



Ordinary Council Meeting

Minutes

24 September 2019

Preface

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

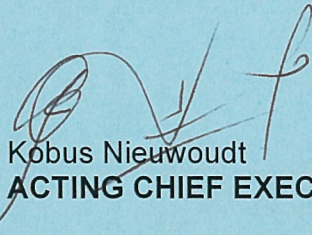
The "Confirmed" Minutes are then signed off by the Presiding Person.

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

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

Unconfirmed Minutes

These minutes were approved for distribution on 8 October 2019.



Kobus Nieuwoudt
ACTING CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 29 October 2019.

Signed: 

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

CONTENTS

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.....	1
2.	RECORDS OF ATTENDANCE	1
2.1	APOLOGIES.....	1
2.2	APPROVED LEAVE OF ABSENCE.....	1
2.3	APPLICATIONS FOR LEAVE OF ABSENCE	2
3.	DISCLOSURE OF INTERESTS	2
4.	PUBLIC QUESTIONS	2
4.1	RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	2
4.2	PUBLIC QUESTION TIME	3
5.	CONFIRMATION OF MINUTES.....	7
5.1	Ordinary Meeting of Council held on 27 August 2019	7
5.2	Agenda Briefing held on 17 September 2019	7
5.3	Confidential Items	8
5.3.1	Ordinary Meeting of Council held on 27 August 2019.....	8
6.	PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS.....	8
6.1	PETITIONS	8
6.2	DEPUTATIONS	8
6.3	SUBMISSIONS	8
6.4	PRESENTATIONS.....	8
7.	BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED).....	9
7.1	Safer Toodyay Strategic Plan.....	9
8.	ANNOUNCEMENTS BY THE PRESIDING MEMBER (without discussion)	13
8.1	PRESIDENT'S REPORT	13
9.	REPORTS OF COMMITTEES AND EMPLOYEE REPORTS	14

MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN SHIRE OF TOODYAY COUNCIL CHAMBERS ON 24 SEPTEMBER 2019

9.1	COMMUNITY DEVELOPMENT	14
9.2	PLANNING AND DEVELOPMENT	14
9.2.1	Lot 522 Jubilee Street, Toodyay - Formalisation of access via Reserve R45906	14
9.3	WORKS AND TECHNICAL SERVICES	18
9.4	CORPORATE SERVICES	18
9.4.1	List of Payments – July 2019	18
9.4.2	List of Payments – August 2019	21
9.4.3	Monthly Financial Statements – July & August 2019	24
9.5	EXECUTIVE SERVICES	27
9.5.1	Committees of Council Review	27
9.5.2	The Toodyay Lodge – Request to waive rates - Reserve 18671 Lot 146, Masonic Lodge, 19 Fiennes St, Toodyay 6566	37
9.5.3	Wheatbelt Secondary Freight Network Program – formalisation of commitment.	42
9.6	COMMITTEE REPORTS	48
10.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	48
10.1	Councillor Bell – Notice of Motion – Arts Toodyay Seating	48
11.	NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING	52
12.	QUESTIONS OF MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	52
12.1	Ringa Bridge	52
12.4.	Data Protection Policy	52
12.5.	Legal fees – amount	52
12.6.	Branding Vehicles	53
13.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	54
13.1	MEMBERS	54

MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN SHIRE OF TOODYAY COUNCIL CHAMBERS ON 24 SEPTEMBER 2019

13.2 EMPLOYEES.....	54
14. CONFIDENTIAL BUSINESS.....	54
14.1 CEO Key Result Areas 2019/2020	54
15. NEXT MEETINGS	56
16. CLOSURE OF MEETING.....	56

ATTACHMENTS *with separate index follows Item 16.*

Shire of Toodyay

ORDINARY COUNCIL MEETING – 24 SEPTEMBER 2019

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr Brian Rayner, Shire President, declared the meeting open at 4.04pm.

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

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

2. RECORDS OF ATTENDANCE

Members

Cr B Rayner	Shire President
Cr T Chitty	Deputy Shire President
Cr B Bell	
Cr J Dow	
Cr P Greenway	
Cr B Manning	
Cr E Twine	
Cr R Welburn	

Signed: 

Presiding Member

Date: 29-10-19

Staff

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

Visitors

B Chambers	B Keens	B Manning
R Bell	B Foley	S Pearce
B Guthrie	A Henshaw	R Madacsi
B Ruthven	P Hart	J Hart
L Graham	H Appleby	F Panizza
M Leggett	R Pearce	M Sinclair-Jones

2.1 APOLOGIES

Cr P Greenway

2.2 APPROVED LEAVE OF ABSENCE

Nil

2.3 APPLICATIONS FOR LEAVE OF ABSENCE

Cr Greenway requested via an email to the Shire President (dated Fri 20/09/2019 8:56 AM) that she be granted Approved Leave of Absence from 19 September 2019 to 31 October 2019 inclusive.

MOTION/COUNCIL RESOLUTION NO. 221/09/19

MOVED Cr Bell

That the Application for Leave of Absence by Cr Greenway from 19 September 2019 to 31 October 2019 inclusive be granted.

MOTION CARRIED 6/0

3. DISCLOSURE OF INTERESTS

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

4. PUBLIC QUESTIONS

4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Ordinary Meeting of Council held on 27 August 2019, the following questions were taken on notice.

R Madacsi

Summary of Question One

In relation to the Advisory Groups Policy:

- (a) In the interests of transparent and effective processes and decision making in the public interest, and the opportunity to engage the community, why is it proposed Advisory Group meetings are closed to the public?

This matter has been deferred by Council so I am not able to provide Council's final view. Advisory Groups have been presented as a less formal alternative to Committee. Most committee meetings are not presently open to the public, so it was a continuation of present practice.

- (b) Why does the Policy intend to endorse the CEO and Shire President instead of Council to decide Advisory Group agendas, timetables, termination of a committee member and closure of an Advisory Group, instead of this being the provenance of the Advisory Committee, with recommendations to Council?

Currently all committee agendas are signed off by the CEO. This is not a change. Other matters will be decided by Council when they consider the revised policy.

Summary of Question Two

What outcome is sought to change the Code of Conduct just prior to election whilst a State Government Review is uncompleted?

Council decided not to change the Code of Conduct.

M Sinclair Jones

Summary of Question One

In relation to Agenda Item 10.5.5 Correspondence from the Department of Local Government and in particular the Officer comment about the Office of the Auditor General Performance Audit Action Plan. If the Toodyay Herald was the "media organisation" referred to in this report, then the inference that no effort was made to find out from the Shire why it was not published on the website is incorrect. I did find the Action Plan on your Council website under Master Plans. In the Management Comment the words "The Shire will address findings 3, 5 and 6 of this management letter to develop policy" are stated. Will the Council, in its published Auditor General Performance Audit Action Plan please include what the nature of the management letter findings 3, 5 and 6 was to provide context to members of the public?

The Management Letter and summary of findings provided to the Shire of Toodyay by the Auditor General's Office is marked confidential and therefore cannot be elaborated upon in the public arena. Even if a person was to apply to get the information through an FOI Application, the document would not be released because the Auditor General's office has seen fit to include a paragraph (repeated several times) that states the following:

"This Summary of Findings is provided for the sole purpose of the recipient providing submissions or comments to the Auditor General and the recipient must retain confidentiality in accordance with section 46(4) of the Auditor General Act 2006 and should not communicate its contents or copy for any other purpose."

The document as a whole and the contents of the document would therefore be deemed exempt under the FOI Act 1992.

4.2 PUBLIC QUESTION TIME

P Hart

Summary of Question One

Why has Shire Policy number M.8 not been adhered to?

The Shire President took this question on notice.

Summary of Question Two

The Shire's web site is an important means of communicating with the community. Why is it not being properly maintained?

The Shire President took this question on notice.

F Panizza

Summary of Question One

Is Council aware that the Catholic precinct has received Notice of extra protection and is now included as a permanent listing on the State Heritage Register?

The CEO advised that the Shire had received advice in the last few days that the Catholic Precinct had been included as a permanent listing on the State Heritage Register, and this advice had been circulated to Councillors.

Summary of Question Two

The previous application by the Archdiocese was dealt with by the Shire under delegated authority. Will any future subdivision application requested by the Catholic Diocese and submitted to the Shire of Toodyay and come before Council?

Yes it will come before Council.

Summary of Question Three

Will there be signage erected to promote the Recreation Precinct and indicate where it is?

