library Book Purchases		(2,000)		(2,000)		(1,826)		(847)	979	(53.64%)	
115210	Administration Allocation - Library		(38,916)		(58,862)		(53,955)		(53,394)	561	(1.04%)	
115211	Library - Events		(3,000)		(3,000)		(2,750)		(3,470)	(720)	26.18%	
	- Writer's Festival - Grant Funded											
161209	Loan 67 Interest - Library Upgrade 1		(26,933)		(26,933)		(24,684)		(26,194)	(1,510)	6.12%	
161211	Loan 69 - Library Upgrade 2		(12,656)		(12,656)		(11,594)		(11,245)	349	(3.01%)	
004072	Deprec Of Assets-Library		(29,488)		(29,488)		(27,027)		(26,276)	751	(2.78%)	
			(301,389)		(349,276)		(320,100)		(329,394)	(9,294)		
OPERATING REVENUE												
115330	Sale Of Old Library Books	0		0		0		304		304	#DIV/0!	
115332	Lib. Photocopying	2,500		2,500		2,288		1,919		(369)	(16.15%)	
115333	Book Fines	500		500		451		358		(93)	(20.63%)	
115334	Misc Income	4,500		6,500		5,951		6,502		551	9.26%	
		7,500	0	9,500	0	8,690	0	9,082	0	392	#DIV/0!	
TOTAL LIBRARIES - Operating		7,500	(301,389)	9,500	(349,276)	8,690	(320,100)	9,082	(329,394)	(8,901)		
CAPITAL EXPENDITURE												
004314	Library - Computer Software & Hardware		0		0		0		0	0	0.00%	
161258	Loan 67 Principal - Library Upgrade 1		(26,383)		(26,383)		(24,178)		(26,383)	(2,205)	9.12%	
161261	Loan 69 Principal - Library Upgrade 2		(24,234)		(24,234)		(22,209)		(24,234)	(2,025)	9.12%	
			(50,617)		(50,617)		(46,387)		(50,617)	(4,230)		

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>CAPITAL REVENUE</u>												
115350	Loan Income	0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL LIBRARIES - Capital		0	(50,617)	0	(50,617)	0	(46,387)	0	(50,617)	(4,230)		
TOTAL LIBRARIES		7,500	(352,006)	9,500	(399,893)	8,690	(366,487)	9,082	(380,010)	(13,131)		
<u>RECREATION & CULTURE</u>												
<u>HERITAGE</u>												
<u>OPERATING EXPENDITURE</u>												
116201	Museum (Gaol) Maintenance		(47,260)		(41,000)		(37,543)		(34,402)	3,141	(8.37%)	
116202	Museum Honariums		(4,800)		(4,800)		(4,400)		(4,112)	288	(6.55%)	
116203	Museum Displays		(6,000)		(6,000)		(5,500)		(2,894)	2,606	(47.38%)	
116204	Museum Subscriptions		(250)		(250)		(220)		(139)	81	(36.82%)	
116205	Mus. Conservation Materials		(1,000)		(1,000)		(913)		(892)	21	(2.31%)	
116206	Mus. Volunteer Uniforms		(250)		(250)		(220)		0	220	(100.00%)	
116207	Mus. Office Equip & Stationery		(1,500)		(1,500)		(1,375)		(1,196)	179	(13.05%)	
116208	Mus Trng & Workshops		(2,000)		(2,000)		(1,826)		(1,148)	678	(37.12%)	
116209	Mus. - Marketing/Promotion		(1,500)		(1,500)		(1,375)		(1,548)	(173)	12.61%	
116210	Heritage - Preservation & Conservation		0		0		0		0	0	0.00%	
116212	Museum Curator - Salary		(56,537)		(51,537)		(47,234)		(47,401)	(167)	0.35%	
116213	Long Service Leave Provision		0		0		0		0	0	0.00%	
116214	Museum Curator - Super		(7,526)		(4,526)		(4,147)		(4,192)	(45)	1.09%	
116215	Museum Curator - Oth Emp Costs		(3,213)		0		0		0	0	#DIV/0!	
	- Public Liability Insurance (1,000)											
	- Workers Compensation (1,613)											
	- Uniforms x 1 (600)											

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
116217	Heritage Advisory Services		(20,000)		(20,000)		(18,326)		(2,325)	16,001	0.00%	
116218	Administration Allocation - Heritage		(54,145)		(63,238)		(57,959)		(57,611)	348	(0.60%)	
116219	Cultural Heritage Interp Works		0		0		0		(1)	(1)	0.00%	
116220	Grant - Conservation Plan - Archeological		0		0		0		0	0	0.00%	
			(205,981)		(197,601)		(181,038)		(157,861)	23,177		
OPERATING REVENUE												
116332	Admissions To Museum	6,000		6,000		5,500		5,156		(344)	(6.26%)	
116333	Grant Income - Heritage	0		0		0		0		0	0.00%	
116335	Recoups - Heritage Council	10,000		10,000		9,163		0		(9,163)	(100.00%)	▼
		16,000		16,000		14,663		5,156		(9,507)		
TOTAL HERITAGE - Operating		16,000	(205,981)	16,000	(197,601)	14,663	(181,038)	5,156	(157,861)	13,670		
CAPITAL EXPENDITURE												
117252	Upgrade To Heritage Buildings - Connors Mills Repairs (12,500) - Newcastle Old Gaol Roof Repairs (8,670) - Parkers Cottage Ceiling (5,057) - Donegans Cottage Structural (10,000)		(36,227)		(36,227)		(33,187)		(25,837)	7,350	0.00%	
			(36,227)		(36,227)		(33,187)		(25,837)	7,350		
CAPITAL REVENUE												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL HERITAGE - Capital		0	(36,227)	0	(36,227)	0	(33,187)	0	(25,837)	7,350		
TOTAL HERITAGE												
TOTAL HERITAGE		16,000	(242,208)	16,000	(233,828)	14,663	(214,225)	5,156	(183,698)	21,020		
RECREATION & CULTURE												

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>CULTURE</u>												
<u>OPERATING EXPENDITURE</u>												
004222	Deprec Of Assets-Culture		(10,943)		(10,943)		(10,021)		(9,751)	270	(2.70%)	
113209	Toodyay St Aboriginal Reserve		(2,650)		(2,650)		(2,409)		(666)	1,743	(72.34%)	
117201	Festivals - Other		(2,140)		(6,000)		(5,467)		(5,432)	35	(0.64%)	
117202	Avon Descent		(12,173)		(15,000)		(13,717)		(13,864)	(147)	1.07%	
	- Donation/Sponsorship (9,091)											
	- Employee Costs (1,719)											
	- Parks & Gardens (1,363)											
117203	Aust. Day Celebrations		(5,000)		(5,300)		(4,851)		(5,207)	(356)	7.34%	
117204	Donegan'S Cottage (Shwgrnds)		(4,050)		(4,050)		(3,685)		(2,263)	1,422	(38.59%)	
117205	Parkers Cottage		(8,151)		(8,151)		(7,458)		(11,025)	(3,567)	47.82%	
117206	Moondyne Festival		(2,700)		(2,700)		(2,464)		(2,134)	330	(13.39%)	
117207	Toodyay International Food Festival		(52,497)		(55,000)		(50,391)		(53,412)	(3,021)	6.00%	
	- IFF Event Expenses (46,397)											
	- Maintenance (1,500)											
	- Waste Collection (1,500)											
	- Parks & Gardens (1,600)											
	- Hire Of Toilets/Emptying (1,500)											
117208	Targa West		(1,099)		(1,099)		(979)		(1,706)	(727)	74.26%	
117210	Toodyay Ag Show		(5,527)		(5,527)		(5,049)		(3,899)	1,150	(22.77%)	
117211	Xmas Street Party		(1,000)		(4,737)		(4,323)		(4,737)	(414)	9.58%	
117212	Toodyay Races		(1,550)		(1,550)		(1,397)		(1,098)	299	(21.42%)	
117213	Community Grants & Sponsorships - Culture		(12,300)		(12,300)		(11,275)		(6,261)	5,014	(44.47%)	▼
	- Wikimedia Toodyay Interpretation (5,000)											
	- Around The Towns (1,300)											
	- Thank A Volunteer Day (1,000)											
	- Miscellaneous (5,000)											
			(121,780)		(135,007)		(123,486)		(121,454)	2,032		
<u>OPERATING REVENUE</u>												

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
117332	Grant Income	37,000		37,000		33,913		0		(33,913)	0.00%	
	- EMRC - Avon/IFF Festival											
117333	Sponsorship - International Food Festival	2,000		2,500		2,288		2,500		212	9.27%	
117334	Stallholder Fees - Iff	1,000		1,000		913		0		(913)	(100.00%)	
117335	Events - Miscellaneous Income	6,000		6,000		5,500		5,223		(277)	(5.04%)	
		46,000		46,500		42,614		7,723		(34,891)		
TOTAL CULTURE - Operating		46,000	(121,780)	46,500	(135,007)	42,614	(123,486)	7,723	(121,454)	(32,860)	0	
CAPITAL EXPENDITURE												
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
CAPITAL REVENUE												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL CULTURE - Capital		0	0	0	0	0	0	0	0	0		
TOTAL CULTURE		46,000	(121,780)	46,500	(135,007)	42,614	(123,486)	7,723	(121,454)	(32,860)		
TOTAL RECREATION & CULTURE		1,182,404	(4,440,835)	1,022,697	(4,255,871)	937,376	(3,885,321)	887,103	(3,905,196)	(70,148)		
TRANSPORT												
CONSTRUCTION												
OPERATING EXPENDITURE												
121201	Crossover Contributions		(20,000)		(20,000)		(18,326)		(21,423)	(3,097)	16.90%	

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
121203	Traffic Signs & Control Equipment		0		0		0		0	0	0.00%	
121214	Survey ,Design & Audits - CBD Safety Audit (5,000)		(5,000)		(5,000)		(4,576)		(735)	3,841	0.00%	
161210	Loan 68 - Interest		(11,916)		(11,916)		(10,923)		(8,900)	2,023	(18.52%)	
161212	Loan 70 - Interest Payments - Footbridge		(5,804)		(5,804)		(5,313)		(5,739)	(426)	8.01%	
161213	Loan 71 - Interest Payments - Depot		(36,445)		(36,445)		(33,407)		(34,756)	(1,349)	4.04%	
004670	Deprec Of Assets Roads		(1,167,893)		(1,167,893)		(1,070,564)		(1,140,407)	(69,843)	6.52%	
			(1,247,058)		(1,247,058)		(1,143,109)		(1,211,959)	(68,850)		
OPERATING REVENUE												
121333	Grant Income - Infrastructure - Dept Transport - Duidgee - Dept Transport - Drummond Street - Dept Transport - Bike Parking	49,750		49,750		45,595		14,500		(31,095)	(68.20%)	▼
121334	Regional Roads Group (Project) Grants - A0004 National Black Spot (Julimar) - A0194 - Dewars Pool Road - A0196 - Telegraph Road	693,314		693,314		635,536		627,851		(7,685)	(1.21%)	
121337	Roads To Recovery Grants - B0010 - Lovers Lane - B0099 - Beaufort Street - B0106 - Dryandra Road - B0176 - Horsehoe Road	373,011		403,011		369,424		728,316		358,892	97.15%	▲
121339	Road Const. (Private) Contribution	100,000		0		0		0		0	#DIV/0!	
121341	Contributions - Roads & Pathways	0		0		0		0		0	0.00%	
		1,216,075		1,146,075		1,050,555		1,370,667		320,112		
TOTAL CONSTRUCTION - Operating		1,216,075	(1,247,058)	1,146,075	(1,247,058)	1,050,555	(1,143,109)	1,370,667	(1,211,959)	251,262		
CAPITAL EXPENDITURE												
112122	Footpaths - Construction Y0036 - Duidgee Park Pathway		(95,500)		(95,500)		(87,538)		(82,204)	5,334	(6.09%)	

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		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
121204	Y0071 - Drummond Street Pathway											
121211	Y0258 - Charcoal Lane Path/Steps											
121211	Footbridge- Newcastle Park / School - Refurbishment		0		0		0		0	0	0.00%	
121211	Regional Road Group Projects - Grant Funded		(856,972)		(856,972)		(785,499)		(840,751)	(55,252)	7.03%	
	A0004 - Julimar Road											
	A0194 - Dewars Pool Road											
	A0196 - Telegraph Road											
121212	Roads To Recovery - Grant Works		(706,978)		(706,978)		(647,966)		(246,521)	401,445	(61.95%)	▼
	B0010 - Lovers Lane											
	B0099 - Beaufort Street											
	B0106 - Dryandra Road											
	B0176 - Horsehoe Road											
121213	J697 - Toodyay Bindi BindiBridge											
121213	Road Construction - Own Resources		(1,024,000)		(803,562)		(736,450)		(454,682)	281,768	(38.26%)	▼
	D0026 - Mount Road											
	D0062 - Rosedale Street											
	D0095 - Lukin Street											
	D0117 - Coondle Drive											
	D0011 - Toodyay West Road											
	D0025 - Town Oval											
	D0258 - Charcoal Lane Car Park											
	J0001 - Mountain Park Subdivision											
	J0003 - Bike Parking - 26 U Rails											
	J0008 - Dumbarton Road											
	J0091 - Harcourt Street											
	Various - Emergency & Shoulder Work											
121215	Bridges & Culverts Works		(76,000)		(76,000)		(69,663)		(3,943)	65,721	(94.34%)	▼
122202	Purchase Of Plant & Equipment		(496,000)		(436,000)		(399,663)		(399,816)	(153)	0.04%	
	T0010 - 2013 Truck											
	T4623 - Tow Behind Sweeper											
	T0013 - Mitsubishi Triton Garden											
	T0014 - Mitsubishi Triton Garden											
	T0026 - Mitsubishi Triton D/Cab WC											
	T6364 - Mitsubishi Triton											

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		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	T6480 - Mitsuibshi Triton											
	T0 - Holden Caprice											
	T1184 - Mitsubishi 4x4 D/Cab BS											
122203	Transfer To Plant Replacement Reserve		(150,000)		(154,040)		(141,196)		(3,150)	138,046	0.00%	
122204	Transfer To Road & Paths Contribution Reserve		0		0		0		0	0	0.00%	
122205	Transfer To Road Contribution Reserve		0		(19,321)		(17,710)		(14,293)	3,417	0.00%	
122206	Construction Of New Depot Facility - Railway Road		(162,000)		(45,000)		(41,228)		(90,723)	(49,495)	120.05%	▲
	- Sealing Of Car Park (85,000)											
	- Replacement of Water Tanks (32,000)											
	- Conduit/Drainage (30,000)											
	- Furniture (15,000)											
122207	Remediation Of Old Depot Sites - Works & P & G		(30,807)		(30,807)		(28,237)		(26,273)	1,964	0.00%	
	- Site Investigation (30,807)											
122208	Charcoal Lane		0		0		0		0	0	0.00%	
122209	Toodyay Townsite - Upgrade		(20,000)		(20,000)		(18,326)		(19,999)	(1,673)	9.13%	
	- Treescape (20,000)											
	Works & Services (Transport) - Computer											
122210	Hardware & Software		0		0		0		0	0	0.00%	
122211	Transfer To Newcastle Footbridge Reserve		(5,000)		(5,000)		(4,576)		0	4,576	(100.00%)	
122212	Transfer To Dual Use Pathway Reserve		0		(155)		(132)		(121)	11	(8.45%)	
	Community Depot Facility - Car Park &											
122213	Water Tanks		0		(117,000)		(107,250)		(73,850)	33,400	(31.14%)	▼
161259	Loan 68 - Principal		(43,286)		(43,286)		(39,677)		(43,286)	(3,609)	9.09%	
161269	Loan 70 - Principal Payment		(10,721)		(10,721)		(9,823)		(10,721)	(898)	9.14%	
161270	Loan 71 - Principal Payment - Depot		(26,369)		(26,369)		(24,167)		(26,369)	(2,202)	9.11%	
			(3,703,633)		(3,446,710)		(3,159,101)		(2,336,699)	822,402		
CAPITAL REVENUE												
											0	
121348	Transfer From Road Contribution Reserve	489,000		489,000		448,250		129,000		(319,250)	(71.22%)	▼
121350	Transfer From Mrwa Bridge Reserve	23,439		23,439		21,483		0		(21,483)	(100.00%)	▼
122330	Sale Of Plant & Equipment	371,000		341,000		312,576		141,507		(171,069)	(54.73%)	▼
	T0017 - John Deere 670D Grader											
	1TIL297 - Dolly 1											

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		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	Dolly 2											
	T0010 - Truck											
	T4623 - Tow Behind Sweeper											
	T0013 - Mitsubishi Triton Garden											
	T0014 - Mitsubishi Triton Garden											
	T0026 - Mitsubishi Triton D/Cab WC											
	T6364 - Mitsubishi Triton											
	T6480 - Mitsuibshi Triton											
	T0000 - Mazda 6 Sports Sedan											
	1DGW869 - Mazda 6 Sports Sedan											
	T1184 - Mitsubishi 4x4 D/Cab BS											
106339	Transfer From Old Depot Remediation & In	30,807		30,807		28,237		0		(28,237)	0.00%	
122331	Transfer From Plant Replacement Reserve	200,000		200,000		183,326		0		(183,326)	0.00%	
122334	Loan Income - Depot	0		0		0		0		0	0.00%	
122337	Transfer From Dual Use Pathway Reserve	6,552		6,552		6,006		0		(6,006)	(100.00%)	▼
		1,120,798		1,090,798		999,878		270,507		(729,371)		
	TOTAL CONSTRUCTION - Capital	1,120,798	(3,703,633)	1,090,798	(3,446,710)	999,878	(3,159,101)	270,507	(2,336,699)	93,031		
	TOTAL CONSTRUCTION	2,336,873	(4,950,691)	2,236,873	(4,693,768)	2,050,433	(4,302,210)	1,641,174	(3,548,658)	344,294		
	<u>TRANSPORT</u>											
	<u>MAINTENANCE</u>											
	<u>OPERATING EXPENDITURE</u>											
123201	Road Maintenance		(896,508)		(816,508)		(748,440)		(652,760)	95,680	(12.78%)	▼
123202	Bridge Maintenance		(103,353)		(103,353)		(94,710)		(87,755)	6,955	(7.34%)	
	- Maintenance Program Year 3											
	- Building Maintenance											
	- Bridge Insurance											
123203	Street Sweeping & Cleaning		(5,000)		(5,000)		(4,576)		0	4,576	(100.00%)	

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		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
123205	Footpath Maintenance		(9,500)		(9,500)		(8,690)		0	8,690	(100.00%)	▼
123206	Lighting Of Streets		(35,000)		(35,000)		(32,076)		(19,469)	12,607	(39.30%)	▼
123207	Road Verge Spraying		(30,000)		(20,000)		(18,326)		(20,613)	(2,287)	12.48%	
123209	Depot Maintenance		(11,158)		(71,158)		(65,208)		(76,153)	(10,945)	16.79%	▲
	- Building Maintenance											
	- Parks & Gardens Maintenance											
	- Utilities											
	- Insurance											
123210	Roman li Subscription		(5,428)		(5,428)		(4,972)		(5,248)	(276)	5.55%	
004870	Deprec Of Assets - Maint		(107,374)		(107,374)		(98,417)		(97,308)	1,109	(1.13%)	
			(1,203,321)		(1,173,321)		(1,075,415)		(959,306)	116,109		
<u>OPERATING REVENUE</u>												
123330	Mrwa Street Light Subsidy	1,500		1,500		1,375		1,467		92	6.72%	
123331	Operating Grants - Roads	98,755		98,755		90,519		98,755		8,236	9.10%	
123333	Road Maintenance Contributions	100,000		100,000		91,663		18,105		(73,558)	0.00%	
123335	Operating Grants - Other	0		14,300		13,101		14,300		1,199	0.00%	
		200,255		214,555		196,658		132,628		(64,030)		
TOTAL MAINTENANCE - Operating		200,255	(1,203,321)	214,555	(1,173,321)	196,658	(1,075,415)	132,628	(959,306)	52,079		
<u>CAPITAL EXPENDITURE</u>												
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
<u>CAPITAL REVENUE</u>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL MAINTENANCE - Capital		0	0	0	0	0	0	0	0	0		

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		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL MAINTENANCE	200,255	(1,203,321)	214,555	(1,173,321)	196,658	(1,075,415)	132,628	(959,306)	52,079		
	<u>TRANSPORT</u>											
	<u>POLICE LICENSING</u>											
	<u>OPERATING EXPENDITURE</u>											
126201	Administration Allocation - Licencing		(40,228)		(152,135)		(139,447)		(123,164)	16,283	(11.68%)	▼
126202	Police Licensing		(2,982)		(10,000)		(9,152)		(8,597)	555	(6.06%)	
126203	Dot Direct Debits		(306,532)		(920,000)		(843,326)		(925,010)	(81,684)	9.69%	
126332	Dot Direct Credits		306,532		920,000		843,326		915,954	72,628	8.61%	
			(43,210)		(162,135)		(148,599)		(140,816)	7,783		
	<u>OPERATING REVENUE</u>											
126331	Police Licensing Commission	17,500		60,000		55,000		55,522		522	0.95%	
		17,500		60,000		55,000		55,522		522		
	TOTAL POLICE LICENSING - Operating	17,500	(43,210)	60,000	(162,135)	55,000	(148,599)	55,522	(140,816)	8,305		
	<u>CAPITAL EXPENDITURE</u>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<u>CAPITAL REVENUE</u>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	TOTAL POLICE LICENSING - Capital	0	0	0	0	0	0	0	0	0		

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL POLICE LICENSING	17,500	(43,210)	60,000	(162,135)	55,000	(148,599)	55,522	(140,816)	8,305		
	TOTAL TRANSPORT	2,554,628	(6,197,222)	2,511,428	(6,029,224)	2,302,091	(5,526,224)	1,829,325	(4,648,781)	404,677		
	<u>ECONOMIC SERVICES</u>											
	<u>RURAL SERVICES</u>											
	<u>OPERATING EXPENDITURE</u>											
131201	Weed Control - Contract		(10,000)		(10,000)		(9,163)		(8,832)	331	0.00%	
131210	Rural Street Addressing		(4,000)		(4,000)		(3,663)		0	3,663	0.00%	
	- Folewood, Julimar & Toodyay (2,000)											
	- Bejoording (2,000)											
131211	Ranger Services Allocation - Rural Services		(5,753)		(5,753)		(5,269)		(16,572)	(11,303)	214.53%	▲
131212	State Barrier Fencing		0		0		0		0	0	0.00%	
			(19,753)		(19,753)		(18,095)		(25,405)	(7,310)		
	<u>OPERATING REVENUE</u>											
131334	Rural Street Addressing	250		250		220		159		(61)	(27.68%)	
		250		250		220		159		(61)		
	TOTAL RURAL SERVICES - Operating	250	(19,753)	250	(19,753)	220	(18,095)	159	(25,405)	(7,370)		
	<u>CAPITAL EXPENDITURE</u>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<u>CAPITAL REVENUE</u>											

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	TOTAL RURAL SERVICES - Capital	0	0	0	0	0	0	0	0	0		
	TOTAL RURAL SERVICES	250	(19,753)	250	(19,753)	220	(18,095)	159	(25,405)	(7,370)		
	<u>ECONOMIC SERVICES</u>											
	<u>TOURISM & AREA PROMOTION</u>											
	<u>OPERATING EXPENDITURE</u>											
132201	Salaries (V.C.)		(146,179)		(146,179)		(133,991)		(123,846)	10,145	(7.57%)	
132203	Superannuation (V.C.)		(18,621)		(18,621)		(17,061)		(18,633)	(1,572)	9.21%	
132204	Conferences & Training (V.C.)		(2,000)		(2,000)		(1,826)		(735)	1,091	(59.73%)	
132205	Staff Uniforms (V.C.)		(1,800)		(1,800)		(1,650)		0	1,650	(100.00%)	
132207	Printing & Stationery (V.C.)		(2,000)		(2,000)		(1,826)		(765)	1,061	(58.08%)	
132208	Postage (V.C.)		(500)		(500)		(451)		(361)	90	(20.03%)	
132209	Public Liability Insurance (V.C.)		(4,385)		0		0		0	0	#DIV/0!	
132210	Telephone/Internet Costs (V.C.)		(3,500)		(6,000)		(5,500)		(7,053)	(1,553)	28.23%	
132211	Visitor Centre - Other Employee Costs		(6,378)		(20,000)		(18,326)		(19,555)	(1,229)	6.71%	
	- Public Liability Insurance											
	- Workers Compensation Insurance											
132212	Other V/C Office Expenses		(9,500)		(9,500)		(8,701)		(5,558)	3,143	(36.12%)	
132213	Connors Mill Bldg. Operation (V.C.)		(20,502)		(20,502)		(18,766)		(16,331)	2,435	(12.98%)	
	- Building Maintenance											
	- Utilities, Insurance etc											
132214	Visitors Ctre. Bldg. Operation		(30,540)		(35,000)		(32,043)		(37,081)	(5,038)	15.72%	▲
	- Building Maintenance											
	- Parks & Gardens Maintenance											
	- Utilities, Insurance etc											
132215	Memberships Affiliated Bodies		(1,000)		(1,000)		(913)		(505)	408	(44.64%)	

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- Accreditation Of Visitor Centre											
132216	Accommodation Expense		(70,000)		(70,000)		(64,163)		(51,620)	12,543	(19.55%)	▼
132217	Accommodation Commission Expenses		(2,500)		(2,500)		(2,288)		(1,842)	446	(19.47%)	
132218	Ye Olde Lolly Shoppe Misc Expenses		0		0		0		(50)	(50)	0.00%	
132219	Ye Olde Lolly Shoppe Stock Purchases		0		0		0		(597)	(597)	0.00%	
132220	Ye Olde Lolly Shoppe Commission Paid		0		0		0		0	0	0.00%	
132221	Tourist Information Bay		(2,205)		(2,205)		(2,002)		(1,918)	84	(4.21%)	
132222	Transwa Ticket Sales		(5,000)		(5,000)		(4,576)		(2,880)	1,696	(37.06%)	
132224	Floor Stock Purchases		(25,000)		(25,000)		(22,913)		(18,456)	4,457	(19.45%)	
132229	Administration Allocation - Tourism		(76,140)		(108,517)		(99,473)		(99,159)	314	(0.32%)	
005502	Deprec Of Assets-Tourism		(14,047)		(14,047)		(12,870)		(12,517)	353	(2.75%)	
161204	Loan 64 - Interest Payments		(8,318)		(8,318)		(7,623)		(6,893)	730	(9.57%)	
			(450,115)		(498,689)		(456,962)		(426,356)	30,606		
OPERATING REVENUE												
132330	Admissions Connors Mill	5,000		5,000		4,576		3,922		(654)	(14.28%)	▼
132332	Floor Stock Sales	45,000		45,000		41,250		30,052		(11,198)	(27.15%)	
132333	Misc Visitor Ctre Income	500		500		451		372		(79)	(17.49%)	
132334	Membership Fees	500		500		451		765		314	69.65%	
132335	Accommodation Income	65,000		65,000		59,576		58,198		(1,378)	(2.31%)	
132336	Accommodation Commission	6,500		6,500		5,951		5,286		(665)	(11.18%)	
132337	Ye Olde Lolly Shoppe Stock Sales	0		5,590		5,115		5,590		475	0.00%	
132338	Transwa Ticket Sales	6,000		6,000		5,500		3,287		(2,213)	(40.23%)	
		128,500		134,090		122,870		107,474		(15,396)		
TOTAL TOURISM & AREA PROMO - Operating		128,500	(450,115)	134,090	(498,689)	122,870	(456,962)	107,474	(426,356)	15,209		
CAPITAL EXPENDITURE												
132339	Economic Services & Tourism - Buildings - VC Refit (20,000)		(20,000)		(20,000)		(18,326)		(18,981)	(655)	3.57%	
132340	Furniture & Fittings - Visitor Centre - VC Upgrade website & fee (9,150)		(9,150)		(9,150)		(8,382)		(7,683)	699	(8.34%)	

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
			(29,150)		(29,150)		(26,708)		(26,664)	44		
	<u>CAPITAL REVENUE</u>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	TOTAL TOURISM & AREA PROMO - Capital	0	(29,150)	0	(29,150)	0	(26,708)	0	(26,664)	44		
	TOTAL TOURISM & AREA PROMOTION	128,500	(479,265)	134,090	(527,839)	122,870	(483,670)	107,474	(453,020)	15,253		
	<u>ECONOMIC SERVICES</u>											
	<u>OTHER TOURISM & AREA PROMOTION</u>											
	<u>OPERATING EXPENDITURE</u>											
132230	Area Promotion Advertising - Avon Valley Tourism - Pioneer Pathway Brochure - Destination Toodyay - Valley - Experience Perth - Miscellaneous		(18,500)		(18,500)		(16,951)		(14,719)	2,232	(13.17%)	
			(18,500)		(18,500)		(16,951)		(14,719)	2,232		
	<u>OPERATING REVENUE</u>											
132351	Community Directory	3,000		3,000		2,750		3,000		250	9.09%	
132352	Special Issue Licence Plates	0		0		0		0		0	0.00%	
132354	Grant Income - Tourism & Area Promotion	0		0		0		0		0	0.00%	
132358	Tourism & Interpretation Plan	0		0		0		0		0	0.00%	
		3,000		3,000		2,750		3,000		250		
	TOTAL OTHER TOURISM & AREA PROMO - Operating	3,000	(18,500)	3,000	(18,500)	2,750	(16,951)	3,000	(14,719)	2,482		
	<u>CAPITAL EXPENDITURE</u>											

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COA	Description	2013/2014 Original Budget		2013/2014 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		(12,625)		(12,625)		(11,572)		(12,625)	(1,053)	9.10%	▼
132250	Economic Services - Tourism - Other Infra		(110,000)		(35,000)		(32,076)		(18,981)	13,095	(40.82%)	
	- Tourist Info Bay (75,000)											
	- SoT Entry Statements (35,000)											
			(122,625)		(47,625)		(43,648)		(31,606)	12,042		
<u>CAPITAL REVENUE</u>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL OTHER TOURISM & AREA PROMO - Capital		0	(122,625)	0	(47,625)	0	(43,648)	0	(31,606)	12,042		
TOTAL OTHER TOURISM & AREA PROMO		3,000	(141,125)	3,000	(66,125)	2,750	(60,599)	3,000	(46,325)	14,524		
<u>BUILDING SERVICES</u>												
<u>OPERATING EXPENDITURE</u>												
133201	Building Salaries		(181,585)		(131,585)		(120,615)		(107,762)	12,853	(10.66%)	▼
133202	Long Service Leave Provision		0		0		0		0	0	0.00%	
133203	Superannuation (Bldg)		(23,499)		(20,000)		(18,326)		(12,348)	5,978	(32.62%)	▼
133204	Conferences & Training (Bldg)		(5,400)		(5,400)		(4,950)		(3,401)	1,549	(31.29%)	
	- State Conference x 2											
	- Building Mtce Training											
	- Other Training											
	- TAFE - Assist B/Surveyor											
133205	Other Employee Costs - Building		(17,441)		(22,000)		(20,152)		(28,927)	(8,775)	43.54%	▲
	- Public Liability Insurance											
	- Workers Compensation Insurance											
	- Fringe Benefits Tax											
	- Uniforms											
	- Register SBS/EHO											

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
133206	- Memberships											
133206	Bldg Vehicles Expenses		(2,500)		(2,500)		(2,288)		(1,675)	613	(26.78%)	
133207	Building Control Expenses		(6,500)		(1,500)		(1,375)		(633)	742	(53.96%)	
	- Additional Tools											
	- Subscriptions											
133208	Legal Expenses - Bldg.		(1,000)		(1,000)		(913)		(30)	883	(96.74%)	
133209	Administration Allocation - Building		(71,065)		(91,915)		(84,249)		(79,640)	4,609	(5.47%)	
133210	Consultant Expenses		0		0		0		0	0	0.00%	
			(308,990)		(275,900)		(252,868)		(234,416)	18,452		
OPERATING REVENUE												
133331	Bldg Fines & Penalties	100		100		88		0		(88)	(100.00%)	▲
133333	Building Licences	30,000		30,000		27,500		35,641		8,141	29.60%	
133334	Building Fees - Other	2,500		4,500		4,125		4,659		534	12.94%	
133337	Grant Income - Community Depot	10,181		10,181		9,328		7,636		(1,692)	(18.14%)	
	- Wheatbelt NRM Stormwater Reuse											
		42,781		44,781		41,041		47,936		6,895		
TOTAL BUILDING SERVICES (Operating)												
		42,781	(308,990)	44,781	(275,900)	41,041	(252,868)	47,936	(234,416)	25,347		
CAPITAL EXPENDITURE												
133332	Community Depot - Capital Works		(69,256)		(69,256)		(63,481)		(47,417)	16,064	(25.31%)	▼
	- Connect power, water & level site											
133338	Community Depot - Other Infrastructure Works		0		(10,000)		(9,163)		(10,030)	(867)	9.46%	
			(69,256)	0	(79,256)	0	(72,644)	0	(57,446)	15,198	(0)	0
CAPITAL REVENUE												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL BUILDING SERVICES - Capital												
		0	(69,256)	0	(79,256)	0	(72,644)	0	(57,446)	15,198		

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL BUILDING SERVICES	42,781	(378,246)	44,781	(355,156)	41,041	(325,512)	47,936	(291,862)	40,544		
	<u>ECONOMIC SERVICES</u>											
	<u>OTHER ECONOMIC SERVICES</u>											
	<u>OPERATING EXPENDITURE</u>											
137202	Standpipe - Northam Toodyay Road		(111,023)		(111,023)		(101,750)		(144,502)	(42,752)	42.02%	▲
137205	Lot 3 Piesse Street (Connors Cottage)		0		0		0		(854)	(854)	0.00%	
137208	Deprec Of Assets		(9,363)		(9,363)		(8,580)		(8,390)	190	(2.22%)	
			(120,386)		(120,386)		(110,330)		(153,745)	(43,415)		
	<u>OPERATING REVENUE</u>											
137330	Standpipes	85,000		85,000		77,913		111,983		34,070	43.73%	▲
137331	Extractive Industry Licences	5,000		5,000		4,576		1,672		(2,904)	(63.47%)	
		90,000		90,000		82,489		113,655		31,166		
	TOTAL OTHER ECONOMIC SERVICES (Operating)	90,000	(120,386)	90,000	(120,386)	82,489	(110,330)	113,655	(153,745)	(12,249)		
	<u>CAPITAL EXPENDITURE</u>											
137253	Plant & Equipment - Other Economic Services		(16,000)		(17,200)		(15,763)		(17,206)	(1,443)	9.15%	
137211	- New standpipe & swipe cards		0		(718)		(649)		(560)	89	(13.74%)	
	Transfer To Gravel Reserve		(16,000)		(17,918)		(16,412)		(17,765)	(1,353)		
	<u>CAPITAL REVENUE</u>											
137254	Transfer From Gravel Reserve	30,351		30,351		27,819		0		(27,819)	(100.00%)	▼
		30,351		30,351		27,819		0		(27,819)		

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL OTHER ECONOMIC SERVICES (Capital)	30,351	(16,000)	30,351	(17,918)	27,819	(16,412)	0	(17,765)	(29,172)		
	TOTAL OTHER ECONOMIC SERVICES	120,351	(136,386)	120,351	(138,304)	110,308	(126,742)	113,655	(171,511)	(41,422)		
	TOTAL ECONOMIC SERVICES	294,882	(1,154,775)	302,472	(1,107,177)	277,189	(1,014,618)	272,224	(988,123)	21,529		
	<u>OTHER PROPERTY & SERVICES</u>											
	<u>PRIVATE WORKS</u>											
	<u>OPERATING EXPENDITURE</u>											
141201	Private Works		(16,330)		(16,330)		(14,949)		(7,905)	7,044	(47.12%)	▼
			(16,330)		(16,330)		(14,949)		(7,905)	7,044		
	<u>OPERATING REVENUE</u>											
141330	Private Works Income	18,780		18,780		17,215		13,649		(3,566)	(20.71%)	
		18,780		18,780		17,215		13,649		(3,566)		
	TOTAL PRIVATE WORKS - Operating	18,780	(16,330)	18,780	(16,330)	17,215	(14,949)	13,649	(7,905)	3,479		
	<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		

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL PRIVATE WORKS - Capital		0	0	0	0	0	0	0	0	0		
TOTAL PRIVATE WORKS		18,780	(16,330)	18,780	(16,330)	17,215	(14,949)	13,649	(7,905)	3,479		
<u>PUBLIC WORKS OVERHEADS</u>												
<u>OPERATING EXPENDITURE</u>												
143201	Salaries - Supervisors - Public Work Overheads		(293,365)		(243,365)		(223,080)		(211,350)	11,730	(5.26%)	
143202	Salaries - L.S.L.		0		0		0		0	0	0.00%	
143203	Engineering Costs		0		0		0		0	0	0.00%	
143204	Superannuation (Supervisors)		(28,748)		(28,748)		(26,345)		(27,203)	(858)	3.26%	
143205	Conferences & Training (Super)		(2,500)		(2,500)		(2,288)		(141)	2,147	(93.85%)	
143206	Other Employee Costs - Pwo		(19,732)		(12,000)		(11,000)		(12,182)	(1,182)	10.74%	
	- Workers Compensation Insurance											
	- Fringe Benefits Tax											
143207	Supervisors Vehicles		(15,000)		(25,380)		(23,265)		(23,473)	(208)	0.89%	
143208	Engineering Office Expenses		(20,000)		(25,000)		(22,902)		(25,418)	(2,516)	10.99%	
143209	Eng. - Printing & Stationery		(2,000)		(3,500)		(3,201)		(3,147)	54	(1.70%)	
143210	Wages Staff - Training		(10,000)		(20,000)		(18,326)		(17,631)	695	(3.79%)	
	- Various											
	- Plant Operators Assessment											
143211	Wages Staff - Meetings		(17,350)		(17,350)		(15,873)		(15,758)	115	(0.72%)	
143212	Outside Staff - Wages - Annual Leave		(87,185)		(87,185)		(79,915)		(81,801)	(1,886)	2.36%	
143213	Outside Staff - Wages - Public Holidays		(50,074)		(50,074)		(45,892)		(51,110)	(5,218)	11.37%	▲
143214	Outside Staff - Wages - Sick Leave		(20,000)		(25,000)		(22,913)		(23,612)	(699)	3.05%	
143217	Pwo - Back Pay		0		0		0		0	0	0.00%	
143216	Superannuation (Wages Staff)		(125,000)		(120,000)		(110,000)		(107,807)	2,193	(1.99%)	
143219	Insurance On Works		(75,000)		(70,733)		(64,834)		(70,733)	(5,899)	9.10%	
	- Public Liability Insurance											
	- Workers Compensation Insurance											
	- Employee Protection Insurance											
143220	Salaries (O/S) - L.S.L.		(20,000)		(20,000)		(18,326)		(1,848)	16,478	0.00%	
143222	Safety Equipment & P.P.E.		(10,000)		(20,000)		(18,326)		(16,351)	1,975	(10.78%)	

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COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
143223	Communication Costs		(1,000)		(2,000)		(1,826)		(2,524)	(698)	38.20%	
143224	Administration Allocation - Pwo		(250,417)		(141,570)		(129,767)		(132,830)	(3,063)	2.36%	
143226	Small Plant Operating Costs		(15,000)		(20,000)		(18,326)		(17,980)	346	(1.89%)	
143228	Building Maintenance - Allowance		(500)		(500)		(451)		(362)	89	(19.63%)	
143250	Less Allocated To Works & Services (Pwoh)		1,077,871		1,077,871		988,042		734,891	(253,151)	(25.62%)	▼
			15,000		142,966		131,186		(108,369)	(239,555)		
<u>OPERATING REVENUE</u>												
143331	P.W.O. Misc Income	0		0		0		4,114		4,114	0.00%	
		0	0	0	0	0	0	4,114	0	4,114	0	
TOTAL PUBLIC WORKS OVERHEADS - Operating		0	15,000	0	142,966	0	131,186	4,114	(108,369)	(235,441)		
<u>CAPITAL EXPENDITURE</u>												
143225	Transfer To Employee Entitlement Reserve - Outside Sta		(15,000)		(18,060)		(16,555)		(4,771)	11,784	0.00%	
143229	Plant & Equipment - Pwo - Cap Ex - HP T790 A1 Plotter Eprinter (6,000) - Portable Toilet (6,000)		(12,000)		(12,000)		(11,000)		(5,720)	5,280	0.00%	
			(27,000)		(30,060)		(27,555)		(10,492)	17,063		
<u>CAPITAL REVENUE</u>												
143330	Transfer From Lsl Reserve	15,000		15,000		13,750		0		(13,750)	0.00%	
		15,000		15,000		13,750		0		(13,750)		
TOTAL PUBLIC WORKS OVERHEADS - Capital		15,000	(27,000)	15,000	(30,060)	13,750	(27,555)	0	(10,492)	3,313		
TOTAL PUBLIC WORKS OVERHEADS		15,000	(12,000)	15,000	112,906	13,750	103,631	4,114	(118,861)	(232,128)		
<u>OTHER PROPERTY & SERVICES</u>												
<u>PLANT OPERATION COSTS</u>												

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending
31 May 2014

COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>OPERATING EXPENDITURE</u>												
144202	Unleaded Fuel		(45,000)		(45,000)		(41,250)		(40,509)	741	(1.80%)	
144203	Distillate		(260,000)		(210,000)		(192,500)		(200,715)	(8,215)	4.27%	
144205	Tyres & Tubes		(40,000)		(40,000)		(36,663)		(33,244)	3,419	(9.32%)	
144206	Plant - Parts & Repairs		(122,500)		(167,500)		(153,538)		(166,769)	(13,231)	8.62%	
144207	Plant Repair - Wages		(61,000)		(70,000)		(64,163)		(75,641)	(11,478)	17.89%	▲
144208	Ins. & Licences		(77,723)		(85,000)		(77,913)		(85,988)	(8,075)	10.36%	▲
144209	Sundry Tool Purchases		(10,000)		(15,000)		(13,750)		(9,848)	3,902	(28.38%)	
004425	Less Plant Dep"N Allocated To Works		165,000		165,000		151,250		139,446	(11,804)	(7.80%)	
005012	Loss On Sale Of Assets - Road Plant Purchases		(40,382)		(70,382)		(64,515)		(8,095)	56,420	(87.45%)	▼
008362	Plant Operation - Expen.Stores		(500)		(500)		(451)		(291)	160	(35.47%)	
008412	Plant Depreciation		(250,931)		(250,931)		(230,010)		(226,681)	3,329	(1.45%)	
144250	Less Allocated To Works & Services (Poc)		742,105		742,105		680,262		621,817	(58,445)	(8.59%)	
			(931)		(47,208)		(43,241)		(86,519)	(43,278)		
<u>OPERATING REVENUE</u>												
001523	Profit On Sale Of Assets - Road Plant	64,386		64,386		59,015		16,732		(42,283)	(71.65%)	▼
144330	Misc Revenue & Fuel Tax Credits	30,000		30,000		27,500		25,377		(2,123)	(7.72%)	
144331	Reimbursement - Insurance Claims	0		0		0		336		336	0.00%	
		94,386	0	94,386	0	86,515	0	42,445	0	(44,070)	(1)	
TOTAL PLANT OPERATION COSTS - Operating		94,386	(931)	94,386	(47,208)	86,515	(43,241)	42,445	(86,519)	(87,348)		
<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%	

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending
31 May 2014

COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
		0		0		0		0		0		
	TOTAL PLANT OPERATION COSTS - Capital	0	0	0	0	0	0	0	0	0		
	TOTAL PLANT OPERATION COSTS	94,386	(931)	94,386	(47,208)	86,515	(43,241)	42,445	(86,519)	(87,348)		
	<u>MATERIALS IN STORE</u>											
	<u>OPERATING EXPENDITURE</u>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<u>OPERATING REVENUE</u>											
145330	Sale Of Stock Direct	0		0		0		0		0	0.00%	
		0		0		0		0		0		
	TOTAL MATERIALS IN STORE - Operating	0	0	0	0	0	0	0	0	0		
	<u>CAPITAL EXPENDITURE</u>											
			0		0		0		0	0	0.00%	
			0		0		0		0	0		
	<u>CAPITAL REVENUE</u>											
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
	TOTAL MATERIALS IN STORE - Capital	0	0	0	0	0	0	0	0	0		
	TOTAL MATERIALS IN STORE	0	0	0	0	0	0	0	0	0		

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending
31 May 2014

COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>SALARIES & WAGES</u>												
<u>OPERATING EXPENDITURE</u>												
008580	Wages & Allow Default		0		0		0		(5,048)	(5,048)	0.00%	
008570	Workers Compensation Payments		(15,000)		(15,000)		(13,750)		(14,102)	(352)	2.56%	
008571	Parenting Payments To Staff		0		0		0		0	0	0.00%	
008572	Employment Programs		0		0		0		(5,040)	(5,040)	0.00%	
146201	Salaries & Wages Drawn		(3,238,063)		(3,238,063)		(2,968,218)		(2,869,063)	99,155	(3.34%)	
146202	Salaries & Wages Alloc To W. & S.		3,238,063		3,238,063		2,968,218		2,869,063	(99,155)	(3.34%)	
			(15,000)		(15,000)		(13,750)		(24,190)	(10,440)		
<u>OPERATING REVENUE</u>												
143333	Workers Compensation Reimbursements	15,000		26,534		24,321		30,863		6,542	26.90%	□
		15,000		26,534		24,321		30,863		6,542		
TOTAL SALARIES & WAGES - Operating		15,000	(15,000)	26,534	(15,000)	24,321	(13,750)	30,863	(24,190)	(3,898)		
<u>CAPITAL EXPENDITURE</u>												
101250	Household Hazardous Waste Project		0		0		0		0	0	0.00%	
			0		0		0		0	0		
<u>CAPITAL REVENUE</u>												
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL SALARIES & WAGES - Capital		0	0	0	0	0	0	0	0	0		
TOTAL SALARIES & WAGES		15,000	(15,000)	26,534	(15,000)	24,321	(13,750)	30,863	(24,190)	(3,898)		

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending
31 May 2014

COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>OTHER PROPERTY & SERVICES</u>												
<u>UNCLASSIFIED ITEMS</u>												
<u>OPERATING EXPENDITURE</u>												
147204	6 Duke Street		(1,162)		(1,162)		(1,034)		(1,797)	(763)	73.79%	▼
147205	Bank Building Operations		(8,078)		(8,078)		(7,370)		(3,725)	3,645	(49.46%)	
147206	Syreds Cottage		(24,546)		(24,546)		(22,473)		(8,687)	13,786	(61.35%)	
	- Building Maintenance & Operating											
	- Conservation Plan											
	- Parks & Gardens											
147207	Lots 1A & B Stirling Terrace (O'Reillys)		(524)		(524)		(462)		0	462	(100.00%)	▼
147210	Community Markets		0		(7,500)		(6,875)		(980)	5,895	(85.75%)	
147211	Community Garden		0		(7,500)		(6,875)		(980)	5,895	(85.75%)	
161203	Loan 63 - Interest Payments		(7,074)		(7,074)		(6,479)		(4,054)	2,425	(37.43%)	
08682	Unclassified Bldgs - Dep'N		(4,373)		(4,373)		(4,004)		(3,896)	108	(2.69%)	
			(45,757)		(60,757)		(55,572)		(24,119)	31,453		
<u>OPERATING REVENUE</u>												
147331	Bank Bldg - Recoup Outgoings	1,500		1,500		1,375		997		(378)	(27.46%)	
147332	Bank Bldg - Rent Bank	24,000		24,000		22,000		21,869		(131)	(0.60%)	
147333	Recoups - Lot 1 A&B Stirling Tce	1,500		1,500		1,375		1,422		47	3.39%	
147335	Rental - Lot 1 A&B Stirling Tce	30,000		30,000		27,500		32,194		4,694	17.07%	
		57,000		57,000		52,250		56,482		4,232		
TOTAL UNCLASSIFIED ITEMS - Operating		57,000	(45,757)	57,000	(60,757)	52,250	(55,572)	56,482	(24,119)	35,685		
<u>CAPITAL EXPENDITURE</u>												
147252	Transfer To Asset Development Reserve		0		(6,458)		(5,918)		(5,035)	883	0.00%	
161254	Loan 63 - Principal Payments		(11,510)		(11,510)		(10,549)		(11,510)	(961)	9.11%	
			(11,510)		(17,968)		(10,549)		(11,510)	(961)		

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending
31 May 2014

COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>CAPITAL REVENUE</u>												
147253	Transfer From Asset Development Reserv - Purchase Land For Egress	125,000		0		0		0		0	0.00%	
		125,000		0		0		0		0		
TOTAL UNCLASSIFIED ITEMS - Capital		125,000	(11,510)	0	(17,968)	0	(10,549)	0	(11,510)	(961)		
TOTAL UNCLASSIFIED ITEMS		182,000	(57,267)	57,000	(78,725)	52,250	(66,121)	56,482	(35,629)	34,724		
<u>OTHER PROPERTY & SERVICES</u>												
<u>RANGER SERVICES</u>												
<u>OPERATING EXPENDITURE</u>												
148201	Wages/Salaries - Rangers		(129,808)		(147,607)		(135,300)		(134,138)	1,162	(0.86%)	
148202	Superannuation		(12,007)		(19,987)		(18,315)		(17,935)	380	(2.07%)	
148203	Other Employee Costs - Rangers		0		0		0		0	0	0.00%	
148204	Insurance		(6,894)		(11,672)		(10,692)		(11,672)	(980)	9.16%	
	- Public Liability Insurance											
	- Workers Compensation Insurance											
148205	Conferences & Training - Rangers		(4,000)		(4,000)		(3,663)		(1,272)	2,391	(65.28%)	
	- Various Training											
	- Accommodation											
148206	Vehicle Expenses		(20,000)		(20,000)		(18,326)		(14,682)	3,644	(19.89%)	
148207	Deprec Of Assets		(21,470)		(21,470)		(19,679)		(17,762)	1,917	(9.74%)	
148211	Administration Allocation - Ranger Services		(84,600)		(153,644)		(140,833)		(140,408)	425	(0.30%)	
148213	Telephone Expenses		(5,000)		(5,000)		(4,576)		(4,196)	380	(8.30%)	
148214	Misc Expenses		(3,500)		(3,500)		(3,201)		(467)	2,734	(85.41%)	
	- Horsefloat Maintenance											
	- Corella Control											
148215	Uniforms		(1,200)		(1,200)		(1,100)		(1,254)	(154)	14.00%	
	- Uniforms x 2 (1,200)											

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending
31 May 2014

COA	Description	2013/2014 Original Budget		2013/2014 Amended Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense			
148218	Cctv Maintenance		(2,500)		(2,500)		(2,277)		(6,338)	(4,061)	178.36%	
	- Maintenance											
	- Utilities											
148212	Less Allocated To Schedules		287,648		286,606		262,713		331,447	68,734	26.16%	▲
			(3,331)		(103,974)		(95,249)		(18,677)	76,572		
<u>OPERATING REVENUE</u>												
148330	Recoup For Ranger Services	1,500		1,500		1,375		855		(520)	(37.82%)	
148332	Ranger Services - Miscellaneous Income	2,000		2,000		1,826		1,801		(25)	(1.39%)	
		3,500		3,500		3,201		2,656		(545)		
TOTAL RANGER SERVICES - Operating		3,500	(3,331)	3,500	(103,974)	3,201	(95,249)	2,656	(18,677)	76,026		
<u>CAPITAL EXPENDITURE</u>												
148217	Plant & Equipment - Ranger Services		0		0		0		0	0	0.00%	
			0		0		0		0	0		
		0		0		0		0		0	0.00%	
		0		0		0		0		0		
TOTAL RANGER SERVICES - Capital		0	0	0	0	0	0	0	0	0		
TOTAL RANGER SERVICES		3,500	(3,331)	3,500	(103,974)	3,201	(95,249)	2,656	(18,677)	76,026		
TOTAL OTHER PROPERTY & SERVICES		328,666	(104,859)	215,200	(148,331)	197,252	(129,679)	150,209	(291,780)	(209,144)		

Shire of Toodyay - Bank Reconciliation As At 31 May 2014

Municipal

Balance as per

- Financial Statement - Muni - Unrestricted - 100600100 1,789,773.58

Total

1,789,773.58

Balance as per

- Bendigo - 110482809 676,462.21

- Bendigo - NCD: 1072725 558,405.00

- Bendigo - NCD: 561,115.92

Roundings 0.36

Difference 0.00

Subtotal

1,795,983.49

Adjustments (See Below) (868.92)

Plus Outstanding Deposits - Current Month 1,704.83

Plus Outstanding Cheques - Current Month (6,723.32)

Plus Outstanding Deposits - Previous Periods 277.50

Plus Outstanding Cheques - Previous Periods (600.00)

Total

1,789,773.58

Adjustment Breakdown

Interest Yet to be receipted (1,380.17)

Monies yet to be receipted (861.63)

Eftpos transaction receipted - money not deposited into bank 181.00

Transfer to Trust (80.00)

Money not yet received at bank but transferred to Trust 30/5/14 1,271.88

(868.92)

Signed: Rates/Finance Officer

Date

Signed: Accountant

Date

Shire of Toodyay - Bank Reconciliation As At 31 May 2014

Reserve

Balance as per

- Financial Statement - Reserve - 10075510 2,889,460.79

Total

2,889,460.79

Balance as per

- Bendigo - 110482791 30,417.66

- Bendigo - NCD: 1039356 2,859,067.85

Roundings

(0.05)

Difference

0.00

Subtotal

2,889,485.46

Adjustments (See Below)

(24.67)

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

2,889,460.79

Adjustment Breakdown

Interest

(24.67)

Bank Fees

(24.67)

Signed: Rates/Finance Officer

Date

11/6/14

Signed: Accountant

Date

13/6/14

Shire of Toodyay - Bank Reconciliation As At 31 May 2014

Trust

Balance as per

- Financial Statement - Trust - Unrestricted - 100617100 1,534,608.41

Total

1,534,608.41

Balance as per

- Bendigo - 110482783 1,017,319.46
 - Bendigo - Term Deposit No: 140619784 - T84 186,590.75
 - Bendigo - Term Deposit No: 145326583 - T794 93,990.39
 - Bendigo - Term Deposit No: 137945127 - T100 119,568.36
 - Bendigo - Term Deposit No: 140619834 - T83 119,609.47

Roundings (0.02)

Difference 0.00

Subtotal

1,537,078.41

Adjustments (See Below) (420.00)
 Plus Outstanding Deposits - Current Month 0.00
 Plus Outstanding Cheques - Current Month (1,600.00)
 Plus Outstanding Deposits - Previous Periods 0.00
 Plus Outstanding Cheques - Previous Periods (450.00)

Total

1,534,608.41

Adjustment Breakdown

Funds incorrectly transferred (500.00)
 Transfer from Municipal 80.00

(420.00)

Signed: Rates/Finance Officer

Date

Signed: Accountant

Date

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LOCAL GOVERNMENT ACT 1995

Shire of Toodyay

Repeal Local Law 2014



Gazette Date: t.b.a.

LOCAL GOVERNMENT ACT 1995
Shire of Toodyay
Repeal Local Law 2014

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Shire of Toodyay resolved on 22 April 2014 to make the following local law:

1. Citation

This local law is cited as the Shire of Toodyay *Repeal Local Law 2014*.

2. Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

3. Repeal

The *By-laws relating to Stalls as published* in the *Government Gazetted* on 11 March 1983 is repealed.

9.1 COMMITTEE REPORTS

9.1.1	Local Laws Advisory Committee	Recommendation
Local Laws Review		

Date of Report:	14 April 2014
Proponent:	Local Laws Advisory Committee
File Ref:	LAW1
Author:	Narelle Rodger – Rates/Finance Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil.
Voting Requirements:	Simple Majority

INTRODUCTION

The purpose of this report is for Council to consider recommendations made by the Local Laws Committee at its meeting held 1 April 2014.

BACKGROUND

At its meeting held 24 February 2014, the Local Laws Committee made the following recommendation to Council:

That Council:

1. Resolves to commence the process to repeal the By-Laws Relating to Stalls; and
2. Notes that no submissions were received and that it will not amend or repeal any of the remaining Local Laws at this time and this completes the formal process for the periodic review of Local Laws.

CONSULTATION

An advertisement was placed in the West Australian Newspaper on the 28 January 2014 calling for submissions on the proposed Local Laws Review in accordance with the Local Government Act 1995.

At the close of the advertising period on the 17 March 2014, no submissions had been received.

STATUTORY ENVIRONMENT

Section 3.16 of the Local Government Act 1995 requires that each local law must be reviewed within 8 years

3.16. Periodic review of local laws

- (1) *Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.*
- (2) *The local government is to give Statewide public notice stating that —*
 - (a) *the local government proposes to review the local law; and*
 - (b) *a copy of the local law may be inspected or obtained at any place specified in the notice; and*
 - (c) *submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.*
- (2a) *A notice under subsection (2) is also to be published and exhibited as if it were a local public notice.*
- (3) *After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.*
- (4) *When its council has considered the report, the local government may determine* whether or not it considers that the local law should be repealed or amended.*

** Absolute majority required.*

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

Proceeding with the statutory review will allow us to become compliant in relation to Local Law review requirements.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

The closing date for the Local Laws submissions was the 17 March 2014. At the close of this date, Council had received no submissions.

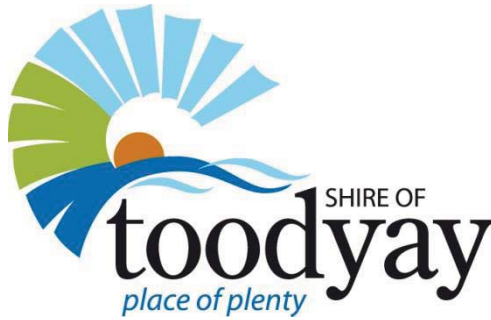
**OFFICER'S RECOMMENDATION/ADOPTION BY EXCEPTION COUNCIL
RESOLUTION NO 91/04/14**

MOVED Cr Craddock

That Council:

1. Commence the process to repeal the By-Laws Relating to Stalls; and
2. Notes that no submissions were received and that it will not amend or repeal any of the remaining Local Laws at this time and this completes the formal process for the periodic review of Local Laws.

MOTION CARRIED 9/0



LOCAL GOVERNMENT ACT 1995
Shire of Toodyay
Repeal Local Law 2014

The Shire of Toodyay proposes to make a local law relating to the Repeal of a Local Law.

The **purpose** of this local law is to repeal the obsolete By-Laws relating to Stalls.

The **effect** of this local law will repeal the By-Laws relating to Stalls as published in the Government Gazette on 11 March 1983 as it is no longer necessary, as stalls are regulated under the Shire of Toodyay's Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

A **copy** of the proposed Local Law may be inspected at, or obtained from the Shire's Administration Centre at 15 Fiennes Street, Toodyay between 8.30 am and 4.30 pm Monday to Friday or at the Toodyay Public Library during normal opening hours.

Written Submissions about the proposed local law may be made to the Chief Executive Officer by **4.00 pm on 11 August 2014** as follows:-

- By mail to Shire of Toodyay PO Box 96, Toodyay WA 6566
- In person to Shire of Toodyay Admin Centre, 15 Fiennes Street Toodyay
- Via Email to records@toodyay.wa.gov.au

STAN SCOTT
CHIEF EXECUTIVE OFFICER

LOCAL GOVERNMENT: Shire of Toodyay	
TITLE: Repeal Local Law 2014	
NEW LOCAL LAW <input checked="" type="checkbox"/>	REPEAL OF LOCAL LAW <input checked="" type="checkbox"/>
AMENDMENT TO IMPLEMENT NCP <input type="checkbox"/>	NO AMENDMENT TO LOCAL LAW <input checked="" type="checkbox"/>
OTHER AMENDMENT TO LOCAL LAW <input type="checkbox"/>	
<p>Review Conduct</p> <ul style="list-style-type: none"> • Who conducted the review? <i>(e.g. local government or consultant)</i> <p>The review of the Local Laws was undertaken by the Local Laws Advisory Committee, established by Council on the following terms:</p> <p>At an Ordinary Meeting of Council held on 21 May 2013, Council resolved as follows:</p> <p>That Council appoint a Committee comprising Council Members only in accordance with s.5.9 (2) (a) of the Local Government Act 1995 subject to the following terms:</p> <ol style="list-style-type: none"> 1. The Committee be limited to four (4) Elected Members in response to Standing Order 17.1 (2)(a) named as follows: <ol style="list-style-type: none"> i. Cr Craddock ii. Cr McCann iii. Cr Firms iv. Cr Greenway 2. The Committee is to advise on the following: <ol style="list-style-type: none"> i. Review of Local Laws; and ii. Adoption of new Local Laws. • Who has been consulted? <i>(include consultation prior to 3.12 advertising)</i> <p>The Local Laws Review went before Council at its meeting of 22 April 2014 wherein Council resolved as follows:</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Commence the process to repeal the By-Laws Relating to Stalls; and 2. Notes that no submissions were received and that it will not amend or repeal any of the remaining Local Laws at this time and this completes the formal process for the periodic review of Local Laws. 	