Yes signage has been ordered.

R Madacsi

Summary of Question One

These two questions are not intended to detract from the charitable works of the Freemasons but to ensure equity within the Shire dealings with like organisations that contribute to the fabric of our community.

- (a) Does Council have a policy or guideline that governs the waiving or subsidisation of fees, charges, rates and rents owed to the Shire of Toodyay?
- (b) If so, is this request within the framework described? If not, what is the precedent to support his request and does this request apply equally to other community service groups?
- (c) It is noted that like groups occupying Shire property vary in monies due to the Shire for example the Men's Shed pay a peppercorn lease whereas the RSL do not so will these costs be waived on the interest of equity and community support?

The Shire President took the question on notice.

Summary of Question Two

Do Councillors or the CEO have an undeclared interest in the Freemasons?

No.

B Ruthven

Summary of Question One

In answer to Peter Ruthven's question at last month's OCM about the missing payments list, the CEO's response was "The Auditors are coming in to the Shire to do the Internal Audit and therefore the list of payments was delayed."

- (a) Were the auditors coming to do an internal audit or the annual external audit?

It was an external audit.

- (b) If it was an internal audit, when did the Audit Committee determine the scope of the audit?

See above.

- (c) Has the annual external audited been conducted? Has the CEO received the auditor's report?

No report has been received yet.

Summary of Question Two

Frank Panizza, a well-respected local resident was previously a community representative and presiding member on the Audit Committee but the responsible officer, the CEO, has prescribed in the draft terms of reference document that the presiding member must be a councillor.

Where in legislation does it say that the presiding member of the AC must be a councillor?

This is not prescribed in the Local Government Act. It has been proposed that Council choose to adopt it as a policy.

Summary of Question Three

In the July payments list are EFT 26387 (\$18,474.42) for LGIS insurance for Management Liability, Cyber, Personal Accident and Marine Cargo, and EFT 26388 (\$34,736.15) LGISWA, insurance for Liability, Crime and Bushfire. Did the administration obtain at least two written quotations as required by the shire's Purchasing Policy for amounts over \$10,000, before taking out these policies?

The Shire President took this question on notice.

Summary of Question Four

In the July payments list are EFT 26493 (\$116,579.97) for LGIS (Jardine Lloyd Thompson), Motor Vehicle Insurance and Personal Accident Insurance, and EFT 36494 (\$110,866.96) for LGISWA, Property Insurance and Workcare Insurance. Did the Administration comply with the Shire's Purchasing Policy in relation to purchases over \$50,000, before taking out these policies?

For the information of those who are not familiar with the Purchasing Policy, for purchases in the range \$50,000 and \$149,999 it states that the shire is to:

Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations). Formal Request for Quotation (RFQ) documents are to be issued by Business Units and a record of the details of written quotations received is to be made in accordance with the Purchasing Policy.

The Shire President took this question on notice. The CEO noted that there is a specific exemption in the Act for self-insurance through LGIS. (NOTE this exemption was confirmed later as part of the WALGA presentation). The relevant exemptions are at Section 9.58.

Question Five

Section 5 of the Purchasing Policy, Ordering Thresholds, says that the maximum allowed for the CEO is as delegated by Council.

How much is this threshold?

There is no specific limit set in the delegation, though the delegation is subject to conditions.

Where is this delegation recorded?

The CEO advised that it is in the Delegation Register – Delegation CS1.

Summary of Question Six

EFT26504 (\$783.14) to Stan & Laurel Scott - Reimbursement of Travel Costs, LG Prof Conf:

Where did/will this conference take place?

To whom does this cost relate?

The conference was in Darwin and the costs relate solely to the CEO.

Summary of Question Seven

EFT26656 (\$11,568.33) to DLGSCI – Local Govt Standards Panel Fees for 2018/19:

What was this cost for?

Each year the standards Panel divides up its costs amongst the Local Governments who have had Councillor misconduct dealt with by the panel. This is Toodyay's share of the Standards Panel costs for 2018-19.

To which GL account was this allocated?

GL 041212.

Were there legal costs in addition to these fees?

There was no legal costs associated with the Standards Panel.

Summary of Question Eight

EFT26687 (\$583.20) to Stan & Laurel Scott – Reimbursement – Accommodation Expense Paid on Personal Credit Card:

When and where was this accommodation?

What is/was the purpose of this accommodation?

The previously mentioned conference was in Darwin and the costs relate solely to the CEO.

Summary of Question Nine

When will the shire advertise for community members of “standing” committees such as the Audit Committee?

The CEO advised that the positions would be advertised when Council has made a determination in relation to which committees will continue.

M Sinclair-Jones

Summary of Question One

With the elections and 6 new Councillors pending, would Council consider postponing any decisions about Policy and in particular decisions around committees until after the elections?

Mr Sinclair-Jones concluded with a statement that it was a rhetorical question that did not require an answer.

5. CONFIRMATION OF MINUTES

5.1 Ordinary Meeting of Council held on 27 August 2019

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 222/09/19

MOVED Cr Dow

That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 27 August 2019 be confirmed.

MOTION CARRIED 6/0

5.2 Agenda Briefing held on 17 September 2019

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 223/09/19

MOVED Cr Twine

That the Notes of the Agenda Briefing held on 17 September 2019 be received.

MOTION CARRIED 5/1

5.3 Confidential Items

5.3.1 Ordinary Meeting of Council held on 27 August 2019

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 224/09/19

MOVED Cr Dow

That the Unconfirmed Confidential Minuted Item titled 15.1 BFAC FCO Appointments from the Ordinary Meeting of Council held on 27 August 2019 be confirmed.

MOTION CARRIED 6/0

6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

The President announced that 6.4 Submissions would be heard prior to 6.3 Presentations.

6.1 PETITIONS

Nil

6.2 DEPUTATIONS

Nil

6.3 SUBMISSIONS

R Madacsi addressed Council regarding Agenda Item 14.1 – CEO Key Result Areas 2019/2020 suggesting this be deferred for consideration by Council after the Election, and Agenda Item 9.5.1 - Committees of Council Review suggesting a range of clauses be modified or removed. (*Refer to the Attachments to the Minutes.*)

B Manning addressed Council regarding Agenda Item 9.5.1 – Committees of Council Review, suggested that the proposed consensus decision making process not be adopted. (*Refer to the Attachments to the Minutes.*)

B Ruthven addressed Council regarding Agenda Item 9.5.1 – Committees of Council Review, Audit Committee terms of reference suggesting that the terms of reference were incomplete. (*Refer to the Attachments to the Minutes.*)

F Panizza addressed Council regarding Agenda Item 9.5.1 – Committees of Council Review suggesting that the environment committee should remain a committee rather than become an advisory group under the proposed policy.

L Graham address Council the Caretaker policy promoted by WALGA and in particular that consideration of items 14.1, 7.1, 9.2.1, 9.5.1, 9.5.2 and 9.5.3 should all be deferred for consideration following the Local Government Ordinary Elections. (*Refer to the Attachments to the Minutes.*)

6.4 PRESENTATIONS

Zac Donovan and Mark Batty from WALGA attend the Council Meeting to present and take questions from Council.

The Shire President asked Cr Dow to come up to the front of the room to draw the Rates Incentive Prizes.

7. BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED)

7.1 Safer Toodyay Strategic Plan

Date of Report:	14 August 2019
Name of Applicant / Proponent/s:	Safer Toodyay – Secretary Wayne Clarke
File Reference:	SAF 1
Author:	A Bell – Manager Community Development
Responsible Officer:	A Bell – Manager Community Development
Previously Before Council:	20 August 2019 – Agenda Briefing 27 August 2019 – Council Meeting RESOLUTION NO. 166/09/17; 13 August 2019 – Strategic Meeting of Council; and 26 September 2017 – Council Meeting.
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive
Attachments:	1. Safer Toodyay Strategic Plan.
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

To endorse the Safer Toodyay Strategic Plan, which was presented at the August 2019 Strategic Meeting.

BACKGROUND

The Committee has been working through their previous plan and have now completed the updates to their Strategy to assist in making Toodyay a safer place.

CONSULTATION IMPLICATIONS

Mr Wayne Clarke – Secretary of Safer Toodyay presented the Strategic Plan to Council at the August Strategic Meeting.

STRATEGIC IMPLICATIONS

Vision

We are a vibrant rural community that respects our environment, celebrates our past and embraces a sustainable future.

Purpose

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

Shire of Toodyay Corporate Business Plan

S2.1 Implement, or lobby, for safety initiatives in the community.

Adopt and implement "Safe Toodyay Plan".

POLICY IMPLICATIONS

There are no adverse policy implications envisaged from this report.

FINANCIAL IMPLICATIONS

As this plan progresses there may be a need for Council to consider expenditure via budget process, and or the need for support towards external grant funding.

LEGAL AND STATUTORY IMPLICATIONS

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

RISK IMPLICATIONS (including DAIP)

This proposal does not contain any notable risk implications.

SOCIAL IMPLICATIONS

This an opportunity for the Shire of Toodyay to partner with the Safer Toodyay Committee and others involved in the Committee to help make the Shire of Toodyay a safer place.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

OFFICER COMMENT / DETAILS

A great opportunity to work in partnership with others in the community.

Following the Agenda Briefing meeting on 20 August 2019, the below listed information was supplied giving a brief history of further strategies from the Safer Toodyay Committee.

At the Agenda Briefing held on 20 August 2019 questions were raised in respect to previous strategies by the Committee; this information is provided below:

SaferToodyay WA was previously known as the Toodyay Community Safety & Crime Prevention Committee.

When the Committee first applied for funding, it was the Toodyay Community Safety and Crime Prevention Committee. When they became incorporated, they changed the name from Committee to Association. When the original plan was submitted, the plan was put together by Allen Clabaugh and Wayne Clarke with the help of the Office of Crime Prevention. Barry Vose was Chairperson at the time. After that Mr Clabaugh took over as Chair from Barry Vose. The Association evolved from the original Safer WA committee of 1998 to the Safer Toodyay Committee. Wayne Clarke continues as the Secretary of that Committee.

The plan in 2010 went to the Council Forum but there are no records it was actually endorsed by Council through an Ordinary Council Meeting. A copy of the 2010 and the 2015 plans are on record, but they were not officially presented to Council for endorsement.

The last resolution made by Council in September 2017 included a point 4 which stated "The Toodyay Community Safety and Crime Prevention Plan 2015-2020 be resubmitted to Council for endorsement following the review"

OFFICER'S RECOMMENDATION

1. That Council endorses the Safer Toodyay Strategy.
2. That any financial commitment arising from any actions in the Strategy will be subject to Council's budget constraints.

Cr Dow moved the Officer's Recommendation as follows:

1. **That Council endorses the Safer Toodyay Strategy.**
2. **That any financial commitment arising from any actions in the Strategy will be subject to Council's budget constraints.**

Cr Chitty seconded the motion.

Cr Manning moved an amendment to the motion as follows:

That at Point 2 instead of the word "constraints" the word "processes" be inserted.

Cr Dow accepted the amendment.

Cr Chitty accepted the amendment.

Clarification was sought in relation to the substantive motion.

Debate commenced.

Cr Chitty moved a Permissible Procedural Motion as follows:

That the Debate in relation to the substantive motion for Agenda Item 10.1.1 Safer Toodyay Strategic Plan be adjourned to 4.10pm at the September 2019 Ordinary Council Meeting in accordance with Part 10.1 (c) of the Shire of Toodyay Standing Orders Local Law 2008.

Cr Manning foreshadowed an amendment as follows:

At Point 1 the word "receives" replace the word "endorses"

The CEO advised that only one motion can be considered at one time.

Further advice was provided in regard to the adjournment of debate (10.2 (1) of the Standing Orders) by the CEO.

Cr Rayner seconded the motion.

The motion was put.

PROCEDURAL MOTION/COUNCIL RESOLUTION NO. 203/09/19

MOVED Cr Chitty

SECONDED Cr Rayner

That the Debate in relation to the substantive motion for Agenda Item 10.1.1 Safer Toodyay Strategic Plan be adjourned to 4.10pm at the September 2019 Ordinary Council Meeting in accordance with Part 10.1 (c) of the Shire of Toodyay Standing Orders Local Law 2008.

VOTES EQUALLY DIVIDED 4/4

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

MOTION CARRIED 5/4

In accordance with the Shire of Toodyay Standing Orders Local Law Clause 10.7(b) (ii) the names of the Members who have spoken on the matter are as follows:

- Cr Bell; and
- Cr Manning.

Since the 27 August 2019 Council Meeting

1. The Manager Community Development has marked the items in the Strategy which relate to the Shire of Toodyay. Some of these undertakings are already underway. Others would need to be worked through via the Safer Toodyay Committee in the years 2019-2029. Council may wish to add to these comments and when a response is sent back to Safer Toodyay that these be included.
2. Cr Manning resigned on 11 September 2019.

At the meeting scheduled for 24 September 2019:-

The current recommendation has been moved, seconded and amended before debate was adjourned. When debate resumes the motion will be:

1. **That Council endorses the Safer Toodyay Strategy.**
2. **That any financial commitment arising from any actions in the Strategy will be subject to Council's budget processes.**

Cr Manning had foreshadowed an amendment. As Cr Manning has resigned, this cannot be considered because he is no longer a Councillor.

Cr Bell moved an amendment as follows:

At Point 1 the word "receives" replace the word "endorses"

The motion lapsed for want of a seconder.

The motion was put.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION NO. 225/09/19

MOVED Cr Dow

SECONDED Cr Chitty

1. That Council endorses the Safer Toodyay Strategy.
2. That any financial commitment arising from any actions in the Strategy will be subject to Council's budget constraints.

MOTION CARRIED 5/1

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER (without discussion)

The Shire President may make an announcement in accordance with the Shire of Toodyay Standing Orders Local Law 2008 (Section 4.3).

Cr Rayner Made the following announcement:

First I would like to extend my sincere thanks to Cr Dow, Cr Twine and Cr Welburn for their dedication and efforts to the Shire of Toodyay and the community over the four years as Councillors. They have strived to make Toodyay a safer, health and friendly town and attract tourist and new residents to raise families. Thank you.

I wish Cr Bell and Ex Cr Manning all the best in their campaign to seek re-election in the upcoming elections in October.

8.1 PRESIDENT'S REPORT

Nil

9. REPORTS OF COMMITTEES AND EMPLOYEE REPORTS

9.1 COMMUNITY DEVELOPMENT

Nil

9.2 PLANNING AND DEVELOPMENT

9.2.1 Lot 522 Jubilee Street, Toodyay - Formalisation of access via Reserve R45906

Date of Report:	3 September 2019
Name of Applicant / Proponent/s:	Shire of Toodyay / B.C. Copley (Landowner) / T Copley (tenant)
File Reference:	A3163/522JUB; A4258/R45906
Author:	H. de Vos – Planning Officer
Responsible Officer:	K. Nieuwoudt – Manager of Planning and Development
Previously Before Council:	Nil
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive
Attachments:	1. MAP – Lot 522 Jubilee Street – Access through Reserve R45906
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

Council is requested to provide instruction regarding an access issue involving the landowner at Lot 522 Jubilee Street in Toodyay. The landowner is seeking a formal access arrangement through Reserve R45906.

BACKGROUND

Lot 522 (No. 42) Jubilee Street is a 1604m² property in the Avon Heights Estate subdivision. The land is zoned Residential (R10) under the Shire of Toodyay Local Planning Scheme No. 4.

Adjacent to the property on its eastern boundary is reserve R45906 which is a 3832m² parcel owned by the Shire of Toodyay. It is for the purpose of public recreation.

The tenant (T. Copley) has an existing driveway on the property which meets Jubilee Street. However, she does not use this as it is very steep and this causes her car to skid when in use. Instead, she uses a track through Reserve 45906 in an informal arrangement and this provides her with safer access.

Ms Copley has approached the Shire to see if there is a way of formalising an access arrangement through the reserve.

The two options that will be explored are for her to:

- a) Purchase a portion of Lot 296 on Plan 020995 on which Reserve 45906 sits;
or
- b) The creation of an access easement or right of way through R45906 to the benefit of Lot 522 Jubilee Street.

MATTERS TO BE CONSIDERED BY LOCAL GOVERNMENT

This is not a development application and therefore Section 67 of the regulations do not apply.

CONSULTATION IMPLICATIONS

No consultation has occurred at this stage. Future consultation will be conducted in accordance with the Council's M.2. Public Consultation – Formal Matters policy and any other statutory requirement.

STRATEGIC IMPLICATIONS

There are no adverse strategic implications envisaged from this report.

POLICY IMPLICATIONS

There are no adverse policy implications envisaged from this report.