- **Date review completed** (or date consultation completed for reviews sent in as part of 3.12 advertising.)

17 March 2014

- **Cost of review**

Advertising	\$1,800.00 (includes January 2014 and June 2014 advertising)
Printing	\$ 300.00
Committee Time	<u>\$1,500.00</u>
	<u>\$3,600.00</u>

Restrictions on Competition

- List restrictions on competition contained in the legislation
- If there are none, no further information is required.

No further action is necessary.

Effects of the Restriction

- List the main effects of the restrictions (both positive and negative)

Cost

Not applicable

Benefits

Not applicable

Assessing the Benefits and Costs of the Restrictions

- State the conclusion of the public benefit test i.e. whether or not the restrictions on competition are in the public interest or not.

Not applicable

Alternative Means of Achieving Desired Outcome

- Outline the alternatives considered and their effectiveness.
- State the conclusion reached in regard to the suitability of alternatives.

Not applicable

Overall Conclusion and Recommendations

- **State the overall conclusion – this entails bringing together the conclusions of the assessment of costs and benefits and of alternative means. List the recommendations.**

That Council:

1. Pursuant to section 3.12 of the *Local Government Act 1995* resolves its intent to adopt the Shire of Toodyay Repeal Local Law 2014:
 - a) The **purpose** of which is to repeal the obsolete By-Laws relating to Stalls.
 - b) The **effect** of which will repeal the *Shire of Toodyay's By-Laws relating to Stalls* as published in the Government Gazette on 11 March 1983 as it is no longer necessary, as stalls are regulated under the Shire of Toodyay's Thoroughfares and Trading in Thoroughfares and Public Places Local Law.
2. In accordance with the provisions of section 3.12(3) and (3a) of the *Local Government Act 1995*, advertise for public comment the proposal to adopt the *Shire of Toodyay Repeal Local Law 2014* as shown in Attachment 3.
3. Authorise the CEO to send to the Minister a copy of:
 - (a) The proposed local law – Refer to Attachment 1;
 - (b) A copy of the public Notice – Refer to Attachment 3; and
 - (c) An Executive Summary – Refer to Attachment 4;in accordance with the provisions of section 3.12 (3) of the *Local Government Act 1995* as shown in Attachment 4.
4. Authorise the CEO to provide a copy of the proposed local law, in accordance with the notice to any person requesting it in accordance with the provisions of section 3.12 (3) (c) of the *Local Government Act 1995*.

Implementing Recommendations

- Provide a statement of the approach to be taken to implement recommendations.
 1. Correspondence will be prepared and sent to the Minister(s) in accordance with Recommendation 3.
 2. Copies of the proposed local law will be made available on-line, in hardcopy at the Toodyay Library and the Toodyay Council Offices;
 3. Advertisements will be arranged in accordance with Recommendation 2.
 4. The CEO will ensure that the recommendations of Council are followed.

Notes:

Consultation Process: 3.12 advertising should also invite comments on competition issues.

Not applicable

New Local Law: An executive summary must be submitted to the Department of Local Government with the proposed local law as part of the consultation process. If the local law does not contain any restrictions on competition, this should be indicated in the 'Restrictions on competition' box and no further action is necessary.

Repeal of Local Law: If a local law is to be repealed, this should be indicated by marking the appropriate box. Restrictions on competition contained in the repealed local law should be noted.

Amendment to Implement NCP: This refers to amendments to a local law to implement changes recommended in a NCP local law review. In this situation it is necessary to attach an executive summary for the review that found the restrictions not to be in the public interest.

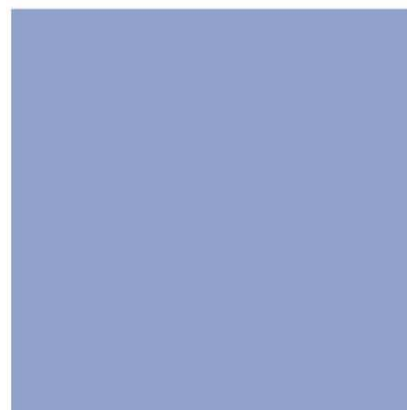
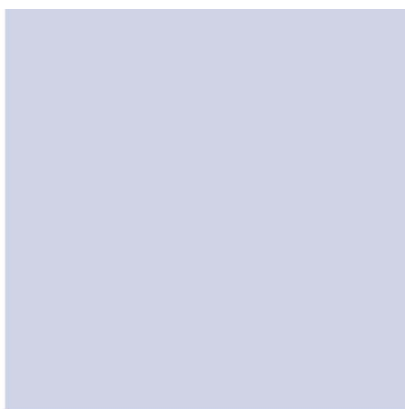
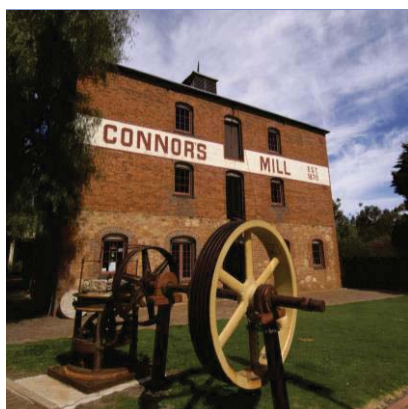
Other Amendment to Local Law: This refers to general amendments made to a local law independent of NCP. An executive summary needs to be completed and attached to the amendment if the amendments contain restrictions on competition. If there are no restrictions on competition, this needs to be stated in the 'Restrictions on competition' box and no further action is necessary.

No Amendment to Local Law: This refers to the situation where an existing local law is reviewed and the restrictions on competition contained in the local law are found to be justified in the public interest. This form should be sent to the Department of Local Government on completion of the review.

Toodyay Economic Development Plan

Shire of Toodyay

June 14



Prepared by:

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Document Status

Version	Purpose of Document	Orig	Review	Review Date
WIP v1.0	Work in Progress Draft for client review	SS	MW	8.01.2014
DraftA	Draft for Shire review	MW	TC	2.02.2014
Final Draft	Final Draft	MW	TC	12.06.2014

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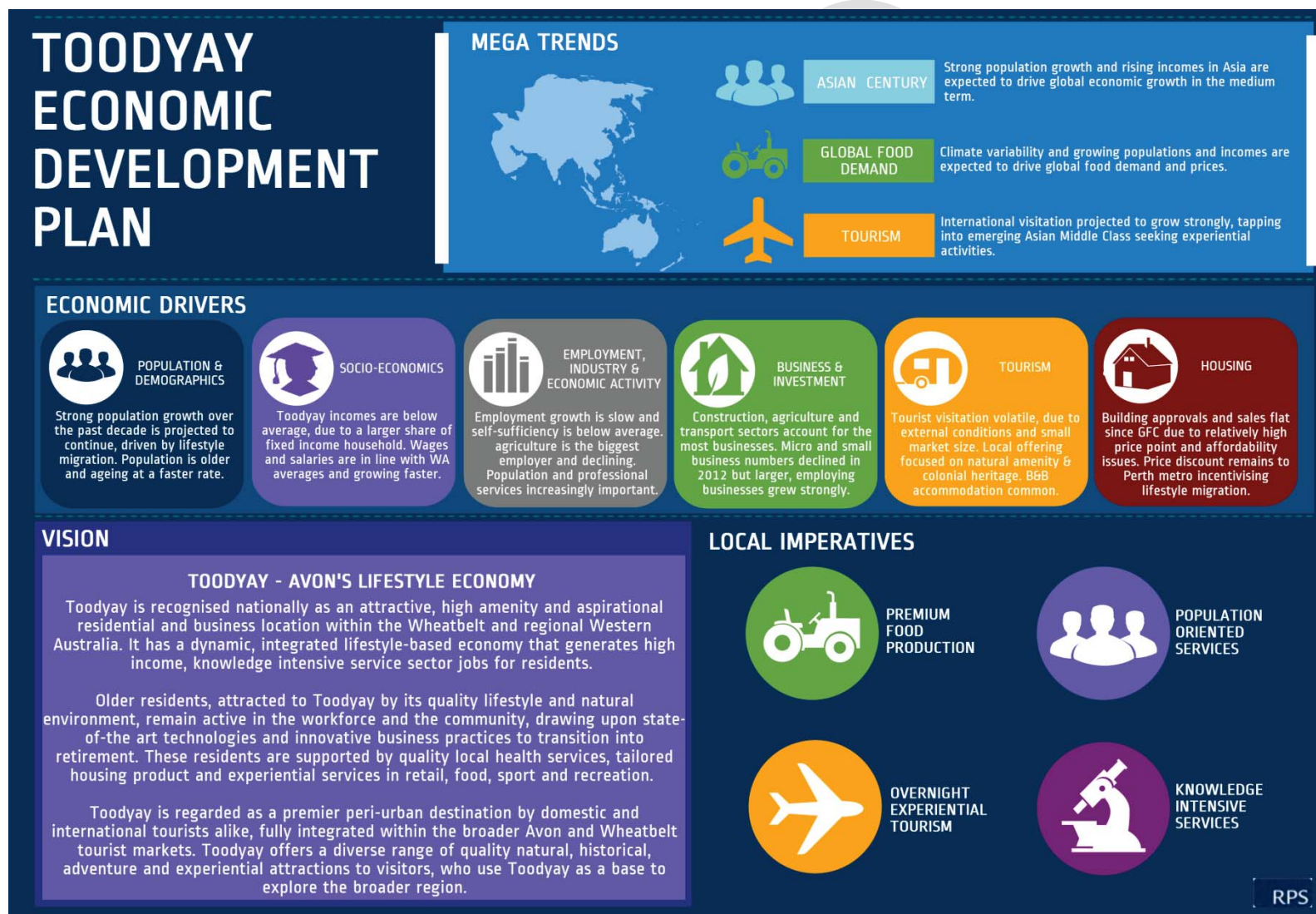
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Summary



I.0 Introduction

I.1 Background

The Shire of Toodyay borders the north-east of metropolitan Perth and is around an hour's drive from Perth (85sqm). The town site of Toodyay (West Toodyay) was gazetted by 1836 and consisted mainly of the establishments of farms along with other infrastructures, related mostly to activities involving crop cultivation, due to the land being fertile and possessing a good supply of water. The Shire covers an area of 1,680sqm and consists of the localities of Bejoording, Bindoon Training Area, Condle, Culham, Dewars Pool, Dumbarton, Hoody's Well, Julimar, Moondyne, Morangup, Nunile, Toodyay, Wattening and West Toodyay.

Following the establishment of the town site of Toodyay, a small town grew with development of government and commercial buildings and by the 1850s, there were three inns and two schools, as well as a gaol. During this time, convict transportation to Western Australia commenced and the buildings for this were established away from the Toodyay town site on the opposite riverbank.

In 1860, the town of Newcastle was surveyed at the site of the current town site of Toodyay and during the late 1800s, both the towns of Newcastle and Toodyay lived side by side. By the beginning of the twentieth century, the town site of Newcastle had grown while the town site of Toodyay had eventually been abandoned. In 1910, the Commonwealth Government asked the Newcastle Road Board to consider a name change in order to mitigate potential confusion arising out of the town of a similar name in New South Wales. The community and the Road Board agreed with the name of Toodyay being the obvious choice for the 'new' name, and the old town site of Toodyay became known as 'West Toodyay'.

Today, the Shire of Toodyay has transformed from a predominantly agriculturally based Shire to becoming increasingly more reliant on the tourism, retail and lifestyle sectors. Toodyay's population has been increasing largely due to the appeal of the Shire's natural amenities and heritage building, which has attracted in 'tree changers' moving into the area, as well attracting visitors.

I.2 What is Economic Development?

Economic development is any effort or action which aids in the growth of the economy. This can vary from direct investments in employment generating businesses to governance, marketing, branding and other facilitation-based activities.

Measures of success are many and varied, which reflects the broad interpretation of 'economic development' activities. Primary measures of economic development often include:

- Employment generation and self-sufficiency;
- Income and wealth growth;
- Regional, State and International competitiveness;
- Economic and industry diversity;
- Maintenance of cost of living and affordability;
- Enhancement of quality of life of residents;
- Sustainability of economic growth within the natural environment;
- Development of the skills of local workers and residents;
- Profitability and commercial viability of local businesses and industry; and
- Maximising exports.

Typically, strategies for regional economic development aim to:

- increase the flow of money into the region
- improving the efficiency of existing businesses
- improve the recirculation of finance and resources within the region

If achieved, these aims should result in the growth in value of the regional economy. This is more or less the basis for a region 'moving forward' and meeting the kinds of community aspirations (e.g. housing choice, lifestyle, employment, education, health, security) so often referred to as 'must haves' in modern day Australia.

Economic Development is particularly important – and challenging – in regional locations.

The lack of a residential population critical mass, enabling infrastructure and business and investment profile all limit the capacity for regional communities to grow and prosper, without significant support and facilitation by Government. This is particularly the case where higher-order employment and economic activity is being sought for a location in order to achieve economic diversification and employment self-sufficiency goals and objectives.

A collaborative approach to economic development, building upon Government's traditional role in facilitating local economies through partnership with private sector organisations, is critical to achieving the goals and objectives established Wheatbelt generally, and the Shire of Toodyay specifically.

1.2.1 Post GFC Environment

In recent years, Western Australia's (WA's) economic prosperity has been well documented and widely reported. Economic growth rates have exceeded national averages and the influx and increase in population levels has mirrored this success.

Post the Global Financial Crisis (GFC) uncertainty remains in markets across the globe. Compared to other nations, Australia still retains some sense of economic stability with an acknowledgement of our heavy reliance of the resources sector.

Despite these events, WA has to date performed well when compared to other state economies. As of Jun 2013, WA's unemployment rate was 4.6%, above the 2012 lows of 3.8% due to the peaking of mining investment but well below the national rate of 5.7%. This is being driven by a combination of still historically high mining investment, recovering housing activity and strong population growth. The interesting dynamic for WA in both the pre and post GFC environment is that proactive economic interventions are still required in order to create local employment, prosperity, diversity and self-reliance. This is true for good economic times or bad.

Why is this so? Quite simply the attractiveness of Western Australia as an economic and lifestyle destination will ensure that migration to the state continues for some time yet. The Shire of Toodyay is currently one of the fastest growing locations in the country and has been identified as a growth hot spot for decades to come. A diversified economic base and localised economic initiatives are required to ensure meaningful jobs for today as well as new (yet to be created) jobs for the future.

Without the right economic development strategies in place, Toodyay, cannot continue to grow and support the lifestyle the local community finds so attractive.

1.3 Plan Scope

The Toodyay Economic Development Plan is an evidence-based strategic economic development plan for the Shire. Its structure is based on the 4Ps of effective and practical Economic Development Strategies, illustrated in the following diagram.

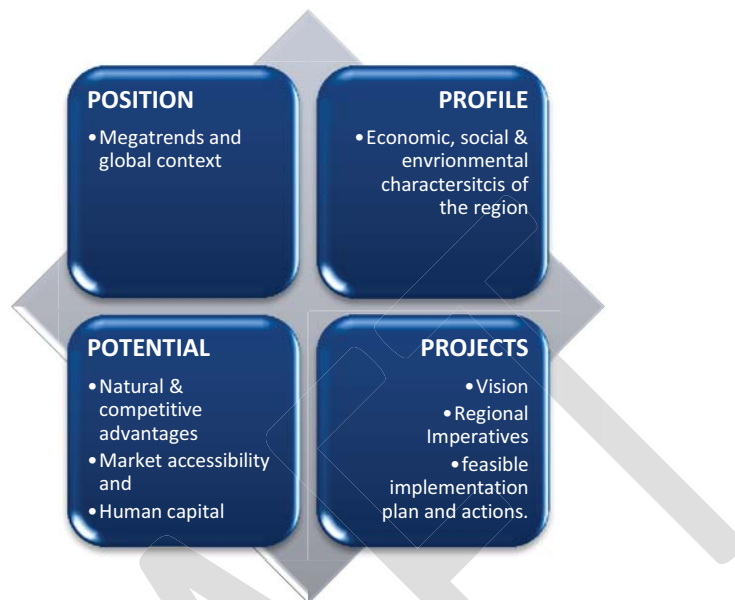


Figure 1 4Ps of Effective Regional Economic Development Strategies

This approach provides a “top-down” assessment of the Toodyay economy, linking practical actions with opportunities presented by the global economy and the advantages of the region. This is illustrated in the following figure.

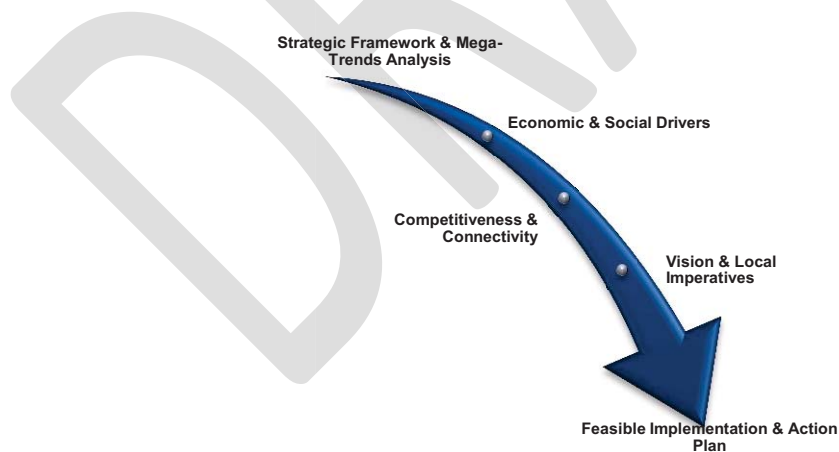


Figure 2 “Top-Down” Approach to Regional Economic Development

1.4 Plan Structure

This Plan is comprised of the following key sections:

- **Strategic Framework & Mega Trends Analysis** – summary of the strategic planning framework within which the Toodyay Economic Development Plan will operate and high level profiling of key global and national mega-trends that will influence Toodyay’s future economic development.

- **Economic & Social Drivers Analysis** - a high level overview of the economic and social characteristics of the Shire of Toodyay. It includes a range of population, demographic, household, socio-economic, industry and housing indicators and draws upon LGA profile within the Avon Sub-Regional Economic Strategy
- **Opportunities & Constraints Assessment** - analyses the key economic opportunities and constraints identified through a workshop with Shire Councillors and officers. Also analyses Toodyay's current position in its economic lifecycle and compares the location's characteristics with national benchmarks;
- **Vision & Local Imperatives**- establishes a vision for the Toodyay economy and profiles key local economic opportunities;
- **Spatial Analysis** - high level location/precinct analysis to inform and guide structure/growth planning; and
- **Feasible Implementation & Action Plan** - provides a list of actions and initiatives required to facilitate, support and underpin the realisation of key economic opportunities for the Shire of Toodyay identified in section **Error! Reference source not found.** of this Plan.

1.5 Glossary & Abbreviations

The following terms and abbreviations are utilised within this Plan:

Table 1 Glossary & Abbreviations

ABS	Australian Bureau of Statistics
ADR	Advertised Daily Room rates
ESS	Employment Self-Sufficiency
FY	Financial Year
GFC	Global Financial Crisis
GRP	Gross Regional Product
LGA	Local Government Area
T/Ha	Tonnes per Hectare
WAPC	Western Australian Planning Commission

2.0 Strategic Framework & Mega-Trends Analysis

This section provides an overview of the strategic planning context of the Toodyay Economic Development Plan. It also summarises key global and national mega-trends that are expected to influence the development of the Toodyay economy over the next 10 to 20 years.

2.1 Strategic Planning Framework

The Toodyay Economic Development Plan will operate within a broader strategic planning framework that extends from the State Planning Strategy to local integrated planning actions and underpinned by the Regional Investment Blueprint (under development by the Wheatbelt Development Commission at the time of this Plan). This is illustrated in the figure below.

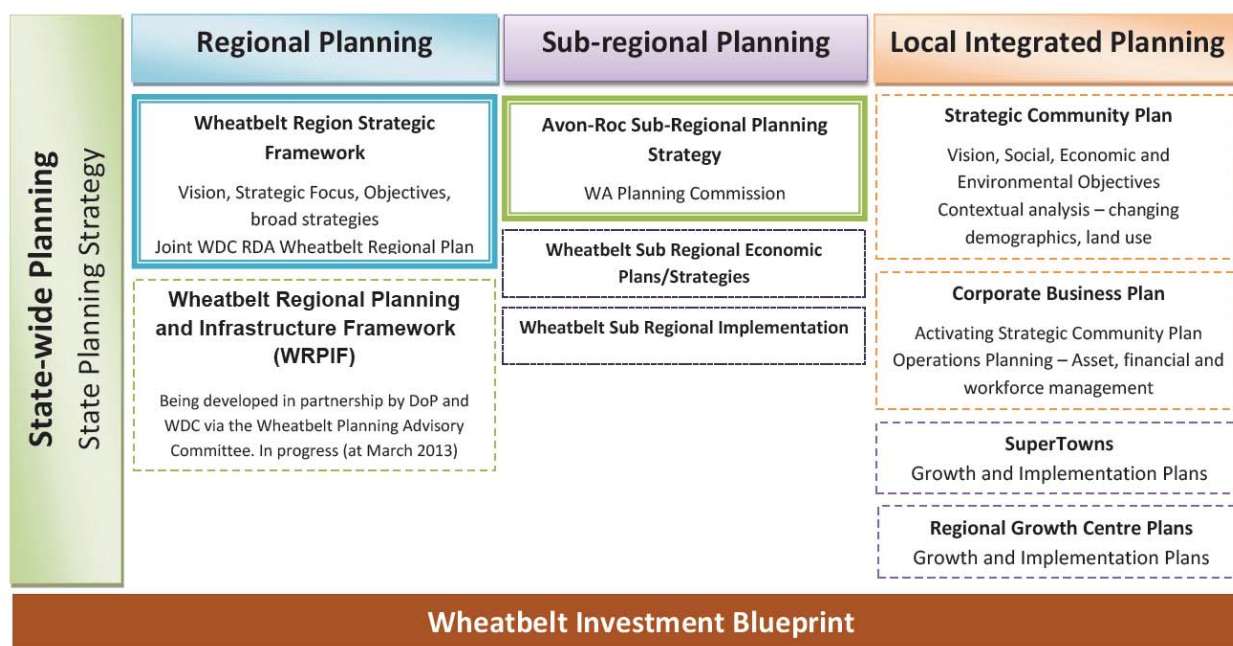


Figure 3 “Top-Down” Approach to Regional Economic Development

Additionally, a series of strategies and plan exist at the Federal level that are relevant to Toodyay including those prepared by RDA Wheatbelt (such as the Wheatbelt Youth Strategy 2012-2017).

Key Strategies and Plans that provide critical context for the Economic Development Plan are summarised in the sections below.

2.1.2 Toodyay 2023 Community Strategic Plan

The Community Strategic Plan is the first part of the Shire’s fulfilment of the Integrated Planning and Reporting Framework, implemented by the State Government’s Local Government Reform Program. Existing services and facilities are expected to continue under the new Plan, supplemented by a number of strategic investment and improvements. The Plan focuses on a range of key objectives including:

- Building trust, partnerships and support for community action
- Preparation of four key plans:
 - » economic development
 - » environment

- » community engagement
- » recreation
- Delivering a recreation solution
- Aged care – regional collaboration, substantially funded by Royalties for Regions
- A more enabling regulatory system which is more consistent and user-friendly
- Toodyay pathways – investing in walkways and cycleways for access, recreation and tourism
- Recycling
- Advocacy – including health, medical, education, infrastructure, public transport and improved train services.
- A new Administration Centre towards the end of the plan

The Plan confirms Council's role in the local economy as:

- Marketing and visitor information services
- Identification of land for industrial and commercial development
- Business facilitation

The Plan establishes a Strategic Vision and Mission for Toodyay and identifies a number of Community Outcomes to meet the aspirations for Toodyay. These include:

- Healthy, safe and cohesive community
- Prosperous and diverse local economy
- Balanced development
- Healthy natural and rural environment
- Responsible and responsive civic leadership

The preparation of an Economic Development Plan for Toodyay was identified as one of four key plans that will establish clear priorities for Toodyay's future economic and social development.

2.1.3 Wheatbelt Regional Investment Blueprint

The Duncan Review in 2010 first identified the benefits of Regional Blueprints for Development Commission areas across the State. This drew upon the experiences of Queensland, which is leading the nation in terms of regional strategic planning, particularly with the establishment of the South East Queensland Regional Plan (SEQRP) in 2006. This Plan included projections of economic activity, investment and employment in SEQ, analysis and implementation of housing targets and assessment of the role of local economic precincts and centres within the broader economic network established by the Plan.

Regional Blueprints have the potential to transform the way Local, State and Federal Government agencies coordinate service delivery and investment into regions of Western Australia. The Wheatbelt Regional Investment Blueprint will establish the framework and priorities for the development and growth of the Wheatbelt, providing not only the public sector, but also private investors and businesses with the strategic direction of the region. The resulting integration of public and private sector activity and investment has the potential to transform regional Western Australia, capturing efficiencies and economies of scale and allowing the latent economic potential of regions to be realised

The Wheatbelt Regional Investment Blueprint is under development at the time of the preparation of this Economic Development Plan.

2.1.4 Avon Sub-Regional Economic Strategy (2012)

RPS was engaged in 2012 by the Wheatbelt Development Commission to prepare economic development strategies for each of the five sub-regions of the Wheatbelt. Released by the Minister for Regional Development in June 2012, the Avon Sub-Regional Economic Strategy provides a framework for the economic development of the Avon sub-region, including Toodyay.

The Strategy identified three major global trends and drivers that would influence the direction and growth of the Avon economy in the future:

- Agriculture, including the rise in demand for food projected for the next 50 years with the growth in global population and emergence of an Asian middle class;
- Transport and logistics, highlighting the strategic location of the Avon and broader Wheatbelt adjacent major resource and energy regions of Western Australia, coupled with the demand generated by nationally significant agricultural production in the region.
- Population ageing, including the retirement of the Baby Boomer generation (born 1946 to 1964) and the increase in health, medical and social welfare service demand projected for the region and nation over the next 30 years.

The Strategy confirmed the fundamental importance of agricultural production, namely broadacre coarse grain farming, to the Avon economy but also highlighted the fact that transport, logistics and manufacturing currently represents a larger share of industry value added. Overall the Avon economy displays dynamic characteristics, with major recent public and private sector investments (Hutchinsons Builders plant at the Avon Industrial Park and the Federal Government's immigration detention centre), assisting to diversify the sub-regional economy.

Economic opportunities for the Avon were identified, including:

- Broadacre agriculture and livestock;
- Transport, logistics and mining-support industries;
- Health and aged care;
- Retail and lifestyle services; and
- Tourism.

A summary of the characteristics and drivers of the Toodyay economy was also included in the Strategy. Key points included:

- Moderate to strong population growth over the past decade and projected to continue into the future;
- Higher proportion of older residents than the state average;
- Below average housing affordability;

Retail and lifestyle services and tourism, along with potential health and ageing services, were identified as the Avon opportunities most relevant to the Toodyay economy.

2.2 Mega Trends Analysis

The growth and development of the Toodyay economy will be invariably linked to trends in the global and national economies. Such trends will present the Toodyay economy with considerable opportunities, as well as challenges. Understanding the nature and scope of these global mega-trends therefore provides critical context for the preparation and implementation of this Plan.

The Avon Sub-Regional Economic Strategy identified three global drivers/mega-trends relevant to the Toodyay economy:

- Global agriculture and food demand,
- increased regional, national and international transport and logistics services demand and
- the structural ageing of the population.

Other major mega-trends relevant to the Toodyay economy are outlined below.

2.3 Key Findings

The Toodyay Economic Development Plan and associated actions is informed by the Avon Sub-Regional Economic Strategy, prepared by RPS for the Wheatbelt Development Commission in 2012. This Strategy forms a critical input into the Wheatbelt Regional Investment Blueprint (under development at the time of this Plan). Both of these Strategies, coupled with the Shire's own Toodyay 2023 Community Strategic Plan, provide critical context for the Economic Development Plan and its implementation.

A range of mega-trends also provide essential context for the Plan, outlining the global trends and drivers that will influence the development of the Toodyay economy. In addition to food demand, transport and logistics and population ageing trends identified in the Avon Sub-Regional Economic Strategy, additional trends include:

- Asian population growth;
- Climate change;
- International tourism;
- Affordability and cost of living; and
- Broadband and the digital age.

Table 2 Mega Trends

Driver	Driver Description	Relevance to Toodyay
Asian Population Growth	Estimates from the United Nations are for a rapid increase in the size of the middle class in Asia over the coming decades, with population in Asia expected to grow from around 4.3 billion people in 2013, to over 5.1 billion by 2050 ¹ . Most of Asia's population, in fact the world's populations, is shared amongst the world's two most populous countries, China and India. In 2013, both China and India account for 61.4% of Asia's population and this is projected to remain relatively stable until 2050 (58.2%).	The Toodyay economy is a diverse agricultural producer within the Wheatbelt. While remaining primarily a producer of coarse grains, Toodyay's production includes olives, horticulture (namely grapes and wineries) and other more intensive higher value commodities. The capacity for value adding and export to growing global markets – particularly in Asia – represents a significant opportunity.
Climate Change	The average global surface temperature has risen around 0.8°C since 1850 and will rise further in the coming decades as a result of emissions that have already occurred ² . For Australia, this is likely to involve substantial environmental change, where both natural and agricultural production systems face significant change due to the combined effects of higher temperatures and a general reduction in rainfall across much of the nation. These environmental changes also increase the risks from bushfires and other extreme weather, particularly in coastal and rural regions. Since 1990 to 2011, Australia's net emissions (carbon dioxide equivalent) increased by 32.2%, growing annually at a rate of 1.3% ³ .	Climate change is expected to significantly increase the volatility and variability of agricultural production in Australia with estimates suggesting up to a 50% decline in wheat production in WA. However, Toodyay has a more stable and moderate climate and rainfall conditions that are not expected to be as adversely impacted. This environment, coupled with reduced competition from other agricultural regions in Western Australia and around the world will present a major opportunity for agricultural producers in the Toodyay.
International Tourism	Demand for international tourism continues to remain strong with the number of worldwide tourist growing. This confirms the positive trend and recent evaluation shows a significant improvement in confidence, with prospects for future growth remaining upbeat. Further, this growth in global tourism continues to produce above average results in most world regions, offering vital opportunities for employment and local economies. The Australian tourism investment pipeline is now estimated to have been \$44.1 billion in 2012, this is an increase of 22% in pipeline investment over the year ⁴ . These levels of investment clearly indicate the enormous potential of the tourism sector and highlight both the importance and attractiveness of investing in key tourism-related activities.	Tourist visitation to Western Australia has continued to grow over the past decade despite global economic conditions and the state of the domestic tourist market. The proximity of Toodyay to metropolitan Perth, coupled with the natural amenity, lifestyle and diversity of local destinations provides an opportunity for increased tourist visitation to be captured. However, the size of the Toodyay tourism market means an integrated sub-regional and regional approach to branding and marketing is expected.
Affordability & Cost of Living	Asian and Australian cities continue to move up the cost of living scale over the last few years which have been offsetting traditionally more costly European locations. In particular, the cost of living in Australian cities have been rising very quickly up the	Toodyay is a recognised lifestyle location within the Avon, with population growth, migration rates and journey to work travel patterns supporting this profile. This role is expected to become further enshrined into the future with the projected growth of the

¹ UN (2013), World Population Prospects: The 2012 Revision, Highlights and Advance Tables, United Nations Department of Economic and Social Affairs/Population Division, New York

² Pearman, G. (2008), Climate Change Risk in Australia Under Alternative Emissions Futures, Department of the Treasury, Canberra

³ DoE (2013), National Greenhouse Gas Inventory - Kyoto Protocol Accounting Framework, Department of Environment, Canberra

⁴ TRA (2013), Tourism Investment Monitor 2013, Tourism Research Australia, Canberra

Driver	Driver Description	Relevance to Toodyay
	rankings as economic growth has supported inflation and currency swings to make them more costly ⁵ . Currently, two of Australia's cities (Sydney and Melbourne) are ranked in the top five most expensive cities to live, where ten years ago there were no Australian cities among the 50 most expensive cities. In June 2013, the Consumer Price Index for housing was one of the highest in Australia (106.0), higher than that for all groups (102.8) ⁶ .	broader Avon economy. However, the capacity of Toodyay to capture these benefits may be constrained by less affordable housing offering, owing to the attractiveness of Toodyay to older resident seeking Green change (either now or land banking for the future).
Broadband & the Digital Age	Technology has played a central role in enabling the globalisation of markets mainly by increasing the reach and speed of communication while also assisting to reduce costs, which have eased the flow of goods, capital, people and information across borders. These macro trends have profound life and business changing effects as they are able to transform businesses to better tailor their products and services to meet their customers' needs (i.e. increasing mass customisation). This has made Australian businesses become more responsive to change, have faster speeds of transactions (i.e. maturity of Australian financial markets), cheaper and more convenient as well as making better use of scarce resources in the process.	Uncertainty remains at the time of this Plan's development of the state of the National Broadband Network. However, current plans identify Toodyay as a critical location for the roll out of optical fibre in the current one and three year plans. When completed (expected prior to mid 2014), this increase in telecommunication infrastructure will underpin enhanced connectivity of Toodyay to the digital economy, present major economic, business and community opportunities for the local area.
Peri-Urban Population Growth	Western Australia has had the highest population growth rate of all major states since 2006, averaging 2.8% per annum. This growth has been from a combination of strong fertility rates and inward migration from interstate and overseas, such as US, UK, New Zealand and South East Asia. This expanding population needs to be catered while preserving the State's unique local environments and valued quality of life. Regional Western Australia, particularly around the periphery of the metropolitan region represents a critical opportunity to accommodate the State's increasing population. These peri-urban areas which are generally within a one to two hours drive from the metropolitan boundary, form belts of non-urban land fringing metropolitan centres and are often neither fully urban nor rural. They often contain important natural resources and remnant biodiversity, often remaining important for agriculture and recreation activities, which attracts residents and visitors.	Over the last decade, Perth's peri-urban fringe has had the strongest growth in Australia, with the annual average growth of inner regional (adjoining major cities) Western Australia (2.5%) increasing at a slightly faster rate than the State's major cities (2.4%). Toodyay is located within the inner regional area of Western Australia and has benefited from this trend in the form of accelerating population growth.

⁵ RBA (2013), Exchange Rates Historical Data, Reserve Bank of Australia, Sydney

⁶ ABS (2013), Consumer Price Index, Australia, Cat No 6401.0, Australian Bureau of Statistics, Canberra

3.0 Economic & Social Drivers Analysis

This section provides a high level overview of the economic and social characteristics of the Shire of Toodyay. It includes a range of population, demographic, household, socio-economic, industry and housing indicators and draws upon LGA profile within the Avon Sub-Regional Economic Strategy.

3.1 Population & Demographics

In 2012, the Shire of Toodyay was home to 4,629⁷ people and has experienced only moderate population growth over the past decade, averaging 1.1% per annum compared to 2.4% for Western Australia as a whole. The WA Tomorrow Population Estimates from the Western Australian Planning Commission project that this growth will accelerate, with another 755 residents predicted to call Toodyay home by 2021⁸. This is illustrated in the following figure.

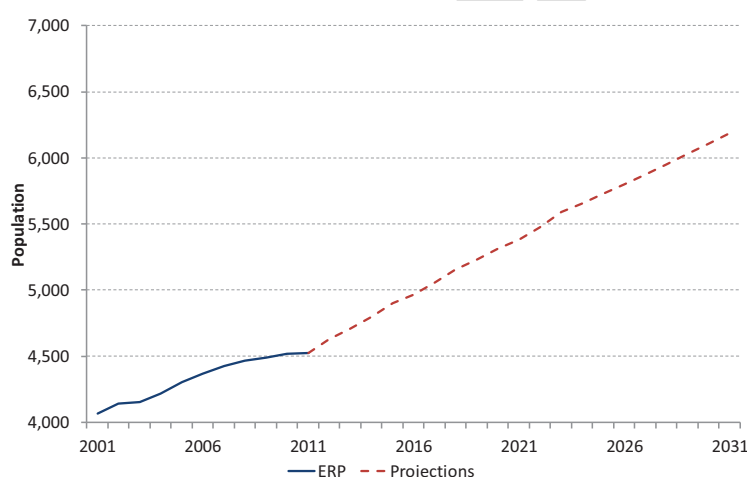


Figure 4 Historical and Projected Population, Shire of Toodyay, 2001 to 2031

This growth differentiates Toodyay from many regional WA towns which have experienced flat or declining population growth over the past decades. This presents considerable opportunities, but also major challenges.

The size of the residential population of a community is a critical factor in the viability of service delivery. Health, education, retail, public transport and other community and commercial services are delivered using different models and to varying levels of comprehensiveness depending on whether certain population – and therefore demand thresholds – are met. Traditionally, for regional and rural communities, a residential population of 10,000 people is regarded by service delivery agencies and organisations as a critical threshold to support a level of service quality and scope that meets the general needs of the community.

A review of population projections for the Shire of Toodyay indicates that this 10,000 person threshold will likely be met anywhere between 2039 and 2061, based on projected growth rates. This is illustrated in the table below.

⁷ ABS (2013), Estimated Residential Population, Cat No 3218.0, Australian Bureau of Statistics, Canberra

⁸ WAPC (2012), WA Tomorrow Population Estimates, Western Australian Planning Commission, Perth

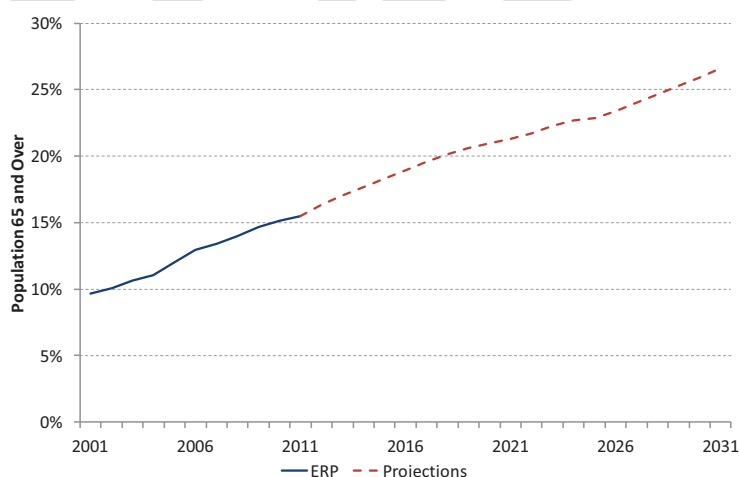
Table 3 Population Growth Scenarios, Shire of Toodyay

Indicator	2021	2031	Year 10,000 Reached
Population Growth Rate 2007-2013	1.8% pa		
WAPC WA Tomorrow Projections 2021 (2031)	5,329	6,266	2061
Trend Population Growth, 2021	5,412	6,482	2056
3% Population Growth, 2021 (Local Planning Strategy)	5,936	7,997	2039

This analysis reveals that the projections from the Western Australian Planning Commission indicate a slowing of the growth of the population compared to a continuation of recent trend growth over the next 10 years, and this would result in the 10,000 residential population threshold being met 5 years later. Additionally, the growth from the WAPC is significantly slower than the 3% growth rate identified in the Shire's local planning strategy.

The use of a slower growth rate in the Economic Development Plan reflects an objective of the Plan to foster a dynamic, responsive, innovative and knowledge-intensive economy that is not contingent on rapid population growth. By adopting this approach, improving the prosperity and quality of life through effective development of the Toodyay economy can occur regardless of the population scenario that eventuates.

In 2012, Toodyay's had an older age structure, with an above average share of people aged 65+ (16.3% compared to 12.4% for Western Australia⁹). The Shire is also ageing rapidly, with the share of population 65+ increasing from 10% in 2001 and is projected to increase to 26.5% in 2031. In other words, more than one in four Toodyay residents are expected to be of retirement age within 20 years. This is illustrated in the following figure.

**Figure 5 Share of Historical and Projected Population, 65 years and Over, Shire of Toodyay, 2001 to 2031**

⁹ ABS (2013), Population by Age and Sex, Regions of Australia, Cat No 3235.0, Australian Bureau of Statistics, Canberra

3.2 Socio-Economics

In 2011, personal and household incomes in Toodyay were \$497 and \$1,012 respectively. These were significantly lower than the State averages (\$662 and \$1,415)¹⁰. This difference is primarily due to Toodyay's lack of significant exposure to mining activities, which have driven personal and household income growth in the regional WA and the State over the past 5-7 years. This is reflected in the fact the gap with the Australian average is not as significant, particularly in terms of personal incomes. This is illustrated in the following figure.

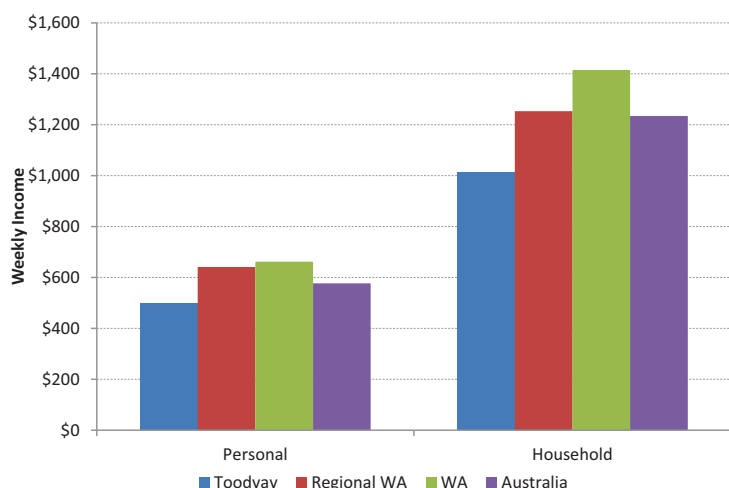
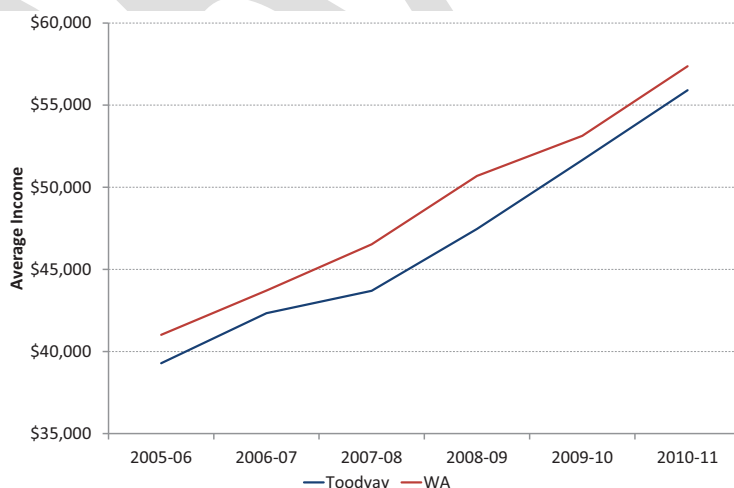


Figure 6 Median Individual and Household Income, Shire of Toodyay, Western Australia and Australia, 2011

Another factor in this lower income profile is the older age profile of current residents. Older populations, particularly those in retirement, tend to have greater reliance on fixed annuities or government pensions for their income. This is reflected in the fact that when wage and salary incomes alone are examined, the gap with the State average is significantly smaller, with less than \$1,500 difference¹¹. This is illustrated in the following figure.



¹⁰ ABS (2012), Census of Population and Housing, 2011, Australian Bureau of Statistics, Canberra

¹¹ ABS (2013) Wage and Salary Statistics for Small Areas, Cat No 5673.0 Australian Bureau of Statistics, Canberra

Figure 7 Average Wage & Salary Income, Shire of Toodyay, 2005-06 to 2010-11

This gap has also narrowed in recent years, with Toodyay wage income growing by 7.3% over this period, compared to 6.9% for the state. This indicates that while overall income levels are low, incomes generated from employment are strong. Growing the share of local employment is therefore regarded as critical to the local economy.

The unemployment rate for Toodyay in June 2013 was 3%, which was lower than the State's unemployment rate of 4.4% in the same period¹². Over the year to June 2013, Toodyay's unemployment rate has been trending upwards and increasing at a much faster rate than the State's average. This is illustrated in the following figure.

**Unemployment Rate, Shire of Toodyay, 2008-13**

This likely reflects greater levels of volatility in the local economy, compared to State wide averages but should continue to be monitored in the medium term to determine if an upward trend is emerging.

In 2011, there were 1,339 residents in the Shire with post-school qualifications¹³. This represents approximately 39% of the population aged 15 and over and is up from 36.5% in 2006. It is less than the national average of 44% in 2011, indicating a lower level of post school qualifications among the Toodyay workforce.

Toodyay also has a different mix of post-school qualifications among its residents, with a higher proportion of certificate level and lower shares of Bachelor degree and Post Graduate qualifications. This is illustrated in the figure below.

¹² DEEWR (2013), Small Area Labour Market, Department of Education, Employment and Workplace Relations, Canberra

¹³ ABS (2012) Census of Population and Housing 2006 and 2011, Australian Bureau of Statistics, Canberra

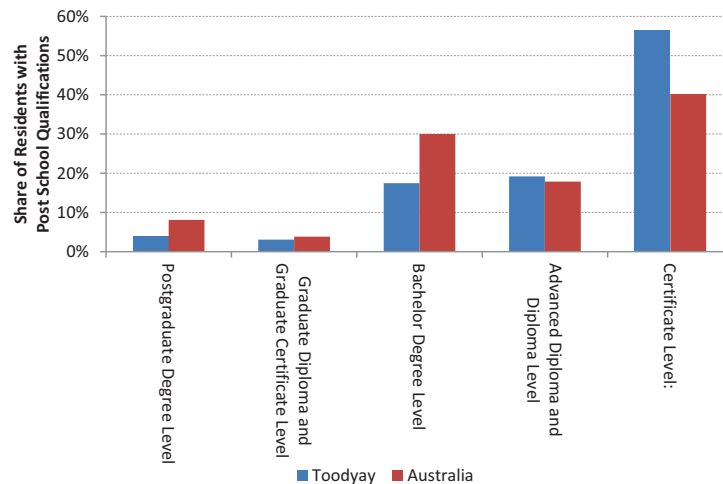


Figure 8 Share of Residents with Post School Qualifications, by Level of Qualification, Toodyay and Australia, 2011

This lower rate of post-school qualifications and bias towards Certificate level is common in regional economies with older populations and strong exposure to tourism, agriculture and community services. Anecdotal evidence from consultation suggests that this structure incentivises higher skilled and qualified workers who live in the Shire to travel to Northam or Perth for work. Reversing this drain and increasing the number of high skilled migrants to the Shire is essential for the health and sustainability of the Toodyay economy.

There are a number of community groups that operate within the Shire. These include, but are not limited to:

- Toodyay Cricket Club
- Agricultural Society
- Avon Community Health
- Blue Light Youth Group
- Toodyay Bowling Club
- Brownies, Guides & Ranger Guides, Toodyay Scout Group
- Toodyay District High School
- Toodyay Football Association
- Toodyay Hockey Club
- Toodyay Spinners
- Toodyay Swimming Pool Action Committee
- Toodyay Tennis Club
- Clackline / Toodyay Karate Club
- Toodyay Tee-ball
- Toodyay Youth Hall Committee
- Silver Chain / Toodyay Share & Care / Toodyay Autumn Club
- Butterley Cottages Association

These organisations provide important services to local residents and support and foster the Toodyay community.

3.3 Employment, Industry & Economic Activity

In 2011, there were a total of 784 jobs in the Shire of Toodyay¹⁴. This is up from 741 in 2006, representing growth of 43 jobs at a rate of 1.1% per annum. This is slower than the rate of population growth. Analysis of the number of jobs per 100 residents reveals a slight increase over the 5 years to 2011 – from 17.1 to 17.3 – suggesting the older age profile of new residents (and decreased demand for employment) is resulting in slower demand for employment over this period.

As expected, Agriculture represents the largest employing sector in 2011, with 127 jobs. This is however down from 2006 (154 jobs) mirroring the long-term job loss trends in Agriculture nationally in response to increased adoption of technology and other productivity measures. Falls were also experienced in Rental, Hiring and Real Estate Services and Wholesale Trade. These declines have been more than offset however by increases in:

- Health Care of Social Assistance;
- Transport, Postal & Warehousing;
- Retail Trade;
- Other Services; and
- Professional, Scientific and Technical services.

These changes are outlined in the table below.

Table 4 Employment, by Place of Work and Industry, Shire of Toodyay, 2006 and 2011

Industry	2006	2011	Change
Agriculture, forestry & fishing	154	127	-27
Mining	3	10	7
Manufacturing	34	35	1
Electricity, gas, water & waste services	6	5	-1
Construction	74	82	8
Wholesale trade	18	6	-12
Retail trade	78	91	13
Accommodation & food services	56	65	9
Transport, postal & warehousing	20	34	14
Information media & telecommunications	6	3	-3
Financial & insurance services	16	11	-5
Rental, hiring & real estate services	33	15	-18
Professional, scientific & technical services	27	37	10
Administrative & support services	15	22	7
Public administration & safety	50	52	2
Education & training	68	75	7
Health care & social assistance	35	62	27
Arts & recreation services	5	9	4

¹⁴ ABS (2012) Census of Population and Housing 2006 and 2011, Australian Bureau of Statistics, Canberra

Industry	2006	2011	Change
Other services	23	38	15
Inadequately described/Not stated	20	5	-15
Total	741	784	43

This change in employment structure indicates the Toodyay employment base has diversified in recent years with greater levels of population and professional service employment, in response to increased population growth and ageing.

An important measure of the level of employment generation in a local economy is Employment Self-Sufficiency. Employment Self-Sufficiency (ESS) is a measure of the number of jobs in a local economy as a ratio of the number of workers who live there. It is different to measures of Employment Self-Containing, used in transport modelling, as the residential location of the individual who fills the local job is not considered. Instead, ESS provides a simple and comparable indicator of the relative size of the local industry and employment base.

In 2011, Toodyay had an ESS of 41.3%. This is low by national standards, with a rate above 60% the norm. However, lower rates are more common in lifestyle and peri-urban locations, which tend to have a more residential character.

This rate is not however equal across all industries. The trend of worker to leave the Shire for employment is more prominent in certain sectors than in others. The industry specific ESS for Toodyay are illustrated in the figure below.

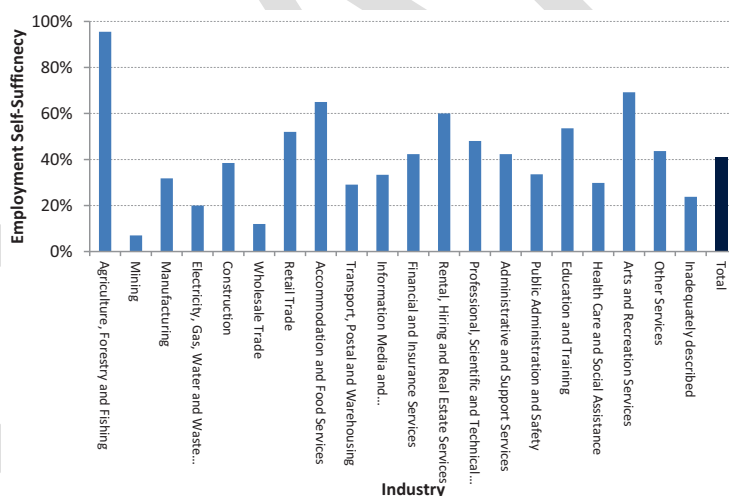


Figure 9 Employment Self-Sufficiency, by Industry, Shire of Toodyay 2011

As expected, Agriculture had the highest ESS at over 95% (i.e. there are 95 Agricultural jobs in Toodyay for every 100 Agricultural workers living here). This is followed by Arts and Recreation Services (69.2%), Accommodation and Food Services (65.0%) and Rental, Hiring and Real Estate Services (60%). All of these sectors are linked primarily to the local community and tend to be local. In contrast, the ESS for mining, wholesale trade, utilities are low, reflect the general absence of these industries within the Toodyay economic structure.

The below average rate for Health Care are of particular concern considering the population age profile of Toodyay and concerns raised during consultation of the quality and scope of local health service offering. However, a lower rate also presents an opportunity. As this sector grows, there is potential for a portion of

these workers to remain in Toodyay for their employment rather than travel other locations. This potential availability of skilled labour will support the growth of this sector locally.

Despite only moderate employment growth and below average ESS, the Shire of Toodyay has experienced strong economic growth over the last five years. According to the RPS Gross Regional Product (GRP) Model with GRP increased from \$96m in 2006/07 to almost \$110m in 2010/11. This represents growth of over 14%, despite being in the middle of the GFC period. This is illustrated in the following figure.

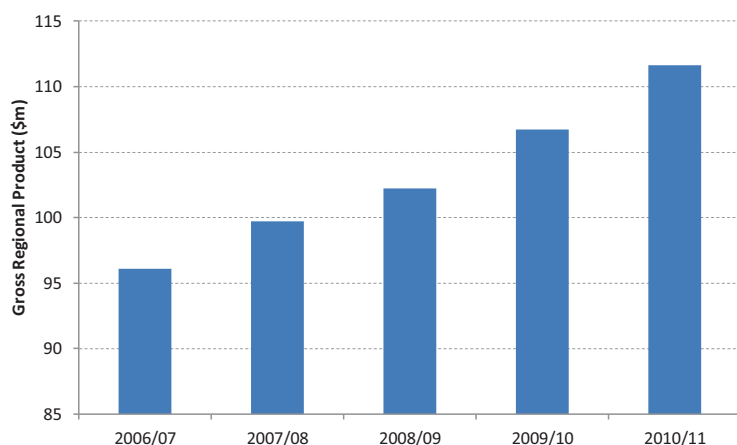


Figure 10 Shire of Toodyay, Gross Regional Product (GRP), 2006/07 - 2010/11¹⁵

Agriculture was and continues to be a foundation industry of the Toodyay economy, contributing 14% to Gross Regional Product in 2010/11. This is supported by transport and logistics activities (6.9%) as well as some minor manufacturing (5.8%).

However, the economic structure of Toodyay continues to change. Strong population growth and growing tourism visitation are both underpinned by Toodyay's lifestyle and amenity characteristics. This is reflected in the role of construction (25.8%) and real estate (7.2%) as the Shire's largest and third largest industries and retail trade as the fifth largest contributor (6.9%). This is outlined in the table below.

Table 5 Gross Regional Product, Shire of Toodyay, 2010/11¹⁶

Industry 2010/11	GRP (\$)	Share (%)
Construction	22,146,570	25.8%
Agriculture, forestry & fishing	12,164,712	14.2%
Rental, hiring & real estate services	6,209,216	7.2%
Transport, postal & warehousing	5,944,075	6.9%
Retail trade	5,699,155	6.7%
Financial & insurance services	5,442,419	6.4%
Education & training	5,272,586	6.2%
Professional, scientific & technical services	5,272,430	6.2%
Manufacturing	4,976,632	5.8%

¹⁵ ABS (2012), Census of Population and Housing, 2011, Australian Bureau of Statistics, Canberra

¹⁶ RPS (2013) RPS Gross Regional Product Model, RPS, Subiaco

Industry 2010/11	GRP (\$)	Share (%)
Public administration & safety	4,969,130	5.8%
Mining	3,886,886	4.5%
Wholesale trade	3,416,113	4.0%
Health care & social assistance	3,189,092	3.7%
Accommodation & food services	2,573,424	3.0%
Administrative & support services	2,188,892	2.6%
Other services	1,859,525	2.2%
Information media & telecommunications	1,485,733	1.7%
Electricity, gas, water & waste services	1,463,685	1.7%
Arts & recreation services	400,053	0.5%

3.4 Business Activity & Investment

The dynamism of local economies is primarily determined by the strength of the local business community. Local businesses support both investment and employment generation, providing jobs and incomes to the resident workforce and attracting new residents.

In 2012, there were 409 businesses with their registered address in Toodyay¹⁷. This does not include businesses with their registered address in other locations of Australia but with a presence in Toodyay. Since 2009, there has been a 4.4% decline in the number of businesses. The majority of this fall has been over the year to 2012, which corresponds with a rise in local unemployment during this time. This is illustrated in the following figure.

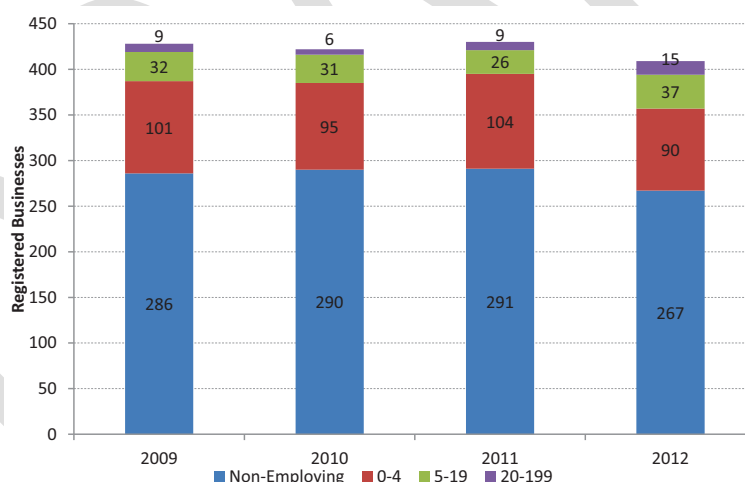


Figure 11 Number of Registered Businesses, by Size, Shire of Toodyay, 2009-12

However, the fall in business numbers appears to be in micro and small business categories, with the number of non-employing businesses falling from 291 in 2011 to 267 in 2012, while the number the businesses employing 0-4 people falling from 104 to 90. In contrast, the number of largest businesses (5-19 and 20-199 employees) increased over the assessment period. This suggests that either a number of small

¹⁷ ABS (2012), Count of Businesses, Cat No 8165.0, Australian Bureau of Statistics, Canberra

businesses have grown and transitioned into larger business categories over this time or that the closure of smaller businesses in recent years has been offset by the establishment of a number of larger local businesses.

As expected, Agriculture and Construction sectors account for the largest shares of locally registered businesses, in line with GRP. Both of these industries are characterised by a large share of non-employing businesses reflecting the employment practices of these sectors. Transport is also strongly represented, as is the Professional, Scientific and Technical Services sector.

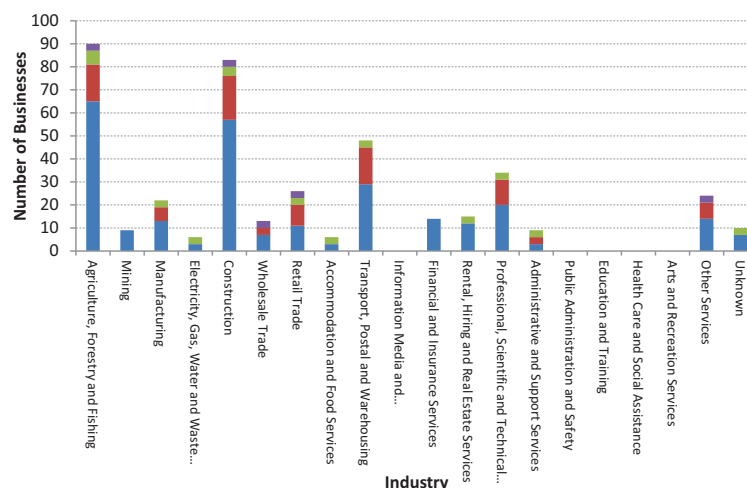


Figure 12 Number of Registered Business, by Industry and Size, Shire of Toodyay, 2012

A major transformative investment in the Shire of Toodyay is the potential development of bauxite mining in the Shire. Australia is a major global producer and exporter of bauxite – the primary ore in aluminium – accounting for almost a quarter of total production. Bauxite Resources Limited (BRL) is currently exploring the Shire for bauxite in the Felicitas deposit in the Darling Ranges. The deposit is located 10km west of Wundowie. Recent exploration activity has increased the size of the identified deposit to over 220 million tonnes. Further resource upgrades are expected in the short-term. Another 100million tonnes is currently within BRL's Fortuna holding taking the total deposit size to over 320 million tonnes. This is sufficient scale to support a 1.25 million tonne per annum (mtpa) alumina refinery for 50 years¹⁸.

The deposit is well positioned for exploitation, being located 5km from rail which provides direct access to Kwinana Port and key global export markets. The Felicitas resource currently extends across approximately 4,800Ha (48km²) of private landholding though this is expected to increase in the future based on resource upgrades. This is mostly comprised of a small number of larger landholdings which will facilitate easier development of the resource. The flat lying sub-surface nature of the resource means exploitation does not require deep pit or underground mining like coal or iron ore. Instead, the Felicitas resource band is a little more than 1 metre below the surface and averaging 4.5 metres thick (up to 18 metres).

To mine bauxite, the top soil or "overburden" is removed and stored along with any intervening rock. The bauxite is then mined using scrapers and small excavators. Upon completion of mining, the top soil and any major rock and fall trees identified on the site are returned and the site is rehabilitated. In the case of the Felicitas resource, the current land holding is agricultural and pastoral so rehabilitation to a natural

¹⁸ BRL (2013) Darling Range Bauxite Upgrade,

environment is likely unnecessary. Instead, progressive return of the land to a condition suitable for these uses is expected.

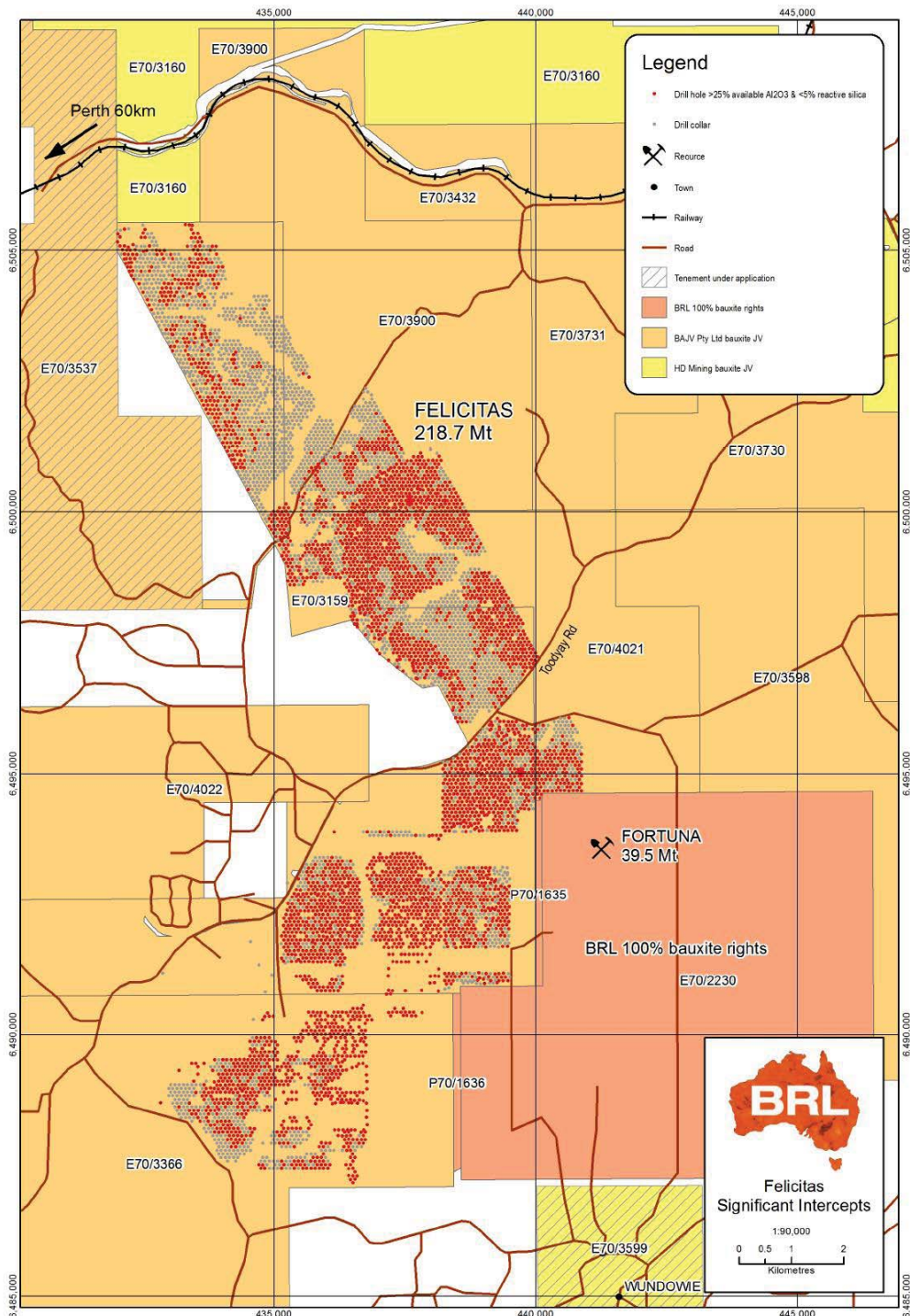


Figure 13 Felicitas Resource

The direct and indirect employment generation from mining activity can be significant. While bauxite mining lacks the same capital expenditure requirement as coal or iron ore mining, operational workforces are usually higher. The large size and scope of the Felicitas resources means that progressive long-term development of the resource is expected. This will have the effect of providing greater certainty in the nature of employment opportunities created by the mining activity and increase the potential for workers to locate their place of

residence in the Shire. Additionally, the mining activity presents a considerable opportunity for Shire businesses to capture supply chain opportunities for the development. Machinery and equipment repair, steel and metal fabrication and health and safety services are among a diverse range of goods and services regularly required to support mining projects.

Key to the sustainability of the benefits of mining activity is the effective management of its environmental impacts. This should include effective rehabilitation of the land as well as identification and mitigation of impacts against high value and sensitive ecosystems. The nature of bauxite mining means that full rehabilitation of the natural environment is more achievable than under other types of mining.

Similarly, consideration must be given to the impact of mining activity on transport infrastructure. Upon operation, the development of the Felicitas resources will need to use key transport corridors, like Toodyay Road to move bauxite to alumina production facilities and then onto port for export.

3.5 Tourism

The lifestyle and amenity characteristics of Toodyay have the potential to support considerable tourism visitation, activity and investment. Visitation levels to Toodyay have been volatile over the past decade, reflecting the small size of the local market. Visitation levels peaking in 2008 before falling within the onset of the GFC. Since then, Toodyay's visitation profile has mirrored that of Western Australia, with numbers recovering in 2010 before declining steadily to 2012. The year to June 2013 has been significantly stronger. This is illustrated in the figure below.



Figure 14 Tourist visitor nights/day trips, Shire of Toodyay, FY 2005 to 2013

Toodyay is home to a diverse range of tourist accommodation, with Bed and Breakfast/Guest house and Chalet style product the most common. The Freemason Hotel/Motel and Avalon Homestead are the two largest accommodation establishments in the Shire. Accommodation at most establishments can be booked through the Toodyay Visitor Centre website¹⁹ and individual establishment websites with advertised room rates (ADR) ranging from \$85 to more than \$200.

¹⁹ TVC (2013) Toodyay Visitor Centre website accessed at <http://toodyay.com> on 19 December 2013

The colonial heritage and natural beauty of Toodyay and the surrounding area represent the major attractions of the local tourism market. Connors Mill and Newcastle Gaol are major local tourist attractions that highlight the Shire's convict and agricultural history and include original architecture, farming equipment and artefacts from the 1800s. These attractions anchor a self-guided tour of the historic township.

Avon Valley National Park (to the west of the Toodyay township) and Julimar State Forest (to the north west) represent the core natural attractions accessible from Toodyay. Popular for bushwalking, 4x4 offroad driving and camping, these Parks are a major attractor of tourists to the Toodyay. Other natural attractions include the Bilya Walk Track and the Avon River and associated parks.

A small collection of vineyards are established in the Toodyay shire, with the area exhibiting similar viticulture characteristics to northern parts of the Swan Valley. Wineries can represent major tourist attractions, as has been established in regions like the Hunter Valley (NSW), Barossa Valley (SA) and Margaret River (WA) regions. Currently, the viticulture sector in Toodyay lacks a critical mass to represent a core tourist attraction but does help to diversify the local offering.

The small size of the Toodyay market means that a coordinated approach to tourism with other parts of the broader Avon and Wheatbelt regions is essential.

3.6 Transport and Connectivity

As a peri-urban location, Toodyay is intimately connected to the metropolitan Perth area. Residents of Toodyay regularly travel to Perth to access a range of services, including employment opportunities, tertiary health and education services and higher order retail offering. Additionally, business and economic activity is strongly related to transport infrastructure, providing local businesses with access to workers and customers and industry access to export infrastructure like ports and airports. Finally, transport infrastructure

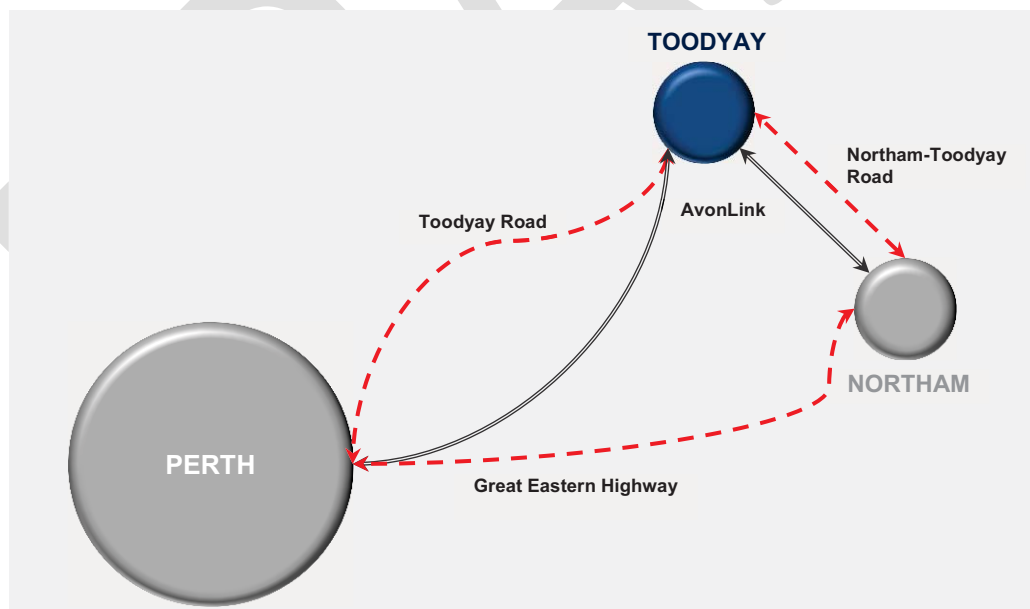


Figure 15 Major Transport Infrastructure, Toodyay

Toodyay is primarily connected to metropolitan Perth via the regional road network. Toodyay Road connects Toodyay to Midland via Gidgegannup. Toodyay Road serves a dual function, supporting residential passenger travel as well as freight and industry. This can create conflicts in the use of this core infrastructure, with the majority of Toodyay Road dual carriage way only. Growth in tourism activity, particularly daytrip travel is expected to further increase demand for the road, as will development of local

bauxite resources and potential regional waste storage activity. Investment is required to not only increase the carrying capacity of the road, but also to address potential safety and amenity issues.

An alternate route is via the Northam-Toodyay Road which then connects at Northam to the Great Eastern Highway. This route is indirect and is not a suitable alternative for commuter and industry traffic. Additionally, Toodyay is connected to the broader Avon and Wheatbelt region by the regional road network. This enhances the connectivity of Toodyay among local and regional communities, extending the labour force catchment of local business and industry and integrating Toodyay into a broader tourism region.

The AvonLink provides passenger rail services between Toodyay, Northam and Midland on the metropolitan rail network. Established in 1995, the AvonLink provides twice daily connections between Toodyay and Perth. While the continued value of the AvonLink has recently been the subject of debate, the service provides an important connection between Toodyay, as a peri-urban residential and lifestyle destination and metropolitan Perth. This not only provides Toodyay residents with access to higher order employment and services but has been demonstrated as a potentially significant source of tourists, particularly on weekends. Additionally, by maintaining and even enhancing the services, the AvonLink has the potential to enhance the integration of the Toodyay economy in with that of Greater Perth, providing local businesses with access to metropolitan customers and providing an effective connection for semi-retired and other white collar professionals basing themselves in the Shire but travelling to Perth on a regular basis. The announcement in May 2014 of the continuation of the AvonLink services until at least June 2017 is regarded as a positive for the Toodyay economy. Effort is now required to increase and maximise the utilisation of the service by local residents and businesses, and promoting the connectivity to Perth that the service offers.

Rail has historically played an essential role supporting agricultural production and export. However, in recent years freight rail infrastructure throughout the Wheatbelt has been subject to closures and capacity constraints. This is shifting more and more freight onto road, further exacerbating traffic and use conflicts on Toodyay Road and other important arterial roads and highways. Agriculture is expected to remain the foundation industry of the Toodyay economy and continued support of rail infrastructure in the region is essential to underpin the competitiveness of farmers in an increasingly competitive global market.

3.7 Housing

With a growth population and an established lifestyle profile in the Wheatbelt, residential housing supply and market dynamics are of critical importance to the Toodyay economy. Total residential building approvals in the Shire of Toodyay decreased by almost half (48%) between 2001/02 to 2011/12²⁰. Since 2007, there has been a downtrend building approvals, with the exception of 2010. The higher building approval in 2010 was in response to the fires which occurred in the preceding year. This is illustrated in the following figure.

²⁰ ABS (2013), Building Approvals, Australia, Cat No 3235.0, Australian Bureau of Statistics, Canberra

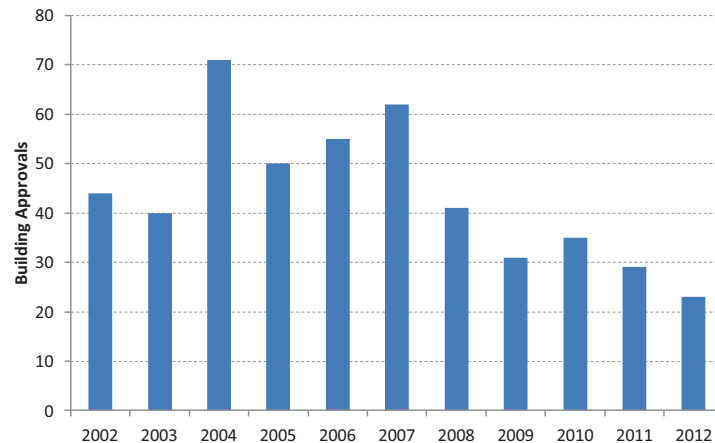


Figure 16 Shire of Toodyay, Building Approvals, 2001/02-2011/12

Such a decline, in the face of continued strong population growth, reflects a number of potential structural issues in the Toodyay housing market. Firstly, Toodyay's median house prices grew strongly from \$135,000 in 2002 to \$312,500 in 2012, up by \$177,500 or 131.5%. The median sale price increased significantly between 2005 and 2006 and since then has remained relatively stable. This is illustrated in the following figure.

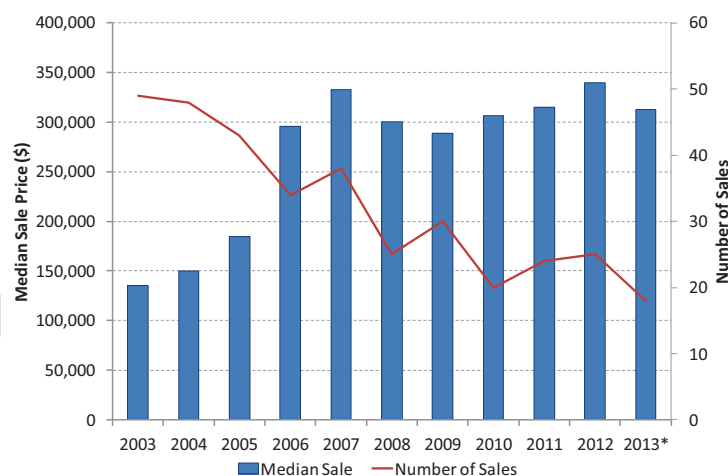


Figure 17 Median Sale Price and Number of Sales, 2003-13²¹

This price growth had a corresponding impact on sales volumes, which have been declining consistently since 2003 as affordability declined. Flat price growth in recent years suggests that current price levels are at a maximum affordable level. Continued population growth, lifestyle-based migration are expected to support growth in sales volumes in the future.

The second factor that could have contributed to the structural decline in approvals is the local planning scheme. The Toodyay Local Planning Scheme No 4 was gazetted in 2008 which aligns with a large fall in

²¹ RPData (2013), WA Sales Statistics, Perth.

residential building approvals. Factors that may have contributed to the structural fall in building approvals include:

- Increased protection of productive agricultural land from segmentation into rural living lots (5-40ha), which were highly popular at the time; and
- Prioritisation of development in rural residential areas in close proximity to Toodyay over those more remote may have reduced the diversity of offering and choice for new residents.

However, RPS does not consider either affordability or planning factors to be the major determinants of Toodyay's recent market dynamics. Instead, Toodyay's approvals, sales and price profiles mirror that of peri-urban and rural residential locations around metropolitan Perth, with major macro-trends in peri-urban living and price growth overriding factors.

3.8 Economic & Social Drivers Summary

Toodyay has and will continue to be the focus of considerable residential population growth. This growth prospects is similar to other peri-urban locations around metropolitan Perth and reflects a combination of lifestyle, amenity, generational/retirement and proximity factors. The ageing of the population is stark in Toodyay and is expected to continue to age at a faster rate than the state average. This population growth and ageing will underpin demand for a range of Community and Aged Services including retail, health, education and recreation.

Agricultural remains the foundation industry, though food production is intensifying and diversifying on the back of greater value adding and development pressures from metropolitan Perth increasingly pushing horticultural activity into the Shire. This includes the establishment of a small cluster of wineries, which currently lack a critical mass to be a tourist attraction unto themselves but do assist to diversify the local tourism market. Current tourism offering includes colonial heritage and natural environment tourism, with motor sports and outdoor activities also very important to local tourism establishments.

These major contributors to the Toodyay economy are illustrated in the figure below.

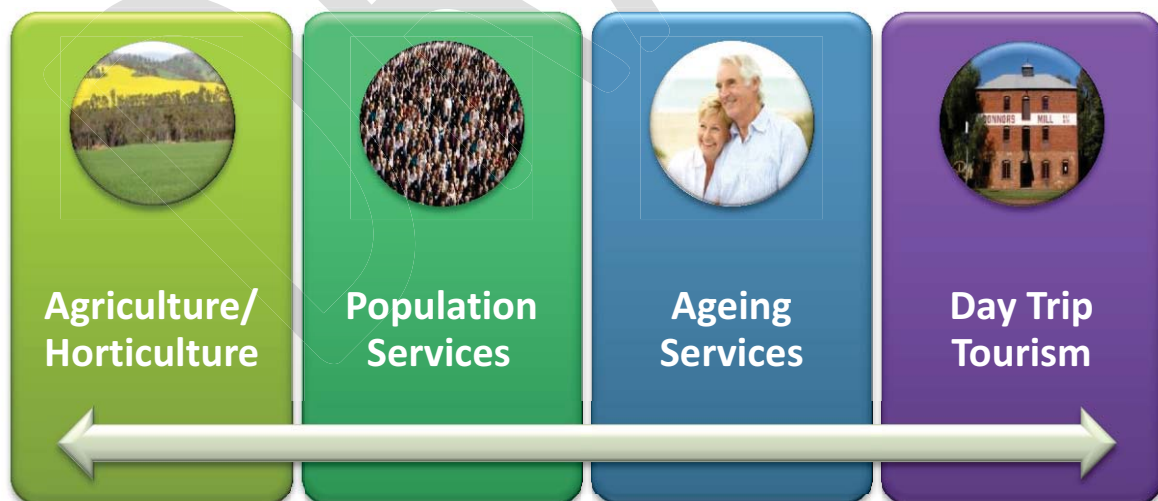


Figure 18 Core Components of the Toodyay Economy

4.0 Opportunities & Challenges Assessment

This section analyses the economic competitiveness, and associated opportunities and challenges, of Toodyay, based on the results of a workshop facilitated by RPS with Shire Councillors and officers. It also:

- analyses Toodyay's current position in its economic lifecycle, and
- compares it with national benchmarks.

These factors form critical analysis into the identification of the economic vision, strategic themes and local imperatives of the Plan, outlined in section **Error! Reference source not found.**

4.1 Competitiveness & Comparative Advantages

The prosperity and economic sustainability of a region is ultimately dependent on its competitiveness within a national and global environment. Identifying and leveraging the natural and comparative advantages of the Great Southern requires concerted, coordinated efforts of business, residents and Government.

The competitiveness of a region can be readily assessed through the application of Porter's Diamond Model of Competitive Advantage. Developed by Michael Porter in his book, *The Competitive Advantage of Nations*²², the Diamond Model represents form of Economic SWOT analysis. Adjustments have been made to this Model by RPS to reflect the assessment of a region, rather than a nation. This adjusted model is illustrated in the following diagram.

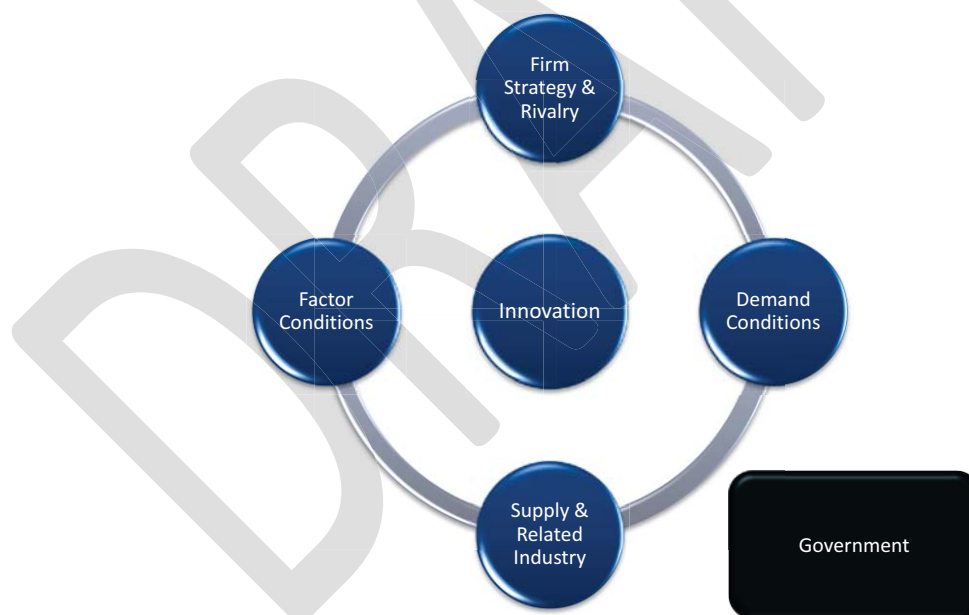


Figure 19 Adjusted Porter's Diamond

The adjusted Diamond Model applied in this Blueprint is comprised of five core, interrelated determinants of regional competitiveness:

²² Porter, M.E. (1990), *The competitive advantage of nations*. New York: Free Press.

- **Factor Conditions** – refers to the factors of production such as land, resources, labour and infrastructure and their relative quality, accessibility and suitability;
- **Demand Conditions** – refers to the state of the domestic market for the goods and services. Strong local domestic markets with sophisticated and quality focused consumers provide businesses with incentive to innovate and grow into exporting firms while access to enabling infrastructure (ports, airports) provides businesses with access to regional and international markets;
- **Related & Supporting Industries** – refers to the depth and diversity of businesses that input into the supply chain of the principal activity. Can include direct inputs to production as well as activities that enhance business performance and operation (e.g. a high amenity location that supports the attraction and retention of skilled labour);
- **Firm Strategy, Structure and Rivalry** – represents the impact of local competition on propensity of businesses to innovate and the suitability of their strategies and corporate structures to facilitate this innovation; and
- **Innovation** – includes core facilities, technologies, processes and services that support innovation by industry such as proximity to research and development capacity (like a university), access to quality telecommunications technology and the emergence of new business models (such as ecommerce, crowd sourced financing and cloud computing).

Government also plays an important role in supporting and facilitating the economic competitiveness of an area. The preparation of this Economic Development Plan by the Shire of Toodyay represents a fundamental role of government in the local economy.

The assessment of the competitiveness of the Toodyay economy is outlined in the diagram over the page. A summary of key issues are listed below.

Competitive advantages include:

- Established and intensifying agricultural production profile;
- Significant colonial heritage;
- Access to local and regional natural amenities of significance
- Established and growing presence as a lifestyle destination;
- Growing residential population projected to continue into the future;
- Relative proximity to Perth;

Constraints and challenges include:

- Lack of population critical mass;
- Strong population ageing profile
- Small tourism market with established day trip reputation and feasibility and critical mass issues with accommodation supply
- Connectivity to Perth by road and rail increasingly constrained;
- Affordability issues may impact accessibility of new residents to the housing market;
- Established brand

	ADVANTAGES	CHALLENGES
FACTOR CONDITIONS	<ul style="list-style-type: none"> Significant broadacre agriculture and emerging horticulture production Growing population and labour force High amenity natural environment Defined colonial heritage and history Above average resilience to climate change Some mining-related resources (Bauxite) 	<ul style="list-style-type: none"> Conflicts between horticulture and agricultural production emerging Telephone coverage poor in parts Climate change still expected to impact local agricultural production Unemployment rate currently rising Population ageing may constrain labour force growth Perth to Toodyay connection increasingly an issue for education and industry
DEMAND CONDITIONS	<ul style="list-style-type: none"> Growing population, generating demand for education, health, retail and recreation services. Ageing population, generating demand for health, medical, recreation and social assistance services Increasing incomes, particularly among wage and salary earners Peri-urban location/proximity to Perth Recovering day trip tourism market 	<ul style="list-style-type: none"> Population lacks critical mass to support significant service offering Quality of health services regarded as poor Lack of tourist accommodation scale and diversity seen as constraining tourism sector growth Housing affordability issues in the Shire likely to constrain population growth in the near term Construction costs impacting house prices
RELATED & SUPPORTING INDUSTRIES	<ul style="list-style-type: none"> Tourist events within the Shire and in the broader Avon provides major attraction for tourists Availability of land supports recreation and sporting activities Frontage to the Avon river provides amenity Rudimentary walking trail exists 	<ul style="list-style-type: none"> Food outlets/ restaurant offering in town limited, impacting attractiveness of community to new residents, visitors and investors Feasibility issues with tourist accommodation construction and operation an constraint on growing overnight market
FIRM STRATEGY, STRUCTURE & RIVALRY	<ul style="list-style-type: none"> Regional competition provides basis for productivity and innovation; Toodyay's economy is more diversified than many others in the Wheatbelt Defined role and function within tourism market 	<ul style="list-style-type: none"> Small local market Impacts of emerging trends on farm ownership in Shire may effect viability of businesses in Town Brand in the tourism market as a daytrip or stopover destination only Decreased connectivity to Perth (road congestion and rail services) may impact competitiveness of local businesses
INNOVATION	<ul style="list-style-type: none"> Current NBN rollout favourable for Toodyay in the short-term Strong community culture Establishing a clear vision for the local economy and tourism market 	<ul style="list-style-type: none"> Uncertainty regarding NBN Presence of new technology does not guarantee take up or commercial utilisation

Figure 20 Competitiveness and Comparative Advantage Assessments, Shire of Toodyay

4.2 Economic Development Lifecycle

Life cycle analysis, common in assessing local tourism markets, is equally applicable for local economies. The rate, extent and diversity of economic development varies for a location depending on its position on the lifecycle. Determining and understanding the characteristics of a location's position in the economic development lifecycle is critically important to understand the initiatives and actions needed to sustain economic growth and prosperity for residents in the future.

The lifecycle of a local economy follows a traditional S Curve along which local economies exhibit different characteristics. The S Curve is characterised by 4 phases of economic development including:

- **Establishment** – the local economy is establishing during this phase. The industry structure is likely a mono-economy centred on the foundation industry (e.g. agriculture) with other industries primarily providing support to the foundation industry. Population growth is slow but steady with the rate of growth determined by the prospects of the foundation industry and the progress of the local population and economy to reaching a critical mass for this lifecycle.
- **Growth** – the local economy enters a high growth phase post establishment. Increased critical mass of activity supports a diversification of the economy and increased service provision that attracts new businesses and residents at an accelerated rate. A population serving economy emerges with retail, health and education emerging as major employers. New infrastructure and capacity established during this phase fuels economic development. Construction is often the largest contributor to employment and value add, reflecting the focus on development. Growth pressures begin to emerge for the local economy with supply chains, labour/skills availability, and cost of living and affordability issues emerging. Conflicts between economic, social and environmental objectives also emerge.
- **Maturity** – the rate of economic and population growth begins to slow as the location gets larger and is growing off a more significant base. Cost of living, affordability and other price pressures begin to constrain growth. The local economy reaches maximum diversity for this lifecycle with greater shares of professional and knowledge intensive services, tourism and export-oriented activity. This phase sees focus shifting from aggregate economic expansion to improvements in productivity, income growth, local profiling and branding and sustainability and quality of life factors.
- **Renewal/Decline** – post maturity, the local economy has the opportunity to enter the next lifecycle. Over the medium term, mature economies begin to lack their dynamism and competitiveness and require renewal in order to maintain and grow the prosperity of residents and prevent a decline in local economic fortunes.

An illustration of the lifecycle and associated economic development phases is outlined below. Toodyay's current position is also identified.

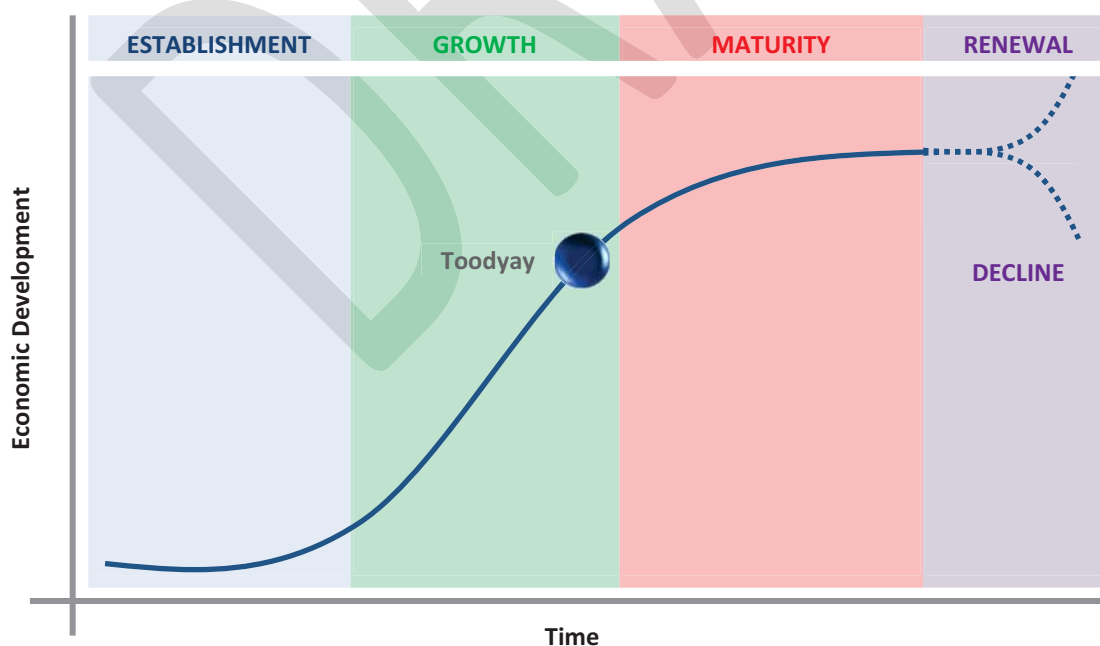


Figure 21 Economic Development Lifecycle

Based on a review of the economic and social drivers in section 3.0 of this Plan, RPS considers the Toodyay economy to be towards the end of the Growth Phase in its current lifecycle. This reflects:

- Moderate but positive population growth over the past decade;
- The predominant role of construction in local value adding;
- Unemployment starting to rise;
- Population ageing accelerating;
- Incomes accelerating; and
- Housing prices stabilising while sales and approvals are declining structurally.

This means this Plan is required to support and facilitate the transition of Toodyay into a mature economy and prepare for it to enter a period of renewal into the next lifecycle in 10-15 years. Key factors for consideration therefore include:

- Increased diversification of the economy, with a focus on knowledge intensive service sectors;
- Enhancing productivity and maximising income growth;
- Maintain and enhancing the local quality of life and prosperity; and
- Increasing the profile of Toodyay as a place to live, work, visit and investment.

4.3 Local Benchmarking

A review has been undertaken of benchmark locations around Australia. Local benchmarking and case study analysis is an effective analysis tool as it allows for the characteristics of Toodyay to be compared and contrasted, providing important context. It also provides the opportunity for the lessons learnt in the economic development of other location to be identified and those relevant to Toodyay to be adapted and applied. This will allow Toodyay to appropriately position itself to capture the opportunities and manage the challenges that future growth brings.

The locations selected for analysis include:

- Chittering, WA;
- Sunshine Coast Hinterland, Qld;
- Yarra Valley, Vic; and
- Bathurst, NSW.

These locations were selected as they all have larger populations and more diversified economies than Toodyay and therefore represent potential growth profiles for the local economy. Each location also shares a range of characteristics similar to Toodyay including:

- Comparable position from their respective capital cities;
- Agriculture foundations with increasingly diversified food production;
- Recognised day trip and overnight tourism destinations; and
- Non-coastal hinterland locations.

A summary of key indicators for Toodyay and comparable Benchmark Locations are outlined in the table below.

Table 6 Key Indicators, Benchmark Locations

Indicator	Toodyay (WA)	Chittering (WA)	Yarra Valley (Vic)	Bathurst (NSW)	Sunshine Coast Hinterland (Qld)
Population 2012	4,616	4,703	16,259	45,452	48,394
Population Growth (% since 2001)	13.0%	59.5%	2.1%	11.4%	29.8%
Share of Population Aged 65+	16.3%	13.4%	13.6%	14.8%	17.3%
Number of Jobs	784	1,205	2,977	17,265	11,299
Jobs per 100 Residents	17.3	26.6	18.2	38.2	23.7
Employment Self-Sufficiency	41.3%	57.3%	41.1%	87.0%	55.9%
Largest Employment Industries	Agriculture, Retail Trade, Construction	Agriculture, Manufacturing, Construction, Education	Education, Retail, Health Care, Construction, Accommodation & Food	Education, Manufacturing, Health Care, Retail Trade	Retail Trade, Agriculture, Construction, Education, Health
Unemployment Rate June 2013	3.0%	2.0%	9.4%	4.5%	6.5%
Number of Visitors Year Ending June 2013	164,305	176,710	391,686	868,747	1,023,396
Overnight share of Visitors	7.5%	10.6%	16.3%	41.5%	25.8%
Gross Value Agriculture Production 2010/11	\$17.8m	\$29.5m	\$72.5	\$86.9m	\$137.5m
Agriculture GVA per Hectare 2010/11	\$255	\$472	\$9,932	\$224	\$2,501

Key findings from the above indicators include:

- Population growth in Toodyay over the past decade has been moderate but has been behind Chittering and Sunshine Coast Hinterland over the same period;
- Toodyay has an older population than all locations, except Sunshine Coast;
- Employment generation and self-sufficiency are low in Toodyay, though unemployment is also below average;
- Toodyay's economy is less diverse than other economies, even when size differences are accounted for. Education, Health and Accommodation & Food are expected to be emerging industries over the next decade;
- Total visitor numbers to Toodyay are comparable with Chittering, though is lower in terms of overnight visitors. All other regions have significant higher visitor numbers and more established markets, though they continue to have primarily domestic daytrip focus (supplemented by greater levels of domestic overnight); and
- Agricultural production value (total and per hectare) are lower in Toodyay reflecting continued focus on broad acre coarse grain cropping. Similar characteristics to Bathurst, though on a smaller scale. Increased intensification and emergence of high value added food production needed to diversify

agriculture production into the future.

This benchmarking indicates that effort is required to:

- Increase the employment generation propensity of the local Toodyay economy;
- Attract more working age residents, to balance the age profile of the local labour force;
- Further diversify the industry base of the economy, with emphasis on population and professional services;
- Increase the capacity of the local tourism market to accommodate domestic overnight visitors; and
- Intensify and diversify local agricultural production to increase the value added per hectare.

4.4 Opportunities & Challenges Summary

Toodyay possesses a range of significant drivers and competitive advantages that have the potential to underpin growth and expansion of the local economy in the medium term. These include:

- Moderate population growth with an ageing population profile;
- Low unemployment;
- Strong lifestyle and amenity characteristics and attractors
- Increasingly diversified local economy;
- Peri-urban location adjacent metropolitan Perth;

However, the Shire's development is expected to be confronted by a range of challenges and constraints that may impede these drivers being leveraged. These include:

- A lack of population critical mass, though this is achievable in the long-term based on projected growth rates;
- Small local tourism market requiring full integration with sub-regional and regional offerings;
- Proximity to metropolitan Perth makes overnight tourist visitation challenging;
- Low levels of employment generation and self-sufficiency; and
- Rapidly ageing population presents challenges to labour force and income growth.

5.0 Economic Vision & Local Imperatives

5.1 Vision Statement

The following Vision Statement is proposed for the Toodyay economy:

TOODYAY – THE AVON’S LIFESTYLE ECONOMY

Toodyay is recognised nationally as an attractive, high amenity and aspirational residential and business location within the Wheatbelt and regional Western Australia. It has a dynamic, integrated lifestyle-based economy that generates high income, knowledge intensive service sector jobs for residents.

Older residents, attracted to Toodyay by its quality lifestyle and natural environment, remain active in the workforce and the community, drawing upon state-of-the art technologies and innovative business practices to transition into retirement. These residents are supported by quality local health services, tailored housing product and experiential services in retail, food, sport and recreation.

Toodyay is regarded as a premier peri-urban destination by domestic and international tourists alike, fully integrated within the broader Avon and Wheatbelt tourist markets. Toodyay offers a diverse range of quality natural, historical, adventure and experiential attractions to visitors, who use Toodyay as a base to explore the broader region.

The objective of this Economic Development Plan is therefore to facilitate the achievement of this Vision in the medium to long-term and support Toodyay’s aspiration to be the **Avon’s Lifestyle Economy**.

5.2 Strategic Themes

Achieving this Vision will be guided by an understanding and appreciation of a number of Strategic Themes, including:

- **Protecting the Environment & Natural Amenity** – the capacity of Toodyay to attract new residents, tourist, skilled workers and investment is contingent on the maintenance of the natural environment. This Plan recognises that the area’s environmental attributes are a fundamental economic assets and development that is conducive to the sustainability of the natural environment in the long-term should be encouraged.
- **Diversifying the Economy** – actions and initiatives will seek to diversify the local economy through a combination of value adding to foundation industries and establishment of new, innovative and knowledge-intensive sectors.
- **Growing Incomes** – tourism and agricultural sectors are historically regarded as low-income sectors. Value adding to these sectors, increasing the skills profile of the labour force and diversifying the economy into knowledge intensive industries is critical to growing incomes and maintaining and enhancing the purchasing power of households.
- **Generating Employment** – growing local employment is critical to attracting younger residents and increasing overall housing incomes. An older age profile means that average household income levels will remain below average in the medium term (due to the fixed nature of incomes) unless local generation of high income, service sector employment accelerates;
- **Maximising Economic Dynamism** – lifestyle based economies often exhibit passive characteristics, relying on the natural environment, heritage and other static amenities to support economic activity. This lack of dynamism exposes lifestyle economies to the risks of external market volatility and reduces the capacity of local industry and business to capture benefits of evolving mega trends. Maximising economic

dynamism therefore requires a more balanced age profile, adoption and use of new technologies and enhancing local entrepreneurship.

- **Maximising Older Resident Participation** – over the past decade there has been an increasing trend towards people reaching retirement age to transition into retirement. This includes moving from full-time to part-time work. Given the critical mass of older residents, now and in the future, in Toodyay, increasing the economic participation of these residents could potentially contribute significantly to local economic activity. Efforts are required to facilitate this continued participation, including use of new technologies and business practices to support telecommuting, e-commerce and other virtual service sector delivery models.
- **Preserving Affordability** – attracting new residents and households requires improvements in housing affordability and cost of living to be achieved and enhanced over time, through effective land and housing supply and increases in household purchasing power (i.e. incomes).
- **Maximising Private Sector Investment** – identifying opportunities for private sector investment to contribute to the achievement of the Vision is critical to the success of the Plan. This requires profiling and analysing these opportunities and communicating them to national and international markets and investors.

5.3 Local Imperatives

Four Local Imperatives have been identified as central to the future economic development and prosperity of Toodyay. These include:

- Premium Food Production;
- Overnight Experiential Tourism;
- Community and Aged Services; and
- Knowledge Intensive Professional and Creative Services.

These Imperatives represent those broad areas or sectors of the economy to which economic development actions and initiatives should focus. They represent the greatest potential for the prosperity, dynamism and sustainability of the Toodyay economy to be fostered in the medium term and facilitate the transition of Toodyay along the economic development lifecycle.

These Imperatives are profiled in detail below. This includes consideration of the following relevant factors:

- Relevant Strategic Themes;
- Relevant mega-trends;
- The local economic characteristics and drivers;
- Identification of base and aspirational opportunities; and
- Identification (where relevant) of national examples.

5.3.1 Premium Food Production



Agriculture and food production is the core foundation industry of the Toodyay economy. Opportunities exist to reinforce the competitive advantage of the Toodyay economy by enhancing the innovation, intensification, diversification and value adding of local food production.

The following table profiles the Local Imperative in more detail.

Relevant Strategic Themes	<ul style="list-style-type: none"> Protecting the Environment & Natural Amenity Diversifying the Economy Maximising Economic Dynamism Maximising Private Sector Investment
Mega Trends	<ul style="list-style-type: none"> Global food demand projected to grow strongly on back of increased population and average calorie intake. Food demand is expected to become more diverse, with greater focus on protein and horticultural products and reduced role of broad acre coarse grains. Food prices increasingly volatile on the back of global demand and biofuel production. Climate change expected to impact productivity of many globally significant agricultural regions and undermine certainty of supply.
Local Economic Characteristics	<ul style="list-style-type: none"> Currently recognised as a major broad acre coarse grain production area within the Avon region. Increased diversification and intensification of production through greater value adding. Small winery cluster with potential opportunities in olives, fruits and other higher intensity activity. Close proximity to a major domestic market (Perth). Development in Perth pushing intensive agriculture into Toodyay.
Base Opportunities	<ul style="list-style-type: none"> Agri-Tourism <ul style="list-style-type: none"> Farm stays food-related events and festivals (e.g. Toodyay International Food Festival) farmers markets. Increased intensive agriculture with focus on more unique crop offerings (e.g. olives, wineries). Agriculture production profiles and information, available on the Shire's website. Toodyay Agriculture & Food Strategy provide a framework. Encourage participation in Fresh Food Link by smaller landholders. Participation by the Shire in Austrade events, particularly to Asian countries. Clear food/agriculture brand for Toodyay, possibly in partnership with

	<p>Wheatbelt Councils with strong intensive agriculture production/potential (Chittering, Gingin etc.)</p> <ul style="list-style-type: none"> Pop up outlet/shopfront selling Toodyay food products in Perth CBD Toodyay Farm Food Trail (including App) Toodyay Agriculture & Food Production Investment Profile – providing information on investing in intensive agriculture, food production and manufacturing in Toodyay. Host an annual dinner with senior representatives of Government, community and other decision makers relevant to Toodyay agriculture, celebrating Toodyay food
Examples	<ul style="list-style-type: none"> “Genuinely Great Southern” (http://www.southernforestsfood.com/) Manjimup Agriculture & Food Strategy (http://www.manjimup.wa.gov.au/library/file/council/Public%20Comment/Agriculture%20Strategy/Manjimup%20AgricStrategy%20DRAFT_LowRes.pdf) Mornington Peninsula Wine Food Farm Gate Trail (http://www.winefoodfarmgate.com.au/) Gascoyne Horticulture Investment Profile (http://www.gdc.wa.gov.au/uploads/files/HORTICULTURE%20profile%20sheet%20WEB.pdf)

5.3.2 Overnight Experiential Tourism



Toodyay is an established peri-urban day trip tourist destination. This provides the base for an opportunity to intensify and grow tourism activity, with a focus on attracting and retaining overnight visitation. This will require a coordinated, regional approach to tourism management as well as investment in enabling infrastructure, accommodation, activities and attractions.

The following table profiles the Local Imperative in more detail.

Relevant Strategic Themes	<ul style="list-style-type: none"> Protecting the Environment & Natural Amenity Diversifying the Economy Growing Incomes Generating Employment Maximising Economic Dynamism Maximising Private Sector Investment
Mega Trends	<ul style="list-style-type: none"> International tourist visitation has continued to grow strongly in Australia despite high Australia dollar. International market segments increasingly seeking experiential product in the Australian market. New flights between Western Australia and China expected to drive growth in tourists from China. Quality of tourism offering requires improvement in WA to meet needs of emerging international tourism segments. Viability of hotel/serviced development in regional Australia difficult, though resort style product attractive to high end overnight visitors. Tourism product in regional Australia requires packaging to attract overnight tourists.

Local Economic Characteristics	<ul style="list-style-type: none"> ▪ Tourism visitation in Toodyay has been volatile over the past decade, in response to changing national and state market conditions and the small size of the market. ▪ Over 90% of visitors to Toodyay are day trip with small numbers of domestic and international overnight visitors. ▪ Natural amenities and cultural heritage represent the major attractors for tourists to Toodyay. These are supplemented by a small cluster of wineries, minor agri-tourism, and outdoor adventure activities. ▪ Current tourist accommodation offering geared towards Bed and Breakfast and Guesthouse style accommodation with limited hotel style accommodation. ▪ Lack of critical mass means Toodyay requires full integration with sub-regional and regional tourism markets to reach its potential.
Opportunities	<ul style="list-style-type: none"> ▪ Assess the feasibility and promote development of tourist accommodation in the Shire. ▪ Expand use of QR Codes ▪ Establishment of a Sub-Regional Tourism Organisation in partnership with surrounding LGAs. ▪ Integrate tourism offering with broader region ▪ Provide suitable bus parking space for tour buses ▪ Develop a self-drive tour with associated supporting information and technology. ▪ Maximise value of Toodyay built heritage. ▪ Resident artist concept ▪ Aboriginal Cultural Centre and activation of the Burial Grounds for indigenous tourism development in the long-term. ▪ Development of a Wikipedia town site for Toodyay ▪ Develop investment profile for tourism accommodation and attractions. ▪ Enhance access to and the amenity of the Avon River as a major attraction of the town.
Examples	<ul style="list-style-type: none"> ▪ Geographe Bay Sub-Regional Tourism Association (http://www.geographebay.com/) ▪ Freopedia (http://en.wikipedia.org/wiki/Wikipedia:WikiTown/Freopedia)

5.3.3

5.3.4 Community and Aged Services



Toodyay is experiencing a rapidly ageing population. Coupled with positive population growth, strong lifestyle-based migration and its peri-urban locations, Toodyay has and will continue to experience strong demand for community and aged services. Effective delivery of the quantum and quality of community services is critical to attracting and retaining younger workers to support business establishment and growth, while improved health and aged care services are required to meet the needs of older residents.

The following table profiles the Local Imperative in more detail.

Relevant Strategic Themes	<ul style="list-style-type: none"> ▪ Diversifying the Economy ▪ Growing Incomes ▪ Generating Employment ▪ Maximising Economic Dynamism ▪ Maximising Older Resident Participation ▪ Preserving Affordability ▪ Maximising Private Sector Investment
Mega Trends	<ul style="list-style-type: none"> ▪ Inner-regional/peri-urban areas of Western Australia experienced faster population growth than the State average over the past decade. ▪ Increased population growth places pressures on the agricultural, environmental and social characteristics of peri-urban areas, necessitating effective growth management. ▪ Increases in the critical mass of peri-urban locations can assist to decentralise WA's population, justifying greater local service delivery and increasing residential choice for residents.
Local Economic Characteristics	<ul style="list-style-type: none"> ▪ Toodyay have experienced moderate population growth over the past decade, which is projected to continue in the medium term. ▪ Population in Toodyay is ageing at a faster rate than regional or State averages. ▪ Household incomes are low by state standards, even when major mining communities are accounted for. Reflects concentration of fixed income households (retirees with annuities or pensions) in the community. ▪ Wage and salary household incomes are broadly comparable with the State average, having closed the gap over the past 5 years. ▪ Employment growth has been limited in recent years, with only 40 net additional jobs created. This reflects structural declines in agricultural employment. ▪ Strong growth in recent years in health-related employment in response to ageing. ▪ Agriculture and tourism sectors traditionally low wage industries. Value adding in these sectors and diversification required to support local wage and salary offering. ▪ Lack of population critical mass undermines viability of local service delivery.

Opportunities	<ul style="list-style-type: none"> ▪ Improve and expand water supplies, particularly into new residential areas to support growth. ▪ Expand energy infrastructure. ▪ Assess viability of expanding and intensifying retail floorspace in the town centre ▪ Survey visitors and residents on the level of satisfaction of the town centre. ▪ Protect and expand employment lands in the long-term to accommodation local services (plumbing, mechanics) and support the construction sector. ▪ Promote youth events and services to improve youth retention ▪ Expand local health services ▪ Encourage investment in aged care and retirement village accommodation in the Shire.
Examples	NA

5.3.5 Knowledge-Intensive Professional & Creative Services



The ageing of the workforce and the peri-urban lifestyle-based attraction of Toodyay, coupled with the role out of new telecommunication technologies (namely the NBN) presents Toodyay with the opportunity to develop a knowledge intensive professional and creative services sector. Such services are based on innovation and value-adding and have the potential to not only support the existing comparative advantages of Toodyay economy – agriculture, tourism – but also form an export sector unto itself.

The following table profiles the Local Imperative in more detail.

Relevant Strategic Themes	<ul style="list-style-type: none"> ▪ Diversifying the Economy ▪ Growing Incomes ▪ Generating Employment ▪ Maximising Economic Dynamism ▪ Maximising Older Resident Participation ▪ Maximising Private Sector Investment
Mega Trends	<ul style="list-style-type: none"> ▪ Ageing of Baby Boomers, under-superannuation and generational preferences will support transition-based approach of older professionals from the workforce. ▪ E-commerce and web presence among Australian businesses are below average. ▪ Innovation and productivity growth required to support prosperity in the medium term²³. ▪ Development of NBN to provide improved access in regional areas to high

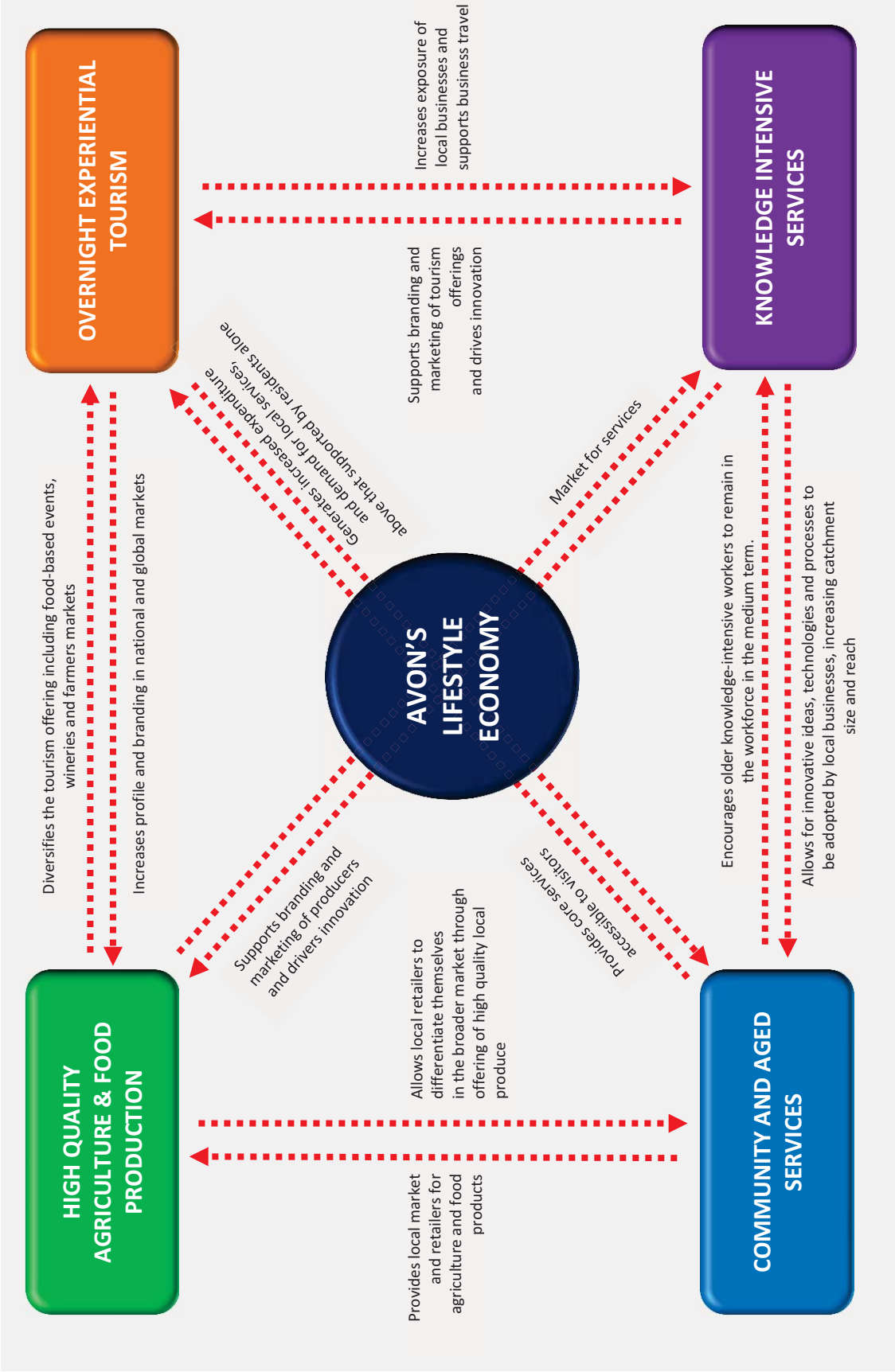
²³ MGI (2012) Beyond the Boom: Australia's Productivity Imperative, McKinsey Global Institute, Sydney

	<p>speed broadband.</p> <ul style="list-style-type: none"> ▪ Need for regional towns to be “web-enabled”
Local Economic Characteristics	<ul style="list-style-type: none"> ▪ Professional services are an emerging sector in the Toodyay economy in recent years. ▪ Professional, Scientific and Technical Services experienced moderate employment growth between 2006 and 2011 ▪ ESS rates for professional and other service sectors are slightly below average, indicating an existing trend for skilled workers to use Toodyay as a residential base for lifestyle reasons and travel to their employment elsewhere. ▪ The most recent NBN rollout plan prioritises Toodyay, which would substantially increase telecommunication capacity and enable greater levels of e-commerce, telecommuting, telehealth and other innovative and entrepreneurial initiatives.
Opportunities	<ul style="list-style-type: none"> ▪ Establish a workers hub with coworking space to attract and foster innovative small businesses. ▪ Develop capability register for businesses to support major projects within and around the Shire. ▪ Investigate opportunities presented by NBN investment including e-commerce, telecommuting, coworking, freelancing and emerging business and employment trends ▪ Maximise older resident participation in the workforce by encouraging a transition into retirement in Toodyay. ▪ Commercial office floorspace expansion
Examples	<ul style="list-style-type: none"> ▪ Spacecubed (http://www.spacecubed.com/) ▪ Pilbara Capability Register (http://epilbara.com/)

5.4 Imperative Relationships

The Local Imperatives identified in this Plan are highly interrelated, sharing similar drivers and having flow-on effects to one another. Making Toodyay the Avon’s Lifestyle Economy, and achieving the Plan’s Vision will require an integrated development and implementation of these Imperatives. These interrelationships are illustrated in the following figure.

Table 7 Imperative Relationship Matrix



6.0 Action Plan

6.1 Approach

The following Action Plan lists a range of actions, initiatives and investments, identified by the Shire and RPS required to meet the aspiration for the Toodyay economy outlined in section 5.0. Initiatives are broken down by Local Imperative (where applicable) and include the following information:

- Name of the initiative
- Brief description of the initiative
- Identification of relevant Local Imperatives and Strategic Themes
- Indication of its timing (0-1 Year, 1-3 Years, 3-5 Years, 5 Years +)
- Identification of primary and secondary stakeholders
- Indication of its level of importance/priority (high, medium or low).

Initiatives identified in this Action Plan include those outlined in the Avon Sub-Regional Economic Strategy for Toodyay, the Toodyay Community Strategic Plan as well as other Council documents, policies, strategies and plans. Where an existing initiative has been included in this Action Plan, RPS has undertaken a critical review of the Initiative and has incorporated recommended changes and amendments to the Initiative to maximise its impact on the Toodyay economy and better align it with the Local Imperatives.