FINANCIAL IMPLICATIONS

The landowner will be required to pay for any costs associated with this process.

This will include:

- Application costs to the West Australian Planning Commission (WAPC) for any subdivision/amalgamation;
- Landgate forms and fees for lodgement, changing title details etc.;
- Land surveying; and
- Land valuations

LEGAL AND STATUTORY IMPLICATIONS

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

RISK IMPLICATIONS (including DAIP)

There are no adverse risk implications envisaged from this report.

SOCIAL IMPLICATIONS

There are no adverse social implications envisaged from this report.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

ECONOMIC IMPLICATIONS

There are no adverse economic implications envisaged from this report.

OFFICER COMMENT / DETAILS

As discussed in the Background section of the report, there are two options that Council can consider supporting:

Subdivision, purchase of portion of land and amalgamation with Lot 522 Jubilee Street

The Western Australian Planning Commission (WAPC) currently charges \$2,406.00 for an application proposing multiple lots to be amalgamated into a single lot.

In this instance, the applicant would need to engage a land surveyor to have a portion of the reserve R45906 excised out. Next the land would need to be valued. An application would then be made to the WAPC to excise this portion and thus subdivide Lot 296.

The applicant would then purchase this parcel of land and either then amalgamate it into Lot 522 or be the title holder of the small portion of land. The recommended option would be to amalgamate if the applicant chooses to go down this path.

Creation of an access easement through Lot 296 on which Reserve R45906 sits to the benefit of Lot 522.

The other option would be to create an access or right of way easement running through Reserve 45906.

Here the applicant would once again engage a land surveyor to create the easement on the parcel of land.

For an indication of the likely costs associated with this, a quote for the services was obtained:

Interest-only Deposited Plan for a Crown Easement 40 & 42 Jubilee Street, Toodyay

- **Burden:** (Crown) Lot 296 On Plan 20995 (Reserve 45906), being #40 Jubilee Street
- **Benefit:** Freehold Lot 522 On Plan 20995, being #42 Jubilee Street

Subject to approval from the Shire of Toodyay and the Department of Planning, Lands & Heritage (DPLH) the easement could be created by drafting and lodgement of an interest-only Deposited Plan (DP).

Requirement for a field survey is not expected for this site, as the easement dimensions can be defined from aerial photography with reasonable accuracy. However if DPLH stipulates field survey it can be carried out for an additional \$1,000+GST.

Professional surveying services: STAGE 1: Application

Obtain current titles, prepare application form & sketch, and lodge an application by way of Crown Land Enquiry Form with DPLH. **\$1,400.00 + GST**

DPLH's application response time is not published as it is for freehold subdivision applications. From our involvement in other projects we estimate a minimum of 3 months, but it could take 12 months or more. If approved, DPLH will issue a 'survey instruction' to create the easement on a Deposited Plan

STAGE 2: Plan drafting & lodgement

Obtain Landgate information, define easement extents & draft DP, lodge DP and documents with Landgate and DPLH. **\$ 2,900.00 + GST**

Landgate general lodgement fee \$282.00 + GST

Landgate and the Planning Commission review their fees each July (the fees effective from July 2019 have been incorporated into this quotation).

The second option is considered to be the easiest and most cost effective for the landowner. However, they are advised to seek further independent advice and quotes on both processes to allow them to make an informed decision moving forward.

With regards to the Shire's position, the matter has been discussed internally and there is no objection to the tenant's proposal to explore a formalised access arrangement.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION NO 226/09/19

MOVED Cr Dow

That Council -

1. Supports the proposal to create a formalised arrangement for the landowner of Lot 522 On Plan 20995 (being No. 42 Jubilee Street) to have access to their property via Lot 296 On Plan 20995 (Reserve 45906); and
2. Is not financially responsible in any way for the process, but will advocate for the landowner and provide assistance where possible.

MOTION CARRIED 6/0

9.3 WORKS AND TECHNICAL SERVICES

Nil

9.4 CORPORATE SERVICES

9.4.1 List of Payments – July 2019

Date of Report:	11 September 2019
Name of Applicant / Proponent/s:	Shire of Toodyay
File Reference:	FIN6
Author:	C Murcott – Accounts/Payroll Officer
Responsible Officer:	N Rodger – Acting Manager Corporate Services
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Review
Separate attachment:	1. List of Payments.
Voting Requirements:	Simple majority

PURPOSE OF THE REPORT

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

BACKGROUND

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

CONSULTATION IMPLICATIONS

There are no adverse consultation implications envisaged from this report.

STRATEGIC IMPLICATIONS

There are no adverse strategic implications envisaged from this report.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no adverse financial implications envisaged from this report.

LEGAL AND STATUTORY IMPLICATIONS

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

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

RISK IMPLICATIONS (including DAIP)

There are no adverse risk implications envisaged from this report.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

SOCIAL IMPLICATIONS

There are no adverse social implications envisaged from this report.

OFFICER COMMENT / DETAILS

Electronic Funds Transfers (EFT) are for payments transferred directly to creditor bank accounts. Bank Payment Vouchers (BPV) are for direct debits against the bank account such as bank fees and charges etc. Internal Payment Vouchers (IPV) are vouchers raised internally for payroll related expenditures which are paid through Council's on-line (internet) banking system.

OFFICER'S RECOMMENDATION

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

1. Trust Fund Cheques \$418.50;
2. Electronic Fund Transfers (EFT) payments numbered EFT 26327 to EFT 26529 and Municipal Fund Cheques numbered 12645 to 12655 amounting to \$1,126,266.84;
3. Direct Debits numbered IPV645 to IPV646 and BPV4033 to BPV4072 amounting to \$241,659.08; and
4. Super Direct Debits totalling \$38,498.42 and Loan Direct Debits totalling \$9,274.63 as being paid

Cr Chitty moved the Officer's Recommendation.

Cr Twine seconded the motion.

Clarification was sought.

The motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 227/09/19

MOVED Cr Chitty

SECONDED Cr Twine

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

MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN SHIRE OF TOODYAY COUNCIL CHAMBERS ON 24 SEPTEMBER 2019

1. Trust Fund Cheques \$418.50;
2. Electronic Fund Transfers (EFT) payments numbered EFT 26327 to EFT 26529 and Municipal Fund Cheques numbered 12645 to 12655 amounting to \$1,126,266.84;
3. Direct Debits numbered IPV645 to IPV646 and BPV4033 to BPV4072 amounting to \$241,659.08; and
4. Super Direct Debits totalling \$38,498.42 and Loan Direct Debits totalling \$9,274.63 as being paid.

MOTION CARRIED 6/0

9.4.2 List of Payments – August 2019

Date of Report:	11 September 2019
Name of Applicant / Proponent/s:	Shire of Toodyay
File Reference:	FIN6
Author:	C Murcott – Accounts/Payroll Officer
Responsible Officer:	N Rodger – Acting Manager Corporate Services
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Review
Separate attachment:	1. List of Payments.
Voting Requirements:	Simple majority

PURPOSE OF THE REPORT

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

BACKGROUND

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

CONSULTATION IMPLICATIONS

There are no adverse consultation implications envisaged from this report.

STRATEGIC IMPLICATIONS

There are no adverse strategic implications envisaged from this report.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no adverse financial implications envisaged from this report.

LEGAL AND STATUTORY IMPLICATIONS

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

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states that where the Chief Executive Officer has delegated authority to

make payments from the municipal and trust accounts, a list of such payments is to be presented to Council at the next meeting.

RISK IMPLICATIONS (including DAIP)

There are no adverse risk implications envisaged from this report.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

SOCIAL IMPLICATIONS

There are no adverse social implications envisaged from this report.

OFFICER COMMENT / DETAILS

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

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

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

OFFICER'S RECOMMENDATION

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

1. Trust Fund Cheques \$0.00;
2. Electronic Fund Transfers (EFT) payments numbered EFT 26530 to EFT 26717 and Municipal Fund Cheques numbered 12656 to 12669 amounting to \$779,649.89;
3. Direct Debits numbered IPV647 to IPV648 and BPV4073 to BPV4106 amounting to \$234,068.82; and
4. Super Direct Debits totalling \$39,472.61 as being paid

Cr Dow moved the Officer's Recommendation.

Cr Chitty seconded the motion.

Clarification was sought.

The motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 228/09/19

MOVED Cr Dow

SECONDED Cr Chitty

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

1. Trust Fund Cheques \$0.00;
2. Electronic Fund Transfers (EFT) payments numbered EFT 26530 to EFT 26717 and Municipal Fund Cheques numbered 12656 to 12669 amounting to \$799,649.89;

MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN SHIRE OF TOODYAY COUNCIL CHAMBERS ON 24 SEPTEMBER 2019

3. Direct Debits numbered IPV647 to IPV648 and BPV4073 to BPV4106 amounting to \$234,068.82; and
4. Super Direct Debits totalling \$39,472.61 as being paid.

MOTION CARRIED 5/1

9.4.3 Monthly Financial Statements – July & August 2019

Date of Report:	18 September 2019
Name of Applicant / Proponent/s:	Shire of Toodyay
File Reference:	FIN24
Author:	N Rodger – Acting Manager Corporate Services
Responsible Officer:	N Rodger – Acting Manager Corporate Services
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Review
Separate Attachments:	<ol style="list-style-type: none"> 1. Monthly Financial Statements including Outstanding Rates Debtors and Outstanding Sundry Debtors for the month ending 31 July 2019; 2. Bank Reconciliations for month ending 31 July 2019; 3. Monthly Financial Statements including Outstanding Rates Debtors and Outstanding Sundry Debtors for the month ending 31 August 2019; and 4. Bank Reconciliations for month ending 31 August 2019.
Voting Requirements:	Simple majority

PURPOSE OF THE REPORT

To accept the Monthly Financial Statements, Outstanding Rates and Outstanding Sundry Debtors Information and the Bank Reconciliations for the period ending 31 July 2019 and 31 August 2019.

BACKGROUND

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

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

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

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

CONSULTATION IMPLICATIONS

There are no adverse consultation implications envisaged from this report.

STRATEGIC IMPLICATIONS

There are no adverse strategic implications envisaged from this report.

POLICY IMPLICATIONS

There are no adverse policy implications envisaged from this report.

FINANCIAL IMPLICATIONS

There are no adverse financial implications envisaged from this report.

LEGAL AND STATUTORY IMPLICATIONS

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

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

The Statement is to be accompanied by:

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

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

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

RISK IMPLICATIONS (including DAIP)

There are no adverse risk implications envisaged from this report.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

SOCIAL IMPLICATIONS

There are no adverse social implications envisaged from this report.

OFFICER COMMENT / DETAILS

Attached are the monthly Financial Statements, outstanding Rates and outstanding Sundry Debtors Information and Bank Reconciliations for the period ending 31 July 2019 and 31 August 2019.

OFFICER'S RECOMMENDATION

That Council accept the monthly Financial Statements, Outstanding Rates and Outstanding Sundry Debtors Information and Bank Reconciliations for the period ending 31 July 2019 and 31 August 2019.

Cr Welburn moved the Officer's Recommendation.

Cr Twine seconded the motion.

Clarification was sought.

The motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 229/09/19

MOVED Cr Welburn

SECONDED Cr Twine

That Council accept the monthly Financial Statements, Outstanding Rates and Outstanding Sundry Debtors Information and Bank Reconciliations for the period ending 31 July 2019 and 31 August 2019.

MOTION CARRIED 5/1

9.5 EXECUTIVE SERVICES

9.5.1 Committees of Council Review

Date of Report:	30 August 2019
Name of Applicant / Proponent/s:	Executive Services Team
File Reference:	MTG7, MTG8
Author:	M Rebane – Executive Assistant
Responsible Officer:	S Scott – CEO
Previously Before Council:	August 2019 OCM Item 10.5.2
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> 1. AMENDED & Revised Committees of Council and Advisory Groups Terms of Reference; and 2. AMENDED & Revised Advisory Groups Policy. 3. For <i>Information Purposes only</i> – the Department's Operational Guideline for Audit Committees.
Voting Requirements:	Simple majority

PURPOSE OF THE REPORT

To consider formally closing various Committees of Council and adopting a NEW framework that includes a Committees of Council and Advisory Groups Terms of Reference and an Advisory Groups Policy.

EXECUTIVE SUMMARY

The feedback obtained at the Agenda Briefing held on 20 August 2019 and in fact the August 2019 Ordinary Council Meeting has resulted in the two amended documents being presented as attachments to this report.

BACKGROUND

Council were asked to consider whether or not to continue with the current Committees of Council framework at their Strategic Forum held on 13 August 2019 and at their August 2019 Council Meeting.

Submissions were made by at least seven members of the community in relation to the report presented to the Ordinary Council Meeting in August 2019.

At the August 2019 Council Meeting Council resolved that the matter of the "Committees of Council Review" be deferred to the September 2019 Ordinary Council Meeting.

CONSULTATION

Following the August 2019 Council Meeting the Terms of Reference and Policy were looked at in detail and further research was undertaken in respect to legislation that affects local governments, and guidelines published by the Department of Local Government, Sport and Cultural Industries.

At the August 2019 Council Meeting a submitter asked about the Museum Advisory Committee Meeting. The minutes had only been signed off for distribution just days before the Council Meeting, and after the report had been included in the Council Meeting Agenda.

The Manager Community Development was consulted in relation to the contents of the August 2019 MAC Minutes which contained a paragraph (not a recommendation to Council) as follows:

All members of the committee strongly agree the Museum Advisory Committee should be retained as a Committee of Council. There is great community value in providing support to the decision-making process of the Museum and its collections.

The Environmental Advisory Committee met on 3 September 2019. At this meeting a copy from the Terms of Reference for the Environmental Advisory Group was tabled. At this meeting the Committee made the following recommendation to Council:

- 1. That the EAC meetings be open to the public; and*
- 2. The EAC minutes be available on the Shire's website.*

STRATEGIC IMPLICATIONS

There are no adverse strategic implications envisaged from this report.

POLICY IMPLICATIONS

Council Policy 0.4 Museum Collection and Conservation Management, would need to be amended in order to remove consultation with the Museum Advisory Committee. Its amendment should not hold up the adoption of the Terms of Reference document as the proposal is that the Committee be an Advisory Group.

Currently the CEO has a Delegation of Council to accept items into the museum collection (accession) and to decide up on items that will be removed from the collection (de-accession) upon advice received from the Museum Curator in both instances.

FINANCIAL IMPLICATIONS

There are no adverse financial implications envisaged from this report.

LEGAL AND STATUTORY IMPLICATIONS

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 Appointment of Committee Members.

The *Local Government Act 1995* is silent on the formation of Advisory Groups by local government. This is why the policy has been included as a part of the new

framework. As a local government the Shire has an obligation to operate within the parameters of the legislation that governs it.

The public notice of Council and Committee Meetings is in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996* (Act s.5.25(1)(g)). Local Public Notice is seven days in accordance with section 1.7 of the *Local Government Act 1995*.

RISK IMPLICATIONS (including DAIP)

There are no adverse risk implications envisaged from this report.

SOCIAL IMPLICATIONS

There are no adverse social implications envisaged from this report.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

ECONOMIC IMPLICATIONS

There are no adverse economic implications envisaged from this report.

OFFICER COMMENT / DETAILS

The submissions made after the Agenda Briefing on 20 August 2019 enabled the terms of reference and Advisory Groups Policy documents to be revised and AMENDED.

The inclusion of the *Essential Committees* into the AMENDED Terms of Reference is for the purposes of providing one document to the new Council who join the Shire of Toodyay after the October 2019 Ordinary Local Government Elections. Any amendments are explained as follows:

- **Audit Committee (AC)**

This is an Essential Committee. The title does not contain the word "Advisory". This committee is listed in the AMENDED framework as an essential committee, and therefore would remain as such.

The content of the Terms of Reference is taken directly from information available through instruments of legislation.

Further to the above, it was pointed out as part of a submission made by B Ruthven that many of the points contained within the Committee brief do not apply to this local government.

In fact, upon an in-depth review of the legislation and the operational guide that the Department of Local Government, Sport and Cultural Industries publishes in respect to Audit Committees (Attachment 3) it appears that many of the points listed in the Committee Brief were taken directly from pages 10 to 13 of the operational guideline. Some of the points had an asterisk (*) before them, and the explanation given within the operational guideline is that the asterisk means that they are "optional." This means that it is up to the local government to decide whether they be included or not.

Liaison with the Acting Manager Corporate Services and cross referencing the functions of the Audit Committee specified in the regulations (refer to

Attachment 1) meant that the points could be revised to reflect the actual functions of the Audit Committee which are actually set by legislation.