6.2 Implementation & Action Plan

Table 8 Implementation & Action Plan

LOCAL IMPERATIVE	INITIATIVE NUMBER	INITIATIVE	DESCRIPTION	RELEVANT THEMES	TIMING	PRIMARY STAKEHOLDER	SECONDARY STAKEHOLDERS	PRIORITY
Knowledge Intensive Professional and Creative Services	1	Worker Hub	Integrated service office and coworking space suitable for micro and small professional services businesses. Can support small business incubation activities.	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Economic Dynamism 	1-3 Years	Shire of Toodyay	Small Business Development Corporation	High
Community and Aged Services	2	Retirement and Aged Care	Investigate the market for additional aged care and retirement village developments in the Shire to accommodate existing and new older residents.	<ul style="list-style-type: none"> Generating Employment Population Critical Mass Maximising Older Resident Participation Preserving Affordability Maximising Private Sector Investment 	Ongoing	Retirement Village and Aged Care Providers	Shire of Toodyay, Local Health Service Providers	High
All	3	Industry Investment Profiles	Preparation of industry specific investors profiles for inclusion on Shire of Toodyay website. Include information of the scale and nature of investment opportunities in the sector and the potential for growth.	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Economic Dynamism Maximising Private Sector Investment 	0-1 Year	Shire of Toodyay	Austrade, Department of State Development	High
Other	4	Major Project Capability Register and Portal	Run survey of local businesses to identify and capture capabilities to service major projects (including mining) in the Shire. Compile into online register for ease of access for major project proponents.	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Economic Dynamism Maximising Private Sector Investment 	0-1 Year	Shire of Toodyay	Industry Capability Network, BRL	High
Overnight Experiential Tourism	5	Expand use of QR Codes	Expand the current use of QR codes in the Newcastle Gaol Museum to other heritage and amenity based attractions within the Toodyay townsite. Provide supporting	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Economic Dynamism Maximising Private Sector Investment 	1-3 Years	Shire of Toodyay	Tourism WA	Medium
Overnight Experiential Tourism	6	Sub-Regional Tourism Organisation	Partner with and lead surrounding LGAs to form a sub-regional tourism organisation under the auspices of Experience Perth Regional Tourism Organisation. Consider partnerships with LGAs in Avon and Chittering Valleys.	<ul style="list-style-type: none"> Protecting the Environment & Natural Amenity Generating Employment Maximising Private Sector Investment 	3-5 Years	Shire of Toodyay, Surrounding Councils	Experience Perth RTO, Tourism WA	Medium
Premium Food Production	7	Toodyay Agriculture and Food Strategy	Integrated strategic planning document that outlines the vision for food production in the Shire and mechanisms and programs for targeting major national and export markets.	<ul style="list-style-type: none"> Growing Incomes Generating Employment Maximising Economic Dynamism Maximising Private Sector Investment 	1-3 Years	Shire of Toodyay	DAFWA	Medium
Overnight Experiential Tourism	8	Toodyay Hotel Feasibility Study	Commission a study to test the feasibility of tourist accommodation development in the Shire. Publish results online to promote and encourage investment in feasible product types.	<ul style="list-style-type: none"> Growing Incomes Generating Employment Maximising Economic 	1-3 Years	Shire of Toodyay	Tourism WA	Medium

LOCAL IMPERATIVE	INITIATIVE NUMBER	INITIATIVE	DESCRIPTION	RELEVANT THEMES	TIMING	PRIMARY STAKEHOLDER	SECONDARY STAKEHOLDERS	PRIORITY
				<ul style="list-style-type: none"> Dynamism Maximising Private Sector Investment 				
ALL	9	Trade Mission Participation	Identify potential trade missions for Toodyay representatives to attend and participate. Undertaken subsequent to development of Investment Profiles	<ul style="list-style-type: none"> Maximising Private Sector Investment 	3-5 Years	Shire of Toodyay	Austrade, Department of State Development	Medium
Premium Food Production	10	Food Brand	Establish a distinct food brand for Toodyay, potentially in partnership with surrounding Shires with similar production. Use brand to market Toodyay	<ul style="list-style-type: none"> Growing Incomes Generating Employment Maximising Economic Dynamism Maximising Private Sector Investment 	1-3 Years	Shire of Toodyay	DAFWA	Medium
Overnight Experiential Tourism	11	Toodyay Self-Drive Tour and App	Identify potential self-drive tour route with links to major tourist attractions in Toodyay and the surrounding region. Publish in an interactive website and supporting App. Target at Grey Nomads.	<ul style="list-style-type: none"> Growing Incomes Generating Employment Maximising Economic Dynamism 	1-3 Years	Shire of Toodyay, Private Tourism Operators	Experience Perth RTO, Tourism WA	Medium
Premium Food Production	12	Perth Pop-Up Shop	Develop a small pop-up shop concept selling Toodyay related food and goods in the Perth CBD at key times during the year. Include marketing and branding material as a form of active marketing.	<ul style="list-style-type: none"> Growing Incomes Generating Employment Maximising Economic Dynamism 	3-5 Years	Toodyay businesses	Shire of Toodyay	Medium
ALL	13	Annual Toodyay Dinner	Host of high end dinner for senior representatives of Government and Business in Toodyay to promote Toodyay and maximise exposure to key decision makers.	<ul style="list-style-type: none"> Maximising Private Sector Investment 	1-3 Years	Shire of Toodyay		Medium
Community and Aged Services	14	Improved Local Health Services	Partner with health service providers to enhance offering in the Shire. Include use of technology to	<ul style="list-style-type: none"> Population Critical Mass 	Ongoing	Shire of Toodyay, Local Health Service Providers	WA Health	High
Community and Aged Services Overnight Experiential Tourism	15	Retail Floorspace Need Assessment	Commission an assessment of retail floorspace need in the Toodyay town site with emphasis on Stirling Terrace. Publish findings in an information memorandum and distribute to small and medium retail developers to encourage investment.	<ul style="list-style-type: none"> Generating Employment Maximising Economic Dynamism Population Critical Mass Maximising Private Sector Investment 	0-1 Year	Shire of Toodyay	Private Developers	High
Community and Aged Services	16	Maximise Volunteer Participation	Develop strategies and programs to maximise the participation of volunteers in the community. Emphasis should be on older residents, to increase social participation.	<ul style="list-style-type: none"> Maximising Older Resident Participation 	Ongoing	Shire of Toodyay	Volunteer groups and associations	Medium
Community and Aged Services	17	Recreation Land Expansion	Identification of potential land for expansion of recreational facilities in the medium term, owing to the constrained nature of current Showgrounds precinct. Encourage consolidation of recreation facility offering in the long-term through this expansion.	<ul style="list-style-type: none"> Maximising Older Resident Participation 	3-5 Years	Shire of Toodyay	Department of Sport and Recreation	Medium
Overnight Experiential Tourism	18	Aboriginal Cultural Centre	Development of a small Aboriginal Cultural Centre celebrating local aboriginal heritage. Develop as an Aboriginal business, potential collocated with the Burial Grounds.	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Economic Dynamism 	5 Years +	Shire of Toodyay, The Ballardong Working Party	Department of Indigenous Affairs, Indigenous Business Australia	Medium
Community and Aged Services	19	Water Mains Expansion into New Residential Sub-Division	Toodyay's water mains distribute between the higher density residential and commercial lots. The new residential subdivision, North East of the town centre has been partially connected to the system. Expansion of this water mains system into new residential areas is critical to support expected	<ul style="list-style-type: none"> Preserving Affordability 	0-1 Years	WaterCorp	Shire of Toodyay	High

LOCAL IMPERATIVE	INITIATIVE NUMBER	INITIATIVE	DESCRIPTION	RELEVANT THEMES	TIMING	PRIMARY STAKEHOLDER	SECONDARY STAKEHOLDERS	PRIORITY
			population growth into the Shire.					
Knowledge Intensive Professional and Creative Services	20	NBN Utilisation Strategy	Develop a strategy to identify opportunities for the community and business to utilise the NBN. Develop a supporting series of workshops for local business on e-commerce potential.	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Economic Dynamism Maximising Older Resident Participation Maximising Private Sector Investment 	0-1 Years	Shire of Toodyay	NBN Co, Department of State Development	High
ALL	21	Power System Capacity Upgrades	Current electricity system capacity in Toodyay has been identified as a constraint on development and growth. The provision of bulk supply from the transmission line and further sub-stations are required	<ul style="list-style-type: none"> Preserving Affordability 	0-1 Years	Western Power	Shire of Toodyay	High
Other	22	Asset Management Plan	Develop an Asset Management Plan to maximise the value of Council's property asset portfolio. Include a strategy recommending potential actions for different land holdings.	<ul style="list-style-type: none"> Maximising Private Sector Investment 	0-1 Years	Shire of Toodyay	Department of Local Government	Medium
Overnight Experiential Tourism	23	Toodyay Heritage Tour	Establish a tour of Toodyay's built heritage. Use Heritage Master Plan 2012 as basis of tour destinations.	<ul style="list-style-type: none"> Growing Incomes Generating Employment 	1-3 Years	Shire of Toodyay	Experience Perth, Tourism WA	Low
Overnight Experiential Tourism	24	Utilisation of Syred's Cottage	Identify potential temporary use for Syred's cottage including as resident artist accommodation and gallery.	<ul style="list-style-type: none"> Maximising Economic Dynamism Maximising Older Resident Participation 	1-3 Years	Shire of Toodyay		Low
Overnight Experiential Tourism Population Services	25	Avon River Access Enhancement	Improve and enhance access to the Avon River and foreshore through development of dedicated walkways. Additional opportunity to link Duidee Park with the Nardie Cemetery.	<ul style="list-style-type: none"> Protecting the Environment & Natural Amenity 	1-3 Years	Toodyay Friends of The River group	Shire of Toodyay, The Water and Rivers Commission, River Conservation Society, Water Corporation, Associated Catchment Groups and Balladong Working party	Medium
Population Services	26	Old Depot Site Development	Development of Harper Road and Clinton Street depot sites, now replaced by the multi-functional depot site east of town site. Investigate affordable higher density housing options.	<ul style="list-style-type: none"> Preserving Affordability Maximising Private Sector Investment 	1-3 Years	Shire of Toodyay	Private Developers, Department of Housing	Medium
Overnight Experiential Tourism Population Services	27	Town Centre Satisfaction Survey	Undertake a survey of residents and visitors of their satisfaction with the town centre, its function, form and facilities. Use results to guide refurbishment, renewal and redevelopment.	<ul style="list-style-type: none"> Maximising Private Sector Investment 	Ongoing	Shire of Toodyay		Low
Knowledge Intensive Professional and Creative Services	28	Commercial Office Development Feasibility Assessment	Commission an assessment of the feasibility of commercial office development, either standalone or as part of mixed use development, in the town centre.	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Private Sector Investment 	1-3 Years	Shire of Toodyay	Private Developers	Medium
Other	29	Protection of Employment Lands	Incorporate into the Local Planning Strategy protections for existing employment lands in the Shire and seek to expand the provision of employment lands (particularly light industrial land) in the long-term in line with market demand.	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Economic Dynamism Maximising Private Sector 	5 Years +	Shire of Toodyay		Medium

LOCAL IMPERATIVE	INITIATIVE NUMBER	INITIATIVE	DESCRIPTION	RELEVANT THEMES	TIMING	PRIMARY STAKEHOLDER	SECONDARY STAKEHOLDERS	PRIORITY
				Investment				
Overnight Experiential Tourism	30	Burial Grounds Activation	Development of activation infrastructure and supporting tourism opportunities for the Aboriginal Burial Grounds, upon relocation of the Hockey Grounds.	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Economic Dynamism Population Critical Mass 	5 Years +	Shire of Toodyay, The Ballardong Working Party	Department of Indigenous Affairs, Indigenous Business Australia	Medium
Community and Aged Services	31	Increased Youth Development Services	Youth Development services provide programs and activities for young people to develop their resilience, team work, self-esteem, confidence, problem solving skills and leadership.	<ul style="list-style-type: none"> Diversifying the Economy 	1-3 Years	Community groups - Girl Guides/ Scouts	Dept of Local Government and Communities	Medium
Overnight Experiential Tourism	32	Toodyay-pedia	Investigate the development of a Freopedia style Wiki Town project for Toodyay.	<ul style="list-style-type: none"> Maximising Economic Dynamism 	1-3 Years	Local Community Groups	Shire of Toodyay, State Records Office,	Medium
Premium Food Production	33	Participation in Fresh Food Link	Encourage small farmer participation in Fresh Food Link to increase access to markets, processors, value-adders and consumers.	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Private Sector Investment 	Ongoing	DAFWA	Shire of Toodyay, Agricultural Society	Medium
ALL	34	Business Toodyay website	A website that profiles businesses registered in Toodyay, providing information and access to websites of individual businesses Link to Major Project Capability Register and Portal	<ul style="list-style-type: none"> Diversifying the Economy Growing Incomes Generating Employment Maximising Private Sector Investment 	0-1 Years	Shire of Toodyay	Local Business Community	Medium

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ATTACHMENT TWO

Our Ref: PR117596-1
Date: 1 June 2014

Attn: Mr Stan Scott
Shire of Toodyay
PO Box 96
TOODYAY WA 6566

Via: Email

Dear Stan

RE: RESPONSE TO QUESTIONS FROM CR CRADDOCK - TOODYAY ECONOMIC DEVELOPMENT PLAN

This letter provides the responses from RPS to questions raised by Councillor Craddock following the recent presentation of the draft Toodyay Economic Development Plan to Council in May 2014.

1. A fundamental premise of the Economic Development Plan is that Toodyay shire, i.e the voters, want economic development. This is questionable, in that the community would want to know the full impacts of economic growth and development. The consultant indicated one, a higher % of unemployment. Others negative impacts need to be given AND included in any community consultation.

Economic development is a mechanism for increasing the quality of life, prosperity and sustainability of a community through the economy. This must be distinguished from economic growth, (growth of local gross value added or product), which can be a characteristics of economic development, but is not analogous with it. The questions raised appear to use economic growth and economic development interchangeably.

Economic development itself has no set impacts on the community, for there is no single framework for its implementation and delivery. In fact, the optimal situation is for the economic development of a community to be tailored to that community to achieve desired goals and objectives. The Toodyay Economic Development Plan includes an economic development framework that is tailored to the goals, objectives needs and desires of the Toodyay community.

The purpose of this tailored economic development framework for Toodyay is to minimise the negative implications of a "growth at any consequences" approach (such as unemployment, social inequality and accelerated costs of living), while meeting the need of current and future residents in terms of employment, income growth and quality of living.

2. A second fundamental premise is that population growth is wanted by the community. Again I question this. Population increase to 10,000, the size of Northam, may inevitably bring with it the social problems that Northam has.

Population growth is both an assumption and a recommendation in the Economic Development Plan.

Firstly, a local government Economic Development Plan is required to consider the need to grow and develop the local economy in the context of forecast and projected population growth for the area. In the case of the Toodyay Economic Development Plan, this represents the Band C level projections under the WAPC's WA Tomorrow data set. This data is required to be used across the State for all economic and community development planning and is the basis of funding and service delivery models for all State Government departments. These projections have been developed based on a series of demographic, migration and development capacity inputs and reflect a continuation of current policy and planning frameworks. In other words, the decisions that underpin the growth of the Shire's population to 6,250 by 2031 have already been made and are presumed at the State Government level.

RPS also recommends that this population growth level be reached and potentially exceeded (say up to 10,000 for the Shire in the long-term) for the net benefit of the local community, environment and economy. This reflects three main issues regarding planning for population growth:

- Perverse and damaging outcomes from the adoption of “no growth” policies;
- The impacts on community welfare and affordability of a lack of critical mass of local residents;
- Balancing the demographic profile of the local labour force and population.

As a high amenity, peri-urban location adjacent the fastest growing metropolitan area in the country (i.e. Perth), population growth pressures have and will continue to characterise the Shire. Council does possess mechanisms for controlling and managing the rate of population growth (namely the zoning of residential land, delivery of enabling and critical infrastructure and the approvals of residential development). However, the use of such mechanisms has been demonstrated to result in significant perverse outcomes, with far more damaging impacts on community wellbeing than population growth. This reflects the fact that “stopping the growth” does not remove the pressures of population growth, simply causes them to manifest in other ways. In particular, high amenity areas around the country (e.g. Noosa in Queensland) that have attempted to implement “no growth” policies to reduce perceived issues such as social inequality, infrastructure capacity pressures and deterioration of the natural environment but have instead experienced a significant deterioration in the affordability and cost of living of the local area and resulted in large numbers of existing residents being forced out of the community.

This reflects the basic economic principle of scarcity, in that as soon as “no growth” policies are introduced, residential land and therefore access to the high amenity lifestyle of the location is regarded as a scarce commodity. As the Economic Development Plan analysis revealed, the Toodyay economy has strong exposure to lower income employment and industries (including tourism and retail), the purchasing power and capacity to absorb higher living costs is greater among potential new residents than the existing community, creating the potential for existing residents to be forced out of the Shire. RPS regards this as an unsustainable outcome that is contrary to the interests of the community. Instead, effective management of growth pressures

are required in order to ensure this perverse and damaging outcome is prevented. This includes effective delivery of enabling infrastructure to ensure zoned land is serviced and can be brought to market quickly in response to accelerated demand in the future.

A major pressure already identified by the community is the quality and cost of health, education and other community services in the Shire. Feedback from Council is that residents regularly leave the Shire to access these services, particularly higher order services. A reason for the current quality of service delivery in the Shire is that it lacks the critical mass of residents to meet the necessary service delivery thresholds of both Government and community service organisations. This lack of critical mass flows through to impacts on the cost of living and quality of life (in terms of higher travel costs). Considering the ageing of the Toodyay population and the likely intensification of service demand, the impact on the community of a lack of local demand critical mass will worsen in the medium term if population growth is not supported.

Finally, the ageing of the population in Toodyay is expected to accelerate in the medium term with age-specific migration to the Shire. This will have the effect of increasing the proportion of the population not actively participating in the workforce, drawing upon social and community services and contributing less to Government revenues. The development of the economy in Toodyay in the medium term will require a more balanced socio-economic and demographic profile, to ensure the sustainable access of local businesses to labour and to generate the necessary prosperity and value add in the economy to subsidise older residents.

3. A third fundamental assumption is that economic development and population growth are inextricably linked. This is not true. The two can be uncoupled. Recent Economic theory does just this. The Economic theory of Prosperity without growth attests to this.

This comment is not a true reflection of the draft Toodyay Economic Development Plan. The Plan does not seek to impose or implement a population-growth based model of Economic Development. RPS agrees that while such a model is common, it does not represent best practice. Instead, the primary areas of focus of the Plan are economic diversity, employment generation, income growth, value adding opportunities and knowledge intensive industry development. The implementation of these areas is not contingent on population growth and can be implemented in a neutral or even negative population area.

Population-Oriented Services, as one of the four local imperatives identified, is not a promotion of a population-growth based economic model and instead reflects a response by the Plan to existing community concerns regarding employment opportunities, affordability pressures and health and community service delivery. It clearly refers to issues of infrastructure and service management for projected population growth and improvement of local health and aged care services (reflecting current and projected demographics).

4. We cannot deal with the Economic Development Plan and ignore our Planning Scheme LPS 4 and Local Planning Strategy. The LPS and LPS4 are coordinated documents that envisage a population of approx 7,000 by 2021. This is based on a growth rate of 3% from 2007. First We need to know what our growth rate has been for the period 2007-2013. Page 25 of the report indicates a much lower rate than 3%.

A) what has been the growth rate since 2007

B) assuming this growth rate to continue, what will be the population in 2021

C) assuming a growth rate of 3% what will be the population in 2021.

D) what is the growth rate in the Economic Development Plan for this period

E) what is the number of blocks without houses in our current Scheme and Strategy.

F) can E provide enough blocks for B

G) can E provide enough blocks for C

H) can E provide enough blocks for D

The above will give us answers to the following questions:

G) Do we have enough blocks without houses in LPS4 if our present growth rate continues

H) Do we have enough blocks in LPS4 for a growth rate of 3% from 2014

I) How many more would we need to provide for all these scenarios, or is there a glut.

The Economic Development Plan has been prepared within the context of Toodyay 2023, Community Strategic Plan, not the Shire's Local Planning Scheme or Strategy. Traditionally, there is an expectation that Plans and Strategies, like the Economic Development Plan will inform the Local Planning Strategy and Scheme at its next update. Having said that, consideration has been given to all plans and policies of the Shire as well as relevant State Government documents.

RPS has addressed the request for additional information in Cr Craddock's questions, focusing on A-D. Questions E-H relate to residential land supply which was not within the scope of the Economic Development Plan. The results for A-D are outlined in the table below. While the population at 2021 was requested in questions B-D, the Economic Development Plan references population at 2031. For consistency, RPS has provided estimates at both time periods.

Question D specifically references the growth rate in the Economic Development Plan. The primary assessment of population is in section 3.1 of the draft Plan and quotes the WAPC WA Tomorrow projections (Band C) for the Shire. No independent population projections were prepared for the Plan, though reference is made to a notional long-term target of 10,000 residents being regarded as sustainable.

The table below provides the requested information.

Indicator	2021	2031	Year 10,000 Reached
A. Population Growth Rate 2007-2013	1.8% pa		
B. Trend Population Growth, 2021	5,412	6,482	2056
C 3% Population Growth, 2021	5,936	7,997	2039

D. WAPC WA Tomorrow Projections 2021 (2031)	5,329	6,266	2061
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As evident in the table below, the WAPC projections assessed in the Economic Development Plan are in fact the most conservative of those available. The number of Shire residents is not expected to reach 10,000 by 2061 under D., where as a 3% growth rate currently within the Local Planning Strategy sees 10,000 reached by 2039, or some 22 years earlier.

The identification of 10,000 as a long-term aspirational population target for the Shire is expected to be reached under current Shire policy by 2039. If anything, these results suggest that the assessment of population in the Economic Development Plan is conservative. Additional assessment of population estimates and projections will be incorporated into the updated draft Economic Development Plan.

Responses are unable to be provided to Questions E-I as this is outside of the scope of the Economic Development Plan.

5. We cannot adopt the Economic Development Plan without consideration of our Asset development Plan. We need to consider the additional cost imposed by these scenarios on infrastructure, especially roads.

A) what is the additional cost of infrastructure for scenario 4B above

B) what is the additional cost of infrastructure for scenario 4C above

C) what is the additional cost of infrastructure for scenario 4D above

D) is Federal/ State funding going to continue sufficient for this

This is not a consideration of the Economic Development Plan. The purpose of the Economic Development Plan is to establish the framework, goals and objectives for the development of the Toodyay economy, along with a series of implementable actions and recommendations for consideration. This Plan is designed to form an input into subsequent analysis of the Shire's assets. It is a flexible framework that provides guidance and direction, without restricting the actions and policies of the Shire. The adoption of the Economic Development Plan is not contingent on the consideration of the Asset Development Plan.

6. We cannot adopt the Economic Development Plan without consideration of Financial Planning.

A) Can this cope with scenarios 4B, C, and D

As with question 5, consideration of Financial Planning is outside of the scope of the Economic Development Plan. The Plan establishes the economic development framework and objectives of the Shire and it is expected it will input into the Shire's Financial Planning in the future. The adoption of the Economic Development Plan is not contingent on the consideration of the Shire's Financial Planning.

7. What is the likely traffic increase on the T/ M road

A) from these growth rates, 4C and D

B) from the 2 growth rates in the Economic Development Plan,

C) from mining, extractive industry, and rubbish

D) what are the impacts of these seven on Toodyay

No reference is currently made to the Toodyay Road. This is being inserted in the updated draft. There is expected to be increases in the traffic on Toodyay road resulting from mining, extractive and rubbish activities as stated. However, these activities are not linked to population growth of the Shire. Given the small differences in the absolute number of residents in the Shire under each of the population scenarios in the table above, it is not expected that population growth will be a major driver of increased congestion.

8. What will be the impact of the 2 scenarios 4B and 4C, and the 2 growth rates in the Economic Development Plan be on other services beyond our control, such as Education, Medical, Water, and Builders.

This is a fundamental issue and a basis for the long-term aspirational population target of 10,000 being mentioned. RPS engagement with State Government service delivery agencies indicate that it is difficult to provide services to a community below this population threshold. As such, while the growth in population to this target in the long-term will increase demand for services, it will also provide the critical mass of demand necessary to support higher order service delivery. This issue also applies to the construction sector, where the lack of depth of the local market makes it difficult for builders to support a significant local presence.

The development of enabling infrastructure, such as water, is a critical issue. By establishing the economic development framework in the Plan, the Shire will be able to more readily engage with Water Corp and developers to facilitate the delivery of such infrastructure.

8. Above all, what do Residents of the Shire of Toodyay want?

They move here for the way it is now. They move here for the quality of life experienced in Toodyay. This includes low crime rate, especially Important for FIFO workers. If they had wanted a place like Northam, they would have moved to Northam. Yet the Economic Development Plan proposes Toodyay to increase in population to the present size of Northam. We need the input of a well qualified sociologist to describe trends, changes, life style issues, quality of life issues relevant to this.

A) We need to know what the residents like about Toodyay

B). We need to know why they moved here

C) We need to know how much they would compromise lifestyle for Economic Development?

The draft Economic Development Plan was prepared within the context of the Community Strategic Plan, within which community desires and expectations were captured. The Economic Development Plan is compatible with the Community Strategic Plan and seeks to implement a framework for the attainment of community desires.

The equivalency of the Shire to Northam due to the aspirational population target is highly simplistic. The long-term population target represents only one minor aspect of a multi-faceted Plan that seeks to establish and implement a practical economic development framework that addresses the issues raised. It is possible to have relative social equality and order at any population level with towns and cities many times larger than Toodyay experiencing minimal crime and social issues. Maintaining Toodyay's comparative lifestyle advantages over Northam requires a balanced approach to both population growth and economic and community development. Unless both are progressed in a structured manner, then the current quality of living of Toodyay residents will likely decline.

A visitor and resident survey, related to the town centre, was identified as a potential action in the draft Economic Development Plan. A similar survey could be extended to the broader community if the Shire wishes, though it is recommended such engagement be targeted.

Thank you for the opportunity to provide these responses. If you have any further questions, please, please do not hesitate to contact me on 0431 676 254 or via email at mark.wallace@rpsgroup.com.au

Yours sincerely



Mark Wallace
Regional Technical Direction – Economics
Australia Asia Pacific
RPS

CEO Responses to Questions Outside the Scope of the ED Plan.

RPS has been unable to respond to some question outside the purview of the plan. The responses below are provided by the CEO.

5. We cannot adopt the Economic Development Plan without consideration of our Asset development Plan. We need to consider the additional cost imposed by these scenarios on infrastructure, especially roads.

A) what is the additional cost of infrastructure for scenario 4B above

B) what is the additional cost of infrastructure for scenario 4C above

C) what is the additional cost of infrastructure for scenario 4D above

D) is Federal/ State funding going to continue sufficient for this

Most of the infrastructure supplied by the Shire of Toodyay is more than sufficient to service a much larger population. Halls and ovals and community centres do not need to be replicated for incremental growth in population. Even by the most bullish of estimates of a 3% population growth (which is what is contemplated in the current Local Planning Strategy) the population would not double for another 25 years. Certainly the planned recreation precinct would be more than adequate.

Funding of road infrastructure has a number of factors:

- New roads to service new subdivisions are largely funded by developers;
- Road funding through Federal Grants is formula based, and much of the funding uses the asset preservation model. As new roads are developed for new subdivisions they contribute to the funding base through the formula;
- State Road Funding is directed to roads of regional significance and this funding is biased towards asset preservation (rather than improvement) and traffic counts are a significant factor in funding. Higher traffic counts mean more funding.
- Finally as population increases so do the numbers of rateable properties and the size of the rates base.

For Federal funding for other infrastructure 10,000 people is often the magic number. Certainly in recent rounds of regional development funding that has been the case and very few projects in smaller communities have been supported.

6. We cannot adopt the Economic Development Plan without consideration of Financial Planning.

A) Can this cope with scenarios 4B, C, and D

Our long term financial planning is predicted on a 10% rate increase to fund the new recreation infrastructure for the next 10 years. As this increase significantly outstrips all population projections, it should be adequate for future needs. Regardless of our strategy population will continue to grow at 1.8% or more, and that will, be driven by external factors. Our strategy may help make it marginally higher or lower, or influence the makeup of that growth, but much of the growth will be entirely outside our control or influence.

3. DECLARATIONS OF INTERESTS

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

4. ECONOMIC DEVELOPMENT PLAN PRESENTATION

Mr Mark Wallace provided an overview of the Economic Development Plan to those present. Questions were asked and answers were provided at each presentation slide.

5. PUBLIC QUESTIONS (relating to the purpose of the meeting)

5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Council Forum held on 13 May 2014 there were no questions taken on notice.

5.2 PUBLIC QUESTION TIME

There were no public questions.

6. PUBLIC SUBMISSIONS (relating to the purpose of the meeting)

There were no public submissions.

The Shire President adjourned the meeting at 6.15 pm.

*The Manager Corporate Services departed Council Chambers at 6.15 pm.
The Manager Works and Services departed Council Chambers at 6.15 pm.
The Manager Community Development departed Council Chambers at 6.15 pm.*

The Shire President resumed the meeting at 6.48 pm.

7. MATTERS FOR DISCUSSION

7.1 Economic Development Plan

Mr Mark Wallace, through the Chairperson, invited questions from the floor in relation to the draft Economic Development Plan (EDP).

The following raised
Discussion Points were as follows:

David Dow
DAVID DOW

- *Concerns in relation to rushing the finalisation of the EDP;*
- *Issues with Community Strategic Plan, Local Planning Strategy and Local Planning Scheme;*
- *Possible postponement of EDP finalisation for three months to resolve issues;*

- *Costs to be incurred if postponed;*
- *Broad-stroke strategic direction;*
- *Underlying growth rates of the population of Toodyay;*
- *Urbanisation of the Shire of Toodyay;*
- *Zoning and growth rates for the Shire of Toodyay;*
- *Concerns achieving critical mass;*
- *Employment/population growth;*
- *Population Projections are State projections and cannot be changed in the EDP;*
- *Sensitive wording relating to critical mass sections can be removed and/or amended to become less sensitive;*

The Presenter advised as follows:

- *The reality is that there is a Proportion of service demand that does leak from the Shire of Toodyay because of the lack of service delivery in the Shire of Toodyay due to not enough people living in Toodyay to deliver those services.*
- *That message came out of the Avon reference to critical mass exclusively referenced to three (3) sectors (healthcare/ retail service delivery / and in lifestyle recreation, sporting facilities).*
- *Council needs to discuss its position and do so quickly.*

Further discussion points were as follows:

- *Relationships between the Shire and the Community;*
- *Chamber of Commerce and other stakeholders;*
- *Environmental impacts in relation to growth and population and the effect on the environment;*
- *As an economic plan, the EDP will only deal with economic issues which are fundamental to the overall strategic direction of the Shire.*

An arrangement was made through the Shire President to hold an in-house meeting for Councillors only to discuss the EDP on Wednesday 21 May 2014 at 3.00 pm.

The Shire President asked the presenter to incorporate the discussion points of this Council Forum together with comments received from Councillors through the CEO (following the in-house discussion) and provide a copy of a track changed document as well as the fully marked up version to Council for consideration.

8. MEETING CLOSURE

The Shire President declared the meeting closed at 7.41pm

Shire of Toodyay

SPECIAL COUNCIL FORUM – 21 MAY 2014

NOTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr Dow, Shire President, declared the meeting open at 3.15 pm.

2. RECORDS OF ATTENDANCE

Members

Cr D Dow	Shire President
Cr B Lloyd	Deputy Shire President
Cr A McCann	
Cr C Firms	
Cr B Rayner	
Cr S Craddock	

Staff

Mr S Scott	Chief Executive Officer
Mrs M Rebane	Executive Assistant

Visitors

Nil

2.1 APOLOGIES

Cr T Chitty

3. DECLARATIONS OF INTERESTS

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

4. ECONOMIC DEVELOPMENT PLAN

Cr Craddock tabled an email at 3.17 pm.

Cr Craddock read aloud for the benefit of members present the contents of the email tabled.

Clarification was sought in relation to the email.

The Shire President sought clarification in relation to whether Cr Craddock had forwarded her email to Mark Wallace. Cr Craddock responded in the negative.

Cr Madacsi entered Council Chambers at 3.26 pm.

The Shire President brought Cr Madacsi up to speed on the events thus far in the Council Forum. The Shire President advised that he was aware that Cr Madacsi had forwarded a separate email to Mark Wallace in response to the request made at Council Forum on 13 May 2014.

Discussion ensued in relation to the Economic Development Plan and the comments made by Cr Craddock via email.

Points raised were as follows:

- Population increase – critical mass term seems to have been not explained clearly;
- Outcome of Plan unclear to some;
- Review of Local Planning Strategy;
- Community Consultation;
- Economic Development Plan - Encourage population growth;
- Alternative Housing solutions and Alternative lifestyles – incorporation into a local town planning scheme and local planning strategy as well as an Economic Development Plan;

Cr Dow departed Council Chambers at 3.37 pm.

Further Points raised were as follows:

- Development Plan is the bones of identifying the wider issues that can impact upon Toodyay and giving us the bones of different scenarios;
- Whole community outlook in Toodyay seems to be to maintain a simple and quiet existence;
- The Economic Development Plan – the word sustainable is missing from the title;
- “Hippy concepts” in relation to the Shire of Toodyay community;
- Rocky Mountain Institute (a not-for-profit non-partisan organisation in America cofounded in 1982);
- George Monbiot (an English writer born in 1963) known for his environmental and political activism;
- Conceptual Presentation provided to the community explaining economics and the Economic Development Plan;
- Suggestion of another public forum being arranged for the community as a whole to have the EDP presented to them;

- Transition Towns (network) - a grassroots community project that seeks to build resilience in response to peak oil, climate destruction and economic instability;
- There is progress happening with respect to population growth at 1.25% since 1995 that can be proven through comparison of the number of post-boxes, subdivisions, etcetera that have occurred since that time;
- McDonalds and large service provider organisations unwelcome in Toodyay by some members of the community;
- Population growth vs social issues that occur in other regional centres;
- Investigate other options in relation to obtaining other types of economic development plans and what types of actions are required;

Cr Dow returned to Council Chambers at 3.47 pm.

Further Points raised were as follows:

- Many actions within the currently drafted Economic Development Plan may be able to be achieved without the expansion of the metropolitan area of Perth impinging upon the Toodyay Community;
- Population trends cannot be something that is controlled by the local government however infrastructure is required to cope with population growth;
- The population threshold in the currently drafted Economic Development Plan is a State statistic;
- Extracting the information within the current Economic Development Plan to tailor our other policies, and bearing in mind that it suits our strategic plans adopted by Council;
- Growth in population will lead to an increase in demand for services;
- Obtain ownership of the document from the Consultant without adopting the document;
- The only way to stop population growth (not promoting it within the town) is to stop the two subdivisions from selling;
- The element of demand and supply will govern what services are required within the town;
- Sustainability;
- Shame to lose some of the points of the EDP;
- Water Mains expansions into new Rental subdivision;
- Shortage of water in Western Australia.

Cr Craddock departed at 4.29 pm.

Guidance from Elected Members is as follows:

The Shire President reiterated a statement he had made at the Council Forum held on 15 May 2014 that Councillors email Mark Wallace, through the CEO, their ideas to enable Mark Wallace to update the Economic Development Plan so that it may be brought back to Council for consideration.

5. PUBLIC QUESTIONS (relating to the purpose of the meeting)

5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Council Forum held on 20 May 2014 there were no questions taken on notice.

5.2 PUBLIC QUESTION TIME

There were no public and therefore no public questions.

6. PUBLIC SUBMISSIONS (relating to the purpose of the meeting)

There were no public and therefore no public submissions.

7. MEETING CLOSURE

The Shire President declared the meeting closed at 4.32 pm.



VOLUNTEER BUSH FIRE BRIGADE



Bush Fire Operating Procedures

Bush Fire Administration Manual including Standard Operating Procedures

Adopted by Council as Council's Interim Policy on 24 June 2014
Council Resolution 155/06/14

Note: Revision of this document will be required when the Bush Fire Brigades Local Law is adopted. This document will be advertised with the Bush Fire Local Law for public comment and submissions during that process

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Introduction

The Bush Fire Operating Procedures are guidelines adopted by the local government.

This document incorporates both the Administrative Procedures and Standard Operating Procedures.

This document is considered to be a living document that may, from time to time, require updating and annual review.

Review

The Shire of Toodyay Volunteer Bush Fire Brigade Operating Procedures will be reviewed annually at the Bush Fire Advisory Committee Annual General Meeting.

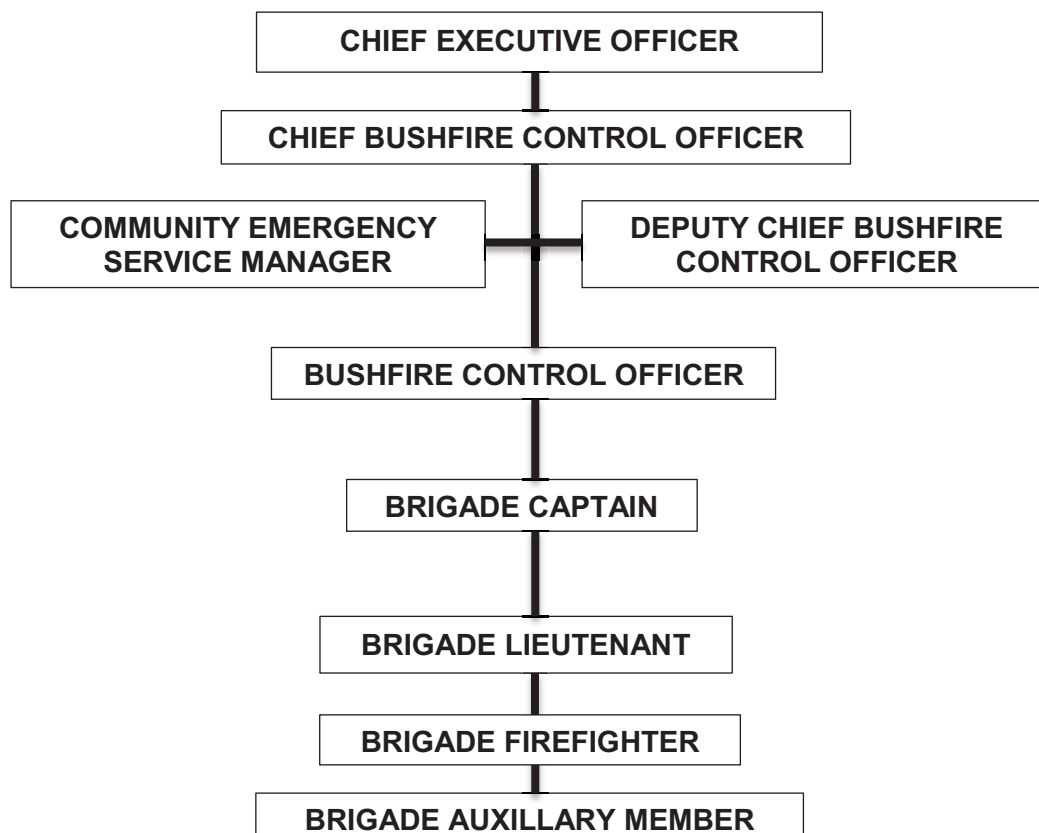
Interpretation

In these procedures, unless the context otherwise requires;

"The ACT"	means the Bush Fires Act, 1954 and amendments
"The Regulations"	means the Bush Fires Regulations 1954
"Local Law"	means the Shire of Toodyay Volunteer Bush Fire Brigades Local Law (when adopted). .
"Council"	means the Shire of Toodyay Council.
"DFES"	means the Department of Fire and Emergency Services.
"Ordinary Meeting"	means any meeting of the Brigade other than an annual general meeting, operational meeting or a special meeting.
"Absolute Majority"	means more than half of the total votes of those eligible to vote whether present or not.
"Normal Brigade Activities"	as defined in Section 35A of the Act.
"Fire fighter"	means a member of a Brigade with the competency and currency to carry out operational firefighting duties.
"Auxiliary"	means a member that provides support to operational fire fighters of the Brigade and must be a minimum of sixteen (16) years of age.

"Cadet"	means a member of a Brigade aged between twelve (12) and up to sixteen (16) years of age. The member is not allowed to carry out operational firefighting duties.
"CEO"	means Chief Executive Officer of the Shire of Toodyay
"CESM"	means the Community Emergency Services Manager for the Shire of Toodyay
"CBFCO"	means the Chief Bush Fire Control Officer appointed by the Shire of Toodyay
"FCO"	means a Fire Control Officer appointed by the Shire of Toodyay
"Review Date"	will list the date a review has occurred via a Meeting of Council.
"Local Government"	means the Local Government established under the Local Government Act 1995.

BRIGADE CHAIN OF COMMAND



Legislation

Shire of Toodyay Volunteer Bush Fire Brigades Local Law

The operation of Volunteer Bush Fire Brigades shall be in accordance with the Shire of Toodyay Volunteer Bush Fire Brigades Local Law. Where there is any inconsistency between these procedures and the Local Law, the Local Law shall prevail.

Authorisation

These procedures have been produced and issued under the authority of the Shire of Toodyay in accordance with the *Bush Fires Act 1954* and endorsed by the Shire of Toodyay Council.

.....
DAVID DOW
SHIRE PRESIDENT
SHIRE OF TOODYAY

..... / /

DATE

.....
STAN SCOTT
CHIEF EXECUTIVE OFFICER
SHIRE OF TOODYAY

..... / /

DATE

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SECTION ONE

Administrative Procedures

Volunteer Bush Fire Brigades

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1. OBJECTIVES AND VALUES

1.1. Objectives

The Shire of Toodyay Volunteer Bush Fire Brigades shall undertake the following objectives:

- 1.1.1. Provide timely, quality and effective emergency service;
- 1.1.2. Minimize the impact of emergencies on the community;
- 1.1.3. Work with the community to increase bush fire awareness and fire prevention;
- 1.1.4. Endeavour to ensure that active Brigade members training requirements are maintained and documented to meet DFES standards and that prior learning is to be taken into consideration;
- 1.1.5. Ensure all operational equipment is serviceable and available for emergencies;
- 1.1.6. Provide a workplace where every individual is treated with respect, in an environment free from discrimination or harassment;
- 1.1.7. Work cohesively with other agencies;
- 1.1.8. Report to council on matters referred to the Brigades by the Council, through the Shire of Toodyay Bush Fire Advisory Committee.

1.2. Values

Members are to adopt the following principles at all times when representing the Bush Fire Brigades of the Shire of Toodyay.

These values shall include;

- a) Put the community first;
- b) Act with integrity and honesty;
- c) Work together as a committed team;
- d) Strive to keep ourselves and others safe;
- e) Respect and value the contribution of others;
- f) Have open and honest two way communication; and
- g) Continuously develop our skills to service the community.

2. MEMBERSHIP

2.1 New Membership Application

- 2.1.1 A new member is to complete a DFES volunteer nomination form and accept the Shire of Toodyay conditions for membership.
- 2.1.2 The application must be endorsed by the Shire of Toodyay and DFES.

2.2 Conditions of Membership

The conditions of membership shall refer to:

- Active fire fighters;
- Life memberships
- Cadets and
- Auxiliary members.

All Volunteer Bush Fire members are required to complete the DFES Volunteer Induction and Introduction to Fire Fighting prior to commencing active fire fighter duties, fire fighters must complete the DFES Bushfire Fighting competency. Competencies in these modules shall be the minimum acceptable standard required for a volunteer bush fire fighter to perform operational duties.

Members must comply with the legislative requirements of:

- FES Act 1998;
- Bush Fires Act 1954 and Bush Fires Regulations 1954;
- Occupational Health and Safety Act 1984
- Equal Opportunity Act 1984; and
- Shire of Toodyay Bush Fire Brigades Local Law.
- The established guidelines of the Volunteer Bush Fire Brigade;
- Shire of Toodyay Administration Procedures and Standard Operating Procedures

2.3 Induction

All new members shall be provided with a formal induction. New members will be:

- a) Introduced to Brigade members and shown all Brigade facilities.
- b) Instructed about any safety requirements.
- c) Complete the DFES Volunteer Fire Fighter Induction
- d) Made aware of Brigade duties and responsibilities.
- e) Provided with a mentor until such time as they are familiar with normal Brigade activities and operational requirements.
- f) Be informed that all Personal Protective Equipment (PPE) issued to them by the Brigade or the Shire of Toodyay is for Brigade activities only and remains the property of the Shire of Toodyay.

2.4 Brigade Commitments

Shire of Toodyay Volunteer Bush Fire Brigade members are required to maintain currency in training and active firefighting.

If extenuating circumstances prevent a member from meeting his or her Brigade commitments, it is the responsibility of the member to notify the Brigade Captain.

2.5 Change of Details

The Shire of Toodyay and Department of Fire and Emergency Services are to be notified of any change of personal details by completing a DFES volunteer application form and forwarding it to the Shire of Toodyay within fourteen (14) days of the change.

All drivers of vehicles are required to hold a current western Australian driver's license for the class of vehicle that is to be driven. Any traffic offence that results in a suspension or loss of license must be reported to the Brigade Captain.

2.6 Termination of membership

Volunteer Bush Fire Brigade membership shall or maybe terminated when a member;

- 2.6.1 Provides written notification of resignation to the Brigade;
- 2.6.2 Has received two (2) official written warnings from the Shire of Toodyay CEO for violations;
- 2.6.3 Has not been active with the Brigade for a period of Twelve (12) months that a member will be taken to have resigned from the Bush Fire Brigade.

If extenuating circumstances prevent a member from meeting his or her Brigade commitments, it is the responsibility of the member to notify the Brigade Captain or Lieutenants.

Where a membership is terminated, all property owned by the Shire of Toodyay should be returned to the Shire administration personnel within fourteen (14) days of giving notice. Failure to meet these conditions may require the Shire of Toodyay to seek reimbursement of costs against the member.

2.7 Suspension of membership

A volunteer member may be suspended by the Brigade Captain where the member:

- 2.7.1 Wilfully or negligently disregards The Bush Fires Act 1954, Bush Fires Regulations 1954, Shire of Toodyay Bush Fire Local Law of this Bush Fire Administration Manual; and
- 2.7.2 Has performed an unsafe act that jeopardizes the safety of the member or others.

The suspended member will be excluded immediately from such Brigade duties and activities. The Brigade Captain must notify the member, in writing, advising of the suspension period and reason.

The period of suspension shall not exceed three (3) consecutive months and shall be determined by the Brigade Captain and Lieutenants.

On completion of the suspension period the member may be required to undertake refresher training before resuming active firefighting duties.

2.8 RIGHTS of a Volunteer Member

A Brigade member shall not be dismissed from any Brigade duty without an opportunity to defend the allegation.

Any person may lodge a written objection to the CBFCO or CEO should they consider they have been unfairly dealt with.

The CBFCO or CEO shall consider the objection and deal with it by either:

- a) Dismissing the objection;
- b) Varying to the decision after consultation with the Brigade Captain and Lieutenants ;
- c) Revoking the original decision; and
 - Imposing an different decision; or

2.9 EQUAL Opportunity and Grievance Process

The Shire of Toodyay policy is committed to providing a work environment in which all persons can expect to be treated with respect. It ensures that all employees and volunteers uphold State and Commonwealth laws concerning harassment and discrimination, and have a work environment that embodies the core values of the Shire.

3. MEETINGS OF THE BUSH FIRE BRIGADES

All meetings of the Bush Fire Brigade shall be minuted unless confidential information is being discussed.

3.1 Ordinary Meetings

- 3.1.1 The Brigade may at any time call an ordinary meeting of its members.
- 3.1.2 The Brigade shall hold a minimum of two (2) ordinary meetings between 1 July and 30 June each financial year, one to be in conjunction with the Brigade AGM and as per the Shire of Toodyay Bush Fire Local Law.
- 3.1.3 The brigade shall use the following agenda template for all general meetings

AGENDA TEMPLATE FOR ORDINARY MEETINGS

VOLUNTEER BUSH FIRE BRIGADE

AGENDA FOR THE GENERAL MEETING OF THE VOLUNTEER BUSH FIRE BRIGADE

VISITORS:

APOLOGIES:

OPENING:

MINUTES OF PREVIOUS MEETING

MOTION:

That the Minutes of the Meeting held onbe confirmed.

Proposed:

Seconded:

Carried:

Unanimously

MATTERS ARISING FROM PREVIOUS MINUTES

CORRESPONDENCE

MOTION:

That the correspondence be accepted.

Proposed:

Seconded:

Carried:

Unanimously

MATTERS ARISING FROM CORRESPONDENCE

TREASURERS REPORT

MOTION:

That the Financial Statement be accepted and the payments be made.

Proposed:

Seconded:

Carried:

Unanimously

MATTERS ARISING FROM TREASURERS REPORT

CAPTAINS REPORT

Grant –

MOTION:

That the Captains Report be accepted.

Proposed:

Seconded:

Carried:

Unanimously.

MATTERS ARISING FROM CAPTAINS REPORT

EQUIPMENT OFFICER'S REPORT

MOTION:

That the Equipment Officer's report be accepted.

Proposed:

Seconded:

Carried:

Unanimously.

MATTERS ARISING FROM EQUIPMENT OFFICER'S REPORT

TRAINING OFFICER'S REPORT

As tabled –

MOTION:

That the Training Officer's report be accepted.

Proposed:

Seconded:

Carried:

Unanimously

MATTERS ARISING FROM TRAINING OFFICER'S REPORT

NEXT TRAINING:

BUSH FIRE ADVISORY COMMITTEE (BFAC) REPORT

GENERAL BUSINESS

NEXT MEETING:

CLOSURE:

3.2 Annual General Meeting

- 3.2.1 The Brigade shall hold an annual general meeting in conjunction with the Shire of Toodyay Bush Fire Brigade Local Law;
- 3.2.2 A report shall be presented to the membership by the Captain and Treasurer of the Brigade;
- 3.2.3 At this meeting all positions will be declared vacant;
- 3.2.4 The CBFCO or CEO (or his delegate) will act as returning officer during the election of the new positions;
- 3.2.5 The new office bearers will assume the positions as of the date of the AGM
- 3.2.6 The decision to conduct either; a proxy vote or an ordinary vote for the AGM must be decided at the prior monthly ordinary meeting of the brigade

3.3 Special Meeting

- 3.3.1 The Brigade Captain may at any time convene a special meeting of the Brigade.
- 3.3.2 The secretary of the Brigade must convene a special meeting when a written request is made by not less than six (6) active members of the Brigade.
- 3.3.3 The names of the members requesting the special meeting are to be recorded in the minutes of the meeting.

3.4 Operational Meeting

- 3.4.1 The Brigade Captain may at any time convene an operational meeting of the Brigade.
- 3.4.2 An operational meeting may convene with any members of the brigade at the Brigade Captains request.
- 3.4.3 Brigade secretary to record those attending in the minutes of the meeting.

3.5 Notice of a Meeting

- 3.5.1 Notice of any special general meeting of the Brigade, must be given to all members of the Brigade eligible to vote, at least 72 hours before the commencement of the meeting;
- 3.5.2 Chief Bush Fire Control Officer, CESM and CEO are to be notified;
- 3.5.3 Notice of the Annual General Meeting and of any Ordinary Meeting of the Brigade must be given to all members of the Brigade eligible to vote and the Shire of Toodyay at least fourteen (14) days before the commencement of the meeting;
- 3.5.4 Notice of a meeting under sub-clauses 3.5.1 and 3.5.3 above.
 - a) must be given by the Secretary;
 - b) may be given by written notice to each member;
 - Personally, by post or electronic email; or
 - By a notice published in a newspaper circulating in the area of the Brigade; or
 - By public notice on the Fire Brigade's notice board/s.
 - c) must set out the date, time, and place of the meeting;
 - d) must be signed by the Secretary or, in the case of a special meeting, by the person convening the meeting; and
 - e) Must set out an agenda for the meeting.
- 3.5.5. An operational meeting of the Brigade may be convened at the earliest appropriate date, time and place acceptable to those members requested to attend.

3.6 Quorum

A quorum for:

3.6.1 Management Committee meetings:

- Shall consist of not less than fifty percent (50%) of the Management Committee members.

3.6.2 As per the Shire of Toodyay Bush Fire Local Law all other Brigade Meetings:

- Shall consist of not less than eight (8) active Brigade members. This shall include a minimum of two (2) management committee members.
- No business is to be transacted at a meeting of the bush fire Brigade unless a quorum of Brigade members is present.
- Operational Meetings do not require a quorum.

3.7 Voting

Each Brigade member present at the meeting shall be entitled to vote.

In the event of an equality of votes:-

The Brigade Captain during the meeting may exercise the deciding vote.

When voting on operational matters at any brigade meeting, only listed active fire fighters are entitled to vote. This includes the voting for the election of operational office bearers.

Votes may be counted by either:

- a) Formal secret ballot for election of Captain, Lieutenants when there is more than nomination; or
- b) show of hands for all other elections and general meeting business.

Proxy votes are permitted at an AGM for the election of Captain and Lieutenants subject to nominations being closed 7 days prior to the AGM.

4. MANAGEMENT COMMITTEE

- 4.1 Each Brigade shall form a Management Committee;
- 4.2 The management committee shall meet each calendar month or as required;
- 4.4 The Brigade Management Committee shall consist of the following officers:
 - Brigade Captain
 - Brigade Lieutenants
 - Secretary must be there to take the minutes of the meeting
- 4.5 In the event of an equality of votes the Captain will be entitled to a second or casting vote;
- 4.6 minutes of these meetings will be made available to members of the Brigade except where the Management Committee has decided that some business remain confidential
- 4.7 Management Committee minutes are subject to the Freedom of Information Act and may be made available to an applicant, including brigade members under an FOI application notwithstanding any decision of the Management Committee;
- 4.8 Minutes shall be provided to the Shire of Toodyay no later than twenty one (21) days after the meeting has been held.

5. BRIGADE ELECTIONS

5.1 Nomination of Candidates for Brigade Elections

- 5.1.1 Nominations are required to be presented at the Annual General meeting to be held in conjunction with the Shire of Toodyay Bush Fire Local Law.
- 5.1.2 For an operational position a person can only be nominated by a listed active Fire Fighter brigade member who has been a listed active fire fighter brigade member for a minimum of twelve (12) months.
- 5.1.3 A nomination for an operational position must be endorsed by a second listed active Fire Fighter brigade member with a minimum of twelve (12) months as a listed active fire fighter brigade member. Each member is only entitled to nominate one person per position.
- 5.1.4 For non-operational positions, a person can only be nominated by a Brigade member who is from that Brigade with a minimum of twelve (12) months as a Brigade member
- 5.1.5 A nomination for a non-operational position must be endorsed by a second Brigade member with a minimum of twelve (12) months as a Brigade member.
- 5.1.6 A nomination shall be made –
 - a) in writing to be received by the Brigade Secretary before the official close of nominations
- 5.1.7 Nominees must indicate acceptance of nomination.

5.2 Special Elections

Where a supplementary election must be held due to a vacancy in the position as a result of an early resignation or other reason:

- The Captain or Management Committee via the Secretary will arrange a special meeting of the Brigade at which the election will be held and call for nominations;
- The Captain or Management Committee via the Secretary must advise each member of the Brigade in writing giving a minimum of 14 days' notice of the special meeting the election is to be held; and
- Nominations should be in accordance with other elections.

6. BRIGADE FINANCES / AUDIT CONTROLS

6.1 Accounts at Financial Institutions

- 6.1.1 The Brigade must disclose where Brigade account(s) are to be held for the ensuing financial year at each Annual General Meeting;
- 6.1.2 The Brigade must appoint at least three Management Committee members to act as signatories for the Brigade accounts each financial year;
- 6.1.3 A minimum of two signatures is required on any Brigade account cheque or bank transaction form;
- 6.1.4 All accounts raised, works undertaken or goods to be purchased by the Brigade must be authorised for payment at an ordinary Brigade meeting by the Brigade;
- 6.1.5 All cheques issued must be accompanied by the appropriate documentation (invoice or monthly account); and
- 6.1.6 All money received by the Brigade or by a member on behalf of the Brigade must be recorded in a Brigade receipt book and entered in Brigade financial records.

6.2 Financial Reports

The Brigade must, at each ordinary and Annual General Meeting, present a financial report and for the Annual General Meeting the previous 12-month period or since the last AGM.

7. RULES

- 7.1 The Brigade may not make rules inconsistent with:
- a) The Bush Fires Act 1954 and Bush Fires Regulations 1954;
 - b) The Shire of Toodyay Bush Fire Brigades Local Law;
 - c) The Shire of Toodyay Policies as set out in this document or elsewhere;
 - d) Shire of Toodyay Fire Break Orders; and/or
 - e) Any other Shire of Toodyay Act or Regulation.
- 7.2 Where the Brigade wishes to make a rule under this clause or vary or revoke such a rule, the Secretary must, within 14 days of acceptance by the Brigade at an Ordinary Meeting, or Special Meeting, send a copy of the proposed rule or amendment to the CBFCO, CESM and CEO for consideration.

8. AMENDMENT TO ADMINISTRATION PROCEDURE MANUAL

The Brigade may, by resolution, recommend to the Shire of Toodyay Bush Fire Advisory Committee the Administration Procedure Manual be amended, if:

- At least one month's written notice, setting out the terms of the proposed resolution, is given to each member of the Brigade personally or by post; and
- The resolution is supported at a duly convened meeting of the Brigade by an absolute majority of the Brigade.

Any proposed amendment to the policy manual is subject to the approval of the Shire of Toodyay Bush Fire Advisory Committee and Council in accordance.

The Shire of Toodyay Bush Fire Advisory Committee shall review the Volunteer Bush Fire Brigade Administration Procedure Manual at the meeting held in September each year. Proposed rules or amendments are to be sent to the CEO by close of business on 31 July. The Shire of Toodyay Bush Fire Advisory Committee will review any proposed amendments to the Administration Procedure Manual and make recommendation to Council for any addition, deletion or amendment.

9. COMPLAINTS AND GRIEVANCES

Any member who is unhappy with any matter in relation to the operation of a Brigade should raise their concerns with the Brigade Captain or the management Committee in the first instance. If still dissatisfied, the member can complain in writing the CEO of the Shire of Toodyay.

10. THE DUTIES AND RESPONSIBILITIES OF VOLUNTEER BUSH FIRE BRIGADE OFFICE BEARERS

The office bearers of a volunteer bush fire Brigade must be able to demonstrate current competencies for the position of office they are nominated prior to accepting the nomination or undertaking the duties and responsibilities of the said position.

10.1 Lieutenant

Role

The lieutenant of a volunteer bush fire Brigade is responsible for the operational management of volunteer bush fire fighters during Brigade activities. The position is required to provide both operational and administrative support to the Captain in managing the Brigade. The position reports to the Captain on all matters pertinent to the functioning of the Brigade and/or personnel whom they are supervising.

The Brigade should appoint a maximum of 4 lieutenant positions, identified numerically from one (1) to four (4), Lieutenant one (1) being the more senior position. If operational circumstances require the number of lieutenants for a Brigade to be increased or decreased, a request is to be submitted in writing to the Shire of Toodyay for special approval.

- a) In the absence of the Brigade Captain the Lieutenant assumes all powers, responsibilities and duties of that officer.
- b) The Brigade must rank all Lieutenants in seniority. This will be determined by resolution at the Annual General Meeting. The Captain may exercise a casting vote, if required.

Duties and Responsibilities

Duties and responsibilities of a Brigade Lieutenant include:

- 10.1.1 Provide support to the Captain and assist with the management of the Brigade;
- 10.1.2 Demonstrate Positive leadership and mentor Brigade members.
- 10.1.3 In the absence of the Captain administer all powers and responsibilities of the Bush Fires Act. (Bush Fires Act 1954, Part iv Section 44(1));

- 10.1.4 Command and manage volunteer bush fire fighters during emergencies and other Brigade related activities;
- 10.1.5 Maintain a personal log book with a record of events that occur during all incidents;
- 10.1.6 Conduct briefings during and after incidents and maintain open lines of two way communications between fire fighters and management;
- 10.1.7 Encourage positive interaction and teamwork between volunteer fire fighters;
- 10.1.8 Ensure Shire of Toodyay, DFES and Brigade standing operating procedures are adhered to at Brigade activities;
- 10.1.9 Ensure fire fighters engaged in firefighting activities hold competencies relevant to the task;
- 10.1.10 Work cohesively with the Brigade training Officer to conduct training activities for volunteer fire fighters;
- 10.1.11 To ensure the behaviour of fire fighters is in accordance with the Shire of Toodyay and DFES codes of conduct.

Represent the Brigade membership on the executive Management Committee.

Criteria of a Lieutenant-

- Knowledge of managing a volunteer organisation
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills
- Good Written and Verbal Communication Skills
- Leadership Skills
- Management Skills
- Experience in managing operations
- Ability to perform under stressful conditions

Qualifications of Lieutenant

- Firefighting experience with a minimum of 2 years
- Following courses completed
 - Introduction to Fire Fighting
 - Bush Fire Fighting
 - Crew Leader
 - Advanced Bush Fire Fighting
 - Structural Fire Fighting
 - AIIMS Awareness

If a member has not done a course they must endeavour to complete the next available course and in this situation the appointment will be at the discretion of the CBFCO and/or CEO.

Review Date(s)			

10.2 Captain

Role

The Captain of a Volunteer Bush Fire Brigade shall be responsible for the leadership and management of Brigade firefighting activities

As role model and mentor for members of the Brigade the Captain should always act with integrity and consider each member equally. All decisions should be in the interest the Brigade and its membership.

The position reports to the CBFCO on Brigade related matters and represents the Brigade at Bush Fire Advisory Committee (BFAC) and Shire of Toodyay Operations Committee meetings. The Captain may delegate authority to another operational Brigade member to represent the Captain at BFAC or Shire of Toodyay Operations Committee meetings.

Duties and Responsibilities

Duties and responsibilities of the Brigade Captain include:

- 10.2.1 Demonstrate positive leadership and mentor Lieutenants and Brigade members;
- 10.2.2 Command, control and confidently manage firefighting activities at emergency incidents;
- 10.2.3 To ensure AIIMS Incident Control System is implemented and maintained during all emergency incidents;
- 10.2.4 Maintain a personal log book with a record of events and decisions that occur at an incident;
- 10.2.5 Conduct Brigade briefings and post incident analysis of any incident involving firefighting or Brigade management issues;
- 10.2.6 To ensure Brigade members deployed for operational duties have the competencies to complete the task or duty assigned and hold current qualifications to carry out the functions required, in accordance with Shire of Toodyay Operating Guidelines and DFES Standard Operating Procedures;
- 10.2.7 To undertake responsibility for the proper management and maintenance of Brigade property and equipment;
- 10.2.8 Ensure conduct of bush fire Brigade members is in accordance with the Shire of Toodyay Bush Fire Brigade Local Law, Policies, Procedures, Operating Guidelines and SOP's;

- 10.2.9 Report any injuries of personnel or damage to fire fighting vehicles as soon as possible to the Shire of Toodyay;

Criteria of Captain -

- Effective Interpersonal Skills
- Good Written and Verbal Communication Skills
- Leadership Skills
- Management Skills
- Experience in managing operations
- Ability to perform under stressful conditions

Qualifications of Captain –

- Firefighting experience of 5 years and preferable time spent as a Lieutenant.
- Following courses completed
 - Introduction to Fire Fighting
 - Bush Fire Fighting
 - Crew Leader
 - Advanced Bush Fire fighting
 - Structural Fire Fighting
 - Sector Commander
 - AIIMS awareness

If a member has not done a course they must endeavour to complete the next available course and in this situation the appointment will be at the discretion of the CBFCO and/or CEO.

Review Date(s)			

10.3 Bush Fire Control Officer

Role

A Bush Fire Control Officer is a delegated representative of the Local Government responsible for the administration of provisions within the Bush Fires Act 1954. The position is required to perform active operational duties in relation to both firefighting and fire prevention strategies within the local community.

A Bush Fire Control Officer must be able to demonstrate experience in wild fire behaviour, AIMS and knowledge of the area. The person in this position must be able to interpret provisions of the Bush Fires Act 1954 and the Bush Fires Regulations 1954 and be confident with communication skills.

This position reports to the Chief Bush Fire Control Officer on all matters pertinent to bush fire management.

A Fire Control Officer may hold jointly the position of Brigade Captain.

Duties and Responsibilities

Duties and responsibilities of the Bush Fire Control Officer include:

- 10.3.1 Authorise permits for hazard reduction burns within the Shire of Toodyay in accordance with the Bush Fires Act 1954 and Environmental Act;
- 10.3.2 Identify and conduct risk assessments of fire hazards within the Shire of Toodyay;
- 10.3.3 Perform duties prescribed by the Bush Fires Act 1954 and authorised by Local Government
- 10.3.4 Maintain a personal log book to include a record of events and decisions during an incident
- 10.3.5 In the absence of the Brigade Captain take control, command and manage resources during wildfire or hazard reduction burns within the Brigade area they are appointed.
- 10.3.6 To take control of firefighting operations at a wildfire outside their Brigade area where no other Brigade Captain or Fire Control Officer is present.
- 10.3.7 Demonstrate Positive leadership and mentor Captains and Brigade members.

- 10.3.8 Provide advice to the CBFCO and CESM as to when harvest bans and or movement of vehicle bans should be applied.

Criteria of Bush Fire Control Officer -

- Knowledge of managing a volunteer organisation
- Knowledge of all Fire Response Plans in the Shire of Toodyay
- Knowledge of the Bush Fires Act 1954
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills
- Good Written and Verbal Communication Skills
- Leadership Skills
- Management Skills
- Experience in managing operations
- Ability to perform under stressful conditions

Qualifications of Bush Fire Control Officer –

- Firefighting experience of 8 years
- Following courses completed
 - Introduction to Fire Fighting
 - Bush Fire Fighting
 - Crew Leader
 - Advanced Bush Fire Fighting
 - Structural Fire Fighting
 - Sector Commander
 - Fire Control Officer
 - Incident Controller Level 1
 - AIIMS awareness
 - Ground Controller

If a member has not done a course they must endeavour to complete the next available course and in this situation the appointment will be at the discretion of the CBFCO and/or CEO.

Review Date(s)			

10.4 Presiding member (if appointed)

Role

The presiding member shall preside over all official Brigade meetings. In the absence of a chairperson the next most senior Brigade Officer may preside over a meeting.

Duties and Responsibilities

The chairperson shall perform the following functions:

- 10.4.1 Preside over official Brigade meetings and is a neutral party and has no voting rights;
- 10.4.2 Ensure meeting procedure and protocol is maintained;
- 10.4.3 Promote the aims and objectives of the Brigade where possible;
- 10.4.4 Advise the Brigade on administrative matters;
- 10.4.5 Report Brigade matters to the Captain;
- 10.4.6 Promote open fair discussion during debate in relation to Brigade matters; and
- 10.4.7 Ensure minutes of meetings are signed and dated by the chairperson.

Qualifications

- Understanding of meeting procedures.
- Demonstrated ability to conduct and manage meetings.

Review Date(s)			

10.5 Secretary

Role

The secretary is to manage administrative matters of the Brigade. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on administration matters pertinent to the Brigade.

Duties and Responsibilities

The Secretary shall perform the following functions:

- 10.5.1 Ensure members receive notification of Brigade meetings in accordance with this procedure manual;
- 10.5.2 Prepare an agenda for Brigade meetings and distribute to members and to the Shire of Toodyay;
- 10.5.3 Ensure minutes of Brigade meetings are recorded and distributed to all members and the Shire of Toodyay within fourteen (14) days;
- 10.5.4 Document and record all Brigade correspondence;
- 10.5.5 Ensure Brigade information is disseminated to all listed members;
- 10.5.6 Disseminate circulars and other information to all Brigade members;
- 10.5.7 Work cohesively with Shire of Toodyay management and administration staff on matters pertinent to Brigade administration;

Note: The position of Secretary and Treasurer may be combined.

Qualifications

- An understanding of meeting procedure and minute taking
- Computer Skills

Review Date(s)			

10.6 Treasurer

Role

The role of the treasurer is to manage and report to the Brigade on all financial matters. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on financial matters pertinent to the Brigade.

Duties and Responsibilities

The Treasurer shall perform the following functions:

- 10.6.1 Manage financial affairs of the Brigade;
- 10.6.2 Maintain Brigade financial records and provide detailed report of income and expenditure at meetings;
- 10.6.3 Ensure that the Brigade Financial records are audited by an external body or agency annually;
- 10.6.4 Provide the Shire of Toodyay with financial statements of Brigade income and expenditure after each financial year;
- 10.6.5 Work cohesively with Shire of Toodyay management and administration staff on matters pertinent to Brigade financial matters;

Qualifications

- Knowledge and understanding of accounting principles.
- Computer skills.

Review Date(s)			

10.7 Brigade Training Officer

Role

The Brigade Training Officer is responsible for the management and coordination of Brigade training, and the documentation of these activities. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on training matters pertinent to the Brigade.

Duties and Responsibilities

Duties and Responsibilities of the Brigade training coordinator shall include:

- 10.7.1 Endeavour to ensure Brigade members maintain basic skill levels equivalent to the competency standards as detailed in the DFES Volunteer Fire fighter Program and DFES Bush Fire Brigade Training Guidelines;
- 10.7.2 Ensure regular training sessions are conducted within the Brigade to maintain currency of qualification and skill;
- 10.7.3 Provide mentoring for members who express an interest in training;

Review Date(s)			

10.8 Brigade Equipment Officer

Role

The role of the equipment officer is to manage Brigade and personal equipment. The position is not required to perform active operational duties but must be able to demonstrate knowledge of firefighting equipment. The position may be inclusive to an operational position held within the Brigade and shall report to the Captain on matters pertinent to Brigade and personal equipment.

Duties and Responsibilities

The equipment officer shall perform the following functions:

- 10.8.1 Manage Brigade equipment and maintain register of all assets;
- 10.8.2 Ensure Brigade equipment is maintained and operationally ready.
- 10.8.3 Coordinate and record maintenance checks on equipment as required.
- 10.8.4 Report all damage of Brigade equipment or property to Captain immediately.
- 10.8.5 Manage Brigade requests for replacement items and equipment. Compile documentation with replacement item and submit to the Shire of Toodyay.
- 10.8.6 Submit to the Brigade Captain a request for replacement of equipment for inclusion in ESL equipment replacement program.

Review Date(s)			

10.9 CHIEF BUSH FIRE CONTROL OFFICER (CBFCO)

Role

The role of the Chief Bush Fire Control Officer is that of a leader, decision maker, planner and manager of the Bush Fire Organisation in the Shire of Toodyay and not as a 'hands on' fire fighter. The CBFCO is to ensure that the organisation is functioning to a standard commensurate to the risks within the Shire of Toodyay and is to ensure that the following tasks are achieved.

- 10.9.1 During wildfire incidents manage the fire resources of the Shire and Brigades and when necessary act as the Incident Controller in accordance with Westplan Fire.
- 10.9.2 Promote the AIMS Incident Management system to all FCO'S, Brigades and volunteer fire fighters within the Shire of Toodyay and ensure an Incident Controller is appointed for all Incident Levels (1-3).
- 10.9.3 Ensure that FCO'S, Brigade Officers and volunteers are trained to a standard commensurate to the risk and equipment within the Brigade and Council area.
- 10.9.4 Demonstrate positive leadership and mentor DCBFCOs, FCOs, Captains and Brigade members.
- 10.9.5 Promote Community fire prevention as a priority, to identify and reduce fire hazards.
- 10.9.6 Develop the fire organisation to effectively and efficiently control wildfires
- 10.9.7 Develop and promote the use of Standard Operating Procedures and Guidelines, minimum training standards, identify hazards and assess risk to prevent injury volunteers and implement the principals of OHS for volunteers to develop a safe working environment for fire fighters.
- 10.9.8 Ensure welfare preparedness is arranged for the provision of food, medical aid and counselling services for volunteers
- 10.9.9 Establish and maintain effective communication and liaison with the Shire of Toodyay, FCO'S, Brigades, DFES, DPaW, Emergency services, statutory authorities and facilitate prompt response to fire incidents.
- 10.9.10 Ensure that Brigades are involved in the development of Policy for the preparation of ESL Fire Appliance program, maintenance programs for Shire and Brigade owned equipment, incident de-briefing of wildfires, welfare and safety of volunteers.

- 10.9.11 Promote the values of Volunteer Fire Brigades to the community and within the Brigades.
- 10.9.12 Delegate specific tasks to DCBFCO'S, FCO'S, CESM or Brigades.
- 10.9.13 Liaise with the Shire of Toodyay, DFES and other organisation to achieve the duties outlined above.

Criteria of Chief Bush Fire Control Officer -

- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire of Toodyay
- Working Knowledge of the Shire of Toodyay Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills.
- Good Written and Verbal Communication Skills.
- Leadership Skills.
- Management Skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire of Toodyay.
- Currently holds all of the preferred qualifications of the Fire Control Officer.
- Be a member of the DOAC, BFAC and LEMC

Qualifications of Chief Bush Fire Control Officer –

- Firefighting experience of 10 years
- Following courses completed
 - Introduction to Fire Fighting
 - Bush Fire Fighting
 - Crew Leader
 - Advanced Bush Fire Fighting
 - Structural Fire Fighting
 - Sector Commander
 - Fire Control Officer
 - Incident Controller Level 1
 - AIIMS 4
 - Ground Controller
 - Machine Supervision

Review Date(s)			

10.10 DEPUTY CHIEF BUSH FIRE CONTROL OFFICER (DCBFCO)

Deputy Chief Bush Fire Control Officers may be appointed by Council.

Role

- 10.10.1 The role of Deputy Chief Bush Fire Control Officer is that of a leader, decision maker, and planner and assists the CBFCO in managing the Bush Fire Organisation.
- 10.10.2 The Deputy Chief Bush Fire Control Officer may deputise in the absence of the Chief Bush Fire Control Officer.
- 10.10.3 Demonstrate positive leadership and mentor, FCOs, Captains and Brigade members
- 10.10.4 If more than one FCO or Brigade is in attendance may take control of fire operations and be Incident Controller or part of the Incident Manager Team as delegated by the Incident Controller.
- 10.10.5 The Deputy Chief Bush Fire Control Officer is responsible to the Chief Bush Fire Control Officer.

Criteria of DCBFCO -

- Effective Interpersonal Skills.
- Good Written and Verbal Communication Skills.
- Leadership Skills.
- Management Skills.
- Experience in managing operations.
- Ability to perform under stressful conditions
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire of Toodyay.
- Currently holds all of the preferred qualifications of the Fire Control Officer.
- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire of Toodyay
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.

Qualifications of Chief Bush Fire Control Officer –

- Firefighting experience of 10 years
- Following courses completed
- Introduction to Fire Fighting
- Bush Fire Fighting
- Crew Leader
- Advanced Bush Fire Fighting
- Structural Fire Fighting
- Sector Commander
- Fire Control Officer
- Incident Controller Level 1
- AIIMS 4
- Ground Controller
- Machine Supervision

Review Date(s)			



SECTION TWO

Standard Operating Procedures

Volunteer Bush Fire Brigades

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INTRODUCTION

These Standard Operating Procedures (SOPs) are set of procedures, standards and guidelines approved by Council for the safe and efficient operation of Brigades and personnel at emergency incidents.

These Procedures for Bush Fire Brigades and Operations are a living document that may, from time to time, require updating and additions.

Input from Brigade members is welcome. Should a Brigade member feel that an SOP is unworkable, not practical or needs inclusion they should raise the matter at their local Brigade meeting? If the meeting agrees then it should be raised by the Brigade representative on the Fire Advisory Committee. The Fire Advisory Committee will discuss the matter and make a recommendation to Council that the SOP be added or amended.

SOP.1 DRIVING GUIDELINES FOR BUSH FIRE BRIGADES

Procedure No.	SOP.1
Procedure Subject:	Driving Guidelines for Bush Fire Brigades
Adoption Date:	
Last Reviewed:	

INTRODUCTION

Driving emergency vehicles under emergency conditions brings with it an added responsibility to the Officer in Charge and the driver of the vehicle. The safety of the community at large should be balanced with the urgency of the call.

Drivers should, in the first instance ensure the safety of the crew and the public when responding to a call, and secondly endeavour to arrive at the incident as soon as practicable.

Drivers should follow the principles outlined in this Standard Operational Procedure. No risk is justified if it is likely to prejudice the safe arrival of the appliance and crews at an incident or the safety of others within the community.

Driving an emergency vehicle under emergency conditions comes with a set of responsibilities that may have dire consequences if they are not performed rationally, competently, professionally and with consideration for others (road users, pedestrians etc.).

PROCEDURE

1. DRIVING CONDITIONS FOR BUSH FIRE BRIGADE PERSONNEL

All drivers must hold a valid and current class of driving license for the vehicle type that is being driven.

All drivers must have the approval of the brigade Captain to drive the vehicle and where possible complete the DFES approved course for the appropriate class of vehicle.

Driver holding "P" Plates may drive appliances as part of driver training; however are not to drive to or at emergency/incidents.

Drivers are not to operate fire appliances for longer than a 12 hour shift.

2. FIRE CALL CONDITIONS CODE I

Appliances responding with haste where Life/Property is in danger.

Emergency Warning Beacons, SIREN and headlights are to be on at all times when travelling to an Operational Emergency incident or at the discretion of the OIC or Crew Leader.

Rail crossing signals and boom gates to be obeyed at ALL times.

Drivers and Officers should also refer to DFES issued SOP's
 SOP 36 Road Traffic Code
 SOP 37 Driving Emergency Vehicles
 SOP 40 Driver Responsibilities

3. NORMAL ROAD CONDITIONS CODE 2

When returning to fire station, attending training or exercises and general operations:

No emergency warning lights and sirens are to be used.

ALL road rules must be obeyed at ALL times

4. DRIVING REQUIREMENTS FOR OFFROAD USE

Vehicle is to operate in low range 4X4 at all times when driving off road on the fire ground.

Hubs on vehicles with freewheeling hubs are to be locked in at all times.

Speed is to be minimised to ensure safety of occupants.

5. GENERAL

- Fire Fighters must at all times, drive with due care and attention and continue to show consideration to other road users.
- It is essential that the privileges granted by law are not abused.
- Crew Care and Safety must be ensured at all times when driving.
- Warning Lights are to be in operation at all times when brigade personnel are working off the appliance as other vehicle movement may prove a hazard.
- The MAXIMUM speed limit for the vehicle class is to be observed at all times on roadways.

- Brigade units are not to be used other than for call outs or normal brigade activities as defined the Bush Fires Act so as to receive insurance cover

6. TURN OUT PROCEDURE

- 1 All firefighting appliances are to respond as Emergency Vehicles (Code 1) unless instructed otherwise,
- 2 The initial response to fires will be as Emergency Vehicles (**Code 1**). Subsequent support vehicles are to travel under **Code 2** UNLESS OTHERWISE DETERMINED BY THE INCIDENT CONTROLLER.
- 3 Station/Group radio operators may downgrade/upgrade responding vehicles on advice from the Incident Controller.
- 4 For response to fire/incidents or alarms where there is a HIGH LIFE RISK FACTOR – e.g. Schools, Hospitals, Nursing Homes, incidents involving aircraft or buses, ALL vehicles will respond Code 1 unless otherwise determined by the Incident Controller.

REMEMBER that to drive under Code 1 condition when it is not expedient or safe to do so is a breach of the Road Traffic Act and could result in driver prosecution.

SOP.1 Review Date(s)			

SOP.2 PERSONNEL PROTECTIVE EQUIPMENT

Procedure No.	SOP.2
Procedure Subject:	Personnel Protective Equipment
Adoption Date:	
Last Reviewed:	

STANDARD OF DRESS FOR ALL FIRE FIGHTING PERSONNEL WILL BE:

Registered Brigade Personnel on the fire grounds must be dressed in accordance with the Department of Fire & Emergency Services recommended industry standard or equivalent. Personnel turning up to fires without the minimum requirement will be advised to dress properly or asked to leave the fire ground.

RECOMMENDED STANDARD FOR BUSH FIRE FIGHTING

- Approved Coveralls (one or two piece) as supplied by the Shire of Toodyay
- Approved Helmet as supplied by the Shire of Toodyay
- Fireman's Boots or Safety Boot as supplied by the Shire of Toodyay
- Gloves and Goggles as supplied by the Shire of Toodyay
- All personnel are responsible for the availability, condition, care and cleanliness of their own kit.
- Only correctly attired personnel will be permitted to crew Brigade appliances.
- The appearance and conduct of Bush Fire personnel members whilst wearing either operational dress or uniform is to be such that it will not cause any criticism upon the organisation or the Shire of Toodyay.

EQUIVALENT STANDARD

Is cotton or woollen long trousers, cotton or woollen long sleeve shirt and safety boots and leather gloves.

SOP.2 Review Date(s)			

SOP.3 ALCOHOL AND DRUG CONSUMPTION

Procedure No.	SOP.3
Procedure Subject:	Alcohol and Drug Consumption
Adoption Date:	
Last Reviewed:	

PROCEDURE

- 1 Bush Fire Brigade personnel shall **NOT** respond to an incident or participate in any Bush Fire operation or activity if alcohol or drugs have been consumed in quantities that contravenes any written Law or Policy.
- 2 Alcohol or drugs shall **NOT** be consumed by personnel whilst undertaking any task or function associated with incident response, suppression or recovery phases.
- 3 Alcohol or drugs shall **NOT** be consumed by personnel whilst engaged in training activities associated with operational tasks.
- 4 When driving, personnel must comply with Road Traffic Regulations.

SOP.3 Review Date(s)			

SOP.4 CREWING OF BRIGADE FIRE APPLIANCES

Procedure No.	SOP.4
Procedure Subject:	Crewing of Brigade Fire Appliances
Adoption Date:	
Last Reviewed:	

PROCEDURE

Bush Fire appliances travelling to and from incidents shall only carry personnel who are safely seated in the cab or on specially designed seating fitted with seat belts and in accordance with the any written Law or Policy relevant to that class of vehicle. Except Light tankers which can only be crewed by a maximum of two persons.

SOP.4 Review Date(s)			

SOP.5 RESPONSE TO WILD FIRES AT RUBBISH TIPS

Procedure No.	SOP.5
Procedure Subject:	Response to wild fires at Rubbish Tips
Adoption Date:	
Last Reviewed:	

NOTIFICATION

All fires occurring within rubbish tip sites are to be reported to the Local Authority's Environmental Health Officer, Fire and Rescue and the Department of Fire & Emergency Services Communications centre who will notify, as necessary, other agencies.

TYPE OF FIRE

Fire within rubbish-site boundary, but clear of dump area, i.e. bush, grass, garden waste or windblown papers.

RESPONSE

- Brigade Response will be as for Rural Type Fire or as indicated in their Brigade Response Plan.
- VFRS to be requested to attend the incident.
- Brigade members to remain clear of danger zone, remain up-wind of incident.
- Attend to adjacent bush fires if it is safe to do so.

NOTE

If tip site involved includes a pit/trench area, Brigade members are to remain above ground level at all times.

- If incident is confirmed to be hazardous, Brigade members will assist VFRS who will assume the Hazard Management Agency role.
- Consideration will be given to evacuation of persons likely to be effected by fire products.
- If incident is confirmed to be non-hazardous by VFRS and Council's Environmental Officer, Brigade members will become involved in Fire Suppression as directed by the Senior Brigade/CBFCO (Incident Controller).

It cannot be stressed too strongly that to act without specialist advice is dangerous and that it is essential that safe Operating Procedures are adhered to in responding to all situations.

SOP.5 Review Date(s)			

SOP.6 DETECTION OF FIRES, SHIRE RESPONSE AND MOBILISATION OF BRIGADES

Procedure No.	SOP.6
Procedure Subject:	Detection of Fires, Shire Response and Mobilisation of Brigades
Adoption Date:	
Last Reviewed:	

DETECTION AND REPORTING OF FIRES

- The normal notification of a fire is through the '000'
- Report all fires to Department of—Fire & Emergency Services Communication Centre via channel 328 or by telephoning 1800 198 140 and Northam Regional Office 96902300.

SHIRE RESPONSE TO FIRE CALLS

DURING PROHIBITED FIRE SEASON

- On receipt of a report of a fire or other emergency will cause a page and/or SMS to be made turning out all brigades to every fire until such time as they are stood down.
- A brigade may be placed on 'standby' if determined by the location of the fire.

DURING RESTRICTED AND UNRESTRICTED FIRE SEASON

- Each call will be assessed and a decision as to how many brigades will be turned out will be made. This turn out must still be carried out through the use of the paging/SMS service so that other brigades are aware of the fire and can commence to make themselves available if required.

Systems, procedures and equipment must be installed and maintained with due regard to this *aim* while ensuring fire fighter and public safety.

STANDBY

For the purposes of this SOP 'STANDBY' means that personnel are to go to the fire station and make the vehicle ready for departure should the need arise, and are to remain there until stood down.

SOP.6 Review Date(s)			

SOP.7 SMOKE AFFECTED ROADS

Procedure No.	SOP.9
Procedure Subject:	Smoke affected roads
Adoption Date:	
Last Reviewed:	

PROCEDURE

Fire burning on or near road verges, with smoke obscuring vision, is potentially the most dangerous situation volunteers can find themselves in. More fire fighters have been killed or injured in this situation than any other firefighting activity.

Treat traffic like electricity! Do not attempt to work in smoke reduced visibility until you are sure the flow has been cut off.

Extreme caution must be taken and the following procedures followed at all times:

The Incident Controller will request police to provide traffic control at the earliest possible moment.

Fire fighters working from or on a Gazetted roadway that is part of a fire ground. (Roads will be closed under State Emergency Management Policy No. 4.8)

1. For the safety of fire fighters any roadway where fire fighters are working must be closed if there is a risk of injury or accident
2. Where possible fire fighters should look for alternative work environments other than the roadway.

Gazetted Roads under the Care & Control of the Local Government

1. If the Road is a Local road under the care of the Shire of Toodyay the Shire the Incident Controller will close the road. The CESM or Ranger shall arrange for the road to be attended to by appropriate qualified staff.

If police assistance is unavailable, and a detour is not possible, then the Road or Roads are to be closed when fire operations are be undertaken from any gazetted roadway.

Gazetted Roads under the Care & Control of Main Roads (MRWA).

1. If the Road is a major Highway or arterial road under the care of Main Roads then Main Roads shall be contacted via the police to have the Road closed and signed accordingly.

The Incident Controller shall request MRWA to formulate and implement a Traffic Plan. The request shall be made via the DFES communication Centre or the Police

If police assistance is unavailable, and a detour is not possible, then the Road or Roads are to be closed when fire operations are to be undertaken from any gazetted roadway.

If a motorist “IGNORES” instructions from a duly authorised person then the offender’s registration number and the time should be noted and reported to the police at the first opportunity. Action will be taken. The Incident Controller must be notified **by radio** immediately when a motorist disobeys any direction and proceeds.

Fire appliances **must** have all emergency lights on and headlights dipped when working in a visibility reduced hazard.

BRIGADE PERSONNEL HAVE A DUTY TO THEMSELVES AND THE TRAVELLING PUBLIC TO ENSURE THAT ALL OPERATIONS ARE PERFORMED WITH MAXIMUM SAFETY

SOP.7 Review Date(s)			

SOP.8 RADIO CALL SIGN SYSTEM

Procedure No.	SOP.8
Procedure Subject:	Radio Call Sign System
Adoption Date:	
Last Reviewed:	

PROCEDURE

Radio call signs for units shall be in accordance with the Shire of Toodyay 'Radio Call Sign Bush Fire Net' sheet and the UHF CHANNEL's call sheet, as published annually.

SOP.10 Review Date(s)			

SOP.9	OPERATIONAL AND INCIDENT MANAGEMENT RESPONSIBILITIES
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Procedure No.	SOP.9
Procedure Subject:	Operational and Incident Management Responsibilities
Adoption Date:	
Last Reviewed:	

PROCEDURE

In accordance with the provision of the Bush Fires Act and Regulations, DFES are responsible for the standard of fire incident response planning at State, Regional, Local Authority and Brigade level, co-ordination of fire responses and to provide a support role in the Incident Control System.

Local Government has the responsibility for the planning, command and control of fire response within the Shire through their CBFCO and Brigade Captain/FCO's.

To ensure that a common standard is effective across all Local Government and Brigades, it is necessary to recognise that the DFES Staff are part of that Chain of Command and the duties of all officers are clearly defined and documented.

The following list represents the Chain of Command and responsibilities:

Regional Director
District Officer
Area Officer
Chief Bush Fire Control Officer (1)
Deputy Chief Bush Fire Control Officer (2)
Fire Control Officer (3)
Captain (3)
Lieutenant (4)
Fire Fighter (5)
Auxiliary Members

1. CHIEF BUSH FIRE CONTROL OFFICERS

- **Operational and Incident Management Responsibilities**
- ***(Responsible For Fire Operations Within A Shire)***

PRINCIPLE RESPONSIBILITIES

- 1 As directed by the Chief Executive Officer or his Delegate, the CBFCO will take responsibility for the specific functions of incident management, communications, intelligence, logistics support, welfare and liaison during incidents within the Shire
- 2 During fire incidents manage the fire incident resources of the Shire and Brigades Co-ordinate and support the command functions undertaken by Brigade FCO/Captains.
- 3 Establish and maintain effective communication and liaison with group personnel and Brigade Captains and the Shire of Toodyay to facilitate prompt response and recovery at all incidents.
- 4 At Shire level, establish and maintain effective communication and liaison with emergency services, statutory authorities and facilitate prompt response and recovery at all incidents.
- 5 Ensure that Brigade Captains or Fire Incident Controllers have taken command and established correct organisational structure, assigning resources to combat the incidents and undertaking tasks in accordance with established procedures (AIIMS Incident Control System).
- 6 Compliance with all Shire of Toodyay Policies and Procedures relevant to Fire & Emergency Services.

TASKS WITHIN A GROUP

- 1 Through Deputy CBFCO, FCO's and Brigade Captains, ensure that Incident Controllers have established a control point (where appropriate) and an organisational structure to facilitate prompt and effective incident response and recovery.
- 2 Ensure that liaison with emergency services at Shire level has been established and maintained to facilitate the operational and incident compact requirement of Local Authority response plan and the Local Emergency Management Plans.
- 3 Manage the development and maintenance of the organisational structure within the Shire and Brigades to ensure effective incident

management communications between the Brigades, Regional Operations Centre and DFES Comcen.

- 4 When appropriate, ensure that the Shire or Brigades have established temporary or mobile communication facilities to meet the needs of incident management.
- 5 Through Deputy CBFCO and Brigade FCO's and Captains, ensure that timely communication of situation reports is provided by Brigade FCO/Captains or Incident Controller to assist in assessment of future resource needs, both human and physical.
- 6 Ensure that intelligence information and meteorological reports are provided to the Regional Operations Centre and Incident Controller.
- 7 Establish with Deputy CBFCO and Brigade FCO's and Captains or Incident Controller, strategy plans and tactics to combat escalation of all incidents, monitor and assist in the timely provision of additional resource requirements.
- 8 Maintain liaison and advice to emergency services and Brigades regarding strategy and predicted resource requirements.
- 9 Ensure that Brigade officers initiate fire or incident investigation procedures as require overview and assist in the preparation of major incident reports at Shire and Brigade level.
- 10 Ensure that communication procedures used within the Shire and Brigades during incidents are used in accordance with standard operational procedures of the Bush Fires Service overview, contribute to or assist in briefing and de-briefing procedures during and post incident.
- 11 Ensure that group or individual counselling processes are available to Shire and Brigade personnel who have been subject to incident stress or trauma.
- 12 Provide timely and accurate incident status information to the Regional Operations Centre as require prepare information for local news media for public release.
- 13 Ensure that all vehicles, plant and equipment used by Brigades during incidents are operated and maintained in accordance with Shire of Toodyay Policy and WA statutes.

- 14 Assign specific functional responsibilities to Deputy CBFCO's in the areas of communications, intelligence, logistics support and welfare.
- 15 Ensure that all tasks undertaken during incidents are carried out in the safest possible manner (bearing in mind at all times, the hazardous nature of emergency incident management).

2. DEPUTY CHIEF BUSH FIRE CONTROL OFFICERS

- **Operational and Incident Management Responsibilities**
- ***(Responsible For Fire Operations Within A Shire)***

PRINCIPLE RESPONSIBILITIES

- 1 During fire incidents, assist in the co-ordination and management of resources as directed and assist specific Brigades with operational activities.
- 2 Assist and contribute to the establishment and maintenance of effective communications and liaison with Brigades and other emergency services to ensure prompt response and recovery at all incidents within the Shire.
- 3 Assist in ensuring that Incident Controllers have taken control, that Brigade Captains have assigned appropriate resources to combat emergencies and are undertaking tasks in accordance with established practice and procedure.
- 4 Compliance with all Shire of Toodyay Policies and Procedures relevant to Fire & Emergency Services.

TASKS WITHIN A GROUP

- 1 As directed by the CBFCO or the Chief Executive Officer or his Delegate, take responsibility for the specific functions of communications, intelligence, logistics support, welfare and liaison during incidents within the Shire.
- 2 In the absence of the CBFCO, adopt the responsibilities of the CBFCO for incident management.
- 3 During major incidents within the Shire and as directed, assist in and contribute to the establishment and management of activities or functions of the Incident Control Centre and IMT.
- 4 Mobilise by appropriate means and provide Situation reports to the Incident Controller.
- 5 Overview and co-ordinate health, welfare and safety requirements of personnel at all incidents within the Shire.
- 6 Undertake other duties as delegated by the CBFCO.

3 FIRE CONTROL OFFICER (FCO) / BRIGADE CAPTAIN

- **Operational and Incident Management Responsibilities**
- **(Responsible to the CBFCO)**

PRINCIPLE RESPONSIBILITIES

- 1 During incidents within the Brigade area, co-ordinate and manage the resources of the Brigade, take control, assume the role of Incident Controller as required.
- 2 During incidents within the Shire area, assist and participate in using the facilities and resources of the Brigade.
- 3 Establish and maintain effective communications and liaison both with the CBFCO, Brigade personnel and Emergency Services; to ensure prompt response and recovery at all incidents within the Brigade area.
- 4 Ensure that Brigade Lieutenants have taken control of functions or areas, have established correct organisational structure and have assigned resources to deal with the incident.
- 5 Compliance with all Shire of Toodyay Policies and Procedures relevant to Fire & Emergency Services.

TASKS WITHIN A BRIGADE

- 1 Through Lieutenants, ensure that a control facility and organisational structure has been established to facilitate prompt and effective incident response and recovery.
- 2 Through Lieutenants and Senior Fire Fighters, ensure that liaison and communication is established and maintained throughout the incident between the Brigade's fire fighting crews.
- 3 Ensure that the Brigade establishes mobile communication facilities to meet the needs of incident management.
- 4 Ensure that situation reports are provided by Lieutenants or Senior Fire Fighters to the Shire Base and Brigade Station to assist in assessment of future resource needs.
- 5 Maintain liaison and advice to the Brigade Officers and CBFCO regarding strategy, tactics and predicted resource requirements.

- 6 Initiate fire or incident investigation procedures and incident reports as required.
- 7 Ensure that communication procedures used within the Brigade during incidents are used in accordance with standard operating procedures of the Department of Fire & Emergency Services.
- 8 Ensure that Brigade personnel counselling processes are available to individuals or crews who have been subjected to incident stress or trauma.
- 9 Provide Situation reports to the Brigade and CBFCO as require prepare information for public release by the Authorised Officer.
- 10 Ensure that all vehicles, plant and equipment used by the Brigade during incidents are operated and maintained in accordance with Bush Fires Service Policy and Standards.
- 11 Through Lieutenants and Senior Fire Fighters, delegate specific tasks to auxiliary Brigade personnel in the areas of communications, intelligence, logistics and support welfare only.
- 12 Ensure that all tasks undertaken by Brigade personnel during incidents are carried out in the safest possible manner.

4 BRIGADE LIEUTENANT

- **Operational and Incident Management Responsibilities**
- **(Responsible to the Brigade Captain)**

PRINCIPLE RESPONSIBILITIES

- 1 Manage the response of the firefighting crews within the brigade and control the activities of all Fire Fighters under their command.
- 2 Assist in the establishment, control and maintenance of effective communications between firefighting crews and the Brigade during incidents.
- 3 Maintain liaison with other Lieutenants and Senior Fire Fighters during incidents for effective co-ordination and control of firefighting crews and supporting resources.
- 4 As directed, take responsibility for assigned functions, establish correct organisational structure and assign specific tasks to Senior Fire Fighters and firefighting crews.
- 5 Compliance with all Shire of Toodyay Policies and Procedures relevant to Fire & Emergency Services.

PRINCIPLE TASKS

- 1 Assign firefighting crews and resources to meet the requirements of specific tasks and maintain advice to the Brigade Captain of predicted resource requirements.
- 2 Ensure that communications can be effected from the incident area to the Control Point or Brigade Fire Station.
- 3 Provide Situation reports; to the Brigade Captain, other Lieutenants and Senior Fire Fighters to ensure that all personnel are aware of potential or existing hazards.
- 4 Participate in incident investigations and preparation of incident reports as directed.
- 5 Ensure that a communication procedure between Senior Fire Fighters and firefighting crews is undertaken using standard operating procedure.

- 6 Monitor the effects of incident combat on firefighting personnel and facilitate counselling for crews or individuals who have been subjected to incident stress and trauma.
- 7 In the absence of the Brigade Captain, adopt the responsibilities of the Brigade Captain for incident management.
- 8 Ensure that all vehicles, plant and equipment used by Senior Fire Fighters, firefighting crews or auxiliary Brigade personnel are operated and maintained in accordance with Bush Fires Service policy and standards.
- 9 On departure of an appliance from the fire station to an incident, or at crew change on the fire ground, ensure that the names of all fire fighters and equipment are recorded as they are assigned to appliances.
- 10 Report to the Brigade Captain any failure or fault of vehicles, plant or equipment immediately it is identified.
- 11 Provide incident Situation reports to the Brigade Captain and ensure that all personnel are aware of the incidents current status.
- 12 Delegate specific responsibilities to auxiliary Brigade personnel in the functions of communications, intelligence, logistics support and welfare only.
- 13 Participate in co-ordinating shift rostering and relief of all Brigade firefighting and auxiliary personnel.
- 14 Ensure that all tasks undertaken by Senior Fire Fighters, firefighting and auxiliary personnel are carried out in the safest possible manner.

5 FIRE FIGHTER

PRINCIPLE RESPONSIBILITIES

- 1 Responsible for personal health, safety and welfare whilst engaged in incident activities and responsible for the safety and survival of each crew member one to another.
- 2 Responsible for personal performance standards, through ensuring that all tasks are undertaken in the safest possible manner.
- 3 Compliance with all Shire of Toodyay Policies and Procedures relevant to Fire & Emergency Services.

PRINCIPLE TASKS

- 1 Within defined areas, as described by the Senior Fire Fighter, undertake all tasks using standard operating procedures and safe working practice.
- 2 Report to Senior Fire Fighter your time of commencement and completion of duty.
- 3 Ensure personal safety and safety of other crew members through safe working practice and bring to the attention of all crew members hazards, areas of situations which may threaten crew safety and survival.
- 4 Provide a Situation report when requested to the Senior Fire Fighter during the incident.
- 5 Regularly inspect all personal safety equipment, tools or equipment being used during any incident shift and report to the Senior Fire Fighter failure or fault of equipment immediately it is recognised.
- 6 Prior to responding to any incident ensure that appropriate safety and protective equipment is being worn.
- 7 Report personal needs for liquid refreshment, food, medical attention, fuel and equipment to the Senior Fire Fighter in a timely manner.
- 8 Report any personal injury or injury to other crew members immediately it becomes evident.
- 9 Ensure regular servicing of vehicle, plant or piece of equipment that is being personally used during an incident.

- 10 Ensure that all radio communication used is in accordance with standard operating procedures.

SOP 9 Review Date(s)			

SOP.10 ACCIDENT REPORTING

Procedure No.	SOP.10
Procedure Subject:	Accident Reporting
Adoption Date:	
Last Reviewed:	

PROCEDURE

All accidents and near miss accidents must be reported.

1. All accidents and near misses on an operational fire ground must be reported to either the
 - CBFCO
 - DCBFCO
 - CESM
 - Incident Controller
 - Brigade Captain
 - Officer in Charge,
2. The CBFCO will arrange for the accident to be investigated and the report must be with the District Officer within seven days using the attached form.

SOP.10 Review Date(s)			

SOP.11 MUTUAL – BETWEEN SHIRES AND REGIONS

Procedure No.	SOP.11
Procedure Subject:	Mutual – between Shires and Regions
Adoption Date:	
Last Reviewed:	

INTRODUCTION

It is necessary to have an efficient turnout of brigades within a Local Authority. This is to be supported by the Region Operations Centre co-ordinating the turnout between Shires, which in turn must be supported by the State Operations Centre, co-ordinating mutual aid between Regions.

To ensure an orderly and effective turnout occurs the following procedures are to apply.

SHIRE TURNOUT RESPONSIBILITIES

Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer or the Incident Controller are responsible for the turnout of all firefighting resources stationed within the Shire

The Incident Controller is responsible that adequate relief has been arranged. The CBFCO and DCBFCO will ensure that some resources maybe held in reserve for further outbreaks of fire or that mutual aid has been arranged to cover all eventualities.

Call-out of these resources will be in accordance with the Local Authority and Brigade Response Plans and supported by the Local Emergency Management Plan.

DISTRICT OPERATION CENTRE RESPONSIBILITIES

If DFES requires assistance in addition to the Shires resources from adjoining Shires within their Region, such assistance will be activated through the DFES Regional Duty Officer.

When making a request DFES will supply the following information:

- 1 Number and type of fire appliances and minimum crewing
- 2 The task the appliance are to perform
- 3 The duration the resources will be required for
- 4 Where and to who will the resources report to?
- 5 When are the resources required at the forward control?
- 6 Welfare and Relief arrangements

Region Duty Officer will then:

- 1 Contact the appropriate CBFCO requesting the above be provided;
- 2 Once the request has been actioned, confirm back the arrangements made; AND
- 3 Advise the State Duty Officer of action taken.

BRIGADES TO PROVIDE OWN CREW LEADERS

When a request is made to the Shire of Toodyay to supply resources (Task Forces/Strike Teams) to another Shire then the following should apply.

- 1 The Chief Bush Fire Control Officer with the Deputy CBFCO's / CESM will decide on the number of resources that will be sent out of the Shire at any given time.
- 2 A Delegated Brigade Officer should accompany these appliances
- 3 Toodyay VFRS will be alerted that Shire resources will be leaving the Shire. And Fire Control Officers will be alerted via SMS that resources are leaving the Shire.
- 4 The Shire supplying the mutual aid is responsible for providing personnel to meet the request, and they will be responsible for getting relief crews to and from the fire while the mutual aid is being supplied in accordance with Council Policies and Procedures.
- 5 Crews responding to a mutual aid request should ensure they have eaten before being dispatched to the fire. Subsequent welfare will be the responsibility of the Incident Controller.

SOP.11 Review Date(s)			

SOP.12 FIRST AID

Procedure No.	SOP.12
Procedure Subject:	First Aid
Adoption Date:	
Last Reviewed:	

PROCEDURE

- 1 All volunteer fire fighters are to be encouraged to complete the Senior St Johns First Aid Course or equivalent.
- 2 The Incident Controller shall request a St Johns Ambulance Post be established at the Control Point when the number of attending firefighters and other staff agencies exceeds 50 personnel.
- 3 The Incident controller may request a St Johns Ambulance Post at any given time prior to the above number of personnel being reached.

SOP.12 Review Date(s)			

SOP.13 DIEBACK – BASIC GUIDELINES

Procedure No.	SOP.13
Procedure Subject:	Dieback – Basic Guidelines
Adoption Date:	
Last Reviewed:	

HYGIENE GUIDELINES

1 Cleaning Machinery

- If soil is dry use a brush or compressed air in preference to washing down with water.
- Wash down at designated wash down points or on bridges, rocky crossings or hard, well drained surfaces within dieback areas. Keep the wash down point clean of mud.
- Use a brush, bar or spade to help remove compacted soil where necessary.
- Clean all machinery, earthmoving equipment and vehicles before moving into uninfected areas and/or prior to departing infected areas.

2 Firebreaks

- Don't duplicate existing access
- Select strategic breaks that are low in the landscape
- Plan construction and maintenance of firebreaks during months when soil is dry (December-March)
- Construct firebreaks to shed water and dry quickly
- Ensure any run off drains swiftly and directly into nearest natural watercourse.
- Never assume machinery is clean. Always inspect before allowing entry or commencement of work.

SUMMARY

There is no known method for eradicating dieback once it is well established in a forest or heath land environment.

We all have a responsibility to assist with the protection of our flora from dieback as well as fire. The impacts of a fire are transitory the impacts of dieback disease are forever.

SOP.13 Review Date(s)			

SOP.14 DECEASED PERSON / PRESERVATION OF SCENE

Procedure No.	SOP.14
Procedure Subject:	Deceased Person / Preservation of Scene
Adoption Date:	
Last Reviewed:	

PROCEDURE

The Police have a requirement under the Coroners Act and Police Routine Orders **to view the body of a deceased person, in situ** so that evidential information and forensic details may be obtained.

As a consequence, Brigade personnel are requested to assist the Police by strictly adhering to the following guidelines:

- 1 At any incident where death occurs the body is to remain in situ and the area immediately secured awaiting the arrival of the Police and Forensic Services.
- 2 Where the body is in a public place and visible by the public it should be screened if possible.
- 3 Where removal of the deceased to a place of security is essential, the Incident Controller should attempt to obtain as much information as possible prior to the removal of the body with consideration being given to the following:
 - (a) Status of the deceased (i.e. General public, fire fighter etc.)
 - (b) Details of fire activity at the time of the incident causing death
 - (c) Possible cause of death (i.e. burns, smoke etc.)

In order that Brigade resources are not unduly placed on Standby for lengthy periods whilst awaiting the arrival of the Police, the Incident Controller is to request Police attendance as soon as possible after initial incident appraisal.

SOP.14 Review Date(s)			

SOP.15 INCIDENT NOTIFICATION PROCEDURES

Procedure No.	SOP.15
Procedure Subject:	Incident Notification Procedures
Adoption Date:	
Last Reviewed:	

1. INCIDENT CONTROLLER

The senior officer on the first arriving unit at the fire becomes the Incident Controller until relieved by a more senior officer at the scene (Bush Fires Act 1954 s.44).

If the situation escalates then the Incident Controller will be nominated by the respective Hazard Management Agency.

The Incident Controller will within 15 minutes of arrival, provide a verbal Sit Rep to 6IP detailing the situation and whether further resources are required.

Within 60 minutes of arrival, provide details contained in Form 1 SITUATION SUMMARY (Parts A & B) and Form 2 Map to 6IP if required. Subsequent Situation Summary reports will be provided as either initiated from the fire ground.

2. BRIGADES

The OIC of the appliance/s shall notify 6IP Via the VHF radio using channel 328

- i. when mobile to the incident.
- ii. upon arrival at the incident.

SOP.15 Review Date(s)			

SOP.16 FIRE LIGHTERS AND FUEL REQUIREMENTS

Procedure No.	SOP.16
Procedure Subject:	Fire lighters and Fuel Requirements
Adoption Date:	
Last Reviewed:	

PROCEDURE

Brigade firelighters are to be fuelled with kerosene **ONLY**. **Under no circumstances are they to be fuelled with a diesel / petrol mix.**

Operators of firelighters are to ensure that if refuelling of the tool is required, that it is carried out away from any potential ignition sources.

On return to the fire station, all firelighters are to be refuelled and left in a state of readiness.

The fuel taps on firelighters are to be left in the 50% ON position at all times when the tool is not in use. This will allow the tool to vent in the event of excessive heat build-up in the canister.

SOP.16 Review Date(s)			

SOP.17 VEHICLE FIRES OUTSIDE OF GAZETTED TOWNSITE

Procedure No.	SOP.17
Procedure Subject:	Vehicle Fires Outside of Gazetted Townsite
Adoption Date:	
Last Reviewed:	

INTRODUCTION

Bush Fire Brigades are the primary turnout to vehicle fires that occur outside of the gazetted townsite of Toodyay. Toodyay Bushfire Brigades are not trained nor do they have breathing apparatus to use whilst fighting fires in toxic smoke. Given the fact that cars give off multiple types of toxic fumes it is not safe for the Toodyay Bush Fire Brigades to conduct offensive firefighting techniques on vehicle fires of any type.

PROCEDURE

Once the initial call has been received and the brigade has turned out to the vehicle fire incident, the crew leader or incident controller must advise DFES communications that the Toodyay Volunteer Fire and Rescue is required to attend, due to the nature of the incident being HAZMAT. Also the crew leader may request that Police attend for traffic control if required.

Once the brigade appliances arrive the units should be parked up wind or out of the toxic smoke and in the fend off position across the road to stop passing traffic.

Beacons and head lights shall be on to warn approaching motorist.
Safety of firefighters working on the road shall be the number one priority.

The crew leader or incident controller shall conduct a scene size-up to determine if any persons may be trapped or located close to the vehicle and perform a rescue if safe to do so. The information on the incident shall be relayed to DFES communications.

Firefighting shall only be in the form of a defensive technique, meaning to protect any other assets or preventing the fire spreading to the road verge or surrounding bush or grass.

Fire fighters shall stop traffic from passing and keep public spectators away from the incident.

The BFB crew leader or incident controller may hand over control of the vehicle fire incident to the Toodyay Volunteer Fire and Rescue officer in charge.

NOTES

Vehicle fires are extremely dangerous due to many pressurised vessels for example; LPG cylinders, tyres, and airbag deployment systems etc. These may cause explosions so maintaining a safe distance and wearing full PPE is required.

It is also advised that the brigade member conducting a the scene size-up should be aware that in some instance where vehicle fires have been called in by a passing motorist, there has been in fact persons still trapped inside the vehicle which can give the false impression that it may only be a vehicle fire.

SOP.17 Review Date(s)			

SOP.18 STRUCTURE FIRES OUTSIDE OF GAZETTED TOWN SITE

Procedure No.	SOP.18
Procedure Subject:	Structure Fires Outside of Gazetted Town Site
Adoption Date:	
Last Reviewed:	

INTRODUCTION

Bush Fire Brigades are the primary turnout for structure fires that occur outside of the gazetted townsite of Toodyay. Toodyay Bushfire Brigades are not trained nor do they have breathing apparatus to use whilst fighting fires in toxic smoke.

PROCEDURE

Once the initial call has been received and the brigade has turned out to the structure fire incident, the crew leader or incident controller must advise DFES communications that the Toodyay Volunteer Fire and Rescue is required to attend due to the nature of the incident. Also the crew leader may request that Police, ambulance and Western Power attend.

The crew leader or incident controller shall conduct a scene size-up to determine if any persons may be trapped or located close to the structure fire and perform a rescue if safe to do so. The information on the incident shall be relayed to DFES communications. The BFB crew leader or incident controller shall look for any potential hazards to the firefighters and the public.

Before any type of firefighting is conducted, power shall be isolated at the buildings power box by removing all fuses and shutting down the mains switch, the firefighter conducting the size up must also note if solar power modules are located anywhere on this structure. LPG cylinders shall also be isolated at the cylinder valves.

Firefighting activities for the Bush Fire Brigades are limited to defensive techniques only and brigades shall not enter the structure at any time. Defensive firefighting is to protect surrounding assets and to prevent the fire spreading.

The BFB crew leader or incident controller shall conduct a thorough SITREP hand over and hand control of the structure fire incident to the Toodyay Volunteer Fire and Rescue officer in charge.

NOTES

Depending on the location of the structure fire incident, it is advised that extra water resourcing may be required and additional bulk water tankers may need to be sourced.

Requesting that the Toodyay Volunteer Ambulance be turned out before the scenario has been assessed is advised due to the fact that they too are volunteers and it may take extra time for the ambulance to arrive, so the sooner they get the message the sooner they may arrive and if they are not required then the Volunteer Ambulance can be stood down.

BFB appliances should not obstruct access to the structure for the arriving Volunteer Fire and Rescue trucks, as they will need to park closer to the building then what the BFB does.

The BFB appliances may be required to conduct relay pumping techniques to the Fire and Rescue Appliances if required.

SOP.18 Review Date(s)			

SOP.19 HARVEST AND VEHICLE MOVEMENT BANS

Procedure No.	SOP.19
Procedure Subject:	Harvest and Vehicle Movement Ban
Adoption Date:	
Last Reviewed:	

INTRODUCTION

The Shire of Toodyay has the right to impose the ban on activities such as harvesting crops, vehicle movement and hot works. The only exception to the ban is watering and feeding of livestock. This procedure is to define the way the ban is measured and implemented.

PROCEDURE

The Chief Bushfire Control Officer for the Shire of Toodyay is also the delegated Fire Weather Officer for the Shire of Toodyay; the CBFCO in this role must liaise with a minimum of 2 other Bushfire Control Officers located throughout Shire of Toodyay to conduct weather readings using the appropriate tools such as Kestrels weather metres. The information and readings that has been gathered by these FCO's must be recorded and relayed to the CBFCO. The CBFCO will then make the decision to impose a ban if required.

The following information shall give reason for the CBFCO of the Shire of Toodyay to impose a harvest and vehicle movement ban;

- **The weather readings taken have indicated a Grass Fire Danger Index (GFDI) of 32**
- **A Total Fire Ban that has been implemented by the Department of Fire and Emergency Services**
- **Lack of firefighting resources located in the Shire of Toodyay**
- **Bushfire incidents currently ongoing in the Shire of Toodyay**
- **Once the harvest, vehicle movement and hots works ban has been imposed the delegated FCO's and CBFCO must review the conditions hourly until the it is deemed safe for the ban to be lifted**

The CBFCO may request that the delegated FCO's take readings every day during the Prohibited Fire Season.

Once the decision has been made to impose the harvest, vehicle and hot works ban then the following notifications must be made;

- Send SMS notification via the Shire message service
- Email or phone the ABC harvest ban announcement service
- Send notification to bordering Shires
- The CESM and CBFCO shall record the readings and record them on the Shire of Toodyay system

The notification shall state the following information:

The Shire of Toodyay has imposed a harvest, vehicle movement and hot works ban for today the/...../20... until further notice. The emergency watering and feeding of livestock is restricted to diesel powered vehicles only.

SOP.19 Review Date(s)			

SOP.20 BACK BURNING DURING BUSHFIRE INCIDENTS

Procedure No.	SOP.20
Procedure Subject:	Back burning During Bushfire Incidents
Adoption Date:	
Last Reviewed:	

INTRODUCTION

In the right circumstances back burning can be an effective technique to stop the spread of bushfires or protect assets during emergency situations.

Back burning must be done under correct conditions and carried out by experienced personnel on the fire ground otherwise back burning may create dangerous fire behaviour or increase the size of the current fire.

Some reasons for conducting back burns;

- Asset protection
- Inaccessible country to fight the fire in traditional means
- UXO known areas
- Squaring up fire boundaries
- Burning out to firebreaks

PROCEDURE

- All techniques of fire suppression must be explored to suppress the fire before the choice is made to conduct a back burn
- A risk assessment shall be considered prior to the all-clear given for any back burn to be conducted
- Weather readings may be taken prior to any back burn been conducted
- **ONLY** the incident controller can give permission to carry out this task
- All personnel shall record the proceedings of the back burn in the personal fire diary

NOTES

There is a difference between back burning and burning out pockets, Permission shall still be sought if burning out pockets is required.

SOP.20 Review Date(s)			



SECTION THREE

Review Table

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SECTION FOUR

DFES Adopted

Standard

Operating

Procedures



INTRODUCTION

These Standard Operating Procedures (SOPs) which have been developed by the Department of Fire and Emergency Services have been adopted by Council for the safe and efficient operation of Brigades and personnel at emergency incidents.

These DFES Procedures are living documents, amendments and new additional SOP's may be adopted by Council when DFES update or implement Procedures, these documents are controlled externally from the Shire of Toodyay by the Department of Fire and Emergency Services.

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SECTION FOUR

DFES Adopted

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INTRODUCTION

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Directive 3.2 – Incident Control

SOP 3.2.5 – AIIMS Communications Plan

COMMUNICATION PLAN INCIDENT _____

[Download Field Guides](#)

AVAILABLE SIMPLEX CHANNELS	

CONTACTS:	

RCC/COMCEN
Phone:

Air Reconnaissance

Incident Controller

CONTROL/OPS POINT
Phone:

Fire Bombing

Period of Plan

From: _____

To: _____

Date/Time Prepared: _____

Prepared by: _____

Planning Officer

Situation:

Resources:

Mgt Support:

Information:

Comms:

Air Intelligence

Operations Officer

Asst. Ops Officer

Division Commander:

Comms with Ops Officer and other Divisions

Ground Controller

Logistics Officer

Supply:

Ground Support:

Facilities:

Catering:

Comms Maint:

Finance:

Medical:

SECTOR; _____	SECTOR; _____	SECTOR; _____	SECTOR; _____	SECTOR; _____	
S.C.	S.C.	S.C.	S.C.	S.C.	
Vehicle ID	AGENC ..	Vehicle ID	AGENC ..	Vehicle ID	AGENC ..

	Directive 3.2 – Incident Control
	SOP 3.2.6 – T-Cards

1. Introduction These Procedures govern the use of T-Cards, to provide the Fire Services with a standard method of identification when arriving at incidents. It is used as a control of people that are on the fireground and where they are located.

2. Principles/Planning Factors T-Cards, so called due to their 'T' shape, come in various colours to relating to the type of appliance and/or agency concerned. Each appliance must carry a supply of 'T' cards, to record the following important information concerning resources operating at the incident.

A T-Card gives IMT info for

Crew changes & shift changes
Crew welfare
Ability to contact personnel by name
Recording types & locations of vehicles at incident scene

3. Immediate Actions On the way to an incident, the following details should be ensured completed on the T-card by a member of the team:

Unit Name (e.g. Perth Light Tanker)
Number of personnel in each team
The full names of the Team Leaders
The full names of the other Team Members
Where an appliance/vehicle only has one radio installed, you will be required to mark the T-Card by placing one coloured dot of the appropriate colour towards the left side of the T-Card.
Where an appliance/vehicle has two radios installed, you will be required to mark the T-Card with two coloured dots of the appropriate colour.

4. Recognising types of Radios.

When applying the dots, place them on the top of the T-Card with half of the dot visible on the front of the card. The colour marking system will be as follows:

Black	Mid Band VHF	Radios black in colour
Yellow	High Band VHF & UHF	Radios Yellow in colour
Green	High Band VHF & Mid Band VHF	Radios Green in colour

5. Subsequent Actions On arrival at the Incident Control Centre, the Date and Time of arrival should be completed by the incoming Unit/Team and the T-Card handed to the designated person at the Control Centre. The Unit/Team will be briefed and advised as to their radio channel for communications, who they report to, how to get there and objectives to be achieved whilst there. The T-Card is then placed in the relevant slot within the Incident Management Board.

6. Changeover of Teams When the Team complete their tasks and book out through the Control Centre, their departure date and time are noted on the T-Card and the card is filed for future reference should that be necessary. It should be noted that it is commonplace for the Unit to remain at the incident scene and only the Teams to change – when this occurs, the new incoming Team completes a new T-card.

7. Safety For firefighter safety – T-cards must be completed properly for all appliances & resources attending an incident.

DOCUMENT HISTORY

AUTHOR	POSITION	VERSION	DATE	DESCRIPTION of CHANGE
D Childs	Doctrine	1	Feb 2012	New SOP Source Documents <ul style="list-style-type: none"> • SOP 7 T-Cards - retired document • PUAFIR204 Respond to Wildfire V 2.0 January 2012 • OPERATIONAL CIRCULAR 01/2012

	Directive 3.2 – Incident Control SOP 3.2.7 Red Flag Warnings
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[Field Guide](#)

Introduction

1. Incident experience across Australia, in particular during major bushfires, has shown that a lack of access to timely and critical information by personnel at an incident has led to injuries and fatalities. Red Flag Warnings are a message system that provide a process to ensure critical information (such as fire weather changes) is confirmed as received to the lowest levels and understood by all personnel at the incident.

2. **Principles/Planning Factors.** The following principles/planning factors apply to all Red Flag Warnings.

PRINCIPLE	DESCRIPTION
Critical Information	Red Flag Warnings are to be precise messages which convey present or impending hazards to emergency responders outside the normal shift or deployment briefings, e.g. weather changes, hazardous materials, fire behavior, structural integrity, equipment failures etc
Hierarchy Control	Red Flag Warnings are to be initiated within the command hierarchy – IC, Ops Offr, Div. Comd, Sector Comd
100% Coverage	Red Flag Warnings must be passed to all personnel at the incident, including those from other agencies or private contractors
Receive & Acknowledge	At all levels, red flag warnings are to be acknowledged on receipt through confirmation of the message back to the sender
Record of Event	The transmission, receipt and acknowledgement of Red Flag Warnings is to be logged at each level within the chain of command
Pager message Not Acceptable	Paging is not acceptable as a primary method of conveying Red Flag Warnings, paging may be used as a backup only

Procedures

3. **Text Format.** The standard message text of a Red Flag Warning is as follows.

‘RED FLAG WARNING. Personnel are advised of *<actual/forecast where appropriate>* conditions that may present a hazard to personnel as follows *<actual/forecast conditions>*. Personnel are to *<describe specific actions required to be taken>*. This message is to be passed to all personnel under your command.

ACKNOWLEDGE.’

4. **Recording, Receipt & Acknowledgement.** All Red Flag Warnings issued through the incident chain of command are to be recorded in incident diaries and Web EOC to indicate that they have been received and acknowledged as understood. The aim is to confirm that the message has been received in its entirety throughout the response structure. Additional detail is as follows.

INITIATOR ACTIONS	INCIDENT DIARY/Web EOC RECORD DETAILS
Record Text	<ul style="list-style-type: none"> The decision to send Text of the Red Flag Warning
Detail Recipients	<ul style="list-style-type: none"> Recipients
Send Message	
Record Acknowledgement	<ul style="list-style-type: none"> Confirm acknowledged receipt individually as it is received (log time)
Record Message Passage	<ul style="list-style-type: none"> Record confirmation that message has been passed to the next level
Record Confirmation of Successful Passage	

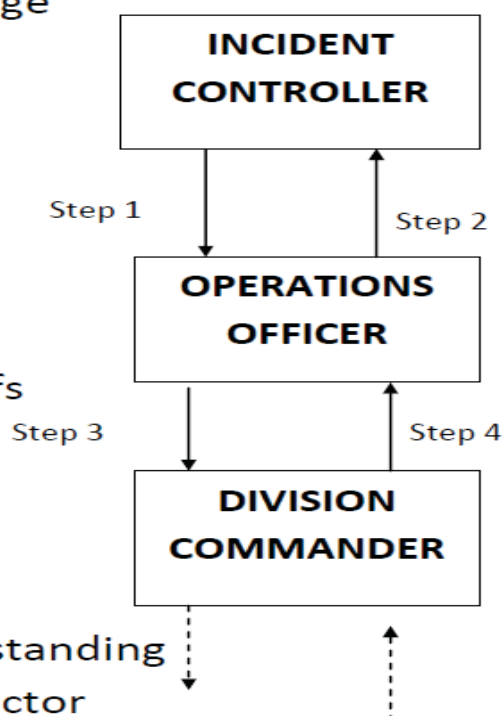
RECEIVER ACTIONS	INCIDENT DIARY/Web EOC RECORD DETAILS
Record Text	<ul style="list-style-type: none"> Text of the Red Flag Warning
Detail Recipients	<ul style="list-style-type: none"> Recipients
Send Message	
Record Acknowledgement	<ul style="list-style-type: none"> Confirm acknowledged receipt individually as it is received (log time)
Confirm Message Passage Upward	<ul style="list-style-type: none"> Confirmation of group receipt and reporting up the chain of command

Step 1 : Red flag warning message sent by Incident Controller.

Step 2 : Operations Officer acknowledges receipt and understanding of message.