- **Bush Fires Advisory Committee (BFAC)**

Even though the Committee has the word “advisory” in it, this committee is listed in the AMENDED framework as an essential committee, and therefore would remain as such.

The content of the Terms of Reference is taken directly from information available through instruments of legislation and what is available on the Shire of Toodyay website under Master Plans.

- **Local Emergency Management Committee (LEMC)**

This is an Essential Committee. The title does not contain the word “Advisory”. This committee is listed in the AMENDED framework as an essential committee, and therefore would remain as such.

The content of the Terms of Reference is taken directly from information available through instruments of legislation and what is available through the State Emergency Management Committee website.

Local Recovery Committee (LRC)

This is a sub-committee of the LEMC.

The content of the Terms of Reference is taken directly from information available through instruments of legislation and what is available through the State Emergency Management Committee website.

At the August 2019 Council Meeting it was explained that the main point of difference with respect to a Committee of Council and an Advisory Group will be that the Advisory Group will not be expected to adhere stringently to the Shire of Toodyay *Standing Orders Local Law 2008*.

In truth we hoped for the Advisory Groups to not be bound at all to the Standing Orders at all. This was what prompted the use of the draft policy from the City of Vincent.

The fact that the matter was deferred to the September 2019 Council Meeting enabled the Executive Services Team to research guidelines published by the Department of Local Government, Sport and Cultural Industries and in effect, revise our stance, and the proposed NEW framework, as amended.

A lot of work has been undertaken in order to provide advice to Council that addresses some of the issues brought up from community members at the August 2019 Council Meeting. In creating this NEW framework there is no intention to deceive, nor take away from the input that has been or is to be provided by community members that have served or will continue to serve on council committees and/or advisory groups.

Advisory Committees have to an extent operated as Advisory Groups no matter the title. This is due to an *unfamiliarity* with the Shire’s Standing Orders. For efficacy, meetings have always been moved along by the Presiding Member in order to get the business presented discussed. Most motions are moved after brief discussion but there have been occasions where they are moved, amended, and changed in a way that is not in line with Standing Orders.

Further, where new motions of committees have been presented, there have been a few occasions where Committee Members discuss what a motion will look like as they go. This process (not in line with Standing Orders) often takes anything from five to twenty five minutes to finalise.

Further, some Committees have also made recommendations that have been completely left field, where no research has been undertaken prior to the motion being moved at a Committee Meeting, or the Manager has been asked to do research about something that is not on the Committee's brief to bring it to them. There have been occasions where no consideration has been given to what is already existing in the community via the resources of other government departments or more importantly, what is contained within the Shire's Strategic Community Plan, nor the other plans that sit within the integrated planning framework.

The attached AMENDED policy seeks to align processes for the "Advisory Committees" providing clear limits for these groups that better reflect common practices.

For the purposes of this report discussion about the current status of "Advisory Committees" and the reasons why they would be abolished or made into an Advisory Group are as follows:

- **Works Advisory Committee (WAC)**

It was reported at the Strategic Forum that whilst the discussions that happened around the table seemed useful, the meetings themselves were more a Q&A session about programs the Works and Services Team was undertaking as well as an opportunity for community members to hand in works requests. Therefore, it is proposed that this committee be formally closed.

In its place, the Manager Works and Services will provide updates to Council at the Strategic Council forums on a quarterly basis – therefore this committee is not required as a formal Committee of Council.

- **Museum Advisory Committee (MAC)**

It was reported at the Strategic Forum that the membership of the committee had been consulted with in respect to possible closure of the committee. Council Policy was referred to during the discussion. The accession into and out of the Museum Collection is done by the CEO (through a delegation of Council) and the Museum Curator is sub-delegated. Matters such as these would have to continue and the delegation itself would require amendment if the committee is discontinued.

The option of making this committee a Friends of the Museum Advisory Group was considered. At these committee meetings the group discusses all manner of topics, related to the brief, but there have been some occasions where matters have crossed over into being operational in substance and effect. This is most likely due to the fact that the members, from time to time, do in fact assist the Museum Curator outside of the committee structure.

At their August 2019 Committee Meeting the Committee did not resolve that they wanted to remain as a committee, but as the consultation section of this report indicates – they did say they wanted to still meet.

The resolution will ask Council to consider changing the name and it is envisaged that the AMENDED Terms of Reference for the Museum Advisory Group which the Manager Community Development has amended as well with an aim and objectives, will be supported by Council.

The purpose of the Museum Advisory Committee as set by Council was as follows:

To provide guidance and assistance to the Council on matters affecting the selection, interpretation or display of the museums artefacts and matters relating to the promotion of the Museum.

The Manager Community Development and Museum Curator have amended the Aims and Objectives of the Museum Advisory Group (Refer to **Attachment 1**).

- **Community and Public Transport Advisory Committee**

At the Strategic Forum several questions were raised in relation to what the future focus of the group will be given that the Community Bus will be purchased in the second half of the financial year 2019/2020.

Public Transport within Western Australia is the responsibility of the Public Transport Authority of which services by Transwa (for rail transport).

The position of the local government is **advocacy**, and groups like Roadwise, the friends of the Avon Link, already exist in the community at arm's length of the Shire should we need information or assistance in lobbying both the State or Federal Governments.

The Shire hosts, and is an active member on the Toodyay Road Community Reference Group set up by Main Roads to ensure community input for the Toodyay Road upgrade project.

The Shire is also part of the Avon subgroup which is part of the Wheatbelt North Regional Road Group. This group gets together regularly to discuss funding for roads of regional significance, State and Federal Black Spot Projects and commodity route funding are all managed through RRG processes.

The Shire also has a representative on the Toodyay Road Liaison Committee which at times speaks about general broad matters related to roads and transport.

In relation to liaison specified in the current purpose of the CPTAC we do have representatives who attend Avon Midland Country Zone Meetings and we do work with other local governments through our Avon Regional Organisation of Councils – AROC group. Agendas and Minutes of the Zone Meetings and the AROC meetings are posted on the Council hub, which all Councillors have access to. AROC Minutes are also available on the Shire of Toodyay website.

In terms of the Community Bus pending purchase, Council would be unaware that during the time that there was an external committee for the Community Bus the actual bookings for the bus were being handled by the Visitor Centre Team using forms supplied by the then current external Community Bus Committee. That Committee also provided drivers for the bus from time to time and cleaned the bus after use. Promotion of the bus was through the Visitor Centre as well as the Committee.

When the Community Bus Committee wound up the Community Bus was housed at the shed on the Old Parks Depot Site. The Works and Services Team undertook maintenance until such time as the bus was considered unsafe and was no longer roadworthy.

It is proposed that the CPTAC Committee be formally closed. The Community Development Team has the capacity to promote the availability of the bus, once purchased, and will not require a committee in order to manage its operational or maintenance activities.

Further to the above, Council has made resolutions in 2016 and 2018 in terms of public transport as follows:

Council Resolution 139/12/16

That Council confirm that the Lobbying Priorities of the Shire of Toodyay are as follows:

- (a) Sport and Recreation Precinct;
- (b) Avon Link Enhancement Project;
- (c) Toodyay Bypass / Heavy Haulage Route; and
- (d) The Duke Street Pedestrian Overpass.

Council Resolution No. 30/02/18

That Council:

1. Notes the outcomes of the Transwa Route Rationalisation Report produced by Transwa; and
2. Continues to lobby all relevant Ministers and Members of Parliament to seek improved public transport services including but not limited to:
 - Seeking increased rail link and road coach services to compliment the current services;
 - Working with the City of Swan to aggregate demand between Morangup and near Metro locations such as Gidgegannup to support a bus and or coach service; and
 - Working with other Local Governments and WALGA (including through the Avon Midland Country Zone) to help address regional public transport issues.

It is proposed that the CPTAC be formally closed. In its place, the Manager of Community Development and the Manager Works and Services will provide information via the CEO Update to Council on a quarterly basis through the Strategic Council Forums. Information will include, but not be

limited to, updates on the community bus and lobbying or advocacy that has taken place in respect to public transport and road transport matters.

It is recommended this committee is not required as a formal Committee of Council, nor as an Advisory Group.

- **Environmental Advisory Committee**

This committee had its purpose set by Council. The main aim had been to provide advice on the implementation of the Environmental Management Strategy. As a Committee it did not have delegated authority.

Councillors who are members of the Committee pass feedback from the Committee to Councillors at the Quarterly Strategic Forum during their representative updates.