Step 3 : Operations Officer briefs Division Commanders.

Step 4 : Division Commanders acknowledge receipt and understanding of message and forward onto Sector Commanders and so on...



AUTHOR	POSITION	VERSION	DATE	DESCRIPTION of CHANGE
D.Childs	Doctrine	1.0	June 2012	Re-write of SOP 68 Red Flag warnings Listed SOP now retired
G. Civil	OIO	1.1	Feb 13	Include reference to recording receipt and acknowledgement in Web EOC
S. Bignell	DOD	1.2	Sept 13	Deleted reference to RDC in Red Flag Warning Hierarchy of initiation of RFW. Consulted with Country for country perspective.



Directive 3.3 – Operational Support

SOP 3.3.1 – Driving Emergency Vehicles

Reference

Road Traffic Code 2000

Introduction

1. Driving DFES Operations appliances whether under emergency conditions or administrative duties imposes additional responsibility upon the OIC and driver. Drivers and OIC are accountable for the use, operation, security, and maintenance of their appliances and the adherence to management procedures in the event of accidents. Whilst response to the scene of an incident is to be conducted with urgency, OIC and drivers are in the first instance to consider and ensure the safety of the crew and public. No risk is justified if it is likely to prejudice the safe arrival of appliance and crews at an incident or the safety of others within the community.

2. **Non-Operational Driving** During non-operational periods (i.e. not involved in response), drivers and OIC of DFES operational appliances and vehicles are subject to all regulations and laws detailed in the *WA Road Traffic Code 2000*. As a general rule CFRS pumps and associated light tankers are to conduct non-operational travel together to ensure mobilising protocols are achieved.

3. **General DFES Driving Conditions** OIC and drivers are to adhere to the following DFES fleet policies.

Alcohol and Drugs	Drivers are not to operate DFES operations vehicles whilst under the influence of alcohol or non-prescribed drugs at any time.
No Smoking	There is to be no smoking within any DFES vehicle.
Mobile Phones	Drivers are not to use hand held mobile phones whilst the vehicle is in motion.
Onus for Traffic Infringements	Drivers will be personally responsible for any parking or traffic infringement.
Lights On	OIC are to ensure that appliances are driven with their headlights on during country travel.
Cleanliness	OIC are to ensure that appliances are kept clean and tidy both internally and externally at all times.
Seat Belts	DFES personnel are to wear seat belts at all times to ensure safety.
Travelling On The Outside Of Vehicles	DFES personnel are only to ride on the outside of appliances when the appliance is specifically designed to do so and only when engaged in actual fire suppression duties.

4. **Licence Requirements** DFES license requirements as per Department of Transport.

- Light Rigid (LR) – up to 8000kg Gross Vehicle Mass (GVM or maximum weight)
 - 1.4 bush fire type appliances
- Medium Rigid (MR) – over 8000kg GVM with only two axles (dual rear wheels included)
 - 2.4, 3.4, 4.4, Scania Urban Appliances MP&HR, HP, UP&HR
- Heavy Rigid (HR) – over 8000kg with three or more axles (not articulated)
 - CLP, SET, ICV5, Pod trucks and 12.2s

[Annex A](#)

5. **Provisional Driver's License Holders – Driving of Emergency Vehicles** Restrictions relating to the driving of DFES Operations appliances by provisional license holders are as follow:

- Provisional Licence Holders **MAY NOT** drive the following:
 - Any motor vehicle/appliance that has a Gross Vehicle Mass (GVM) of 4.5 tonnes or more (all dual rear wheel fire appliances)
 - Any motor vehicle/appliance that is equipped to seat 12 or more adults including the driver (personnel carrier)
 - **Any type** of emergency vehicle/appliance to an incident using emergency lights and sirens.
- Provisional Licence Holders **MAY** drive the following:
 - Any vehicle/appliance under GVM 4.5 tonnes (they must display the standard 'P' plate on the rear and front of the vehicle)

6. **Reversing Operational Appliances** Drivers are to be assisted by ground-based crew members, at all times when reversing. Assistance is to be provided as follows:

- **Appliances - General.** Having ascertained that all is clear at the rear of the appliance, the assisting crew member is to be positioned at the rear or front of the vehicle (whatever safety considerations dictate) in full sight of the driver, and direct the reversing movements.
- **Aerial Appliances.** When an oversize aerial appliance is being reversed in the vicinity of other appliances two crew members are to assist – one in front of the driver and the other at the offside rear of the appliance in sight of the forward crew member.

Pre-Driving Checks – Procedures

7. **Driver Pre-Requisites** Drivers of DFES Operations emergency vehicles are to have the following pre-requisites:

- Possess a current Australian driver's license indicating qualification to drive the equivalent class of vehicle
- Have undertaken a DFES approved on road/off road emergency driving course
- Have successfully completed a driver/operator qualification and completed a Driver Operator Firefighting Appliance Qualification Form for the particular appliance.

[DOFA Form](#)

8. **Complete Log-Book** Where applicable (SES emergency response vehicles), log-books are to be completed at the conclusion of the operational/training task.

9. **Ensuring Vehicle Operability** Emergency response vehicles are to be checked for operational safety and function prior to use. Responsibilities for the checking of vehicles and rectifying of faults are as follows.

TASK	OIC	DRIVER
VPOWER Checks	Ensure VPOWER checks are carried out	Carry out VPOWER checks
Faults/Deficiencies	Coordinate rectification	Record and report
Familiarise with appliance operation		Carry out cabin drill
Operate vehicle safely	Monitor competency	Operate safely

Procedures for rectifying vehicle faults are detailed at Directive 4.3 – Repair & Recovery.

[Directive 4.3 – Repair & Recovery](#)

Emergency Response and Attendance – Procedures

10. **Emergency Beacons and Sirens** Emergency beacons and sirens are to be displayed as follows:

CIRCUMSTANCE	BEACONS/SIRENS
Driving to an Emergency	Both emergency beacons and sirens.
Driving to an Emergency - Light or Non-existent Traffic	Beacons only is acceptable. Note. Sirens are to be re-engaged during long-range deployments when traffic is encountered and overtaking is required
Final Approach to an Incident	It is accepted practice to turn sirens off and make final approach to an incident displaying emergency beacons only.
Parked at an Incident	Emergency beacons only
Operating on a Fireground	Emergency beacons only

11. **Speed** The *WA Road Traffic Code 2000, Regulation 281* gives drivers of emergency vehicles certain exemptions when proceeding to an incident as long as the driver is demonstrating *reasonable care* and the emergency vehicle is identified by activated emergency beacons and/or sirens. Appliances responding to incidents are legally authorised to exceed set speed limits except under the following conditions:

- When operating on private property (Kings Park is private property)
- Where directed by a member of WAPOL
- Where it is not safe to do so e.g. school zones and roadworks (drivers may be held liable for gross errors of judgement if deemed not to be demonstrating *reasonable care*)

SO/OIC are to be involved in their driver's speed decision-making.

12. **Moving Through Controlled Intersections** Intersections controlled by traffic lights and signage pose a greater hazard to emergency responders driving against the flow of traffic as members of the public moving in accordance with traffic signals are inattentive to peripheral threats. When moving through controlled intersections against the flow of traffic, appliances are to undertake the following:

- All appliances are only to proceed through controlled intersections against the flow of traffic with activated emergency beacons and sirens sounding.
- Appliances are to slow to a speed which allows confirmation by driver and OIC of the safety to proceed.
- Appliances travelling in convoy are to individually slow and check safety before proceeding.
- Air horns (where fitted) are to be used to supplement emergency beacons and sirens as required to ensure other road users are aware of the appliances presence and intention to proceed.

13. **Reckless Driving** The *WA Road Traffic Code 2000, Regulation 18* removes exemptions under Regulation 281 to drive at speed if that driving is deemed careless, reckless or at a speed, or in a manner, that is dangerous to the public. When determining a safe speed, drivers and OIC are to consider:

- Weather conditions
- Traffic conditions
- Road surface conditions
- Vehicle ability/conditions
- Visibility

14. **Driving Off-Road** Prior to driving a DFES Operations appliance off-road, OIC and drivers are to ensure the following.

Vehicle Operability	<ul style="list-style-type: none"> • Pre-drive and pre-use checks are to be carried out (VPOWER and Cab-Drill) • Faults and/or any deficiencies have been rectified
Task	<ul style="list-style-type: none"> • The necessity to drive off-road has been considered
Vehicle Suitability	<ul style="list-style-type: none"> • The capability of the vehicle to negotiate the conditions has been considered
Driver Suitability	<ul style="list-style-type: none"> • The skills of the driver to drive the vehicle to its destination has been considered
Vehicle Task Preparation	<ul style="list-style-type: none"> • The vehicle has been prepared for driving off-road (mirrors, tyres etc.) • Check 4WD locking hubs are engaged (4WD hubs are to be left engaged unless the vehicle is to be used for long distance commuting.) • Deflate tyres as required. Driving style must be cognisant of the possibility of rolling deflated tyres off the rim and the vulnerability of tyre walls to staking.

15. **Re-instate Vehicle for On-Road Driving** Prior to returning a DFES Operations vehicle to on-road driving OIC and drivers are to ensure the following:

Vehicle Operability	<ul style="list-style-type: none"> • Disengage 4WD • Check vehicle to ensure it is mechanically safe and legally roadworthy • Re-inflate tyres if required – ensure correct tyre pressure using a tyre pressure gauge • Check all external equipment and check for body panel damage • Adjust mirrors
Dieback Transfer Awareness	<ul style="list-style-type: none"> • Following use in a known Dieback area - wash vehicle down (including underbody)

[TRK – Off-Road Driving](#)

16. **Recovery** DFES Operations appliances may be recovered using the fitted engineered and rated recovery points. Recovery points suited to snatch recovery techniques are colour-coded to indicate their rating as follows:

- Red. Light Tankers etc. (8 tonne tow capacity)
- Blue. Urban and Rural Tankers (27 tonne tow capacity)
- Yellow. Tow recovery only

All other recovery points are to be used for winch or emergency (towed) recovery only – these appliances are identified by the following transfer on the windscreen:



All recovery must be carried out using a recovery vehicle of equal or greater weight than the stranded vehicle. Additional information on recovery is detailed in the Learners Manual – Driving Off-Road.

[TRK – Off-Road Driving](#)

ANNEX A – Department of Transport Driver's License requirements

Light Rigid (LR) heavy vehicle class

A motor vehicle with a gross vehicle mass over 4.5 tonnes to a maximum of 8 tonnes (no axle limit) or which carries more than 12 passengers (including the driver) to a maximum of 8 tonnes.



- Experience required to upgrade your licence or remove a restriction:
 - Must have held: a C (Car) class licence for at least one (1) year.

Medium Rigid (MR) heavy vehicle class

A motor vehicle that has 2 axles and a gross vehicle mass greater than 8 tonnes.



- Experience required to upgrade your licence or remove a restriction:
 - Must have held a C (Car) class licence for at least one (1) year.

Heavy Rigid (HR) heavy vehicle class

A motor vehicle that has 3 or more axles and a gross vehicle mass greater than 8 tonnes.



- Experience required to upgrade your licence or remove a restriction: Must have held:
 - C (Car) class licence for at least two (2) years; or
 - LR (Light Rigid) class licence for at least one (1) year; or
 - MR (Medium Rigid) class licence for at least one (1) year.

<http://www.transport.wa.gov.au/licensing/20662.asp>

DOCUMENT HISTORY

AUTHOR	POSN	VERSION	DATE	DESCRIPTION of CHANGE
A.J. Hinton	OIO	1	May 09	<p>New SOP created. New sections created:</p> <ul style="list-style-type: none"> (All) <p>Source documents:</p> <ul style="list-style-type: none"> SOP 36 – Road Traffic Code SOP 40 – DFES Driver Responsibilities <p><i>All listed SOP/SAP, now retired.</i></p>
A.J. Hinton	Doctrine	1.1	Jul 11	<ul style="list-style-type: none"> Content reviewed Version control Footer inserted Document History inserted
S. Curnow	Doctrine	1.1	Jan 13	<ul style="list-style-type: none"> Table included to outline requirements to re-instate 4WD appliance for on road driving New requirement for tyre gauges to be used during re-inflation added
D. Childs	Doctrine	1.2	Apr 13	<p>Included in table Section 3 General DFES Driving Conditions</p> <ul style="list-style-type: none"> Seat Belts Travelling On The Outside Of Vehicles Ref; RT Code Pt 19 Div. 1 284(1)b)
S.Bignell	Doctrine	1.3	Sep 13	<p>Included DoT licensing requirements for heavy vehicles and links to DoT site</p> <p>Included DFES Requirement for completion of DFOA</p>
K. Stanford	Doctrine	1.4	Nov 13	<p>Included instruction for vehicle weight when carrying out recovery.</p> <p>Updated formatting.</p>



Directive 3.3 – Operational Support

SOP 3.3.2 Road Hazard Management

Introduction

1. **General.** DFES Operations personnel and LG bush fire personnel have legislated powers enabling them to restrict and/or close roadways affecting or affected by incidents. The EM Act 2005, Fire Brigades Act 1942, Bush Fires Act 1954 and FES Act 1998 provide these powers and should be consulted should an officer not be familiar with their provisions. Personnel are to be aware of their responsibility for the safety and welfare of themselves, their colleagues and the public on roadways during all incidents and whilst working on roads for other operational reasons. These procedures detail the requirements for DFES personnel operating near or on roadways.

2. **Applicable Context.** There are two distinct contexts regarding road hazard management addressed in these procedures.

- Emergency incident response: where legislated powers apply
- Pre-planned activities/events: hazard reduction operations, community events, training etc.

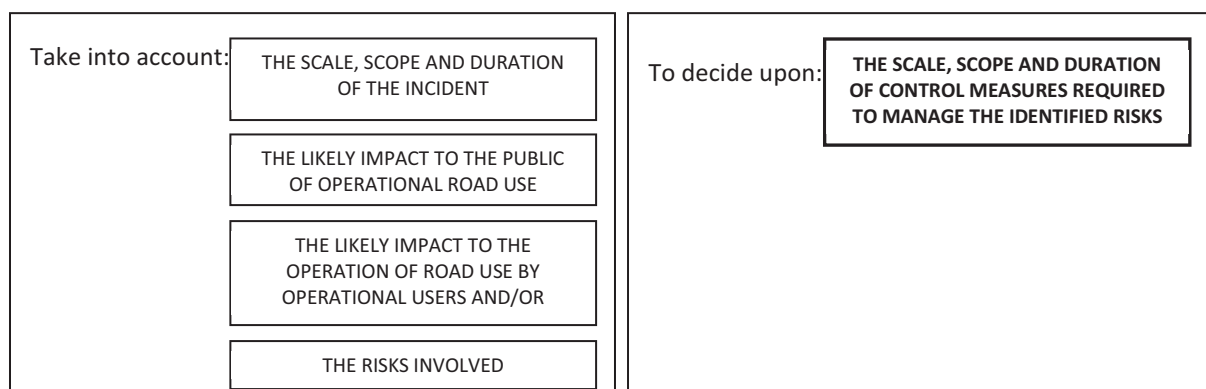
Procedures

3. **Identification of Hazards.** Whereas crew OIC are ultimately responsible for ensuring that operational risks are necessary and acceptable, **all** personnel are responsible for the identification of hazards. Where hazards exist the Supervisor (in the case of routine matters) or IC is to appoint or liaise with the following officers as necessary:

- Safety Advisor
- WAPOL (for traffic control and road closures)
- LG (for non-incident related matters)

4. **Personnel Operating On/Near Roadways.** Crews not directly involved in emergency operations should position themselves off the roadway, clear of the incident scene and the general flow of traffic for added personal safety.

5. **Traffic Management Planning.** When planning support or response for events or incidents, OIC is to ensure that appropriate control measures and management structures will be in place to ensure the safety of crews and road users. When planning traffic management control measures, the following issues must be considered.



6. Traffic Management Control Measures.

- **Road Traffic Control Signs.** Placement of personnel, vehicles and on-board signs/cones so as to protect the incident scene and operators from traffic. Most applicable at small incidents of less than four (4) hours duration on or beside the roadway such as rescues, incidents involving structures and bush lands.
- **Vehicle Control Points (VCP).** Most applicable at any prolonged or complex incident where partial or full closure of roads is required.

7. **Traffic Management Training Requirements.** This section refers to the risk management of pre-planned events e.g. hazard reductions operations. At least one member of the event team is to be trained in the 'Basic Worksite Traffic Management' course. A list of RTO providing Basic Worksite Traffic Management courses can be obtained from the MRWA website <https://www.mainroads.wa.gov.au/OurRoads/TrafficManagement/Training/Pages/providers.aspx> or the local DFES Manager. Regions/Districts are responsible for the management, coordination and funding of this training. When this training is undertaken a copy of the certificates are to be forwarded to your Regional office for entry on DFES's training database. Where trained DFES staff Operations are not available units/brigades are to request assistance from LG or a LG contracted provider for traffic management duties.

8. **Lane Closures – Partial or Complete.** The protection of an incident worksite may require the closure or partial closure of a carriageway. Such alterations to the natural flow of traffic cause additional hazards to road users and require consideration to ensure early notification of the hazard and local control of speed. A diagram describing the general layout of warning signs and road cones to partially or completely close a roadway lane is at Appendix 1.

General Emergency Roadway Setup

Protection. Protection is best afforded by using the attending appliance in a **fend-off** position as a protective barrier to the worksite. The fend-off position is to be used as follows:

To protect one or all of the following:

- Personnel working at a protected incident scene
- Personnel working at the rear of the appliance
- Appliances at drills occurring near roadways, ie. aerial appliances

Where conditions create a hazardous work environment:

- Restricted notification/visibility due to bends on roadways
- High speed traffic areas (ie. freeways and highways)
- Low visibility due to fog, smoke etc.

The OIC or driver of the vehicle considers it necessary

Fend-Off Position Setup

Visibility. Safety is enhanced through making road users clearly aware of the presence of response personnel and appliances in close proximity to the roadway. OIC is to ensure the following safety precautions are observed when operating on/near roadways:

Visibility of Personnel. All crew members are to wear Level One PPE, Level Two PPE, high visibility jackets or high visibility vests.

Visibility of Incident.

- Appliances are to display hazard warning lights and beacons until the incident is closed
- Appropriate hazard signs and road cones and warning lights are to be used in proximity to the incident.

Early Notification/Speed Control. OIC is to provide early warning of traffic hazards by positioning Road Traffic Control Signs in accordance with the prescribed distances detailed within these procedures.

Road Traffic Control Signs (Emergencies) – Procedures

9. **General.** Portable roadside signage (tripod signs carried on appliances) is utilised by emergency crews to warn motorists of crews working on or near roadways for all emergency incidents.

10. **Authority to Position Road Traffic Control Signage.** Any person with authority to act under Emergency Services Legislation can install portable road signs.

11. **Positioning of Road Traffic Control Signage at Incidents.** Road Traffic Signage is to be positioned in accordance with the following guidelines.

FACTOR	GUIDANCE
Timing Of Positioning	Signs to be positioned as soon as possible after arrival once traffic has been assessed as a hazard
Location	Positioned on both traffic approaches where they are clearly visible to approaching traffic: <ul style="list-style-type: none"> - Take account of roadside vegetation, shade, weather, existing speed signs and advertising signs that may obscure or confuse the warning - Avoid locating signage where drivers are required to concentrate on other road hazards, ie. on bends, bridges, railway crossings etc. Not positioned where they may become a traffic hazard to motorists
Calculation of Distance from Incident Site (D-Distance from incident in metres) (S-Speed Limit in kmh)	Calculation: $D=2 \times S$ <i>(ie. $2 \times 110 \text{ kmh} = 220\text{m}$ - Position signage 220m from incident)</i> General Approach. $D=2 \times S$ on the opposite approach before the incident scene Approach to Road Cones. $D=2 \times S$ <i>before road cones</i>
Location of Road Cones	Road cones are to be placed at 6 metre intervals tapered towards the edge of the roadway
Removal of Signage	Once all hazards to traffic are removed (ie. smoke and/or debris) and the IC has declared the area safe, all roadside signage must be removed.

All distances are demonstrated at the figures at [Appendix 1](#).

[Road Traffic Warning Signage – Diagrams](#)

12. **Additional Traffic Warning Measures.** The following additional traffic warning measures are also to be employed at incidents when appliances are in a static position and a traffic hazard is present:

- All appliances are to display beacons
- All appliances are to display hazard warning lights
- Portable flashing hazard lights are to be utilised in conjunction with road cones at night.

13. **Road Closure & Diversion of Traffic.** In general, DFES Operations crews have the authority to close roads to ensure the safety of crews and public, but **NOT** to divert traffic. Additional detail is as follows:

- Crews may close any roadway to traffic during an emergency. However, the diversion of traffic utilising alternative routes can only be authorised by Main Roads Western Australia (MRWA) or the relevant LG
- WAPOL are the HMA responsible for road transport emergencies and are responsible for the control of traffic and road closures for all road traffic accidents
- Where emergency incidents are likely to be longer than four (4) hours duration the IMT is to request WAPOL to establish VCP and a traffic management plan

Road Traffic Control Signs (Non-Emergencies) – Procedures

14. **General.** Roadside signage (LG or contractor signage) is utilised to warn motorists of crews working on or near roadways for all non-emergency work.

15. **Authorised Signage.** Traffic signage for all non-emergency work (ie. hazard reduction burns or training) is to be in accordance with AS 1742.3 and '*MRWA Traffic Management for Works on Roads Code of Practice*'. Local units/brigades are to liaise directly to arrange the use of LG signs which meet these standards. Where this is not feasible the services of a private traffic management company is to be engaged. Costs associated with the use of a private company will be borne by the individual unit/brigade/LG.

16. **Smoke Management.** Where possible, burns should not be undertaken when forecast winds are likely to blow smoke across major public roads.

17. **Positioning of Road Traffic Control Signage at Hazard Reduction Burns/Training.** Road traffic control signage warning of hazard reduction burns or training events is to be positioned in accordance with the following guidelines.

FACTOR	GUIDANCE
Timing Of Positioning	Signs to be positioned prior to the commencement of the hazard reduction burn or training event
Location	Positioning Sequence (radiating from work site): <ul style="list-style-type: none"> - <i>Smoke Hazard</i> - <i>Workmen Ahead</i> - <i>Reduce Speed</i> (see figure X) Positioned on both traffic approaches where they are clearly visible to approaching traffic: <ul style="list-style-type: none"> - Take account of roadside vegetation, shade, weather, existing speed signs and advertising signs that may obscure or confuse the warning - Avoid locating signage where drivers are required to concentrate on other road hazards, ie. on bends, bridges, railway crossings etc. Not positioned where they may become a traffic hazard to motorists
Calculation of Distance from Incident Site (D-Distance from incident/next warning in metres) (S-Speed Limit in kmh)	'Smoke Hazard' Signage Calculation to burn edge: $D=2 \times S$ (ie. $2 \times 110 \text{ kmh} = 220\text{m}$ - Position signage 220m from edge of burn) 'Workmen Ahead' Signage Calculation to smoke hazard sign: $D=0.5 \times S$ (ie. $0.5 \times 110 \text{ kmh} = 55\text{m}$ metres Position signage 55m before "Smoke Hazard Ahead" sign

	'Reduce Speed' Signage Calculation to workmen ahead sign $D=0.5 \times S$ <i>(ie. $0.5 \times 110 \text{ kmh} = 55\text{m metres}$ Position signage 55m before 'Workman Ahead' sign)</i>
Removal of Signage	Once all hazards to traffic are removed (ie. smoke and/or debris) and the OIC has declared the area safe, all roadside signage must be removed.

All distances are demonstrated at the figures at Appendix 1.

[Road Traffic Warning Signage – Diagrams](#)

18. **Additional Traffic Warning Measures.** The following additional traffic warning measures are to be employed at hazard reduction burns and training events where a traffic hazard is present:

- All appliances are to display beacons
- All appliances are to display hazard warning lights
- Portable flashing hazard lights are to be utilised in conjunction with road cones at night

Vehicle Control Points (VCP) - Procedures

19. **General.** Vehicle Control Points (VCP) are established to control the flow of traffic into and out of an incident area. Any HMA (whether IC or not) may initiate the establishment of a VCP due to safety concerns or time constraints, however only WAPOL has the legislated authority to physically implement this intent. HMA who implement immediate VCP without prior notification must inform the IC ASAP as the IC retains responsibility for all decision-making concerning VCP implementation and removal –WAPOL manage the VCP function, implementation and removal.

20. **VCP Procedures.** VCPs may result in partial or complete road closures.¹

- **WAPOL to be informed.** Liaison with the WAPOL Commander (usually through the IMG WAPOL LO) must be established ASAP and maintained throughout the incident. The rationale for partial or complete closure and re-opening must be documented and communicated to WAPOL as the implementing authority in accordance with the checklist at Appendix 1.
- **Document Decision-Making.** All IC decisions and actions must be clearly documented and communicated to DFES COMCEN or the ROC (if established).
- **Risk Assess Re-Opening of Roadways.** The decision to open a road, either partially or complete, after closure through the establishment of VCP must be accompanied by a documented risk assessment and appropriate risk treatments. The risks and consequences associated with a complete or partial re-opening of a roadway must be assessed and documented in accordance with the suggested Risk Assessment at Appendix 2.

¹ A partial road closure may permit movement of certain pre-ordained groups (eg. residents), under certain conditions (eg. escort). A complete road closure will deny access to all vehicular and pedestrian traffic with the exception of emergency responders undertaking response activities approved by the IC.

Crew Safety When Painting Hydrants and Road Markings

21. **General.** Hydrant servicing poses a specific risk to DFES Operations personnel due to the predictable exposure of crew members to traffic hazards. To ensure visibility and protection of crew members when hydrant servicing is undertaken on roadways the following procedures are to be observed:

Visibility.

- Appliances are to display hazard warning lights.
- Personnel are to wear a high-visibility garment.
- Position appliances to ensure adequate warning of the presence of working crews to approaching vehicles (use the formula $D=2xS$ as for traffic control signage).

Protection.

- Park an appliance 10 to 15 metres back from the hydrant to be serviced to ensure adequate protection from traffic for the crew (without causing additional hazard/obstruction ie. do not park in intersections).
- Task one crew member to monitor the traffic and warn of any impending dangerous situation (don't wait to be tasked – safety of personnel at work is the responsibility of all the employees).

Note. Protection will be enhanced by not creating a traffic hazard. Position appliances to allow safe passage of two-way traffic. In residential streets, traffic may unavoidably be restricted to allow controlled single file traffic only – if so, assist with traffic flow and restrict stationary presence of appliances to less than 5 minutes. Avoid causing traffic to cross over 'no-passing' lines.

Appendices.

1. Road Traffic Warning Signage – Diagrams
2. Form OPS-EM-IMT-OPS010 - VCP Checklist
3. Form OPS-EM-IMT-OPS011 – Risk Assessment – Bushfire Road Opening

ROAD TRAFFIC WARNING SIGNAGE – DIAGRAMS

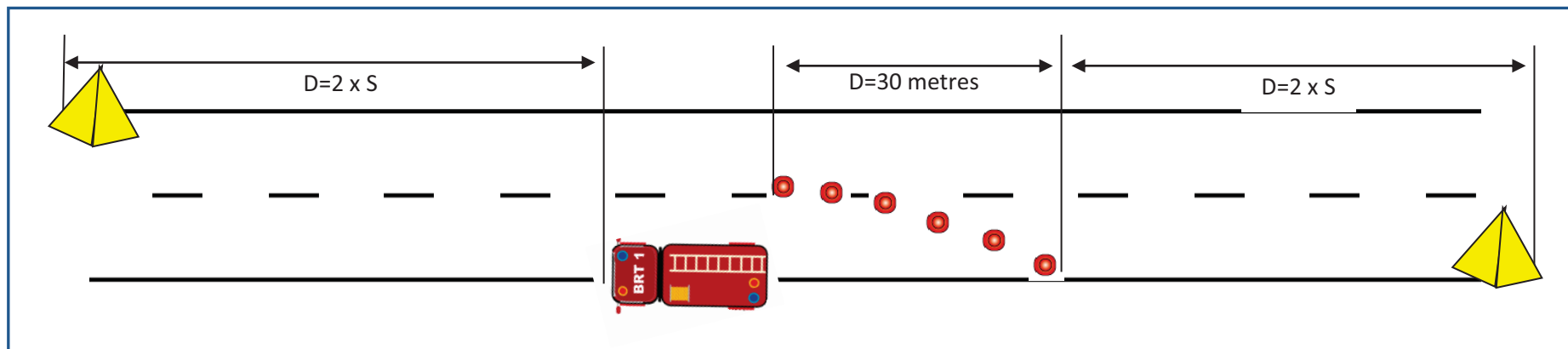


Figure 1 – Road Traffic Control Signs in Support of General Emergency Roadway Setup

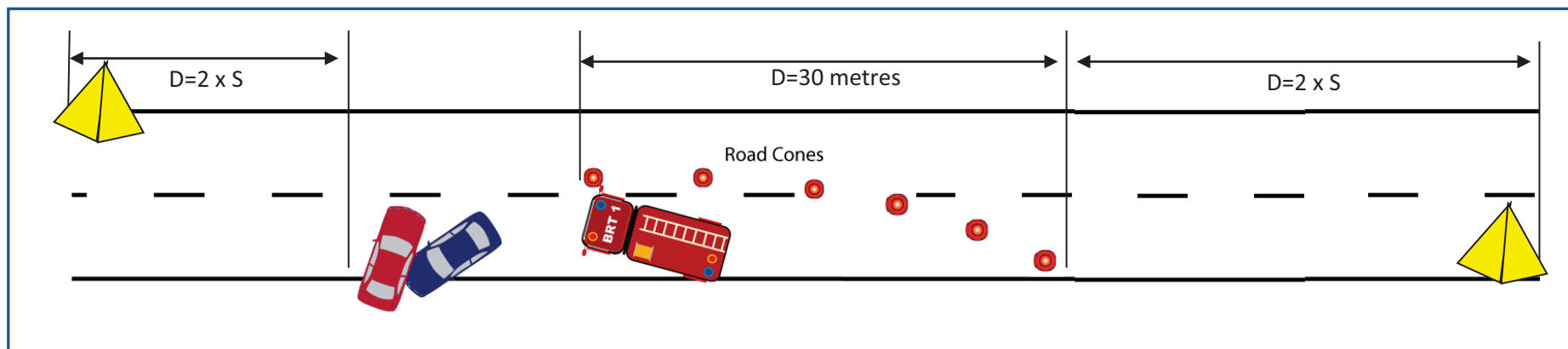


Figure 2 – Road Traffic Control Signs in Support of Incident and Fend-Off Position

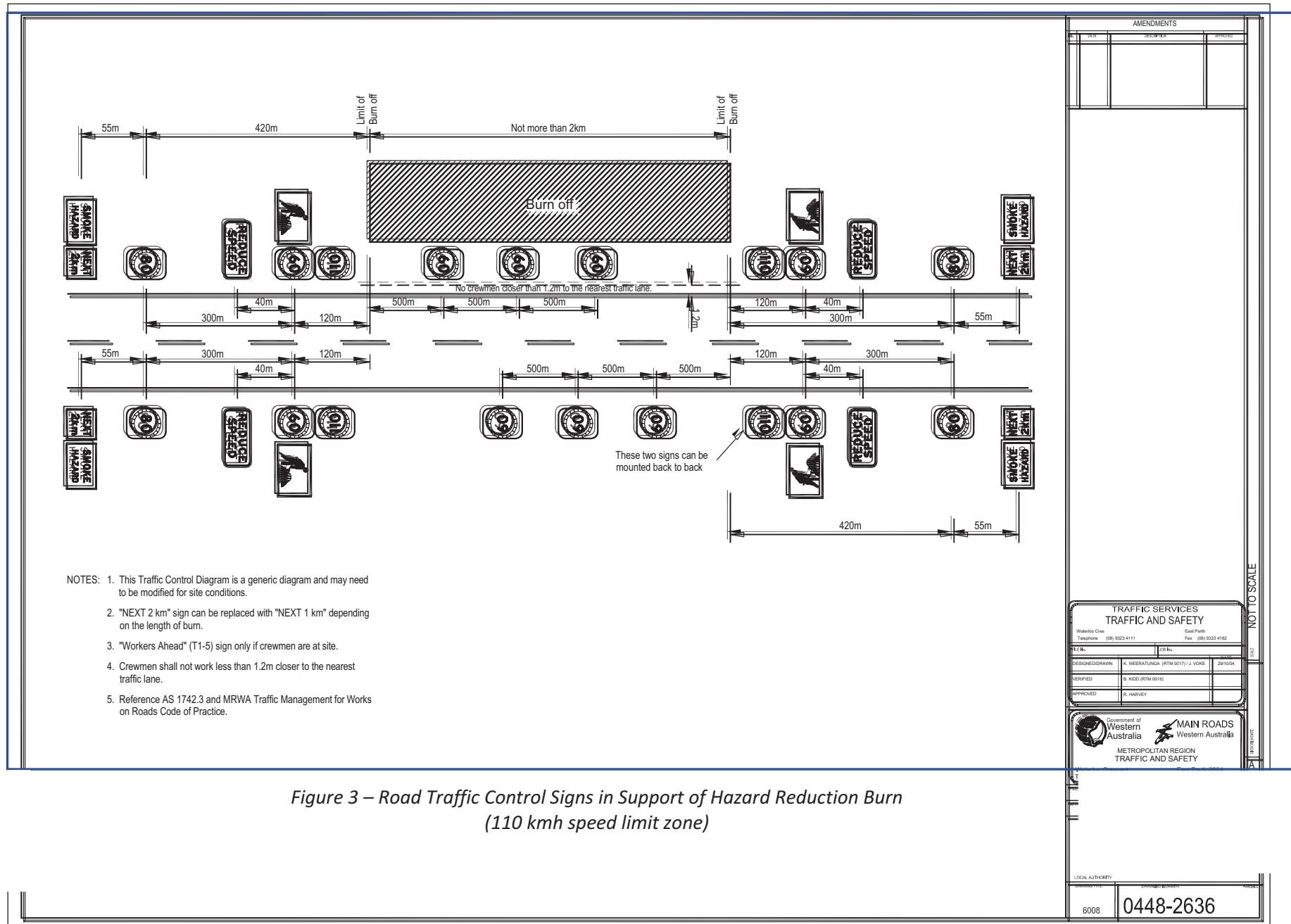
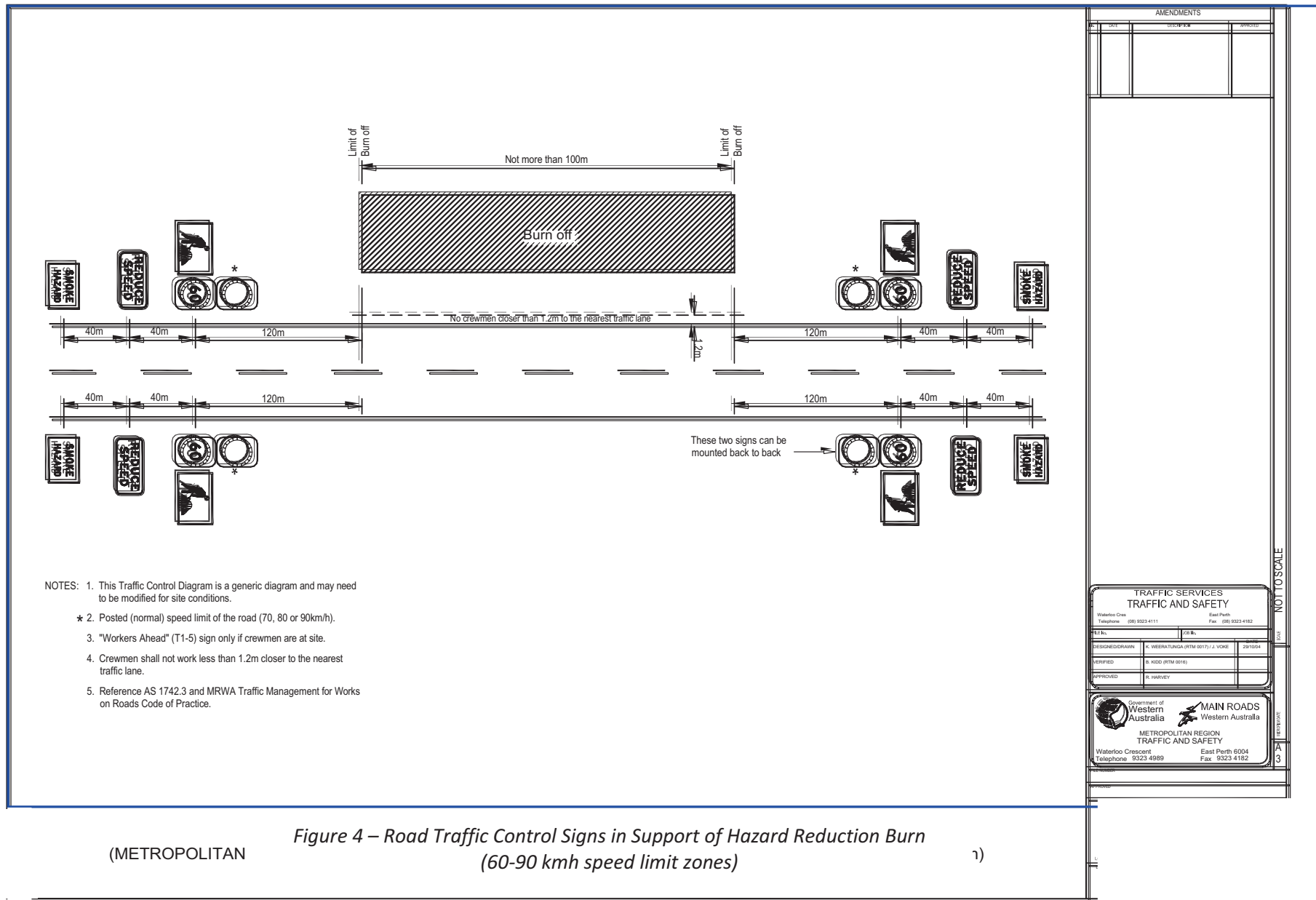


Figure 3 – Road Traffic Control Signs in Support of Hazard Reduction Burn
(110 kmh speed limit zone)



VCP CHECKLIST

OPS-EM-IMT-OPS010

ISSUE	DATE TIME GROUP (DTG)	
	COMPLETED	COMMENTS AND REVIEW
1. Liaison. Contact and link with WAPOL Commander established.		
2. Hazard Assessment. Hazards from hazard impact to roadway jointly identified and assessed: <ul style="list-style-type: none"> • Fire impact • Smoke impact • Debris • Fireground debris impact • Compromised structure impact • Emergency Services Personnel • HAZMAT impacts 		
3. Roadway Condition/Suitability. Roadway condition/suitability assessed (previous incident impacts)		
4. Rules of Access. Rules of access for specific classes of persons/vehicles assessed, documented and communicated to WAPOL		
5. Duration & Location. Duration/extent and location of VCP agreed with WAPOL, documented and communicated.		
6. Ongoing Assessment. Ongoing VCP requirement assessment regime established (Patrol, aerial survey, Operations reports).		
7. Duration. Consequences of VCP duration and extent assessed and documented (risk to Ops, users, including social, economic impacts and user welfare). Human Impact.		
8. Treatments. VCP consequence treatments considered, actioned and documented.		

RISK ASSESSMENT – BUSHFIRE ROAD OPENING

This risk assessment is designed to assist in situational analysis prior to deliberate decision-making related to the opening of roadways affected by bushfire.

OPS-EM-IMT-OPS011

HAZARD – Fire/Ember Attack/Smoke					DECISION/EXECUTION		
CONSIDERATIONS	RISK FACTOR	LIKELIHOOD	CONSEQUENCE	RISK RATING (E-H-M-L)	MITIGATION/CONTROLS	COURSES AVAILABLE ²	DECISION/OUTCOME
Need							
• Reason to Open Roadway							
• Need to Open Roadway							
Quantified Risk							
• No. of Vehicles							
• No. of Persons							
• Time past post of convoy							
• Time through hazard							
Fire Behaviour							
• Rate of Spread							
• Weather –Now							
• Weather – Forecast							
Protection							
• Aerial Recon available							
• Road patrol available							
• Escort available							
• Escort capability							

² Options available include variations on:

- Road Remain Closed
- Monitor Situation (nominate target/subject to monitor)
- Open Road – One Way (with/without escorts)
- Open Road – Both Ways (with/without escorts)

SOP 3.3.2 Road Hazard Management V1.1

Review Apr 2015

Uncontrolled When Printed

DOCUMENT HISTORY

AUTHOR	POSN	VERSION	DATE	DESCRIPTION of CHANGE
A.J. Hinton	OIO	Draft	May 09	<p>New SOP created. New sections created:</p> <ul style="list-style-type: none"> • (All) <p>Source documents:</p> <ul style="list-style-type: none"> • SOP 35 – Operational Safety on Roadways <i>All listed SOP/SAP, now retired.</i>
K. Lusk	OIO	V1.0	Sept 11	Updated footers and released document
D.Childs	Doctrine	V1.1	Apr 13	<p>7. Clarification of Traffic Management Training requirements.</p> <p>21. Removal of “and/or emergency beacons” to align with Road Traffic Code 2000.</p>



Directive 3.4 – Structural Fire

SOP 3.4.8 - Electrical Hazard Procedures

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Introduction

1. Live electricity at structural fires is a deadly risk to firefighters. **Where electrical hazards are encountered, the regional power supply company or Western Power is to be mobilised through the COMCEN in the first instance in order to assess and isolate the risk.** This SOP details the procedures to be followed to minimise the risk of live electricity to firefighters.

2. **Isolation Method.** The isolation method is as follows.

Isolation Method	<ul style="list-style-type: none">• Operate all switches at arms' length with the back of the hand• Turn the head away to avoid possible flash injuries.
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3. **Structural Isolation Procedures.**

CIRCUMSTANCE	PROCEDURE
Isolation of mains electricity	<ul style="list-style-type: none">• Electricity should always be disconnected:<ul style="list-style-type: none">- When the situation is unknown.- At any time that water is to be applied within a structure.- At any time firefighters are at risk from electric shock.- On adjacent buildings if fire impingement is reasonably expected.• OIC are responsible for checking that the power to a structure is switched off at the main board and that the fuses have been removed prior to commencing direct attack on fires. When disconnecting the power supply Follow the Isolation Method• In large buildings or building complexes the COMCEN is to be consulted to ascertain from the power supply company or building management agency if additional electrical distribution boards are located in adjacent buildings.
Residual active power after isolation at main board	<p>When power is isolated at the main board or meter, the overhead wire from the street distribution pole to the meter board is still live and can pass through the roof space to the meter.</p> <ul style="list-style-type: none">• If safety of firefighters is in doubt, have the electricity isolated by the regional power supply company.• Do not work, park appliances or position equipment beneath overhead street connection power lines.• Keep this area clear of equipment.• Be wary if this area is involved with fire as the wire may separate from the structure and drop to the ground <p>Note. Only the regional power supply company can isolate main power supply cables that pass through the roof space of front units to rear units such as in older type duplexes/units.</p>
Isolation of Solar Electrical Systems	<p>The presence of solar electrical systems is required to be indicated through signage within the main electrical board, but may also be identified by observing panels on the roof or local knowledge. Despite mains power and solar array isolation, solar panels continue to produce electricity until denied solar energy. The following procedure to isolate solar electrical systems must be thorough to ensure FF safety.</p> <ul style="list-style-type: none">• Locate and isolate both AC and DC isolating mechanisms. Isolate in correct order:<ol style="list-style-type: none">1. Mains power2. AC3. DC• Cover solar panels with salvage sheet/non-light penetrating material• Complete 'Warning Do Not Operate' tag in accordance with <i>SOP 3.4.9 – Hazard isolation Tagging</i> <p>Note. Solar components involved in fire are to be extinguished with CO₂ extinguisher as for any other electrical device.</p>

4. Open Electrical Source Procedures.

CIRCUMSTANCE	PROCEDURE
When an electrical hazard is found	<ul style="list-style-type: none"> • Inform OIC and all crew members immediately • <i>Cease the use of water as a suppressant until the safety of continuing is determined</i> • Demarcate and isolate the danger area as soon as possible • Maintain a minimum safety distance of 10 metres (from emergency service personnel and equipment) from wires that have made contact with the ground • Observe and monitor residual water flows • Maintain a minimum safety distance of 30 metres from members of the public
Location of a broken wire	<ul style="list-style-type: none"> • Locate both ends in order to: <ul style="list-style-type: none"> - Determine the size of the danger area, and - Ensure the energy source is not being transferred through another conductor e.g. steel fence, vehicle body etc.
Wires that have made contact with the ground	<ul style="list-style-type: none"> • On arrival at an incident treat all wires in contact with the ground as though they are energised. • Keep well clear of wires that are in contact with the ground - maintain the minimum safety distance (10 metres for low voltage wires). • Call for isolation of power by the regional power supply company through the COMCEN • Locate wire ends to ensure source is not being transferred through another conductor e.g. Steel fence, vehicle body etc.

5. Reconnection Procedures.

CIRCUMSTANCE	PROCEDURE
Retaining Power in a Structure	<p>Electricity may remain connected, or be re-connected at the OIC's discretion under the following circumstances:</p> <ul style="list-style-type: none"> • When conducting search and rescue • To provide lighting, run fire pumps, exhaust systems or lifts when water is not required or in use. <p>Note. Reconnection is only to be undertaken in consultation with a licensed electrician. Extreme caution must be taken and all personnel must be made aware of the presence of live electrical wiring.</p>

6. Electrical Hazard Rescue Procedures.

CIRCUMSTANCE	PROCEDURE
Persons in contact with electrical wires	<p>When removing a person in contact with high or low voltage electrical wiring</p> <ul style="list-style-type: none"> • Request the assistance of the Power Authority • Disconnect the power source in all cases • Use isolation procedures and AC Hot Stick to confirm isolation • Do not attempt to aid the victim until the electrical current has been switched off
Vehicle accidents and electrical hazards	<p>Where a vehicle has collided with a Power Pole or is in contact with electrical wires</p> <ul style="list-style-type: none"> • Request the assistance of the Power Authority • Apply safety procedures to minimise hazard of pole falling if possible • Maintain a minimum safety distance of 10m at all times. Clearly mark danger area • If wire is under vehicle and driver is unhurt, instruct them to drive slowly clear of the wire into a safe area • Occupants remaining in the vehicle must be advised to remain still and avoid touching any metal on the vehicle • Rescue can only be effected once power supply has been isolated

DOCUMENT HISTORY

AUTHOR	POSN	DATE	DESCRIPTION of CHANGE
A.J. Hinton	OIO	Jan 10	<p>New SOP created. New sections created:</p> <ul style="list-style-type: none"> (Nil) <p>Source documents:</p> <ul style="list-style-type: none"> SOP 20 – Electrical Hazards V5 May 10 <p><i>All listed SOP/SAP, now retired.</i></p>
K. Lusk	OIO	Aug 11	<p>New sections created</p> <ul style="list-style-type: none"> Persons in contact with electrical wires Vehicle Accidents and Electrical hazards <p><i>Note that these will be removed and added to Rescue SOP once completed</i></p>
B.Machielsen	Doctrine	Jan 14	Fixed Hyperlink



Directive 3.5 Bushfire

SAP 3.5.A – Total Fire Bans (TFB)

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Introduction

1. **General.** A Total Fire Ban is generally imposed as a prevention measure to warn the wider community that a day of predicted adverse fire weather is imminent and they must be particularly careful not to cause an ignition in bushland/vegetation on the day the ban is declared. These procedures explain the administrative processes required to support the decision-making and implementation of Total Fire Bans (TFB) by DFES Operations. Further explanation of TFB is described at *D3.5 – Bushfires*.

[D3.5 – Bushfires](#)

2. **Key Administrative Appointments.** Key DFES Operations appointments in the decision-making process are as follows:

State Operations Centre Meteorologist (SOCMET)	The SOCMET initiates TFB planning and implementation through the release of the preliminary BoM fire weather forecast at 1200hrs daily for the following 24 hour period.
State Situation & Awareness Officer (SAO)	The SAO is central to TFB declaration administration. The SAO is the key staff officer tasked to monitor BoM weather forecasts, identify TFB indicators, make recommendations to the Regional Duty Coordinator (RDC), review on-line information, complete TFB declaration documentation and notify key internal and external personnel, departments and agencies. The SAO graphically details the TFB districts as required and files a hard copy of all Regional Total Fire Ban Assessment Forms on DFES Trim File 17690.
Regional Duty Coordinator (RDC)	The RDC is the key Regional Officer tasked to monitor BoM weather forecasts and liaise with Chief Bush Fire Control Officers (CBFCO) and Local Governments (LG's) with regards to implementation of local TFB within their region. Confirmation by the RDC of the need to declare a TFB initiates TFB administration processes.
Regional Superintendents (RSUPT)	RSUPT are responsible to the Duty Chief Superintendent (DCS) for local TFB declaration decisions within their region, in particular confirmation and authentication that consultation between RDC and LG has occurred. The RSUPT is required to provide a report identifying the factors considered in making such decisions in writing via the RDC to the SAO.
Duty Chief Superintendent (DCS)	The DCS is to ensure regional level consultation has commenced as soon as weather warning indicate a TFB could be warranted in the days to come.
Duty Assistant Commissioner (DAC)	The DAC is the delegated authority to implement a TFB. The DAC has the authority to impose a TFB over and above the opinion of the affected LG and RSUPT.
Manager, Emergency Services Act Team (MESAT)	The MESAT works within the Office of the CEO. The MESAT is responsible for staffing and maintaining records of TFB exemption applications
Manager Legal & Legislation	The Manager Legal & Legislation works within the Office of the Commissioner and is responsible for staffing and maintaining records of TFB.

3. TFB Declaration Considerations.

TFB declaration considerations are as follow.

CONSIDERATION	NOTES
FDI/FDR	<ul style="list-style-type: none"> The primary justification for recommending the declaration of a TFB is based around the forecast Fire Danger Index (FDI) and resultant Fire Danger Rating (FDR) for BoM weather forecast districts. The state of WA is divided into the three TFB FDI indicator zones as detailed at Annex A. The forecast of weather that reaches these regional indicators is to initiate consultation between regional DFES staff and LG before recommending a TFB. <i>Consideration indicators are not a mandatory point at which a TFB is to be implemented.</i> <p style="text-align: right;">TFB FDI Indicator Zones</p> <ul style="list-style-type: none"> Specific FDI indicators for interpreting the boundaries of different key agencies are listed at the Zone/District/Area/Region Table. <p style="text-align: right;">FDI Zone, BoM Forecast District, LG Area and DFES Region Table</p>
Resource Exposure/ Existing Incidents	<ul style="list-style-type: none"> Any exposure to prolonged periods of adverse weather, when suppression resources are substantially committed and any additional outbreak of fire would impact on the resourcing of existing fires or response to any additional incident
Predicted Extreme Weather Behaviours	<ul style="list-style-type: none"> The likelihood of a weather event producing lightning, particularly high based and/or dry thunderstorms The expectation of wind change (e.g. northwest vectors, trough movements etc.) Exceptional existing conditions (e.g. cyclone)
Duration Of Existing Conditions	<ul style="list-style-type: none"> Expected duration of the worst fire danger conditions
Fuel Load	<ul style="list-style-type: none"> Local variations such as reduced fuel loads due to harvesting, grazing and planned fuel reduction programs
Community/ Bureaucracy Reaction Times	<ul style="list-style-type: none"> Timing for the extension or revoking of the TFB The timeframe required for the broadcast of the declaration through the media as required by the legislation <p>Note. Where extraordinary circumstances force quick decision-making, a lead time of at least 45 minutes following the DACs approval should be calculated for use as the 'Time of Declaration'.</p>

4. **The Role of Regional Consultation.** The objective of regional consultation is to ensure local involvement in decisions to impose restrictions upon community business and leisure activities. The imposition of TFB occurs across legislated boundaries and unity of intent and purpose strengthens the support of preventative restrictions by accessing and acknowledging local knowledge and experience.

5. **TFB Relationship with Machinery Movement Bans.** Local Government imposed Vehicle Movement and Harvest Bans operate independently of the TFB process. Movement Bans are applied by LG when actual conditions occur, not predicted conditions. In areas where TFBs are declared it is mandatory for LG to impose movement bans when the local measured Grassland FDI reaches 35. Hence, RDC must contact their LG representatives to discuss with them the intended TFB declarations.

6. **TFB Declaration Methods.** The minimum dissemination of TFB declarations to the public is to be by ABC Local Radio broadcast, television media release and DFES web based information services. Additional methods may be directed by the Minister or their delegate. TFB revocations are to be disseminated using the same methods as the initial declaration.

7. **Weather Forecasting.** Weather forecasting forms a basis for initiating the TFB decision-making process by predicting adverse and dangerous environmental conditions that are likely to expose the community to the threat of bushfire. DFES action in response to BoM weather forecasting is to occur as follows.

FORECASTING		ACTIONS
INITIATION	SCHEDULE	
DCS Teleconference	Twice Weekly <ul style="list-style-type: none">0900 Monday0900 Thursday	DCS. The identification of approaching adverse fire weather is to initiate planning of potential TFB declarations
		RDC. <ul style="list-style-type: none">Analyse the implications of the BoM forecast, and projected FDIAdjust regional Forecast Levels of Preparation (FLOP)Make preliminary predictions of the LG districts and time periods likely to be declared under TFB provisions during the next seven (7) daysCommence discussions with LG about the need to declare TFB.Decisions are to be forwarded to the SAO as soon as possible.Confirm preliminary predictions and implications for regional FLOP and ROC activation understood.
		<ul style="list-style-type: none">DCS. Monitor Regional TFB processes.
BoM/SOCMET	Daily	SAO <ul style="list-style-type: none">Ensure RDC are notified of all FDI that exceed regional pre-set consideration indicatorsEnsure RDC receive all emergency services weather briefingsAlert DCS to actual and potential TFB indicatorsFile hard copies of Regional TFB Assessment Forms on Trim File 17690.
	Preliminary. 1200hrs (for following 24 hr period)	RDC Preliminary. Adverse weather predictions identified at the 1200hrs preliminary forecast provide the opportunity for RDC to commence regional analysis and consultation processes at this point by clarifying the following information: <ul style="list-style-type: none">Which individual LG districts are affected by the forecast FDIThe percentage of LG districts/DFES region affected and the duration of FDI exceeding critical thresholds
	Confirmatory. 1600hrs and 0420-0440hrs	Confirmatory. The SOCMET release of the confirmed forecast is to be used to confirm decisions and preliminary actions undertaken based on the 1200hrs preliminary forecast. <ul style="list-style-type: none">When consideration indicators are confirmed the RDC is to liaise with LG to determine if a TFB is to be implemented.Decisions made between the LG and RDC are to be recorded on the Regional Total Assessment Form, approved by the RSUPT and a signed copy forwarded to the SAO.
		DAC/DCS DAC to sign off on TFB
Note. District Fire Weather Forecasts from the BoM may be received by email or facsimile. A fire weather warning may be received through the Natural Hazard line, email or facsimile.		

8. **TFB Declaration Specifications.** TFB are to be described as follows:

- **Affected Areas.** TFB are to be declared using LG districts to describe the specific areas affected.
- **Time Periods.** TFB are to be declared in 24 hour time periods - midnight to midnight (detailed by the date)

9. **TFB District Mapping.** Maps indicating the Fire Forecast Districts, LGA's and DFES Regions can be accessed on the intranet under GIS Map Products as follows.

MAPPING	SOURCE
STATE	State BOM Forecast Districts
SOUTH-WEST	South-West BOM Forecast Districts

Procedures

10. **General.** The SAO, DCS and RSUPT are the key appointments to enabling DFES Operations TFB procedures. As the SAO and DCS are rostered positions, the following procedures are provided to standardise SAO/DCS actions during TFB administration.

- Confirming TFB is not Required (Annex B)
- Approving a TFB (Annex C)
- Revoking a TFB (Annex D)

11. **Regional TFB Decisions – Written Confirmation.** Where a TFB FDI consideration indicator is identified a signed Regional TFB Assessment Form is to be supplied by email/fax to the SAO confirming the regional consultation, variables considered and reasons. For audit purposes the name and telephone number of the LG representative who was consulted in the decision making process is to be recorded on the Regional TFB Assessment Form. The Regional TFB Assessment Form can be found at *Ops Resources/District Management/Total Fire Ban*.

[Regional TFB Assessment Form – South-West](#)
[Regional TFB Assessment Form – Lower South-West](#)
[Regional TFB Assessment Form – Great Southern](#)
[Regional TFB Assessment Form – Goldfields/Midlands](#)
[Regional TFB Assessment Form – Midwest/Gascoyne](#)
[Regional TFB Assessment Form - Pilbara](#)
[Regional TFB Assessment Form - Kimberley](#)
[Regional TFB Assessment Form - Metropolitan](#)

12. **Regional TFB Decisions – Capture & Filing.** Completed Regional TFB Assessment Forms are to be filed by SAO's in hard copy form on TRIM File 1790.

13. **TFB Exemptions.** The DFES Commissioner is permitted to grant TFB exemptions in accordance with Section 22 of the Bush Fires Act 1954. Industry should be encouraged to apply for seasonal exemptions well ahead of time. The MESAT is the central staffing officer for all TFB exemption applications. The following procedural aspects apply to the staffing of TFB exemptions:

- TFB exemptions are to be applied for using the application form available through the DFESweb. Exemptions may be approved for periods of 1-2 years
- TFB exemptions require consideration, review and endorsement (including confirmation of LG acceptance of the proposal) by RSUPT prior to forwarding to the SAO
- RSUPT are to forward the following documentation with exemption applications:
 - The reviewed application
 - Explanatory memo to the SAO
 - A drafted *Notice of Exemption*
- Applications are to be centralised with the MESAT. The MESAT oversees the approval processes and informs the applicant of the decision

14. **TFB Exemption Records.** The MESAT maintains an electronic record at *DFESweb/Governance and Strategy/Legal and Legislative Services/Exemptions Register*. Exemptions are maintained in pdf format for two (2) years.

15. **Use of TFB Exemption.** TFB Exemptions are issued under strict conditions and reporting requirements. These conditions and reporting requirements can be both generic or specific, and are listed on the TFB Exemption under 'Specific Conditions'. A holder of a TFB Exemption who intends to carry out prohibited activities during a declared TFB must contact the SAO (metropolitan area) or their local Regional Office (rural) prior to carrying out any work under their exemption. The SAO is to record this information in the TFB Exemptions '*Works Notification Log*' and confirm the exemption holder is aware of the conditions of issue.

16. **Temporary Suspension of TFB Exemption.** As the DFES Commissioner is the Ministers delegated approval authority for TFB exemptions, the powers to temporarily suspend (or permanently revoke) an exemption remains with the Commissioner. Should forecast conditions cause concern (i.e. Extreme/Catastrophic FDR), the SAO is to provide advice to the DCS regarding exemptions within the region/area affected. The DCS is to consider recommendations from the SAO and, if supported, staff the temporary suspensions, in writing, on an Internal Memo, through the chain-of-command to the Commissioner.¹

17. **Revoking a TFB.** The BoM will issue their first forecast for adverse fire weather between 0420-0440hours on the day of expected conditions. Should this forecast not eventuate provisions exist for revoking TFBs at 0600, 1200 and 1800hours. The SAO will monitor the first forecast and should expected weather now not be forecast, initiate contact with the relevant RDC to confirm the change of forecast and if necessary, after discussion, revoke the TFB.

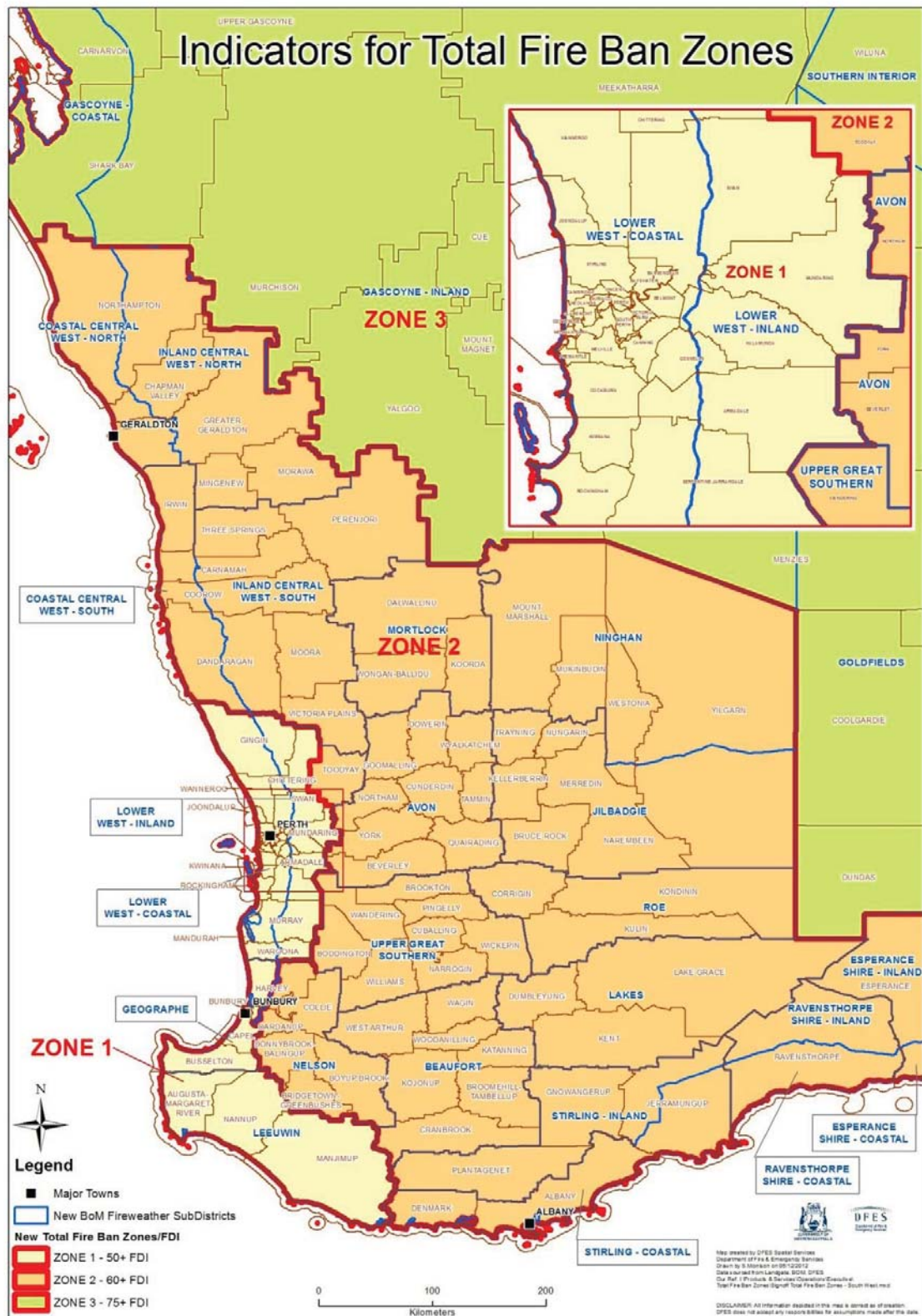
Annexes.

- TFB FDI Zones
- Confirming TFB is not Required - Procedure
- Approving a TFB - Procedure
- Revoking a TFB – Procedure

¹ Given that the specific conditions stipulated on an exemption notice are designed to permit continued operations during the extreme conditions that have caused the TFB declaration, such suspensions should be rare.

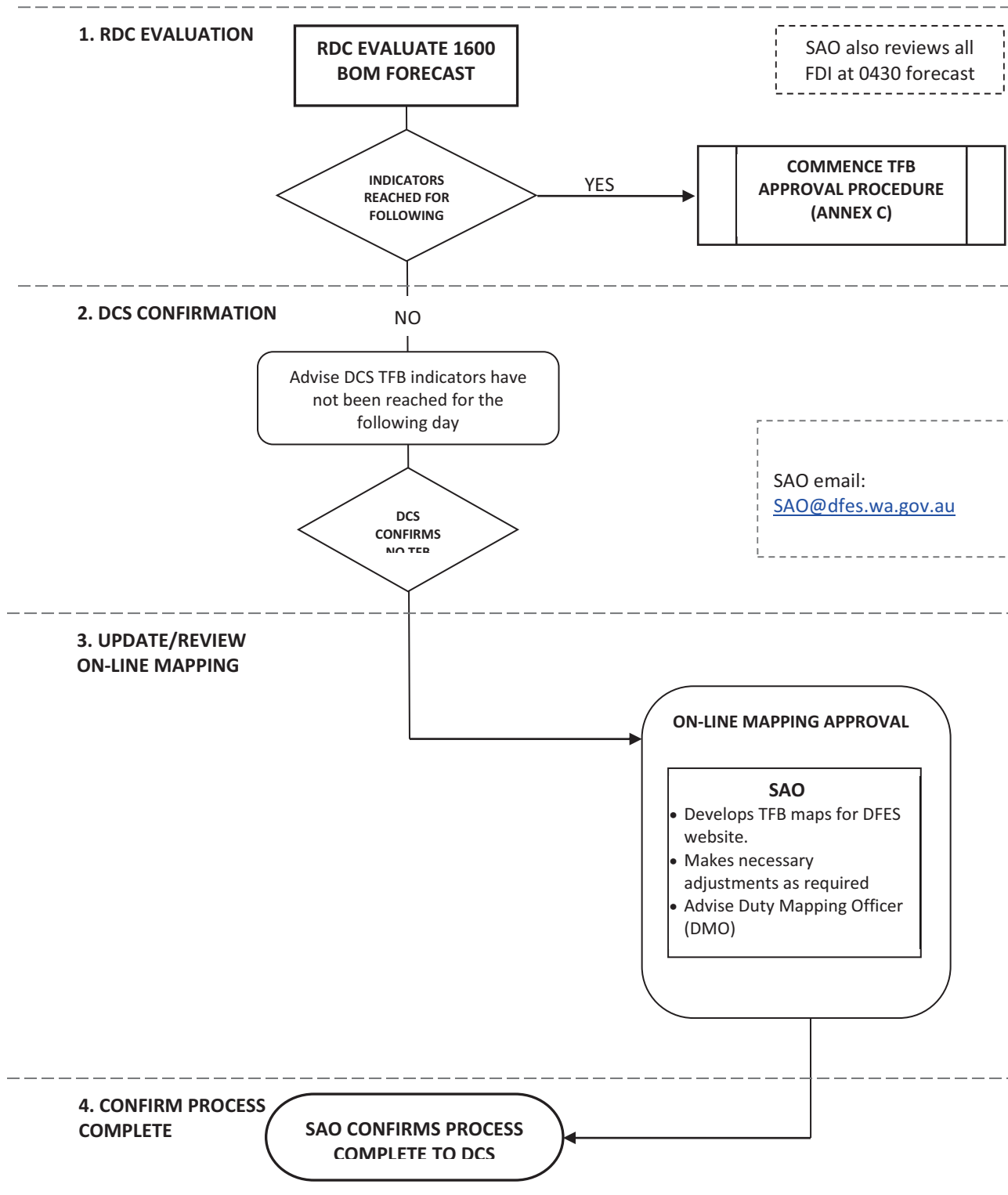


MAP – TFB FDI ZONES – SOUTH-WEST



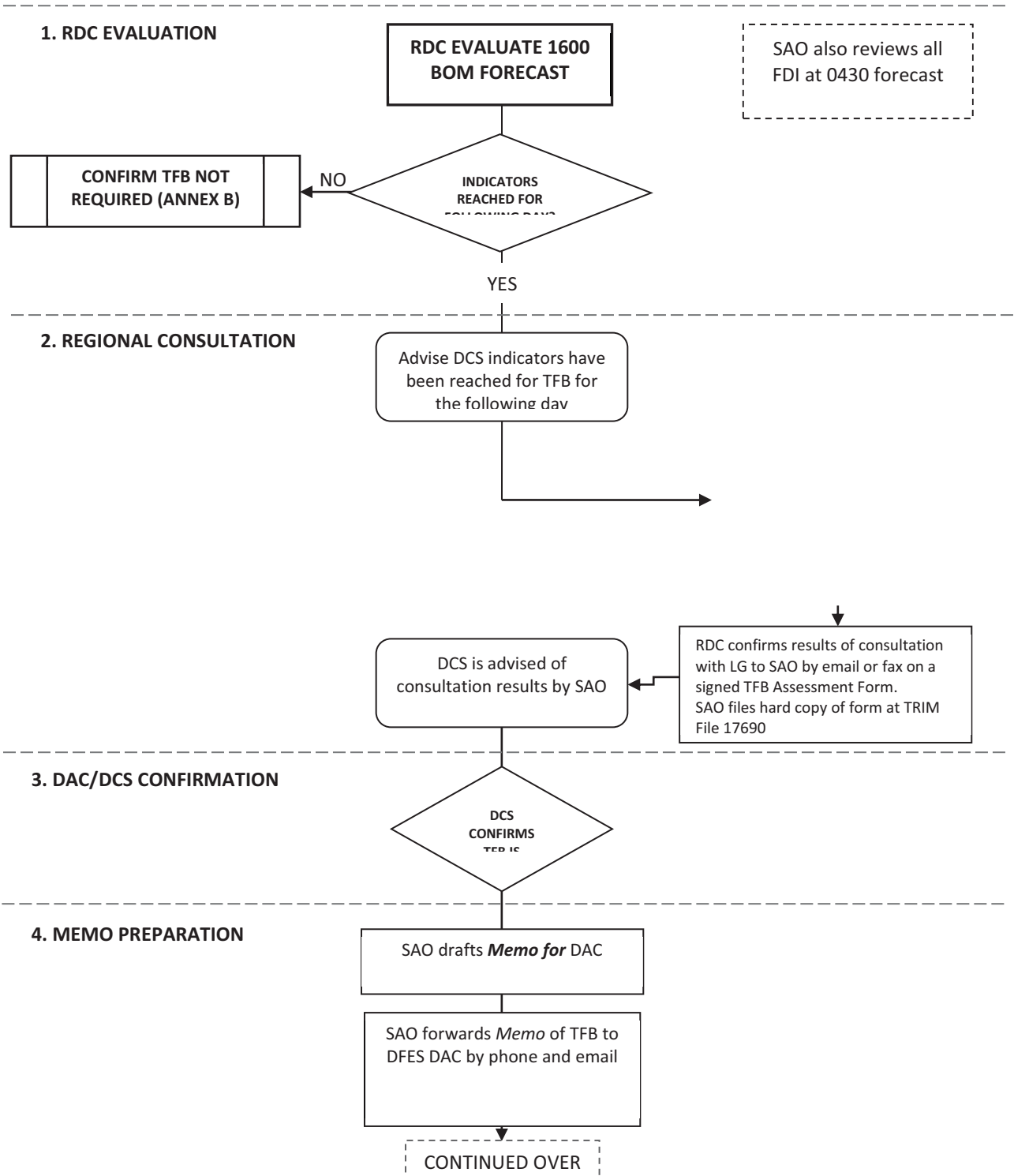
CONFIRMING TFB IS NOT REQUIRED – PROCEDURE

The following procedure details actions to be taken when the daily review of BoM weather forecasts by the RDC/SAO indicates the need for the approval of a TFB have not been met.



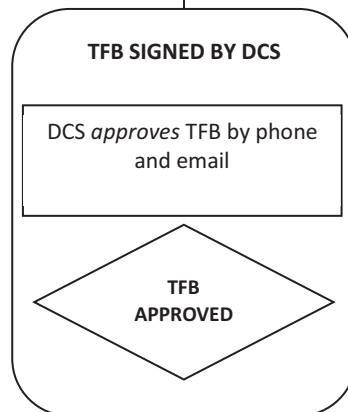
APPROVING A TFB – PROCEDURE

The following procedure details actions to be taken when the daily review of BoM weather forecasts by the RDC/SAO indicates the need for the approval of a TFB has been reached.



APPROVING A TFB – PROCEDURE continued ...

5. TFB APPROVAL BY DCS



If DCS not contactable within 15 minutes, rostered CLT member to approve

DAC/DCS informs SAO

6. NOTIFICATION & DISSEMINATION

No later than 0800 and 1800

SHOO NOTIFIES:

- Phone
 - DFES Supervisor ComCen
 - DPaW Duty Officer
 - BoM Duty Officer
 - WAPOL LO (0411 709 153)
 - Dept of Education (see FDR LG)
- Fax:
 - Western Power: Fax 9427 0691 (Ph 9427 0630 – East Perth CC)
- Email:
 - DFES Media & Public Affairs: media@dfes.wa.gov.au
 - Manager Legal & Legislation
 - Horizon Energy: hpcc@horizonpower.com.au (Ph 9159 7264)

SAO INFORMS:

- DFES Media & Public Affairs

MPA initiate Public Notification Procedure, including ABC Radio.

SAO INFORMS:

- On-call DMO

On-line Mapping Approval process (Annex B)

SAO INFORMS:

- Affected RDC's
- Provides current

CBFCO informed by RDC's

SAO PROVIDES TO:

Manager Legal & Legislation a screen dump of TFB On-Line Mapping produced.

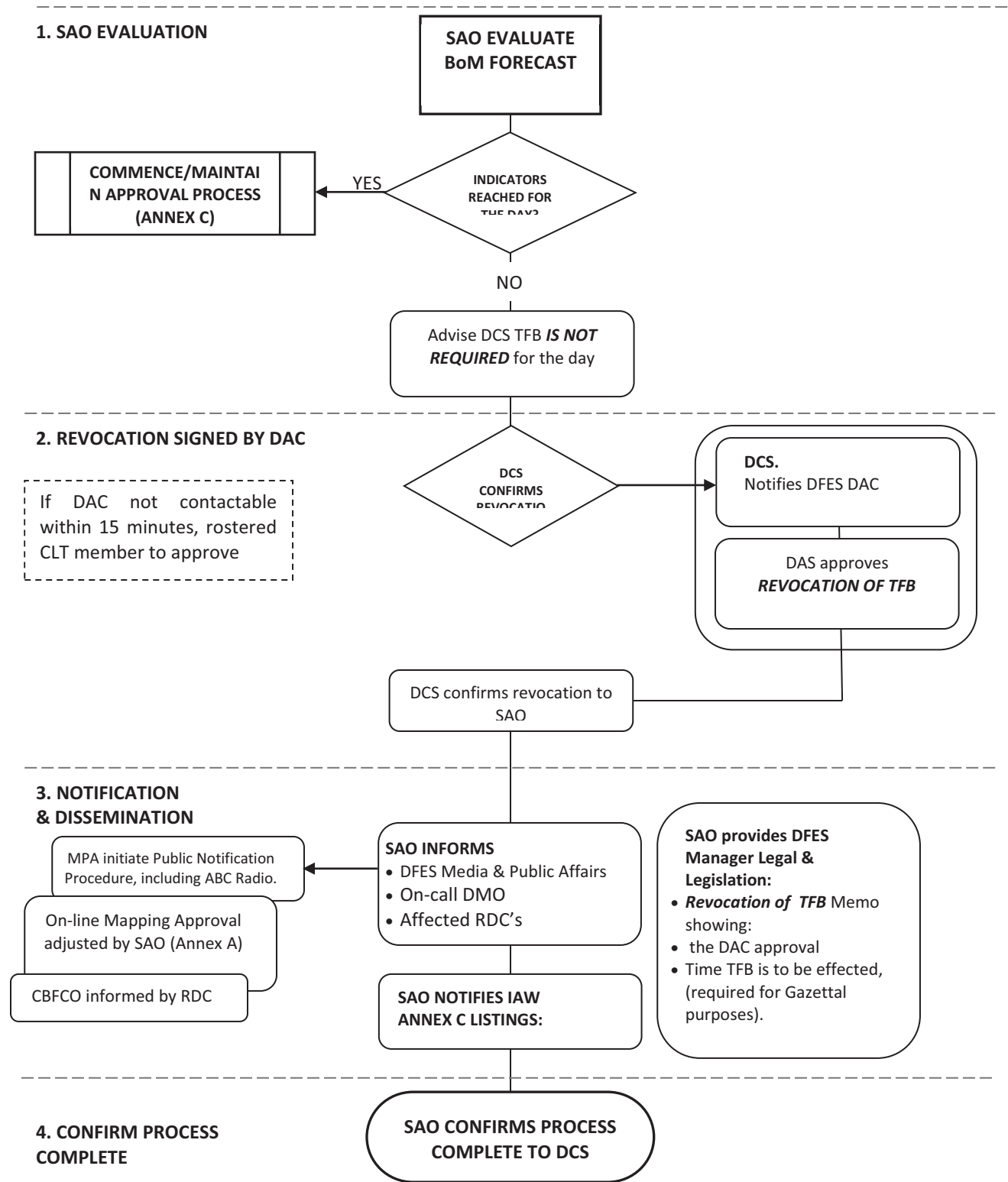
- **TFB Memo**
 - **DAC Approval of TFB**
- Note:** Manager Legal & Legislation drafts TFB Declaration retrospectively for Gazette.

7. CONFIRM PROCESS COMPLETE

SAO CONFIRMS PROCESS COMPLETE TO SDC

REVOKING A TFB - PROCEDURE

At approximately 0430 hours daily, the BoM releases the first forecast for that current day to the SAO (extreme amendments to forecasts and/or fire weather warnings may be received on the BOM Natural Hazards line at any time). The following procedure details actions to be taken when information from the BoM indicates the declaration of a TFB is no longer necessary and can be revoked.



DOCUMENT HISTORY

AUTHOR	POSITION	DATE	VERSION	DESCRIPTION OF CHANGE
K. Archer	SHOO	May 10	Draft	New procedure developed
A.J. Hinton	OIO	Jun 10	Draft	Document restructured Process diagrams added
A.J. Hinton	SHOO	Dec 10	Draft	Addition of: <ul style="list-style-type: none"> • Machinery movement bans information • Temporary suspension of TFB exemption • FDI TFB trigger tables • FDI zones mapping
T. Wigg	Mngr Coord	Jan 11	Draft	Re-named SAP 37 Manager L&L role inserted Declaration templates removed CEO declaration role inserted – Minister deleted
T. Wigg	Mngr Coord	Jan 11	3.2 - Released	5. DECLARATION SIGNED changed to DECLARATION APPROVAL CEO declaration approval by phone/email 4. DECLARATION PREPARATION: inserted 'forwards declaration by phone/email'
J.Broomhall	SHOO	Dec 11	3.3	Intent of procedure changed to reflect Regional assessment of TFB need. SHOO no longer to prepare Declaration of TFB. SHOO prepares on-line mapping of TFB areas. SDD may approve TFB electronically. SDD has delegated authority to approve TFB. New Indicator Zone Maps inserted for State and SWLD.
A.J. Hinton	Doctrine	Dec 12	3.5	Para 3. Insert SOCMET role Para 5. New. The role of consultation Para 8. Restructure weather briefing table to reflect new BOM routines Para 12. Insert links to individual regional TFB assessment forms Para 13. New. Instructions for SHOO filing of TFB Assessment Forms
K. Stanford	Doctrine	Dec 13	3.6	Update terminology and formatting

	Directive 3.5 – Bushfire
	SOP 3.5.1 – Bushfire Response

[Download Field Guide](#)

Introduction

This SOP outlines the principles and procedures for members use during the *Initial Attack* phase of bushfire response. Further information is provided at *D3.5 – Bushfires*.

[D3.5 – Bushfires](#)

Principles/Planning Factors

The following principles/planning factors apply to all bushfire incidents:

PRINCIPLE	DESCRIPTION
Crew Safety	Approach and treat the fire in a manner that ensures the safety of the emergency response crew. Adhere to LACES and isolate or mitigate known/observed hazards prior to commencing firefighting operations
PPE	Afford crews the required protection at all times
Water Supply	Identify a secure supply of water to support firefighting operations
Observe Local Conditions	<ul style="list-style-type: none"> • Meteorological Conditions. Note temperature, wind speed and direction and severe weather events. Request spot forecasts regularly. Know when wind changes are due and disseminate information to all levels. • Fuel Loads. There may be variation providing opportunities to create breaks, back burn or switch from defensive to offensive strategies. • Topography. Slope and aspect will affect fire behaviour and rate of spread.
Observe Fire Behaviour	Identify the head of the fire and, if possible, contain immediately. If not, work on the flanks where the fire intensity will be lower to pinch out the head fire.
Contain to Control	Apply resources to contain the spread of the fire and then extinguish.
Site Control	Isolate areas of risk (including locations in the anticipated path of the fire) from public access. Request WAPOL assistance if required
Public Exposure	Apply resources to prevent the spread of the fire and associated hazards (eg. smoke plumes) in order to minimise further risk to the public.
Public Information	Identify key elements of public information and advise the community as early as possible
Confirm Site Safe for Departure	Conduct thorough overhaul to ensure all sources of re-ignition are eliminated

Bushfire Control Phases

As a bushfire escalates, IC need to transition through three phases where the approach to control will alter significantly. The three bushfire control phases are as follows:

CONTROL PHASE	CHARACTERISTICS	IMT OBJECTIVES	KEY CONSIDERATIONS
Initial Attack (Level 1)	<ul style="list-style-type: none"> First hour Mobilisation of assets (ground and air) to immediately restrict fire spread 	Contain Extinguish	<ul style="list-style-type: none"> Control of resources Prioritisation of effort
Extended Attack (Level 2)	Offensive Operations Acknowledgement that initial attack has failed <ul style="list-style-type: none"> Additional resources required Resource relief-in-place IMT required to control and plan Public Information required Authorised powers considered 	Limit Spread Protect Life and Property Contain-Extinguish	<ul style="list-style-type: none"> Resourced L2 IMT Public Information Logistic support (ROC) Inter-agency support (SOC)
	Defensive Operations (option) Acknowledgement that offensive operations are not suited to current fire behaviour <ul style="list-style-type: none"> Life and asset protection prioritised Relocation required Authorised powers enacted 	Protect Life and Property	<ul style="list-style-type: none"> Resourced L2 IMT Strike Team operations Public information Relocation Logistic support (ROC) Inter-agency support (SOC)
Campaign (Level 3)	<ul style="list-style-type: none"> Continuous, extended, shift-based operations SOC operating continuously as link between ROC and SECG/EMWA Emergency Situation declared 	Protect Control Inform	<ul style="list-style-type: none"> Resourced L3 IMT Resourcing Fatigue Management Public information

Direction regarding extended attack and Campaign type bushfires are concerned with IMT, ROC and SOC functions and are beyond the scope of this SOP.

Arrival

General

Approach and arrival to bushfires by appliances must be undertaken so as not to expose crews to the hazard.

Approach

Approaches to bushfire incidents are to be as follows:

Turnout and approach is to be by the quickest and safest known route under emergency call conditions (beacons and sirens activated)
Final approaches (after last known traffic hazard) may be under emergency beacons only
Static appliances are to be located in a safe position adjacent to the incident where there is no risk of the appliance becoming involved in the hazard

Initial Attack

General

An initial attack on a bushfire is characterised by prioritising effort to immediately restrict the spread of fire to enable containment and extinguishment.

Initial Actions

Upon arrival at a bushfire incident, IC are to undertake the following:

- Provide arrival code to the COMCEN based on first visual impressions
- Provide initial incident classification to the COMCEN
- Assess the scene (initial size-up) and secure the area
- Effect rescue if safe to do so

Initial Size-Up

The initial size-up of bushfires is to incorporate assessment of the following.

CONSIDERATION	NOTES
Life Involvement/Immediate Threat	Initial tasking is to reflect the immediate threat posed by the fire to life and property.
Weather	Current wind speed and temperature in order to predict direction and rate of spread
Fuel Load and Configuration	Will determine safe tactical firefighting methods
Capability of Initial Response	Do the threats to life and property, current weather and fuel load represent conditions beyond the capability of the initial response? If so, request further mobilisation of specific resources both ground and air based.
Observed Hazards	Ensure initial objectives are safe to achieve: <ul style="list-style-type: none"> • Note the location of overhead power lines and the conditions of poles • Note fence lines and other hazards to vehicle movement
Communications	Create a robust comms plan (based on VHF channels) capable of being expanded into sectors from the outset
Incident Site Control Requirements	Control entry to the incident site of public and vehicles/traffic Manage the hazard presented by smoke plumes
Additional Resource Requirements	Request additional mobilisation early. Consider the need for aerial suppression

Initial Objectives

The initial objectives at a bushfire are as follows:

- Ensure the safety of the public immediately affected
- Knock-down the running fire and establish a perimeter
- Contain and extinguish the fire

Incident Classification

Initial incident classifications may be confirmed or upgraded at any time during an incident. Incident Controllers are to re-assess their initial classification at the conclusion of their size-up and when the evolving situation demands.

Mobilisation of Additional Assets

Level 1 IC are authorised to request required resources (by type, not specific identification) up to and within the 2nd Alarm classification without upgrading the alarm classification irrespective of the need to sectorise. In this manner, unnecessary structural assets are not mobilised in order to gain bushfire assets from urban stations. An upgrade of a bushfire incident to 3rd Alarm is in essence acknowledging the scope of the incident is now beyond the Level 1 IC and a DM led IMT is required.

Control Point and Command Channel

Upon request for additional assets, IC of bushfires are required to nominate a Control Point (CP) where all resources will be dispatched to by the COMCEN, and the VHF command channel on which approaching resources can contact the IC and notify their impending arrival. Control points should demonstrate the following characteristics.

CHARACTERISTIC	NOTES
Size/Space	A CP must be capable of accepting and staging the requested resources
Safety	A CP cannot be in the path of the fire, nor create a hazard to traffic/the general public
Communications	A CP must be able to maintain communications with the COMCEN. (Fireground communications may be performed from a separate location).

Communications

Communications plans for bushfires are at [SOP 3.5.2](#) and [SOP 3.2.5](#).

Safety

Safety considerations are detailed at Directive 3.5

DOCUMENT HISTORY

AUTHOR	POSN	VERSION	DATE	DESCRIPTION of CHANGE
A.J. Hinton	Doctrine	1	Jan 10	<p>New SOP created. New sections created:</p> <ul style="list-style-type: none"> • (All) <p>Source documents:</p> <p><i>All listed SOP/SAP, now retired.</i></p>
J Calabrese	Doctrine	1.1	May/12	<p>Re-format to current doctrine format</p> <p>No new information added</p>



Directive 3.5 – Bushfire

SOP 3.5.3 – Ground Control of Aerial Suppression Platforms

[Download Field Guide](#)

1. Introduction The Ground Controller is an equivalent command function to a Sector Commander within AIIMS. The IC is to appoint a Ground Controller whenever allocated aerial suppression assets in support of bushfire suppression activities. Aerial suppression platforms include the following:

- Fixed Wing Suppression Platforms (Fire Bombers)
- Rotary Wing Suppression Platforms (Helitaks)
- Air Attack Supervisors (AAS)
- Air Intelligence

This SOP outlines the terminology and procedures members are to use when appointed as Ground Controllers. Further information is provided at *Directive 3.11 – Air Operations* and *D3.5 – Bushfires*.

[D3.11 – Air Operations](#)

[D3.5 – Bushfires](#)

2. Principles/Planning Factors The following principles/planning factors apply to all incidents where aerial suppression assets are utilised.

PRINCIPLE	DESCRIPTION
Strategies	Understand the IC's objectives and strategies. Task allocated aerial suppression platforms to implement strategies to achieve the objective.
Ground Crew Safety	In-brief crews as to the intended aerial suppression tasking. Provide warning of approaching aircraft so that crews are clear of the fireline
Air Crew Safety	Reconnoitre the anticipated work area and approaches. Note hazards to aircraft and communicate details to air crew.
Communications	Establish and maintain sound communications between the IC/IMT-GC and GC-Aerial Asset.

3. Suppression Response Criteria It is incumbent upon the IC to carefully determine if airborne resources are justified **before** forwarding a request. Aerial suppression assets should only be requested if one or more of the following criteria exist.

CRITERIA		DESCRIPTION
1	Crews	Fire crews are in imminent danger
2	Public Safety	Public safety is at risk
3	Assets	Assets are at imminent risk
4	Fire Behaviour	There are known high fuel loads and there is a likelihood of an excessive rate of spread, or extreme fire behaviour

4. Roles and Responsibilities of Ground Controller The roles and responsibilities of a Ground Controller include the following:

ROLE/RESPONSIBILITY	DESCRIPTION
Maintain Tasking/IMT Strategies	<ul style="list-style-type: none"> Receive briefing from IC/IMT of strategies for aerial suppression effort Modify aerial fire strategies/tactics in consultation with the AAS and IMT Consulting with IMT and AAS to suspend operations if conditions compromise safety or are ineffective.
Control Suppression Task	<ul style="list-style-type: none"> Brief aerial suppression asset through AAS on IMT strategy and task Select targets in consultation with IMT and AAS Inform pilots/AAS drop zone clear Provide feedback to pilots/AAS on drop accuracy and effectiveness. <p><i>Be prepared to conduct tactical aircraft operations over the fire area until the arrival of AAS</i></p>
Establish and Maintain Communications	<ul style="list-style-type: none"> GC to AAS (Aerial Suppression asset) GC to IMT/IC GC to Fireline/Sector Commanders(SC)
Maintain Safety of Task	<ul style="list-style-type: none"> Identify ground risks to air operations Ensure ground crews are prepared for drops Brief and liaise with SC Confirm drop zone is clear Ensure safety standards are maintained
Maintain Records	Maintaining a log of activities

5. Minimum Resourcing of Ground Controller IC is to appoint a Ground Controller to direct aerial suppression effort. Ground Controllers are to be provided with the following resources.

REQUIREMENT	RESOURCE	PURPOSE
Communications	Air to Ground Communications <ul style="list-style-type: none"> VHF radio 	GC-Aerial Asset
	Ground to Ground Communications <ul style="list-style-type: none"> VHF/UHF if remote from IMT location 	GC-IC/IMT
Record	Ground Controllers Log	Record of tasking against strategies/objectives
Guidance	<ul style="list-style-type: none"> OPS-AIR-REQ-FBOM – Request for Fire Bombing SOP 3.5.3 (Annex A) 	Terminology and tasking

6. Requesting Aerial Suppression Support

Request

Where one or more of the suppression response criteria have been met, IC is to request aerial suppression support through the COMCEN. The base information for such requests is detailed at form [OPS-AIR-REQ-FBOM – Request for Fire Bombing](#).

Automatic Response

On report of fire in the identified high risk areas Aerial Suppression Aircraft will be automatically deployed and will require the appointment of a GC.

7. Communicating with Aerial Suppression Platforms Once appointed, Ground Controllers are to establish and maintain communications with both the aerial suppression platforms, irrespective of the presence of AAS and the IMT/IC. The primary VHF communications channel and sequence of communications by aerial suppression platforms on task are detailed at Annex A.

8. Tasking Aerial Suppression Platforms Aerial suppression task tactics and terminology for use by Ground Controllers are described at Annex A.

Annex A. Ground Controller – Ready Reckoner

GROUND CONTROLLER – READY RECKONER

Safety

General Safety Procedures	<ul style="list-style-type: none"> Brief ground crews prior to commencement of fire bombing operation Clear drop zone upon receiving 1 minute in-bound call GC/pilot/AAS to confirm drop zone is clear Ground crews may re-enter the drop zone on GC confirmation The GC is to maintain contact with the AAS throughout continuous fire bombing operations
Standard Brief to Ground Crews	<p>If you are caught in the drop zone make sure that you:</p> <ul style="list-style-type: none"> Move away from the fire line Don't run or panic Watch out for falling branches and debris Place hand tools well clear Ensure your hard hat is on and secured Watch your footing Wash thoroughly with cold water if you are hit by foam
Hazards to Aerial Platforms	<ul style="list-style-type: none"> Towers/Power lines Stags/Tall trees Turbulence/changing winds Other aircraft flying over the incident ground Low visibility areas Erratic/Extreme fire behaviour Terrain – especially steeply rising ground

Communications

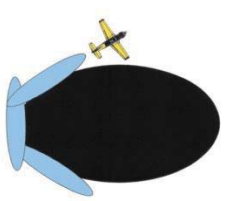
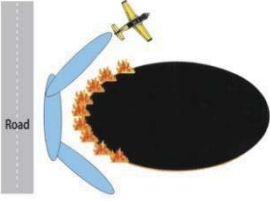
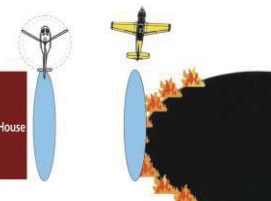
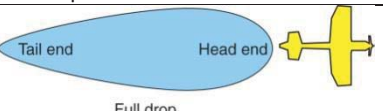
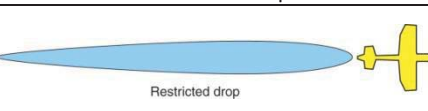
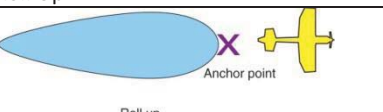
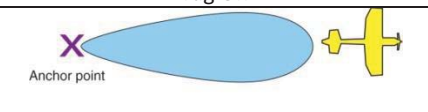
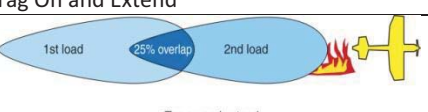
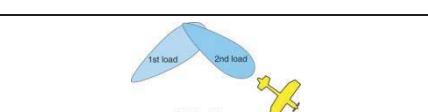
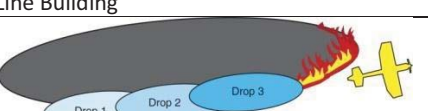
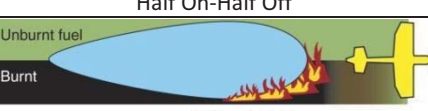
Operating Channels	TASK	COMMAND CHANNEL	
	Suppression	Metro -VHF 644/621/368 Regional – refer Fire Bomber Operational Channels	
	Air Intelligence	VHF 369	

Callsigns	APPOINTMENT	CALLSIGN	EXAMPLE
	Ground Controller	'[Incident] Ground Control'	Neerabup Ground Control
	Fire Bomber	'Bomber [Number]'	Bomber 601/602/603/604 etc.
	AAS	'Air Attack [Number]'	Fixed Wing: Air Attack One
			South West: Air Attack Two/Three
	Helitak	'Helitak [Number]'	Helitak 671, 672 etc.
	Air Reconnaissance	'Air Intel'	

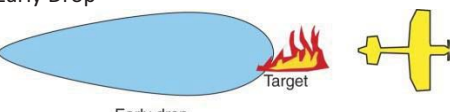
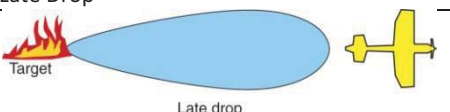
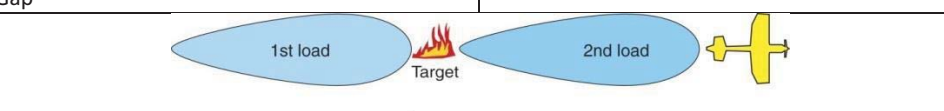
Standard Calls	5 minute inbound call	Acknowledge. Confirm strategies, hazards and use of foam
	1 minute inbound call	Acknowledge task FW/RW and confirm drop zone clear

Tasking & Terminology

Tasking

Direct Attack	Indirect Attack	Combined Attack
		
Full Drop	Restricted Drop	
		
Roll Up	Tag On	
		
Tag On and Extend	Split Load Drop	
		
Line Building	Half On-Half Off	
		

Feedback

Early Drop	Late Drop
	
Gap	
	

Terminology

Control

Anchor point	A reference point to start or end a drop
Drift	The expected or experienced lateral movement of a drop due to crosswind
Dummy Run	A simulated bombing run made on a target by the AAS to indicate the target and run to the bomber pilot
Lead-In	The Water Bomber is to follow the AAS on the final run
Drop Length	Distance covered on the ground by a single drop
Head End of Load	The most forward end of the load on the ground
Load Width	Width covered on the ground by a load
Recce	A low pass to assess target area by AAS or water bomber
Tail End	The aft end of the load on the ground

Tasking

Tag-on	Connect the tail end of the load to a given point
Roll Up	Connect the head end of the load to a given point
Parallel Drop	Place load beside and touching a specific reference
Half On – Half Off	Parallel drop with half the load covering the reference and half outside
Split Load	Part of the load is released, then the bombing door is closed, retaining part of the load
Hold	An instruction to hold the load and await further advice.
Reload and Stay	An instruction to the bomber pilot to return to base and cease further bombing operations
Reload and Wait	An instruction to the bomber pilot to return to base and wait for further instructions
Reload and Return	An instruction to the bomber pilot to return to base, reload and return to the fire

Drop Assessment

Bullseye	Indication of a drop placed exactly where required.
Early	The drop was (or is planned to be) short of the designated point
Late	The drop was (or is planned to be) beyond the designated point
Gap	A weak or missed area in a retardant line

DOCUMENT HISTORY

AUTHOR	POSITION	DATE	VERSION	DESCRIPTION of CHANGE
A.J. Hinton	OIO	Jun 11	1.0	<p>New SOP created. New sections created:</p> <ul style="list-style-type: none"> • (All) <p>Source documents:</p> <ul style="list-style-type: none"> • FESA Ground Controller Learners Manual • FESA Aviation Services internal documentation <p><i>All listed SOP/SAP, now retired.</i></p>
A. Bannister	Air Ops	May 12	2.0	<p>Radio channels and terminology updated</p> <p>Reviewed content for currency</p>
A. Bannister	Air Ops	Oct 13	2.1	<p>Terminology updated</p>



Directive 3.5 – Bushfire

SOP 3.5.5 – Use of A Class Foam at Incidents

[Download Field Guide](#)

Introduction

1. Suppressants such as A Class foam greatly enhance the penetration and insulation properties of water. Used correctly, A Class foam generates efficiencies during attack and mop-up phases by preventing re-ignition of previously suppressed fuels. Some foam concentrates pose a risk to the environment and there are restrictions imposed on their use near sensitive waterways and agricultural/horticultural areas. Further information is provided at *D3.5 – Bushfires*.

[D3.5 – Bushfires](#)

2. **Characteristics.** Operators are to note the following characteristics of suppressants.

CHARACTERISTIC	NOTES
Concentrate Compatibility	The compatibility of suppressant concentrates vary - the mixing of some concentrates can result in coagulation. The mixing of concentrates is to be avoided.
Concentrate Biological Degradation - Land	Fire suppressants biodegrade relatively quickly in soil. Complete chemical and biological degradation of fire suppressant solution (0.1-1.0%) occurs within 14-30 days. Wetting agent used by DFES is 80% biodegradable within 72 hours.
Concentrate Biological Degradation - Water	Fire suppressant poses risk to aquatic and water-based ecosystems due to the immediate dispersal and contact with aquatic fauna and flora within the biodegradation period.

Procedures

3. **Application Ratios.** Suppressant is supplied in concentrate form and must be mixed with water and aspirated for use. The general range of mix ratios is 0.1-1.0%. Lower foam concentrations deliver a more fluid, greater penetrating and less persistent suppressant. Further guidance is as follows.¹

DESIRED EFFECT	MIX RATIO (%)	DESCRIPTION	BRANCH	
			CONVENTIONAL (Non-aspirating)	FOAM (Aspirating)
Enhanced Penetration	0.1 – 0.3	FOAM SOLUTION	✓	
	0.3 – 0.5	WET FOAM	✓	✓
Fuel Insulation	0.5 – 0.7	FLUID FOAM		✓
	0.7 – 1.0	DRY FOAM		✓

¹ The information should be used as a **guide only**. Fire intensity, fuel types, fuel condition, and weather conditions such as temperature, relative humidity and wind will influence the generation/delivery method and mix ratio selected for a given fire.

4. **Requesting/Ordering.** A Class foam in support of incidents is requested in accordance with [D4.1 – Resources](#). The guidance of *D4.1 – Resources* is reproduced at Table 2.

Metro: All Hours Incident Bulk Supplies	Mercury Firesafety Foam Watch ²	Through COMCEN
	GOSNELLS BFB Station WANNEROO BFB Station ³	Through COMCEN
Country: All Hours Incident Bulk Supplies	Regional Offices at: NORTHAM BUNBURY GERALDTON ALBANY ³	Through COMCEN/RDC/ROC

5. **Environmental Considerations.** Suppressants pose environmental risk to waterways, some agricultural pursuits and some fauna. IC are to ensure Dept. Environment Regulation (DER) and the applicable water authorities are notified when suppressants/wetting agents enter a water body. Prior to authorising the use of suppressants, IC are to ensure the following environmental aspects are considered.

CONSIDERATION	NOTES
Protection of Aquatic Environments	<ul style="list-style-type: none"> All possible care is to be taken to ensure that suppressants/wetting agents do not enter water bodies (e.g. dams, lakes, swamps, rivers and creeks) Consider methods to prevent suppressant/wetting agent run-off contacting aquatic environments.
Protection of Agricultural Interests	<ul style="list-style-type: none"> Rural brigades should make every endeavour to identify all organic/certified agricultural properties within their area. IC should make every reasonable effort to alert organic/certified property owner/occupier(s) to potential issues that may arise as a result of contamination from fire suppressants/wetting agents Consider methods and instructions to prevent suppressant/wetting agent application and run-off contacting produce, certified organic produce and certified properties
Protection of Domestic Water Supplies	<ul style="list-style-type: none"> Domestic water storages contaminated with suppressants/wetting agents are to be flushed before re-use.

6. **Clean-Up.** All firefighting appliances and equipment used with foam production are to be flushed thoroughly with clean water after use.

² Foamwatch delivers in palletised 640-1000 litre orders through the following bulk supply options:

- 32/20 litre drums
- 4/200 litre drums
- 1/1000 litre bulki bin

³ 2 pallets of A Class foam at each location. 2 pallets = 64 x 20 ltr drums.

7. **Safety.** Safety considerations and guidance for operators using A Class foam concentrate and suppressants are as follow.

CONSIDERATION	NOTES
MSDS Guidance	All personnel are to adhere to the manufacturers guidance as detailed on the product MSDS
Prevention of Personal Contamination	<ul style="list-style-type: none"> • Avoid Inhalation of Foam Vapours. Decant foam concentrate in well-ventilated areas. • Avoid Ingestion of Foam Concentrate. Foam concentrate, and to a lesser degree foam solution, can be harmful. If ingestion occurs, seek IMMEDIATE medical attention. • Wear Level 1 PPE, gloves and goggles where the risk of contamination exists (e.g. decanting) • Wipe up any spilt concentrate
Personal Decontamination	<p>In the event of personnel coming into contact with foam concentrate:</p> <ul style="list-style-type: none"> • Eyes or Skin. Immediately flush with clean water and seek medical assistance if required. • Soaked Clothing. Remove and flush with copious amounts of water as soon as possible. • If any side effects occur from exposure to the foam concentrates (i.e. dry red itchy skin) seek medical advice
Disposal	Dispose of all used foam containers in an environmentally responsible manner.

DOCUMENT HISTORY

AUTHOR	POSITION	VERSION	DATE	DESCRIPTION of CHANGE
A.J. Hinton	OIO	1.0	Mar 10	New SOP created. New sections created: <ul style="list-style-type: none"> • Requesting/Ordering Source documents: SOP 67 – Use of Fire Suppressants or Wetting Agents at Incidents <i>All listed SOP/SAP, now retired.</i>
D. Childs	Doctrine	1.1	Sep 12	Content reviewed for currency – no changes
K. Stanford	Doctrine	1.2	Jan 14	Update formatting and general review

Introduction

1. The dispersed nature of bushfire fighting operations involves inherent risk through lack of immediate control and intermittent communications. The creation of Task Forces (TF) and/or Strike Teams (ST) greatly mitigates these risks by standardising the work group and clearly identifying the command hierarchy. These characteristics allow TF/ST to be collectively tasked and underwrite their suitability to defensive operations at the Rural/Urban Interface (RUI). This SOP outlines the tasking and control requirements of TF/ST employed on RUI defensive tasks. Further information is provided at *D3.5 – Bushfires*.

[D3.5 – Bushfires](#)

2. **Definitions.** The AIIMS 4 definition of a Task Force describes a combination of resources assembled for a specific purpose. Task Forces must have a leader and a common communications system. Task Forces are established to meet tactical needs and may incorporate a mixture of different resource types and different DFES services and/or agencies. Technically the term Task Force describes the majority of applications used in DFES operations however alternate terms such as Strike Team may be used. AIIMS 4 describes a Strike Team as a group of a set number of like resources and an established minimum number of personnel. Strike Teams must have a leader and a common communications system. Operations at the Rural Urban Interface may be applicable to both groups according to task and resources available.

3. **Purpose.** The employment of Task Forces and/or Strike Teams during firefighting operations at the RUI provides strategic flexibility to achieve incident control objectives. A TF/ST of personnel and resources with external structural defence capability should be pre-positioned according to requirements, and/or stationed at the staging area for rapid response to developing situations. TF/ST may also provide individual or combined specialised tasking requirements such as structural triage, rapid damage assessment, evacuation, back-burning, water supply, etc. All TF/ST employed at an incident are the responsibility of the Incident Controller and must therefore follow the agreed chain of command reporting protocol.

Principles/Planning Factors

4. **Task Force/Strike Team Planning.** TF/ST are to be tasked in accordance with the following planning principles.

PRINCIPLE	NOTES
Minimum Capability	<ul style="list-style-type: none"> • Command – (1) TF/ST Leader with independent mobility • External attack capability • BA capable appliance (where available) • Water supply
Objective	A clear objective/aim is to be identified for their task. An understanding of the aim will underwrite all Immediate Street Assessment decisions.
Task to Capability	TF/ST are not to be given tasks beyond the capacity of their individual parts

Information	<ul style="list-style-type: none"> TF/ST Leaders are to be provided mapping suitable to the complexity of their task. Where available, TF/ST Leaders are to be provided with mapped details of previously undertaken <i>Street Triage</i> (see SOP 3.5.6 – Structural Triage) TF/ST are to be provided with all known predictions of fire behaviour for each anticipated work location
Boundaries	Each TF/ST Leader is to be provided with an Area of Responsibility (AoR) with clearly defined and mutually understood boundaries
Communications	TF/ST are to be provided with clear communications plans including the timing of SITREP
Logistics	<ul style="list-style-type: none"> TF/ST are to remain logistically supported by the tasking IMT Water Supplies - Mobile water tankers must be staged in support of TF/ST operations
Exit Strategy	TF/ST Leaders are to be given clear parameters by the controlling IMT as to when their task would be deemed untenable and they are expected to withdraw their crews.

Procedures

5. **Duties of the Task Force/Strike Team Leader.** The size and complexity of an incident will determine the Operations Structure put into place according to the needs of the incident. The TF/ST Leader is the critical link between the tasked group and the Incident Management Team (IMT) via the established Incident Management Structure, typically a Sector Commander, Divisional Commander, Operations Officer etc. It is incumbent upon TF/ST Leaders to ensure the safety of their crews, the feasibility of their task and to continually update the IMT on the progress of the task. Specific duties of the TF/ST Leader are as follows.

DUTY	NOTES
Command	Command assigned crews during all phases of the task: <ul style="list-style-type: none"> The deployment convoy The task The re-deployment convoy (or withdrawal)
Planning	Upon arrival within sector undertake an <i>Immediate Street Assessment</i> (irrespective of whether details of a previously undertaken Street Triage have been provided) Note. Additional guidance for is provided at SOP 3.5.8 - Immediate Street Assessments
Tasking	Task crews in accordance with the Immediate Street Assessment. Provide each crew with the following minimum information: <ul style="list-style-type: none"> Latest known fire behaviour and predictions Task (Allocated structure requiring protection) Aim of defensive task (e.g. protect from destruction, deny as fuel source) Water point/reticulation details Communications plan Criteria for abandoning task Withdrawal route and rendezvous
Report	Maintain ongoing exchange of information with supervisor by providing scheduled reports on work progress, resource status, and reporting any significant changes or emerging risks.
Safety	<ul style="list-style-type: none"> Only task crews on feasible tasks that achieve, or contribute to achieving, the objective Maintain communications with each element of the TF/ST Direct withdrawal if deemed necessary Continually update crews on fire behaviour/wind changes

6. **Deploying the Task Force.** In deploying their crews, TF/ST Leaders are to consider the following planning factors.

FACTOR	NOTES
Immediate Street Assessment	Upon arrival, undertake an <i>Immediate Street Assessment</i> and understand the achievable tasks. Prioritise in accordance with this assessment
Tasking Unit	The basic tasking unit is to be no less than a formed crew with firefighting appliance
Task to Capacity	Task the TF/ST to the capability of the crews provided. Do not give single crews multiple tasks to be achieved simultaneously – this will only dilute effect.
Maintain a Reserve	If possible, maintain an appliance un-tasked and in reserve. A reserve will permit flexibility in the face of unexpected fire behaviour and the ability to reinforce both successful and unsuccessful effort. Reserve appliances may be used to patrol areas after TF/ST have moved on from an area of operation, or may be stationed in the staging area ready for deployment.
Water Supplies	Crews will utilise reticulated water supplies or tank water initially. Mobile water supplies (tankers) should be located in support of crews as soon as practical. Tankers should be located in a safe position and all crews be kept informed of the location.

7. **Duties of the Crew Leader.** The Crew Leader must be prepared to control operations physically independent of the TF/ST Leader. As such, Crew Leaders must undertake similar duties to the TF/ST Leader, but at a lower level. Duties are described as follows.

DUTY	NOTES
Command	<ul style="list-style-type: none"> Remain in control of crew members during all phases of the task Assist TF/ST leader to coordinate crews to achieve overall TF/ST objective.
Planning	<ul style="list-style-type: none"> Upon arrival assess the feasibility of the task (information quickly dates in the face of extreme fire behaviour) Deploy allocated resources in accordance with SOP 3.5.9 – Structural Defence at the RUI, modified to suit local conditions and requirements.
Tasking	<p>Upon arrival assess the task. Provide each crew member with the following minimum information:</p> <ul style="list-style-type: none"> Their task, the purpose of their task and the expected fire behaviour/approach direction Water conservation plan Crew rendezvous point Withdrawal plan and planned signals to withdraw Communications plan
Report	Maintain communications with the TF/ST Leader and update progress regularly
Safety	<ul style="list-style-type: none"> Plan and brief all crew members (as a group) on the actions to be taken if required to abandon the task Maintain regular personal contact with each crew member Plan the criteria to abandon the task Direct withdrawal if required – crews should withdraw 200 metres into the urban landscape away from the bushfire.

DOCUMENT HISTORY

AUTHOR	POSITION	VERSION	DATE	DESCRIPTION of CHANGE
A.J. Hinton	OIO	1.0	Jul 10	New SOP created. New sections created: <ul style="list-style-type: none"> • (All) Source documents: <ul style="list-style-type: none"> • Determining Structural Triage (Arnol) • Triage for Fireground (Arnol) • Rural Urban Interface Firefighting Techniques (Arnol) <i>All listed SOP/SAP, now retired.</i>
D.Childs	Doctrine	1.1	Sep 12	Content reviewed for currency- no change.
S. Bignell	Doctrine	1.2	Nov 13	Change Strike Team to include Task Force in accordance with AIIMS definitions.
K. Stanford	Doctrine	1.3	Nov 13	Addition of paragraph 3 to clarify purpose.

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Introduction

1. Structural defence tasks at the Rural/Urban Interface (RUI) will ideally be guided by a previously undertaken *Structural Triage* which will provide clear direction as to which structures are deemed defensible and which are deemed high risk. If this is not the case, Task Force (TF) Leaders/Crew Leaders tasked with the protection of groups of structures at the RUI will be required to undertake *Immediate Street Assessments* to decide what structures are lost and what structures are saveable - and commit their resources accordingly. This SOP provides guidance upon which to base the analysis and decision-making required of *Immediate Street Assessments*. Further information is provided at *D3.5 – Bushfires*.

[D3.5 – Bushfires](#)

Procedures

2. **Structural Survivability Ratings.** Structures are to be rated as to the likelihood of their survivability in accordance with the following ratings. Survivability ratings are designed to guide the prioritisation of resource commitment¹.






RATING	DEFINITION	PRIORITY
Saveable	Resources will be committed to extinguish existing fires within this structure and further defend it.	1
Marginal	The level of structural fire involvement is probably beyond the capacity of the TF. <i>Resources will only be committed to extinguish existing fires within this structure and further defend it, if they are available.</i>	2
Lost	No attempt to extinguish this structure will be attempted other than to reduce its capacity to act as a fuel source that will further spread the fire.	3

3. **Assessment Variables.** Structural survivability must be assessed with clear regard for local conditions. The most significant variables are as follow:

VARIABLE	NOTES
Local Wind Conditions	Wind speed and direction will dictate which structures are immediately under threat, and which structures are next under threat. Threat assessment will influence the prioritisation of all defensive task decisions.
Fire Danger Rating	FDR >Extreme will greatly accelerate all fire activity thereby reducing the likely survivability of all involved structures. Prioritisation may switch to all un-involved structures.
Involvement of Residents	Assistance provided by residents is a combat multiplier. Where residents have chosen to stay and protect their properties, the committal of resources to otherwise marginal structures may be deemed worthwhile.

¹ A structure rated 'Lost' may have resources committed to its defence if resources are available due to other structures not rating a higher priority.

4. **Assessing Structural Survivability.** If a street is already involved in fire there may be structures fully involved, partially involved, internally involved and as yet untouched. The following information is provided to guide TF/Crew Leaders in the prioritisation of resource committal to structural defence tasks where they are faced with multiple residences being ignited by embers from a bushfire.

LEVEL OF INVOLVEMENT		SURVIVABILITY RATING - PRIORITY	NOTES
No Fire Involvement		SAVEABLE – (Priority will depend upon whether the structure is currently under threat)	These structures are deemed as being safe. Resources will be committed if/when the property is under threat.
External Roof Involvement (Fire is surface-based and has not entered the roof space)		SAVEABLE – PRIORITY 1	These structures are deemed as being able to be saved and protected. Resources will be committed immediately.
Full Roof Involvement (Fire has entered the roof space)		MARGINAL – PRIORITY 2	Firefighters will experience significant difficulty in saving these structures and resources will only be committed after more sound options are defended.
Internal Involvement		LOST – PRIORITY 3	Fires within structures are most likely to quickly escalate beyond the opportunity to save and protect them. Resources will only be committed if the structure poses a threat to further spread of the fire or if there are no other structures requiring attention. ²
Fully Involved		LOST – PRIORITY 3	These structures are deemed as having passed beyond the opportunity to save and protect. Resources will only be committed if the structure poses a threat to further spread of the fire or if there are no other structures requiring attention.

² In all likelihood the intense fire conditions and high winds occurring at FDR >Severe will quickly escalate even a single room involvement. This is particularly the case where windows are broken.

5. **Abandoning Defensive Operations.** There are no simple rules regarding a decision to abandon structure protection efforts. The following factors are provided as indicators of increasing risk.

Fire Behaviour	<ul style="list-style-type: none"> • The fire is making a continuous run in standing vegetation and the structure is less than two flame lengths from those fuels. • Spot fires are igniting around the structure faster than they can be extinguished
Water Supply	The water supply is insufficient to continue fire fighting.
Escape Route	If you remain at the structure your escape route could be lost
Structural Involvement	<ul style="list-style-type: none"> • Smoke is coming out from under the eaves • Interior rooms are involved and windows are broken, it is windy and other structures are threatened and involved

DOCUMENT HISTORY

AUTHOR	POSITION	VERSION	DATE	DESCRIPTION of CHANGE
A.J. Hinton	OIO	1.0	Jul 10	<p>New SOP created. New sections created:</p> <ul style="list-style-type: none"> • (All) <p>Source documents:</p> <ul style="list-style-type: none"> • Determining Structural Triage (Arnol) • Triage for Fireground (Arnol) • Rural Urban Interface Firefighting Techniques (Arnol) <p><i>All listed SOP/SAP, now retired.</i></p>
D. Childs	Doctrine	1.1	Sep 12	Content reviewed for currency – no change
S. Bignell	Doctrine	1.2	Nov 13	Change Strike Team to Task Force as per AIIMS definitions

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Introduction

1. Crews involved in structural defensive tasks at the Rural Urban Interface (RUI) must be able to quickly deploy into standard defensive postures. Standard drills allow common understanding and expectations between Task Force/ Strike Team (TF/ST) Leaders and crews when tasks to protect particular structures are given under pressure situations – time cannot be wasted directing how each particular structure is to be defended. This SOP describes the standard structural defensive drill to be employed by crews protecting property at the RUI. Further information is provided at *D3.5 – Bushfires*.

[Directive 3.5 – Bushfires](#)

Procedures

2. **General.** The principles of any structural defensive drill are as follows.

PRINCIPLE	NOTES
Appliance Positioning	Appliance is to be reversed into the lee side of the structure – engine running, doors/windows/lockers closed, and beacons on. If driveway is short, park on the street not blocking traffic.
Mutually Supporting Defensive Posture	Two lines split each side of the structure, orientated so they can mutually support
Suppression of Approach Fuels	Personnel must be positioned sufficiently forward of the structure to be able to deny the approach of the fire. The positioning of personnel is totally reliant upon the available <i>defendable space</i> and local fire behaviour.
Protected Withdrawal Route	For personnel and appliance
Mop-Up & Move On	Prioritise mop-up actions after the fire front has passed before rapidly deploying to the next <i>at risk</i> structure

3. **Structural Defence Drill.** The structural defence drill is to result in the crew deployed as depicted in Figures 1 and 2.

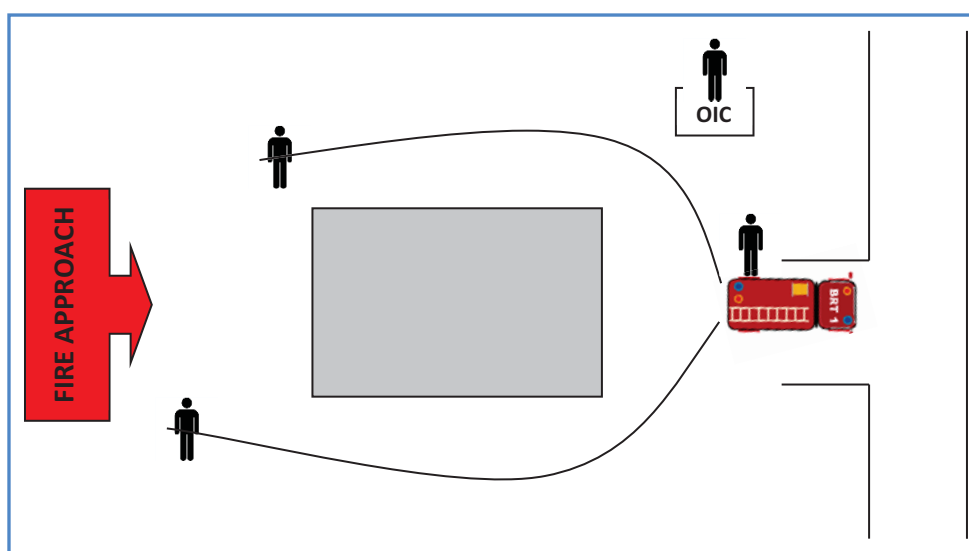


Figure 1 – Basic Structural Defence Drill



Figure 2 – Basic Defence Drill Adapted to Local Conditions¹

4. **Phases of Structural Defence.** External structural defence occurs through five (5) phases:

1. Immediate Street Assessment & Tasking
2. Preparation & Layout
3. Fighting the Fire front
4. Mop-Up
5. Redeployment

5. **Immediate Street Assessment & Tasking.** Upon arrival within their sector, TF/ST Leaders are required to undertake an Immediate Street Assessment in accordance with [SOP 3.5.8 - Immediate Street Assessment](#). The result of this assessment should be a prioritised task list. Crews are to be tasked in the standard SMEAC-S format.

¹ Variations. Single crews can be used to protect two structures that are within 15 m of each other. Two LT can be used on a single task to protect the same structure

6. **Preparation & Layout.** Crew Leaders are required to conduct a size-up of their defensive task and apply the basic defensive drill. A basic sequence for applying the defensive drill is as follows.