This Advisory Committee has technically been operating their meetings like an Advisory Group. This report seeks to formalise that process by renaming them as the “Environmental Advisory Group”.

The Manager of Planning and Development will provide information via the CEO Update to Council on a quarterly basis through the Strategic Council Forums.

At the Agenda Briefing held on 20 August 2019, Councillors were a bit concerned that the Community Members of the Environment Advisory Committee might object to being revamped into becoming an Advisory Group.

Community Members provided their opinions by way of a schedule of submissions that was presented to Council at the 27 August 2019 Ordinary Council Meeting.

The Manager of Planning and Development had amended the Purpose of the Committee by adding a series of “objectives.”

The AMENDED Terms of Reference has renamed the heading “purpose” with “aims” and left the objectives as the Manager of Planning and Development had written them. As the Manager will be the Senior Supporting Officer (and Member) of the Environmental Advisory Group the driver of the group will be through the Senior Supporting Officer, with the support of Council.

The purpose of the Environmental Advisory Committee as set by Council was as follows:

“To provide:

- (i) Advice to Council on the implementation of the environmental strategy;*
- (ii) Develop relevant documents including policies, strategies, leaflets, pamphlets or booklets consistent with the environmental strategy for consideration by Council; and*
- (iii) Provide advice on relevant matters referred to it by Council.”*

The Manager Planning and Development amended the Aims and Objectives of the proposed Environmental Advisory Group (Refer to **Attachment 1**) to better reflect the Group’s work, purpose and desired outcomes.

As advised in the consultation implications section of this report, the current Committee made a recommendation to Council that their meetings be open to the public and their minutes be on the Shire's website.

In relation to the minutes being on the Shire's website Council will note that the Advisory Groups Policy states that the minutes of Advisory Groups will be posted to the Shire's website at Clause 4(5) (h).

In relation to the meetings being open to the public Council will note that the Advisory Groups Policy states that the Advisory Group meetings will not be open to the public at Clause 4(2) (b).

Opening the meetings up to the public means that meetings have to be advertised which means there has to be at least a fourteen day window before a meeting can be set up by the Presiding Member in liaison with the Senior Supporting Officer.

The purpose of the Environmental Advisory Group is to provide advice to Council. It is not intended to be a vehicle for becoming an autonomous group that pulls in other existing environmental groups within the district or regional areas to drive other environmental group's ideas and/or agendas not determined by Council. The Environmental Management Strategy came into being through the adoption of the Strategic Community Plan adopted by Council, ergo the advisory group is set up by Council to provide advice to Council on environmental matters in line with the Strategic Community Plan and the EMS.

Once the **Advisory Groups Policy** and **Committees of Council and Advisory Groups Terms of Reference** is adopted by Council the Administration, through the office of the CEO, can go about contacting current community representatives, and prepare for the lead-up to the October 2019 Ordinary Election.

The appointment of members to the Essential Committees and Advisory Groups as outlined in the Terms of Reference would occur after the Ordinary Election.

Following the Agenda Briefing held on 17 September 2019 minor tweaks to the Policy and Terms of Reference were made.

OFFICER'S RECOMMENDATION

That Council resolves to:

1. Adopt the Shire of Toodyay Committees of Council and Advisory Groups Terms of Reference as attached; thereby formally:
 - (a) closing the Works Advisory Committee and the Community and Public Transport Advisory Committee Meeting; and
 - (b) change the Museum Advisory Committee to the Museum Advisory Group; and
 - (c) note the Environmental Advisory Committee recommendation made at their meeting dated 3 September 2019; and
 - (d) change the Environmental Advisory Committee to the Environmental Advisory Group; and
2. Adopt the Policy titled "Advisory Groups Policy" as attached;

Cr Rayner invited Councillors to move the Officer's Recommendation.

Cr Chitty moved an alternative motion as follows:

That Council resolves to:

- 1. Close the Works Advisory Committee and the Community and Public Transport Advisory Committee Meeting.**
- 2. Defer consideration of all other recommendations to the Special Meeting of Council 29 October 2019 at 3.00pm.**

Cr Twine seconded the motion.

Clarification was sought.

The motion was put.

ALTERNATE MOTION/COUNCIL RESOLUTION NO. 230/09/19

MOVED Cr Chitty

SECONDED Cr Twine

That Council resolves to:

1. Close the Works Advisory Committee and the Community and Public Transport Advisory Committee Meeting.
2. Defer consideration of all other recommendations to the Special Meeting of Council 29 October 2019 at 3.00pm.

MOTION CARRIED 6/0

**9.5.2 The Toodyay Lodge – Request to waive rates - Reserve 18671
Lot 146, Masonic Lodge, 19 Fiennes St, Toodyay 6566**

Date of Report:	9 February 2018
Name of Applicant / Proponent/s:	The Toodyay Masonic Lodge
File Reference:	A262/IAM61967
Author:	S Scott – Chief Executive Officer
Responsible Officer:	S Scott – Chief Executive Officer
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive
Attachments:	1. Correspondence from Toodyay Lodge; and 2. Details of the Freemasons Hall from the inherit Database.
Voting Requirements:	Absolute majority

PURPOSE OF THE REPORT

To consider a request from The Toodyay Masonic Lodge to waive rates for the Masonic Lodge located on Reserve 18671 Lot 146, 19 Fiennes St, Toodyay 6566 (**Attach 1**).

BACKGROUND

The Toodyay Lodge are seeking an exemption from paying Toodyay Shire rates. A copy of the correspondence is attached.

The Toodyay Lodge is affiliated with the Grand Lodge of Western Australia and the Masonic Foundation (a registered charity).

The Lodge makes the following points:

- The freemasons is a charitable not for profit organisation;
- It has operated continuously in Toodyay since 1899; and in the present location since the 1920's;
- If the Toodyay Lodge ever folded the building would likely be gifted to the Shire for community purposes.
- Other local community organisations have not been charged rates and most country lodges do not pay rates; and
- Much of the land on which the pay rates is used as a public car park adjacent to the Shire Offices, and this can be seen from the aerial photograph below.



CONSULTATION IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

There are no adverse strategic implications envisaged from this report.

POLICY IMPLICATIONS

There are no adverse policy implications envisaged from this report.

FINANCIAL IMPLICATIONS

According to the rates system for Assessment No. A262, the Toodyay Lodge is on a minimum rate therefore the following rates (including service charges) are applicable:

Levies	Receipts	Balance	Description
\$1,351.00	\$ 0.00	\$1,351.00	Rates
\$ 84.00	\$ 0.00	\$ 84.00	Emergency Services Levy
\$ 230.00	\$ 0.00	\$ 230.00	Rubbish Service
\$ 85.00	\$ 0.00	\$ 85.00	Waste Transfer Station Rate
Total		\$1,750.00	

LEGAL AND STATUTORY IMPLICATIONS

Section 6.32 of the *Local Government Act 1995* provides for a local government to, when adopting the annual budget, impose by absolute majority on land within its district, a specified area rate.

Section 6.26 of the *Local Government Act 1995* states as follows:

6.26 Rateable land

- (1) Except as provided in this section all land within a district is rateable land.
- (2) The following land is not rateable land —
 - (g) land used exclusively for charitable purposes; and
 - (j) land which is exempt from rates under any other written law; and
 - (k) land which is declared by the Minister to be exempt from rates.
- (4) The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.
- (5) Notice of any declaration made under subsection (4) is to be published in the *Gazette*.
- (6) Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.

6.47 Concessions

Subject to the *Rates and Charges (Rebates and Deferrals) Act 1992*, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge. (*Absolute majority required).

The *Rates and Charges (Rebates and Deferrals) Act 1992* states as follows:

3. Terms used

- (1) In this Act, unless the contrary intention appears —

administrative authority, as regards any prescribed charge, means, subject to subsection (1a), the authority making that charge;
- (1a) The administrative authority for the emergency services levy that is the subject of an assessment notice under section 36J of the *Fire and Emergency Services Act 1998* is the local government that serves the notice.

prescribed charge means —

 - (a) a charge, by way of rates, made under —
 - (i) the *Local Government Act 1995*; or
 - (ii) the *Soil and Land Conservation Act 1945*;

or

- (b) a charge for the provision of water supply, sewerage or drainage, not being a charge assessed by reference to the quantity of water or wastewater concerned, made under —
 - (i) the *Water Services Act 2012*; or
 - (iii) the *Health (Miscellaneous Provisions) Act 1911*; or
 - (iv) the *Local Government Act 1995*;or
- (c) a charge by way of the emergency services levy; or
- (da) a charge, by way of a service charge, made under the *Local Government Act 1995* section 6.38 in relation to the provision of underground electricity; or
- (d) a charge prescribed by regulations made under this Act.