STEP	NOTES
Position the Appliance	<ul style="list-style-type: none"> • Fire appliances should be backed in and located near the structure on the lee side (this may not be in the driveway). In this position appliances are shielded from the heat of any approaching fire and the lengths of hose layouts are minimised. • Appliances are to be left running, beacons on with all doors, windows and lockers closed from ember attack. • If the drive way is short, park on the street (ensuring traffic is not blocked). • Do not park under power lines, in flammable vegetation, near sources of intense heat (eg. outbuildings) or LPG cylinders.
Hose Layout	<ul style="list-style-type: none"> • Assess the direction of the approaching fire front and deploy hose lines to provide mutually supporting coverage in that direction. • Deploy a minimum of two 38mm lines taken around opposite sides of the structure. (If a rapid withdrawal is necessary, 38mm hose can be immediately disconnected and left behind.) • All hoses should be charged, flow confirmed and protected against potential sources of damage.
Prepare the Defendable Space	<ul style="list-style-type: none"> • Survey the immediate area for hazards to firefighting operations (eg. trip and fall obstacles that may not be observed in smoke) • Clear or remove primary fuel sources (scrub, shrubs, overhanging branches) • Move secondary fuel sources (outdoor furniture, LPG cylinders, wood piles) • Clear fine fuels from specific points of entry (doorways, flyscreens, gutters/eaves) • Consider creating a firebreak • Remove vehicles from the fires path • Consider animals as a potential hazard - either release or confine them
Prepare the Structure	<ul style="list-style-type: none"> • Check electricity status (DO NOT turn power off to pumps) • Check gas is turned OFF • Close window drapes • Turn fans, coolers, and air conditioners off • Close all external doors (doors should remain unlocked to allow quick access to refuge)

7. **Fighting the Fire front.** Water may be a finite resource and a clearly prioritised plan to combat the fire front will ensure water is not wasted or used on wasted effort. Guidance is provided as follows.

Dealing with Spot Fires	Ember attack will precede any significant bushfire and will cause spot fires across a broad area all around the structure. Crew leaders should pre-define a 'spotting-zone' which all members understand is to be kept free of fire as a priority. The spotting-zone should be the area identified as most critical to the successful denial of the fires approach.
Use of Water	Generally, wetting down is a waste of water. Under severe fire conditions most of it will quickly evaporate. Clearly prioritise the use of water to maintaining the <i>defendable space</i> : <ul style="list-style-type: none"> • Target spot fires • Knock down the encroaching fire front • Prevent access to vertical fuels and tree crowns • Prevent access to noted heavy fuel sources • Extinguish ignitions on the structure immediately (avoid glass)
Fighting the Fire	In light fuels the fire front may pass very quickly, often in minutes, however, in thick bushfires with trees it may take 10 -15 minutes to pass. As the heat peaks crews may have to seek refuge behind the structure or inside it. Options for handling the fire itself are as follow: <ol style="list-style-type: none"> 1. Control or Stop the Bushfire Short of the Structure. When fires are burning in low, light fuels and not driven too hard by wind and/or slope it may be possible to utilise the reduced fuel loads in a well prepared defendable space to directly suppress the flame front. 2. Partial Control or Modification of the Bushfire as it Moves Past. Most fast-moving bushfires will be far too intense to be stopped entirely by a single crew. However, through the prioritisation of effort, a fire can be shaped each side of the structure (consider wearing BA). After the fire front has passed effort should return to the remaining fire and the structure. 3. Allow the Fire Front to Move Through Uncontrolled. On days of >Severe FDR there is little that will abate the progress of a bushfire in heavy fuels. Such conditions demand the preservation of the crew's safety by the first priority. Crews should seek refuge in the appliance on the lee side of the structure and take whatever actions are required to preserve their lives and the appliance. After the fire front passes the structure will most likely be alight but the fire will not be extensive or deep seated. All efforts should be directed to the extinguishment of surrounding vegetation and ignition points on the structure (including any discovered as the result of an internal investigation).

8. **Mop-Up.** Efforts to mop-up should be thorough without being meticulous. The goals are to target all free-burning vegetation within the defendable space and ensure all ignition points are extinguished so that the structure can be left behind with reasonable confidence it will not re-ignite. Handing over the property to residents (even one resident carrying a watching brief over 5-6 properties) is by far the preferred option.

9. **Redeployment.** In defensive mode the role of firefighting crews is to control fires - not necessarily to completely extinguish everything in sight. Firefighters must be prepared to move on quickly and leave residents to extinguish any small fires that remain. Homes are the priority not outbuildings or fences and delayed departure will place the next residence requiring defending at risk.

10. **Emergency Withdrawal.** Safety at bushfires is maximised through adherence to the safety planning advised by LACES. Crew leaders must maintain communications, remain situationally aware and continually update their withdrawal plans. If ordered to withdraw crews should undertake the following actions:

- Abandon all hose lines (disconnect and retain branches)
- Move to the appliance and account for the crew
- Withdraw in the appliance by the planned route to the planned TF/ST rendezvous or safety zone
- Advise the TF/ST Leader of each action as it is undertaken by radio

DOCUMENT HISTORY

AUTHOR	POSN	VERSION	DATE	DESCRIPTION of CHANGE
A.J. Hinton	OIO	1.0	Jul 10	<p><i>New SOP created. New sections created:</i></p> <ul style="list-style-type: none"> <i>(All)</i> <p>Source documents:</p> <ul style="list-style-type: none"> <i>Determining Structural Triage (Arnol)</i> <i>Triage for Fireground (Arnol)</i> <i>Rural Urban Interface Firefighting Techniques (Arnol)</i> <p>All listed SOP/SAP, now retired.</p>
G. Civil	OIO	1.1		Repair hyperlink and add version to document control
J Calabrese	Doctrine	1.2	May 12	<p>Re-format to current doctrine format</p> <p>No new information added</p>
D. Childs	Doctrine	1.2	Sep 12	Content reviewed for currency – no change
S. Bignell	Doctrine	1.3	Nov 13	Changed Strike Team to task Force as per AIIMS definitions



Directive 3.5 - Bushfire

SOP 3.5.10 - Crew Safety at Bushfires

[Download Field Guide](#)

Introduction

1. The responsibility for safety at work commences with the individual. The following procedures are designed to minimise the inherent risks associated with operational firefighting. Whilst LACES is designed to prompt safe planning of bushfire workplaces for team leaders and individuals alike, the following procedures are aimed at developing broad safety routines that support both LACES and organisational OHS objectives. Further information (including LACES detail) is provided at *D3.5 – Bushfires*.

[D3.5 – Bushfires](#)

Procedures

2. **Crew Safe Working Practices.** The following work practices are designed to minimise risk to firefighters at bushfires.

PRACTICE	NOTES
Personal Safety	<ul style="list-style-type: none">• Understand your task• Maintain visual or electronic communications• Always adhere to PPE standards• Work from an anchor point – where practical work from burnt or clear ground - at a minimum do not work too far from such safe ground• Identify an escape route• Withdraw if you feel threatened• Avoid burnt out trees as branches or the tree may fall under high wind conditions or seemingly benign circumstances
Protective Water Supply	<ul style="list-style-type: none">• Ensure that the appliance maintains a 25% minimum reserve of water for crew and vehicle protection.
Safe Driving	<ul style="list-style-type: none">• Observe safe driving practices - drive cautiously when driving in smoke or rough terrain• Activate beacons and headlights on the fireground• Do not park appliances where they may obstruct or limit access to escape routes• Do not take trailers off-road. Vehicles with trailers have limited manoeuvrability and limit access and manoeuvre for other appliances• At least one crew member must remain with the appliance at all times.• Park appliances on burnt or clear ground facing the escape route
Aerial Suppression	<ul style="list-style-type: none">• Clear the drop zone where water bombing is being undertaken. If this is not possible, take precautions as per item 31 in the Operations Checklist booklet.
Report Near-Misses	<ul style="list-style-type: none">• All near miss accidents are to be reported

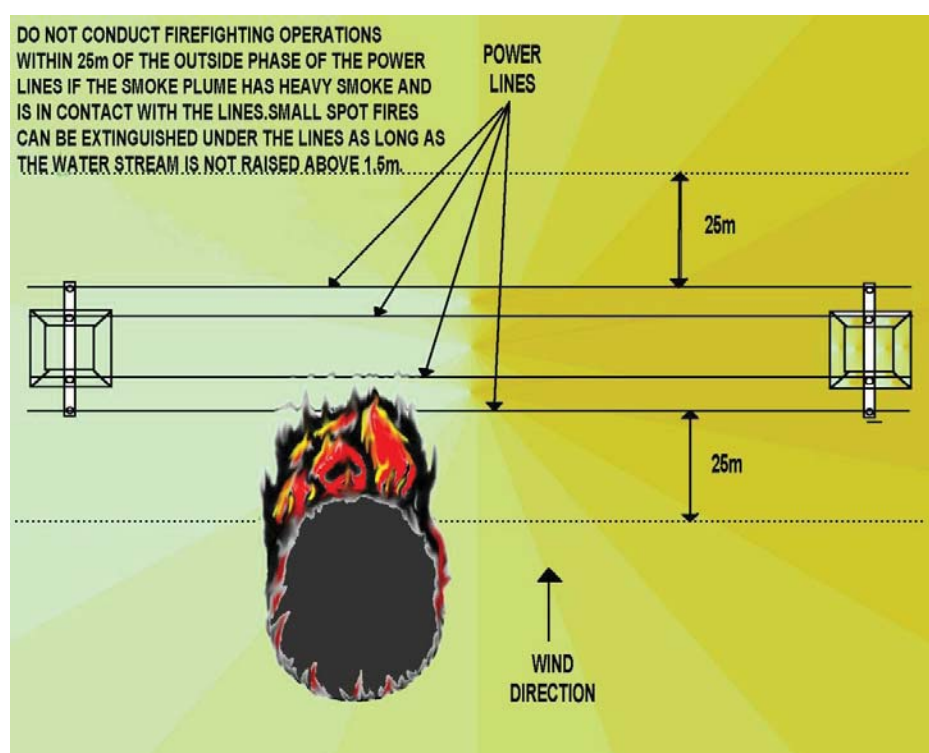
3. **Crew Leader Task Safety Check.** Crew leaders are charged with the safety of their crews. Before commencing a task, crew leaders are to undertake the following safety check.

ITEM	NOTES
Task Understood	<ul style="list-style-type: none"> Obtain a briefing at the control point before being allocated a sector and undertaking firefighting operations - if unsure, ask.
PPE	<ul style="list-style-type: none"> Ensure all crew members are wearing the correct PPE
Communications	<ul style="list-style-type: none"> Ensure communications are established with the Sector Commander, Divisional Commander, Incident Management Team.
Recall Signal	<ul style="list-style-type: none"> Ensure all crews are aware of the agreed emergency warning signal (eg. Three short blasts with the horn or siren)
Protective Water Supply	<ul style="list-style-type: none"> Ensure that the appliance maintains a 25% minimum reserve of water for crew and vehicle protection.
Anchor point	<ul style="list-style-type: none"> Identify an anchor point (a secure point from which to start the construction of a fireline). A secure anchor point will minimise the chance of being out flanked by the fire while the line is being constructed).
Escape Routes	<ul style="list-style-type: none"> Escape routes should be marked on the sector map. If there are none marked on the sector map, reverse down the fire line to identify if there is room to turn around in the event of an emergency.
Safe Work Practices	<ul style="list-style-type: none"> Avoid driving into dense smoke where visibility is reduced. Avoid parking in areas at risk from direct impact of flames or radiant heat. Remain alert at all times to the location of the fire - if unsure, ask. Be aware of the potential for the fire to generate its own local conditions in addition to the prevailing weather conditions.

4. Special Risks

Firefighting Operations in close proximity to high voltage power lines poses a significant risk to crews. In order to provide a safe working environment the following measures should be observed.

ITEM	NOTES
Notification of Power Authority	<ul style="list-style-type: none"> Assume all lines are energised. Contact the Power Authority and inform them of the threat to the Power Lines
Safe Working Distances	<ul style="list-style-type: none"> Do not fight the fire within 25m of the power line zone (fig 1) If the smoke plume impinges on the power lines do not direct a water stream inside the zone Water streams of no more than 1.5m in height can be directed inside the zone provided the smoke is not impinging on the power lines
Vehicle Clearance	<ul style="list-style-type: none"> When moving a vehicle under power lines, always pass under wires more than 25m away from the fire or smoke plume.



DOCUMENT HISTORY

AUTHOR	POSITION	VERSION	DATE	DESCRIPTION of CHANGE
A.J. Hinton	OIO	1.0	Jan 11	New SOP created. New sections created: <ul style="list-style-type: none"> (All) Source documents: SOP <i>All listed SOP/SAP, now retired.</i>
K. Lusk	OIO	1.1	Aug 11	New Section Created <ul style="list-style-type: none"> Section 4 – Special Risks
D. Childs	Doctrine	1.1	Sep 12	Content reviewed for currency – no change
K. Stanford	Doctrine	1.2	Jan 14	Update formatting and general review



Directive 3.5 – Bushfire

SOP 3.5.11 – Entrapment at Bushfire

[Download Field Guide](#)

Introduction

1. The following procedure is designed to ensure the safety of firefighters entrapped by an encroaching bushfire and subject to a likely burnover of their appliance. Further information is provided at *D3.5 – Bushfires*. [D3.5 – Bushfires](#)

Procedures

2. **Prevention.** Prevention of entrapment situations is supported through the following:

PROCEDURE	NOTES
Maintain Situational Awareness	<ul style="list-style-type: none">• Ensure crews are initially briefed on the task and risks• Ensure crews remain aware of the current and forecast situation
Maintain Sound Work Practices	<ul style="list-style-type: none">• Maintain the minimum 25% water reserves on appliances for personal protection• Undertake suppression tasks with due reference to LACES:<ul style="list-style-type: none">– L Lookout. Seek positions of observation and regularly patrol– A Awareness. Maintain situational awareness and act decisively– C Communications. Brief to a known and well understood emergency warning/recall signal. Update regularly.– E Escape Routes. Constantly re-assess potential escape routes during tasking– S Safety Zone. Work from a known anchor point• Ensure all crew understand the concept of the 'dead man zone'.

3. **Burnover Procedure.** Appliance based bushfire entrapment procedure is as follows.

PROCEDURE	NOTES
Notify Commanders of Emergency Situation	<ul style="list-style-type: none">• Transmit Emergency Message (as per SOP 3.2.4 – Incident Communications).• Activate beacons/emergency warning devices and siren.• Notify Sector Commander/IMT of the location and the situation.• Request aerial assistance (water bombers/helitaks) if available.
Cease Operations	<ul style="list-style-type: none">• Branch operators are to close down all branches and place them on the ground. All crews are to return to the vehicle.• Close down and remove the delivery lines at the pump (except for personal protection lines).
Prepare and Protect the Appliance	<ul style="list-style-type: none">• Park appliance on a burnt/cleared area in a position that affords as much protection as possible for the crew (e.g. rear of the appliance facing the fire front).• Leave the pump running at a speed that allows the protective sprays to operate.• Charge any personal lines if seated in the crew protection area on the rear of the appliance and test the flow.• Close all doors, windows and air vents and leave the engine running on fast idle.• Turn on beacons and headlights.
Prepare Crew	<ul style="list-style-type: none">• Conduct a head count to ensure all the crew are present and mount the appliance.• Take cover in the cabin or crew protection area.• Crew are to crouch below window level.• Dress in full PPE and cover crew with blankets/protection.• Drink water to minimise the risk of dehydration• STAY INSIDE THE VEHICLE

Protect Crew	<ul style="list-style-type: none"> On imminent fire contact, operate personal protection lines with a fog pattern at each end of the crew protection area. (Ensure the fog pattern envelops the crew protection area, cab and protects the pump from burnover temperatures which may exceed the stall temperature of the pump motor.) Wait for the fire front to pass. Immediately after the fire front has passed, account for all the crew and check the vehicle for damage. Note: Do not hose down crew members with water prior to the fire front passing as the conduction of heat through the clothing may induce steam burns.
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4. What to Expect.

Cabin Internal Temperature Rise	As the fire front approaches, the intensity of the heat will increase along with the amount of smoke and embers. Radiated heat will transfer directly to inside the cabin.
Cabin Infiltrated by Smoke	<ul style="list-style-type: none"> Smoke gradually gets inside the vehicle and fumes will be released from the interior of the appliance. Stay as close to the floor as possible to minimize smoke inhalation. Cover mouth with a moist cloth.
Appliance External fittings Catch Alight	Tyres and external plastic body parts may catch alight. In more extreme cases the vehicle interior may catch on fire.
Fuel Tanks	Fuel tanks are very unlikely to explode. Fuel jerries and drip torches not fitted with anti-explosive mesh may however be at risk.

5. After the Fire Front Has Passed.

Observe the Fire	Stay in the vehicle until the fire front has passed and the temperature has dropped outside.
Exit the Vehicle	<ul style="list-style-type: none"> Once the fire front has passed and the temperature has dropped cautiously exit the vehicle. (Be careful - internal parts will be extremely hot.) Take portable radios (VHF and UHF). Take first aid kits and oxy-viva.
Move to a Safe Refuge	Move to a safe area (e.g. a strip of land that has already burnt).
Check Health of Crew	Stay covered in PPE and blankets, continue to drink water and await assistance.
Re-Establish Communications	Send a SITREP to the Sector Commander/Ops Officer.

DOCUMENT HISTORY

AUTHOR	POSITION	VERSION	DATE	DESCRIPTION of CHANGE
A.J. Hinton	OIO	1.0	Apr 10	New SOP created. New sections created: <ul style="list-style-type: none"> (All) Source documents: SOP 62 – Appliance and Crew Protection at Wildfires <i>All listed SOP/SAP, now retired.</i>
G. Civil	OIO	1.1	Mar 12	Repair hyperlinks and add version to doc control
D. Childs	Doctrine	1.1	Sep 12	Content reviewed for currency – no change
K. Stanford	Doctrine	1.2	Jan 14	Update formatting and general review
K. Stanford	Doctrine	1.3	Jan 14	Procedure change (section 3) to transmit emergency message as a priority prior to activating sirens to prevent interference of back ground noise.



Directive 3.5 – Bushfire

SOP 3.5.12 – Tree Removal at Bushfires

[Download Field Guide](#)

Introduction

1. Trees may be deemed a hazard to firefighting operations due to posing a risk to life under the following circumstances.

Danger to life	<ul style="list-style-type: none">Emergency service personnel/community/public/access (property and roads)
Danger to life/property	<ul style="list-style-type: none">Spotting leading to fire spread<ul style="list-style-type: none">Located within 100m of blacked out firelineTree remains burning after all avenues of extinguishment have been explored/attemptedRisk to assets within tree fall zone

Crew leaders are to identify and report unsafe trees in order to minimise the risk of harm to their crew members. The following procedure is designed to ensure the safe identification, inspection, and if necessary, removal of unsafe trees at bushfires. Further information is provided at *D3.5 – Bushfires*.

[D3.5 – Bushfires](#)

Procedures

2. **Identification and Reporting.** Where the integrity of a tree at a bushfire is suspect, the following identification and reporting is to occur.

PROCEDURE	NOTES
Mark the Tree as a Hazard	<ul style="list-style-type: none">In accordance with marking methods below
Isolate the Hazard	<ul style="list-style-type: none">Cordon-off any tracks, roads or areas that may be put at risk
Report	<ul style="list-style-type: none">Inform the Sector Commander (SC) who is to inform the Ops OfficerThe SC is to request support from qualified tree fellers where trees need to be felled¹Record all saves and trees felled for future evidence and contentious issues²
Identify Location for Later Reference	<ul style="list-style-type: none">Mark the nearest point on the track to identify its proximityMap reference and if possible GPS plotting to identify the location of the tree
Alert	<ul style="list-style-type: none">SC are responsible to alert all personnel of all risks within their sectorSC must in-brief relief crews and provide updates both periodically and as they occur

3. **Marking.** Trees suspected of being at risk of falling, or dropping limbs are to be colour-coded using demarcation tape (day) or cyalume sticks (night/low visibility) as follows.

¹ Intermediate fellers are required to deal with 'round and sound-green trees'. Advanced fellers are required to deal with 'bent and burning/unstable trees'.

² When USAR team members are engaged as tree fellers they will record details through GPS and photographic evidence.

COLOUR ³	DESCRIPTION
RED/PINK	Tree is suspect
BLUE	Tree should be extinguished
YELLOW	Tree should be felled ⁴

4. **Minimum Safe Deployable Crew.** DFES Chainsaw Operators (USAR Tree Felling Teams) are to be deployed, as a minimum, in teams of two – one operator is to be qualified to Advanced Feller status. Teams are to be deployed with communications, recording (GPS), assessment (TIC) and felling equipment unless prior arrangement has been made for the IC/IMT to provide such equipment.

5. **Response.** IC is to request *Tree Felling Teams* through the COMCEN. The SCC is to notify the Rescue Manager/USAR Officer who after consultation with the SOA will coordinate the response.

Note: For safety reasons chainsaw operations will only be available during daylight hours.

6. **Reporting and Tasking of Tree Felling Teams.** Tree felling teams are to report through the Control Point/ICV to the IC/IMT, be briefed on the situation and known tasks, and be allocated to a Sector Commander (SC) within the operational structure. Tree felling teams will often require fire fighting crew support in order to cool tree barrels prior to cutting.

7. **Hazard Assessment.** Trees identified as hazards by crews/SC are only to be approved for felling and/or removal by qualified *Advanced Tree Fellers* from DPaW, DFES or other recognised agencies. The use of unqualified operators to fell trees at bushfires **is not to occur**. Tree Fellers will in the first instance attempt to save all trees where possible and are trained to “sound” the tree to assess its viability. They save far more trees than they fell and have an extremely strong environmental ethos and training. All decisions are to be reported to the IC through the SC.

8. **Safety Warnings.** Communications and liaison with all crews in the area are to be maintained throughout felling operations. Safety whistles and horns are to be sounded prior to and after felling operations.

9. **Recording and Reporting Tree Removal.** The following records are to be made of tree removal:

- **USAR Tree Felling Team.** When USAR team members are engaged as tree fellers they are to record details of assessed (saved) and felled trees through GPS and photographic evidence.
- **SC.** Record and report the occurrence and location of all felled/removed trees to the IC prior to departure from an incident.
- **IC.** Post incident, records of tree removal is to be submitted with all incident records to Information Management. IC are to ensure that local environmental officers and local bushland groups are advised of the reasoning for any tree removals undertaken.

³ Tape/cyalume stick colours can be mixed (eg. yellow and blue - cool and cut)

⁴ Decisions to fell trees can only be made by qualified advanced tree fellers from DEC, DFES USAR or other environmental officers who are trained to ‘sound’ trees.

DOCUMENT HISTORY

AUTHOR	POSITION	VERSION	DATE	DESCRIPTION of CHANGE
A.J. Hinton	OIO	1.0	Dec 10	New SOP created. New sections created: <ul style="list-style-type: none"> (All) Source documents: Operational Circular 08/2008 <i>All listed SOP/SAP, now retired.</i>
M. Bartlett	Rescue Officer	2.0	Jan 11	Following detail added: <ul style="list-style-type: none"> Deployable Equipment Levels Tasking Response Procedure Warnings
D. Childs	Doctrine	2.1	Sep 12	Content reviewed for currency – no change
S. Curnow	Doctrine	2.1	Jan 13	Reviewed Response procedure Reformatted to comply with OD7.2
K. Stanford	Doctrine	2.2	Jan 14	Review formatting and terminology

Introduction

1. Although there are no known cases of Unexploded Ordnance (UXO) detonating involuntarily within WA, UXO may be detonated through vibration, wilful tampering, mechanical disturbance or a localised and extended exposure to a heat source all of which may occur during firefighting operations. However, most UXO are sub-surface and will not be exposed to direct fire heat and would require substantial impact (metal-to-metal) in order to cause detonation. Any ordnance that may be on the surface will generally require intense heat over a long duration (e.g. a burning log) in order to achieve detonation. Trees may be deemed a risk to firefighting operations due to posing a risk to life under the following circumstances. Further information is provided at *D3.5 – Bushfires*.

[D3.5 – Bushfires](#)

Procedures

2. **Marking of Suspected UXO.** Firefighters who discover a suspected UXO are to carry out the following actions:

Do not disturb the site
Clearly mark the site without disturbing the immediate vicinity
Withdraw from the area
Notify the Sector Commander/Ops Officer/IC (who in turn is to immediately notify WAPOL through the COMCEN)
If possible, maintain a presence near the site until advised to the contrary
If conducting firefighting operations, IC are to implement alternative strategies that reduce the presence of firefighters within the immediate area.

3. **Safe Operations within Zoned Areas.** The procedures at Annex A have been developed in conjunction with DEC to guide IC in the application of bushfire-fighting techniques within registered UXO sites and UXO 'at risk' areas.

Annex.

A. Bushfirefighting Guidance – Operating Within Registered Unexploded Ordnance (UXO) Sites

BUSHFIREFIGHTING GUIDANCE – OPERATING WITHIN REGISTERED UNEXPLODED ORDNANCE (UXO) SITES

UXO Zones surface searched to 300mm are deemed safe for land-based firefighting operations. The following guidance is provided where variation applies.

UXO ZONE & DEFINITION		INTERPRETATION FOR FIRE CONTROL	APPLIANCE/EQPT ABLE TO BE USED SAFELY				
			LAND-BASED				AIR
			LU	HT	FEL	DOZER	
ASSESSED	ZONE 1. DEEP SEARCHED TO 2 METERS Has been searched using technology that provides a high level of confidence that no UXO will be encountered.	These areas have no constraints to fire control operations. Access is not limited. All types of ground and aerial suppression equipment can be used.	Y	Y	Y	Y	Y
	ZONE 2. SURFACE SEARCHED TO 300MM Has been searched using technology that provides a high level of confidence that no UXO will be encountered.	<ul style="list-style-type: none"> Aerial suppression tactics can be applied. Rubber tyred tankers up to & including 3.4 classification (fast attack, light tankers, heavy tankers, heavy duties and gang trucks etc) can be used. Earth moving equipment can be used to create a mineral earth break by removing the surface fuels only. 	Y	Y	Y	Y	Y
	ZONE 3. DEEMED SURFACE SEARCHED TO 300MM Areas of land that have been exposed to extensive and repeated surface disturbance. These areas include tracks and roads that are trafficked regularly, utility easements, pine plantations and agricultural lands that have been exposed to ripping, ploughing and tyning.		Y	Y	Y	Y	Y
	ZONE 4. INTERPRETED UNCONTAMINATED Areas that have historical records (artillery firing templates etc) that indicate the area is <i>unlikely</i> to be contaminated.		Y	Y	Y	Y	Y
UXO	ZONE 5. KNOWN OR SUSPECT CONTAMINATION Areas where UXO has been confirmed or historical records indicate contamination.	Aerial resources may be used. Vehicle access for back burn and mop up is only possible on well travelled tracks agreed deemed surface searched (Zone 3) and identified on the site specific pre-plan	N	N	N	N	Y
UXO	ZONE 6. IMPACT AREAS ON LIVE FIRING RANGES Known impact areas that are currently in use on firing ranges.	<i>No access by fire fighting resources</i>	N	N	N	N	N

Legend: LU. Light Unit/ Light Tanker HT. 2.4/ 3.4
FEL. Front End Loader Dozer. Bull Dozer Air. Aerial suppression and intelligence aircraft

DOCUMENT HISTORY

AUTHOR	POSITION	VERSION	DATE	DESCRIPTION of CHANGE
A.J. Hinton	Doctrine	1.0	Jan 10	<p>New SOP created. New sections created:</p> <ul style="list-style-type: none"> • (All) <p>Source documents:</p> <p>SOP 66 – Unexploded Ordnance</p> <p><i>All listed SOP/SAP, now retired.</i></p>
D. Childs	Doctrine	1.1	Sep 12	Content reviewed for currency – no change
K. Stanford	Doctrine	1.2	Jan 14	Update formatting and general review

	Directive 3.5 - Bushfire
	SOP 3.5.15 - Bush Fire Smoke Exposure

[Download Field Guide](#)

Introduction

1. To provide an effective management tool for fire fighters to determine the most appropriate method to manage bush fire smoke exposure, and assist fire fighters in deciding what level of respiratory protection to wear.

Principles/Planning Factors

2. **General.** Bush fire smoke is comprised of two types of respiratory hazards, they are:
- Thermally generated particles (particulates)
 - Gaseous toxins released during ignition of vegetation.

These products are hazardous and will cause irritation of the eyes and upper respiratory tract which may inhibit operational effectiveness of fire crews. Working in smoke laden areas should always be avoided wherever possible.

Three levels of respiratory protection are available for protection from bushfire smoke.

- P2 filters protect firefighters from breathing particulate matter produced during the burning of vegetation.
- P2 Combination filters are a combination of particulate (P2) and organic filters prevent the entry of fire particulates and some (but not all) known respiratory irritants into the respiratory tract in bushfires. Studies conducted in light smoke indicate that fire fighters may be exposed to levels of formaldehyde and acrolein that do not exceed short term exposures (STEL) but are greater than allowable long term exposure.

Both these respiratory protection masks are designed to provide comfort to the wearer in bushfire smoke environments. Breathing Apparatus (if provided) can be used if desired and must be used in extreme cases for essential or critical tasks such as asset protection in heavy smoke conditions.

There is no rigidly defined trigger that prescribes when to don respiratory protection, but firefighters working in smoke should be proactive and if discomfort is experienced, then the level of respiratory protection should be upgraded or alternatively, a decision made to withdraw to a smoke free environment (such as the appliance cab) until smoke level subsides.

Crew leaders have a responsibility to monitor the comfort and protection of firefighters working in smoke conditions and rotate crew to minimise exposure and fatigue levels which may be lowered when working in smoke.

Refer to the attached illustrations (overleaf) to define smoke conditions. These photographs are to be used as a guide only.

3. **Light smoke.** White to grey colour with moist fuels, mild behaviour with reasonable visibility (+15m)



4. **Medium Smoke.** Dark grey to black colour with moist to dry fuels, moderate behaviour with moderate visibility (8-15m).



5. **Heavy Smoke.** Black to copper bronze colour with very dry fuels, severe behaviour with poor visibility (5-8m).



6. **Very Heavy Smoke.** Black to copper bronze colour with very dry fuels, severe behaviour with virtually no visibility.



Smoke colour scale shown above is only a guide_for fire fighters for their estimation of hazard in the field. Rapidly changing smoke densities will require continuous assessment in the field.

7. **Smoke Management Procedure.**

- Incident Controller/Crew Leader to determine if there is a need to work in the smoke environment by looking at the smoke density and wind conditions. *Consider operational imperative!*

Note: Firefighters are equally responsible for their personal safety and protection and must don respiratory protection when required.

- A particle filter (P2) should be used in light smoke only (refer picture No. 1) for 15 minutes or less.
- A P2 combination mask may be worn for longer periods in light to medium smoke (refer picture No. 2).
- Firefighters should always avoid working in heavy smoke but if absolutely necessary, then only for short periods of time (refer picture No. 3) and consider withdrawing from the area.
- Filters are to be changed if:
 - There is an increase in the physical effort to breathe.
 - The wearer can taste the smoke through the filter.
 - The filter becomes soiled, soot stained or damp.
 - If in doubt 'change the filter(s)'.

8. **Risk Management.** Firefighters are most at risk of smoke exposure when:

- Carrying out a direct attack.
- Conducting an initial attack.
- Holding a line when conducting burn out operations.

Exposure increases when on the flanks or downwind of the fire during high winds and high ambient temperatures or when air inversion conditions exist. Therefore Incident Controllers/crew leaders should:


- Use a flank attack rather than a head attack wherever possible.
- If a head attack is to be carried out in heavy smoke conditions, ensure that the fire is low intensity and flame height is no higher than 1.5 to 2 metres.
- Develop the strategy well ahead of the fire to minimise smoke exposure.
- Identify areas of potential refuge to withdraw if smoke becomes too thick.
- Smoke may stay low during periods when there is an air inversion. Where practical, rotate staff regularly to minimize smoke exposure times.
- Conduct a SMEAC briefing including smoke management issues before moving onto a sector.

9. **Respirator Care and Maintenance.** Care and maintenance of equipment is to be in accordance with the manufacturer's instructions.

[Respirator Filters - Care and Maintenance Guide](#)

DOCUMENT HISTORY

AUTHOR	POSITION	VERSION	DATE	DESCRIPTION of CHANGE
D. Childs	Doctrine	1.0	Apr 12	Pre doctrine SOP aligned into doctrine format Source Documents: • SOP BUSH FIRE SMOKE EXPOSURE SOP 51 now retired
K. Stanford	Doctrine	1.1	Jan 14	Update formatting and modernise language to reflect current H&SS intent for firefighter respiratory protection.

	Directive 3.11 – Air Operations
	SOP 3.11.4 – Aircraft Accident Response

[Download Field Guide](#)

Introduction

1. Aircraft accidents are low frequency events. Although WAPOL are the HMA for aircraft accidents within WA the following procedures are designed to allow DFES emergency responders to operate safely in what will be an unfamiliar situation and describe the special hazards involved in response to aircraft accidents. Further information is provided at *Directive 3.11 – Air Operations*.

[D3.11 – Air Operations](#)

Additional information is provided at the joint Australian Transport Safety Bureau (ATSB) and Department of Defence (ADF) publication on aircraft accident procedures.

[ATSB/ADF Aircraft Accident Procedures Handbook](#)

Principles/Planning Factors

2. The following principles/planning factors apply to all aircraft accident incidents.

PRINCIPLE	DESCRIPTION
Crew Safety	Assess the risks to approach and set management strategies to ensure the safety of the responding crew as the first priority
Special Hazards	Identify the additional hazards presented by a military aircraft against those of a civil aircraft. Be aware of, and plan to mitigate, the following hazards prior to committing crews to close rescue tasks: <ul style="list-style-type: none"> • Fire • Explosion/Explosive Devices • Toxic Atmospheres
Respiratory Protection	Consider the appropriate level of respiratory protection for crews to protect against toxic plumes/cargo
Water Supply	Establish a water supply to support foam application and decontamination
Communications	Maintain communications between crews, IC and COMCEN
Casualty Handling	Plan to separate and protect casualties from the wreckage
Identification/Notification	Positively identify the aircraft in order to ensure the correct authority is promptly notified
Site Security	Secure the site and all evidence until the site is handed over to civil/military authorities.

Investigation Authorities

3. Aircraft accidents are closely monitored by both civil and military aviation regulatory authorities and thoroughly investigated under the powers outlined in the Federal Governments *Transport Safety Investigation Act 2003*. All aircraft accidents are to be reported with essential first level information to the COMCEN. The COMCEN is to report aircraft accidents to the following authorities.

	CIVIL	MILITARY
Authority	Australian Transport Safety Bureau (ATSB)	Defence Aviation and Air Force Safety (DDAAFS)
Duty Officer (24 hour)	1800 011 034	0410 626 357

Initial Actions

General

4. Aircraft accidents incorporate elements of firefighting, HAZMAT and vehicle rescue. OIC's are to apply the known SOP that guide response to these hazards. The critical decisions for attending OIC's are in assessment and mitigation of each hazard in turn in order to deal with the central threats to life, property and the environment. Considerations, risks and guidance for fire fighting, HAZMAT and rescue at aircraft accidents are at Annex A.



Essential First Level Information

5. OIC's are to collate and report the following information to the COMCEN. Personal details are to be transferred by secure means (not radio transmission).

REPORT	NOTES
Incident Details	Date and time of accident Location of accident and approach/access directions Nature of accident – phase of flight/mission/description Extent of Damage Extent of Injuries Actions taken to secure site and wreckage Eyewitness details
Aircraft Details	Aircraft Type Registration Letters Name of Owner/Operator/Military unit Name of pilot/crew Names of passengers
Flight Details	Aircraft last departure point and destination

Identification – Civil or Military?

6. Correct reporting protocols for aircraft accidents commence with the identification of whether the aircraft is civil or military. Methods of identification are as follow.

	CIVIL		MILITARY	
Livery	Various according to company		Armed – Standard grey fuselage Corporate Support – White fuselage with livery	
Markings	IDENTIFICATION	LOCATION	IDENTIFICATION	LOCATION
	VH – XXX VN - XXX	<ul style="list-style-type: none">• Fuselage• Fin/rudder• Under wings	Roundel N prefix (Navy) A prefix (RAAF/Army) Squadron/Unit	<ul style="list-style-type: none">• Under Wing• Fuselage
				<ul style="list-style-type: none">• Fin/rudder
Examples				



Procedures

General

7. Aircraft accidents demand that the OIC appreciates the variables involved and be prepared to direct actions in accordance with the observed risks. The following procedures are provided to enable understanding and training to a minimum standard.

PPC

Turn-out PPC is to be as for a Property/Structure Fire as described at [SOP 3.2.1.](#) OIC's are to adjust from this standard in accordance with initial size-up.

Prioritisation of Tasks

8. Aircraft accidents are a combination of fire, HAZMAT and rescue. The following prioritisation of tasks will ensure the safety of responders whilst attending to the preservation of life as quickly as possible.

PHASE	TASK	REMARKS
Arrival	Locate 70m upwind, uphill	
Appreciation/ Size-Up	Identify threats to life/property: <ul style="list-style-type: none"> • Fire • Explosive Risk • HAZMAT/Plume 	
Secure Area	Establish HOT-WARM-COLD Zones	HOT. Set to accommodate blast/hazard threat WARM. COLD. Casualty Collection Point. Exclude the general public
Fire	<ul style="list-style-type: none"> • Assess plume • Assess PPC and method • Evacuate down-wind • Combat fire to extinguish 	Fires are to be extinguished to enable HAZMAT mitigation to commence <ul style="list-style-type: none"> • B Class foam should be used against fire and spilled surface fuels
HAZMAT	Identify explosive threat and presence of HAZMAT	Fires and HAZMAT are to be mitigated to enable rescue
Rescue	Identify risks to operators conducting disentanglement, removal and transfer throughout the operation	Conduct primary search as soon as possible after arrival and secondary search as soon as the situation has been stabilised
Termination	Consider decontamination requirements	

Site Security

9. It is normal practice to secure all incidents to separate emergency responders and the general community. Guidance is as follows:

- **Exclusion Zones.** Set up HOT-WARM-COLD zones in accordance with normal HAZMAT response – minimum HOT zone on arrival is to be 70 metres. Re-assess the HOT zone as soon as possible with due consideration given to construction material hazards and possible explosive risks.
- **Preservation of Evidence.** Exclude the general public from any evidence, this includes:
 - Wreckage/debris
 - Casualties (these may be spread from impact or parachute release)
 - Ground scars (important to investigators)

Site Handover/Takeover

10. Notwithstanding that WAPOL remain the HMA at aircraft accidents, sites are to be handed over to an ATSB official at a mutually agreed point when rescue has concluded and threats to the general public have been reduced to a safe level. From DFES's perspective as a combat agency, the handover brief is to cover the following:

- Rescue Undertaken
- Hazards (neutralised and remaining).
- Security/Site Perimeter
- Casualties/Deceased

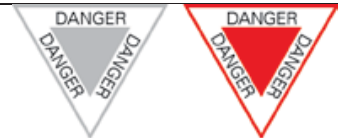
Annexes:

A – Considerations for Assessing Risk at Aircraft Incidents (pp5-7)

CONSIDERATIONS FOR ASSESSING RISK AT AIRCRAFT ACCIDENTS

Firefighting

There are additional risks involved in combating aircraft fires over and above normal structural/bush/vehicle fires. Generally speaking, *Defensive Firefighting Strategies* are the best option upon arrival whilst the risk is assessed, however, strategies and tactics are to be based on assessment of the following considerations:

CONSIDERATION	IDENTIFIABLE RISKS	NOTES	SIGNAGE
Explosives/ Armaments	<ul style="list-style-type: none"> • Military Armaments • Ejector Seats 	Mitigate or avoid. Systems containing explosive devices are indicated as follows:	
Fuel	<ul style="list-style-type: none"> • External Tanks • Spilled/Spilling Fuels 	Apply B Class foam to form blanket	
Pressurised Vessels	<ul style="list-style-type: none"> • Ejector Seat Components • Landing Gear • Tyres 	Mitigate or avoid. <i>See rescue notes.</i>	
Toxic Fumes	<ul style="list-style-type: none"> • Decomposing Fuselage Materials • Cargo 	Consider respiratory protection requirements P2-BA	
Dangerous Cargo		Access MSDS, labelling, manifests local knowledge	
Approach	<ul style="list-style-type: none"> • Turbines • Armaments 	Approach from 45° to avoid turbine blast and minimise exposure to armaments	





HAZMAT

Elements of an aircraft accident incident may constitute HAZMAT. Initial precautions are to take up a position 70 m upwind and up-hill from where initial assessment can take place. OIC who assess the risk as involving HAZMAT are to approach the incident from that time forward as a HAZMAT incident. Strategies and tactics are to be based on assessment of the following considerations:

CONSIDERATION	IDENTIFIABLE RISKS	NOTES	SIGNAGE
HAZMAT/Fire	<ul style="list-style-type: none"> Decomposing Fuselage Material Fuel Fires Cargo Fires 	Key to making sound HAZMAT response decision is the identification of products involved. Initially, approach all smoke plumes as toxic. Don BA and evacuate down-wind as required.	
Cargo	<ul style="list-style-type: none"> Pesticides Blood/Pathogens Initially Unidentified 	Manifests and cargo may be held in the cockpit.	
Fuel	<ul style="list-style-type: none"> Leaking Fuel 	Leaking fuel limits avenues of approach and must be neutralised prior to rescue due to the risk of ignition.	
Contaminants	<ul style="list-style-type: none"> Hydraulic Fluid & Oils 	Hydraulic fluid and oils escaping from damaged componentry may be toxic if absorbed. Avoid contact through donning appropriate PPE. Avoid contaminating others through contact during rescue.	
Explosives	<ul style="list-style-type: none"> Armaments Ejector Seats Canopy Detonators Aircraft Recovery Parachute Systems 		<i>See examples of signage in Rescue section below</i>

Rescue

Rescue should be approached in accordance with the eight (8) stages, however there are additional risks involved in accessing and undertaking rescue of casualties from aircraft accidents. Strategies and tactics are to be based on assessment of the following considerations:

CONSIDERATION	IDENTIFIABLE RISKS	NOTES	SIGNAGE
Fire/Armaments	<ul style="list-style-type: none"> Military Armaments Fuel 	Maintain 70m exclusion zones until explosive risk has been mitigated. Extinguish and disarm prior to rescue commencing	
Low-Level Explosives	<ul style="list-style-type: none"> Military Armaments Ejector Seats Canopy Detonators Aircraft Recovery Parachute Systems 	Defuse or avoid. Generally avoid anything painted yellow and black. Ejector systems may have manual safety pins.	
Search	<ul style="list-style-type: none"> Pre-impact parachute exits Partial fuselage wreckage Walking wounded 	Conduct primary search as soon as possible and secondary search when safe	
Pressurised Vessels	<ul style="list-style-type: none"> Inflatable seatbelt assemblies Landing Gear Tyres Oxygen Bottles 	Mitigate or avoid. Seatbelt activators are controlled by an EMA (generally located under the seat) which can be disconnected manually.	 EMA
Toxic Fumes	<ul style="list-style-type: none"> Decomposing fuselage materials 	Consider respiratory protection requirements P2-BA	
Gaining Access Safely	<ul style="list-style-type: none"> Hydraulic lines Electrical cabling 	Access points are marked on the fuselage as follows:	

DOCUMENT HISTORY

AUTHOR	POSN	VERSION	DATE	DESCRIPTION of CHANGE
A.J. Hinton	Doctrine Project Officer	1	Dec 10	<p>New SOP created. New sections created:</p> <ul style="list-style-type: none"> • (All) <p>Source documents:</p> <ul style="list-style-type: none"> • Civil and Military Aircraft Accident Procedures for Police Officers and Emergency Services Personnel • SOP 29 – Aircraft Incidents <p><i>All listed SOP/SAP, now retired.</i></p>
D. OTT	ODO	1.2	May 13	Scheduled Review no content changes required
R.Oneill	OIO	1.2	Nov 13	Edited Hyperlinks



Directive 3.11 – Air Operations

SOP 3.11.5 – Floating Collar Tank Operations

[Download Field Guide](#)

Introduction

1. This SOP provides guidance to members tasked with controlling the refilling of helitacs from floating collar tanks. Further information is provided at *Directive 3.11 – Air Operations*.

[D3.11 – Air Operations](#)

Principles/Planning Factors

2. The following principles/planning factors apply to all collar tank operations.

PRINCIPLE	DESCRIPTION
Ground Supervisor	A single member must be appointed to control collar tank activity
Ground Crew Safety	Position appliances, pumps and personnel 90m for Type 1 Helitac/ 60m for Type 3 helitac to a flank
Air Crew Safety	Advise pilots of all observed hazards on approach and departure paths
Site Selection	Select a site without excessive slope, which provides airframe, static supply and vehicular refill access
Preparation	Prepare the site to minimise damage to the collar tank and airframe Brief operators and crews of approach paths and no-go zones
Communications	Maintain comms between the controlling ground crew and the airframe pilot.
Site Security	Secure the site from casual intrusion by members of the public, stock etc. Consider demarcation options that do not present a risk to helicopter operations
Airframe Assessment	Ascertain which airframes are planned to use the site. Larger capacity airframes require additional preparation

Site Security

3. Sites selected for helitac refilling operations are to be isolated from the community. If required request Police assistance through the IMT.

Collar Tank Site Selection

4. Floating collar tanks sites should be evaluated against the following considerations..

CONSIDERATION	NOTES
Operational Dimensions	<ul style="list-style-type: none">200m diameter cleared area (where possible) unless located on a ridge.Confirm restricted sites suitability with contractor/operator
Approach and Departure Paths	<ul style="list-style-type: none">Plan helicopter approach and departure paths to avoid populated areas in order to maximise public safety from unforeseen events such as an inadvertent release of a water/retardant on departure
Remove Debris	<ul style="list-style-type: none">Remove items that may puncture the lining of the tank when filled with water or if the snorkel pump contacts the bottom of the tank.Minimise dust and debris as they pose risk to helicopter rotors and turbinesClear the immediate site of rocks, stumps and branches. Any features unable to be removed must be marked with fluorescent paint or similar.
Water Supply/Resupply	<ul style="list-style-type: none">Refill Accessibility. Select sites that permit access which acknowledges the limitations of the planned refill appliance (approach slope, 2/4WD capacity).Adjacent Static Supplies. Pumps and appliances filling from adjacent static supplies must be located 90m from the collar tank and 50m to the flank of approach and departure paths.
Flexibility of Approach	<ul style="list-style-type: none">If possible plan for approach from all directions to allow for changing winds.Where possible set up in the middle of community ovals/parks which will provide the flexibility for changing wind conditions.

5. **PPC:** Level 1 PPC (tunic, helmet goggles and gloves) with hearing protection is the maximum PPC expected of collar tank operators. Dress down principles should be applied where lower risk is assessed.

Procedures

General

6. The following procedures provide guidance for the assembly, filling and disassembly of floating collar tanks in support of helitacs.

Collar Tank Assembly

7. Deliberate planning of the orientation of the collar tank alignment prior to commencing erection is key to ensuring smooth helitac refilling – re-alignment after filling has commenced requires emptying of the tank which will cost time and delay aerial suppression operations.

STEP	NOTES
Protect Site (1)	<ul style="list-style-type: none"> Spread out a protective underlay and stake/weigh down if required Ensure stakes do not create a hazard to helicopter operations
Layout Tank	<ul style="list-style-type: none"> Unroll the tank on ground sheet Pull out all wrinkles/folds on base to maximise area
Alignment (1)	<ul style="list-style-type: none"> Align tank to ensure the primary water outlet is placed facing downhill Align filling method (appliance/pump) to inlet valve Attach any upslope tie downs to appropriate rings if required
Attach Fittings	<ul style="list-style-type: none"> Attach the camlock ball valves or blanking caps to outlets
Alignment (2)	<ul style="list-style-type: none"> Double check alignment of outlet for draining <p>Note. The tank cannot be moved once it is filling</p>
Protect Site (2)	<ul style="list-style-type: none"> Re-check for rocks, debris under the tank and protector before filling

Filling – Delivery Hose from Appliance/Pump

8. Floating collar tanks are to be filled as follows.

STEP	NOTES
Site Pump/Appliance	<ul style="list-style-type: none"> Site pump/appliance an appropriate distance, depending on aircraft type, from collar tank to protect from rotor wash
Connection	<ul style="list-style-type: none"> Connect delivery hose from pump or appliance <p>Note. Connections are camlock ball valves</p> <ul style="list-style-type: none"> Alternatively, delivery hose can be laid over the collar
Self Inflation	<ul style="list-style-type: none"> Commence filling - the collar enables the tank to rise on its own
Maintain Filler Function	<ul style="list-style-type: none"> Ensure the outlets have not folded underneath the tank as it is filling
Stabilisation	<ul style="list-style-type: none"> The tank will stabilise once approx 500ltr have been inserted
Security	<ul style="list-style-type: none"> Further tie downs may be needed if tank is on sloping ground

Disassembly

9. Floating collar tanks are to be disassembled and packaged for re-use as follows.

STEP	NOTES
Drain	Drain the tank thoroughly
Detach Fittings	Remove camlock ball valves and reinstall blanking caps
Air Dry	Sun and air dry both sides before folding
Prepare for Folding	<ul style="list-style-type: none">• Lay the tank flat on the ground and pull out all wrinkles on the bottom• Align the outlets 180 degrees opposed• Pull the collar together aligned along the axis between the two outlets
Fold	<ul style="list-style-type: none">• Fold 1/3 inward to centre (collar line)• Fold opposite 1/3 inward to centre (collar line)• Fold collar 1/3 inward to centre• Fold opposite collar 1/3 inward to centre
Roll	<ul style="list-style-type: none">• Roll tank along axis and secure with strap• Ensure outlets are visible and not folded against tank surfaces (puncture/damage risk)

Enhanced Procedural Considerations for Type 1 Helicopter

General

10. The use of collar tanks by Type 1 helicopters require additional preparation and controls as follow due to their size and pump capacity.

Preparation and Work Practices – Helicopter (Type 1)

ADDITIONAL REQUIREMENT	NOTES
Minimum 7500 ltr Capacity	<ul style="list-style-type: none">• Only use minimum 7500 litre or larger capacity floating collar tank• Alternatively use rigid tanks
Additional Base Protection (Internal)	<ul style="list-style-type: none">• Additional heavy rubber protection (conveyor belt quality or similar) if possible be placed on the tank bottom to prevent damage to the tank skin.
100% Full to Commence Hover Fill	<ul style="list-style-type: none">• All floating collar tank must be full every time a Type 1 hover fills.• The rotor wash from these helicopters is extremely turbulent and may overturn a half empty tank endangering bystanders and the helicopter.
Maintain 100% Full During Hover fill	<ul style="list-style-type: none">• Re-fill operations must be maintained throughout hover fill operations in order to maintain the weight of water in the collar tank• Re-fill operators must be briefed on how to undertake this operation whilst maintaining safety distances• Communications with the pilot are critical lest re-fill operations fail and the helicopter be required to immediately cease hover-fill before safety is compromised

11. **Filling – Helicopter (Type 1) Bucket (not currently in service)**

ADDITIONAL REQUIREMENT	NOTES
Minimum 11,000 ltr Capacity	<ul style="list-style-type: none"> Required to ensure diameter of tank sufficient to ensure safe bucket fill
Control Valves	<ul style="list-style-type: none"> Valve controlled buckets are preferred as these permit controlled delivery of water from the bucket If bucket has no control valve fitted additional protection/briefing of ground crews is required
Staged Delivery	<ul style="list-style-type: none"> 3-4 members will be required to support the tank from rotor wash until it is supported by water. These members are not to man-handle the bucket. All other personnel are to remain well clear the immediate tank site. The first load inserted will be a reduced amount. After the first load is placed in the tank and the stability of the tank is assured – all personnel must leave the immediate tank site.
Confirm Load Complete	The ground supervisor must confirm with the helicopter pilot that filling of the tank is complete before permitting personnel to approach the tank.

DOCUMENT HISTORY

AUTHOR	POSN	VERSION	DATE	DESCRIPTION of CHANGE
A.J. Hinton	Doctrine Project Officer	V1	Jun 11	New SOP created. New sections created: <ul style="list-style-type: none">• (All) Source documents: <ul style="list-style-type: none">• Air Operations Technical Instructions• CASA Safety Orders <i>All listed SOP/SAP, now retired.</i>
A. Bannister		V1.1	May 12	Reviewed by Air Ops and some terminology changes, made current.
R.Oneill	OIO	V1.1	Nov 13	Edited Hyperlinks

MEMORANDUM

MEMO TO: Mr S Scott
Chief Executive Officer
Shire of Toodyay

FROM: Cr. Paula Greenway

DATE: 9th June 2014

FILE NO: MTG6

SUBJECT: Notice of Motion



Administration Centre

15 Fiennes Street
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Dear Stan

At the OCM 17 September 2013, Council Resolution N^o 294/09/13, Council moved;

That the CEO prepare a report for Council by February 2014 after consultation with stakeholders on the impact of the Quit Targa West Rally

At the Ordinary Council Meeting 21 January 2014 the report provided comment in relation to previous public consultation by Targa West. A further Resolution (N^o 12/01/14) was passed;

1. *That the Shire of Toodyay seek to enter into a Memorandum of Understanding (MOU) with the organisers of the Quit Targa West Rally for the continued operation in Toodyay for the next five years;*
2. *That the MOU include but not be limited to;*
 - (a) *Minimizing negative impacts on individual community members and businesses;*
 - (e) *Liaise, debrief, complaints handling and improvement processes;*
 - (f) *Meet at least twice a year with Council, business and community members for the purpose of planning, monitoring and evaluating outcomes;*

Subject to the above resolutions and the pending event for 2014 I submit this memorandum in accordance with Section 4.4 (2) (b) of the Shire of Toodyay Standing Orders as a notice of motion for Council to consider at the next Ordinary Meeting of Council as follows;

Request the CEO to;

1. Organise in the next 5 working days a suitable time within the following fortnight in which the Targa West organisers can meet with Council, business and community members for the purpose of

planning the next Quit Targa West Rally for 2014 as moved in 2(a) and (f) of Council Resolution N° 12/01/14;

2. Inform Council of the progress of MOU as moved in Council Resolution N° 12/01/14.

Yours sincerely

Paula Greenway

Paula Greenway
COUNCILLOR



QUIT TARGA WEST RALLY

MEMORANDUM OF UNDERSTANDING

(MOU)

Shire of Toodyay

And

Targa West Pty Ltd



Description of collaborating organisations

The Shire of Toodyay (The Shire)

The Shire of Toodyay is a local government constituted under the Western Australian *Local Government Act 1995*

Targa West Pty Ltd (Targa West)

Targa West Pty Ltd (Targa West) is a private company specialising in the delivery of tarmac rally and associated events in Western Australia.

Background

At its January 2014 Ordinary Meeting the Shire of Toodyay resolves as follows:

1. That The Shire of Toodyay seek to enter into a Memorandum of Understanding (MOU) with the organisers of the Quit Targa West Rally for its continued operation in Toodyay for the next 5 years;
2. That the MOU include but not be limited to the following:
 - a) Minimising negative impacts on individual community members and businesses;
 - b) Maximising economic and tourism benefits from the event;
 - c) Identifying and supporting opportunities of companion events;
 - d) Identifying and supporting fundraising opportunities for local community groups and charities;
 - e) Liaison, debrief, complaints handling and improvement processes;
 - f) Meet at least twice a year with Council, business and community members for the purpose of planning, monitoring and evaluating outcomes;
 - g) These meeting dates to be advertised in the Toodyay Herald;
 - h) Nothing in this MOU is to be deemed to be a commitment or obligation of funds or services from either party; and
 - i) The process for termination be included in the MOU.

This MOU has been developed to implement that resolution.

Recitals

WHEREAS

The Shire of Toodyay:

- Is responsible for the good governance of the Shire of Toodyay, the Toodyay town site and associated rural subdivisions;

- Is committed to achieving maximum local benefit from events and celebrations within the Shire; and
- Has expressed an interest in entering into a longer term arrangement for the running of stages of the Quit Targa West Rally in Toodyay.

AND

Targa West Pty Ltd (Targa West):

- Has successfully run the Quit Targa West Event for 9 years, including running stages in Toodyay for the last 9 years; and
- Has expressed an interest in locking in Toodyay as a host for stages of the event for a longer period.

THE PARTIES WILL:

Work collaboratively to continue the running of Stages of the Quit Targa West Rally for the years from 2014 to 2018 and beyond.

The Agreement

This Agreement is an expression of the mutual intention and desire of the parties to co-operate with each other, and the parties acknowledge that it is the entire agreement between the parties and supersedes any other written communication or conversation.

Event Undertakings

The Shire will:

- In a timely manner consider all event applications, road closure applications, traffic management plans, and other approval necessary for the event;
- Include the event in Shire and Visitor Centres newsletters, websites and event calendars;
- Make all race preparations such as road sweeping and additional rubbish receptacles in good and sufficient time for the event;
- Provide details of any damage to public or private property to Targa West as soon as is reasonably practicable after the Shire becomes aware of such damage.
- Undertake a mail out exercise to affected residents with details of road closures, maps, times and emergency contact details of Targa representatives.

Targa West will:

- In a timely manner deliver to the Shire all event applications, road closure applications, traffic management plans, and other approval requests necessary for the event,

- Organise the event in a professional and workmanlike manner including abiding by any undertakings or obligations contained in any approvals for the event;
- Provide to all businesses, landowners or stakeholders contact details of event organisers available to resolve any problems or issues that may arise during the event;
- Respond in a timely manner to any reports of loss or damage resulting from the event;
- Cooperate with any agreed companion events or activities that may be arranged by the Shire to coincide with the event.

Community Engagement and Consultation

The Shire will:

- Participate with Targa West in community engagement and consultation activities;
- Provide a reasonable opportunity for Targa West to respond to any complaints or issues that may arise during the period of the MOU;
- Provide at least two opportunities each year for Targa West to make a presentation to Council about the plans and outcomes of the event; and
- Participate in meetings and gatherings outside Toodyay in support of the promotion of the event.

Targa West will:

- Directly consult with all landowners and businesses affected by road closures as a result of the event;
- Make any reasonable accommodations that are possible to address issues;
- Cooperate with the Shire in promoting any agreed companion events;
- Meet with the Shire, local businesses and stakeholders at least twice per year to liaise, debrief, handle complaints or identify improvements;
- Work with the Shire to review and improve delivery of the event each year.

Sponsorship and Fundraising

The Shire will:

- Provide in kind support to the event through making suitable thoroughfares available for racing, staging and servicing the event;
- Promote the event through Shire and Visitor Centres newsletters, websites and event calendars, and through other events leading up to the rally; and

- Promote participation by volunteer groups in fundraising activities associated with marshalling or organising the event or servicing competitors, supporters or visitors.

Targa West will:

- Recognise the Shire of Toodyay as a sponsor of the event in written and digital material leading up to and following the event ;
- Invite the representatives of the Shire to significant promotions and celebrations surrounding the event ;
- Provide to the Shire a Post Event Report detailing the level and extent of publicity and sponsorship value arising from the event; and
- Work with a local charity or service club to support a fund raising event cross promoted with the rally.

Termination and Amendment

The term of this MOU is a period of 5 years from 2014 to 2018.

The parties will seek to renew or extend the MOU, or negotiate a replacement MOU following the conclusion of the 2018 event, with a view to reaching agreement by 31 March 2019.

This MOU may be terminated by mutual consent of the parties. Any party may terminate this MOU upon six months written notice to the other. This right may not be exercised within the first 5 year period without parties first participating in mediation with an agreed third party.

This MOU may only be amended by agreement in writing between the parties.

Confidentiality

For the purposes of this AGREEMENT, “**Confidential Information**” means information that:

- (a) is by its nature confidential;
- (b) is designated by the parties as confidential; or
- (c) the parties know or ought to know is confidential and includes without limitation the terms of this agreement and all information about the parties, their employees, agents, policies and operations which is made available or which becomes known during the term of this agreement or as a result of executing this agreement;

but does not include information which:

- (i) is or becomes public knowledge other than by breach of this agreement; or
- (ii) has been independently developed or acquired by either party.

The parties may exchange Confidential Information relevant to proposed Projects.

Each party undertakes to treat as confidential all Confidential Information obtained from the other party and undertakes not to divulge any Confidential Information to any person without first obtaining the consent of the other party in writing.

Each Party will take such reasonable steps to provide for the safe custody of any and all Confidential Information in its possession and to prevent unauthorised access thereto or use thereof.

At any time upon the written request of a party, the other party must return any documents which embody Confidential Information and must not keep any copies in any form.


Financial Obligations

This MOU does not confer on either party any financial obligations. Any fees or charges shall be set by the Shire in its annual budget. Sponsorship or fundraising commitments, whether cash or in kind, shall be negotiated and agreed each year during the life of the agreement

Executed by the parties:

24 June 2014

SIGNED for and on behalf of
THE SHIRE OF TOODYAY

) 
)
) signature

By its authorised Officer

) Stan Scott
) print name

In the presence of:


)
) witness signature

Debora Andrijich
)
) witness print name

SIGNED for and on behalf of
Targa West Pty Ltd

) 
)
) signature

By its authorised Officer

) BOB SCHRADER
) print name

In the presence of:


)
) witness signature

Candice Ladner
)
) witness print name

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