RISK IMPLICATIONS (including DAIP)

There are no adverse risk implications envisaged from this report.

SOCIAL IMPLICATIONS

There are no adverse social implications envisaged from this report.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

ECONOMIC IMPLICATIONS

There are no adverse economic implications envisaged from this report.

OFFICER COMMENT / DETAILS

The correspondence from the Toodyay Lodge to waive the rates on 19 Fiennes Street, Toodyay states that the land on which the building presently sits is already used by the Shire and community for car parking. The letter also suggests that if the lodge were ever to close, the members wish that the ownership of the building be transferred to the Shire for the community.

Unfortunately, the final decision on the disposition of the property would be made by the Grand Lodge, not the local lodge. It would in any event be preferable for the lodge to continue to operate.

It is notable that while the lodge building is not listed on the State Heritage Register, it has been classified by the National Trust and is listed on the Shire of Toodyay Municipal Inventory. The building has recently been painted and new access improvements are underway.

Council has the option of waiving the rates or providing a concession or taking no action. The lodge has the option of applying directly to the Minister for Local Government for a charitable exemption, but it is not clear of the Grand Lodge itself is a charity, or only the Masonic Foundation.

Council cannot waive ESL charges as these are levied by the State and collected by Local Government.

Rubbish charges are a fee for service, and the WARR rate is raised under different legislation, but both may be waived or reduced by resolution of Council.

OFFICER'S RECOMMENDATION

That Council waive the Council rates totalling \$1,351.00, and WARR Rate totalling \$85.00 on the Toodyay Lodge located at 19 Fiennes Street, Toodyay for the 2019/2020 financial year.

ALTERNATIVE OFFICER'S RECOMMENDATION

That Council provides a 50% concession the Council rates and WARR Rate on the Toodyay Lodge located at 19 Fiennes Street, Toodyay for the 2019/2020 financial year, at a cost of \$718.00.

Cr Rayner moved the Officers Recommendation as follows:

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. 231/06/19

MOVED Cr Rayner

That Council waive the Council rates totalling \$1,351.00, and WARR Rate totalling \$85.00 on the Toodyay Lodge located at 19 Fiennes Street, Toodyay for the 2019/2020 financial year.

MOTION CARRIED 4/2

MOTION WAS LOST FOR WANT OF ABSOLUTE MAJORITY

Cr Dow moved the Alternative Officer's Recommendation.

Cr Rayner seconded the motion.

Clarification was sought.

The motion was put.

ALTERNATE MOTION/COUNCIL RESOLUTION NO. 232/09/19

MOVED Cr Dow

SECONDED Cr Rayner

That Council provides a 50% concession the Council rates and WARR Rate on the Toodyay Lodge located at 19 Fiennes Street, Toodyay for the 2019/2020 financial year, at a cost of \$718.00.

MOTION CARRIED 5/1

9.5.3 Wheatbelt Secondary Freight Network Program – formalisation of commitment.

Date of Report:	11 September 2019
Name of Applicant / Proponent/s:	Shire of Koorda
File Reference:	IAM62133
Author:	S Scott – CEO
Responsible Officer:	S Scott – CEO
Previously Before Council:	RES NO. 179/08/18 and 180/08/18 from the 28 August 2018 OCM – Item No. 9.3.1 Wheatbelt Secondary Freight Route Project
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> 1. WSN Project Governance Plan; 2. WSN Program Delivery Plan for Local Governments; and 3. WSN Multi Criteria Analysis (MCA) Methodology for Local Governments.
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

- (1) To formalise Council’s commitment to the Wheatbelt Secondary Freight Network Program.
- (2) To receive WSN Program documents; and
- (3) To endorse processes and procedures outlined in the Program Governance Plan.

EXECUTIVE SUMMARY

The Wheatbelt Secondary Freight Network (WSN) steering committee have been busy working on the development of a governance framework to guide the WSN operational rollout.

Over many weeks the Steering committee have met and discussed the variety of issues and have now completed a program Governance plan, Program delivery plan and a Multi-criteria analysis methodology.

As a result, they are now requesting assistance from all local governments in bringing this framework to Council’s attention and seek formal acceptance by resolution.

BACKGROUND

The local governments of the Wheatbelt Region have worked collaboratively with 42 local governments for over 4 years to secure funding to improve secondary freight network routes on local government roads in the Wheatbelt.

The Wheatbelt Secondary Freight Network (WSFN) Program has successfully been allocated \$70 million of Federal Funding (ROSI). This has been matched with State Funding of \$17.5 million (reflecting the 80/20 funding agreement).

The State Funding will be sourced two thirds from the State and one third from the local governments whose assets are being upgraded.

\$87.5M will not be sufficient to upgrade all the identified 80 routes. Good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.

Attached is a Program Governance Plan (PGP) which identifies how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG) and local governments.

The PGP will provide a framework and guidelines for all members of the WSFN Program to operate within. It will be used to communicate to all stakeholders how the program will be governed. It should be read in conjunction with the attached Program Delivery Plan (PDP) and the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how on-ground capital works will be delivered for Stage 1 and beyond.

Now that the initial funding for the delivery of on-ground capital works for Stage 1 has been confirmed, it is proposed that all 42 local governments formalise their commitment to the WSFN Program, in order to be eligible for future funding and project consideration.

The WSFN Steering Committee has requested that the formal commitment from all 42 Councils be via a formal resolution of Council, which will entail the presentation and acknowledgement of the relevant plans and WSFN program documents (**Attachments 1, 2 and 3**).

CONSULTATION

This project has been presented in draft at the 2018 Wheatbelt Local Government Conference in Jurien. There has also been extensive discussion through the Regional Road Group process.

The WSFR has been incorporated into the draft *Revitalising Agricultural Region Freight Strategy* prepared by the Department of Transport and circulated to elected members for information and comment in June and July 2019.

The CEO and Cr Twine as the Shire's Regional Road Group delegate met with Main Roads last week, and the WSFR was part of that discussion, including the importance of the governance framework to clear the way for the flow of funding.

STRATEGIC IMPLICATIONS

A key point of the *Shire's Strategic Community Plan 2028* is to ensure collaboration, understanding and facilitation.

A key objective of the Shire's Corporate Business Plan is to provide effective and efficient transport infrastructure and services to the community via the activities of construction and maintenance of roads, bridges, street lighting and depot maintenance.

Officers from local governments with prioritised projects will be essential to ensure successful delivery of individual projects. This will provide a great opportunity for knowledge sharing and collaboration across the region. It will allow members of the Program Technical Team (PTT) to undertake both informal and formal training of local government authority (LGA) staff to upskill and improve their technical capacity. Where possible neighbouring LGs will be encouraged to share technical, workforce and plant resources to assist in the efficient on-ground delivery of individual projects.

- i. Individual Shires will provide the following to the Steering Committee for approval before any funding will be released:
 - (a) Scope;
 - (b) Budget;
 - (c) Methodology; and
 - (d) Delivery.
- ii. WSNF 5 Year Plan incorporated in their LTFFP.
- iii. Individual Shires incorporate into Council Budgets Annually. and
- iv. Funding will be distributed to local government authorities (LGA's) via MRWA in accordance with Governance Plan.

POLICY IMPLICATIONS

There are no adverse policy implications envisaged from this report.

FINANCIAL IMPLICATIONS

Local Governments with projects approved over the course of the WSNF program will be required to contribute approximately 7% of each individual project's total cost. The remaining funding will be provided by Federal Government 80% and State Government 13%.

LEGAL AND STATUTORY IMPLICATIONS

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

RISK IMPLICATIONS (including DAIP)

There are no adverse risk implications envisaged from this report.

SOCIAL IMPLICATIONS

There are no adverse social implications envisaged from this report.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

ECONOMIC IMPLICATIONS

It is requested by the Wheatbelt Secondary Freight Network Steering Committee that the associated 42 Local Governments formalise their commitment to WSNF

Program, to be eligible for future funding and project consideration, via a formal resolution of Council.

OFFICER COMMENT / DETAILS

The 42 Council resolutions will be collated as addendums to a formal agreement that the Regional Road Group will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSNF program formalising the ongoing commitment to the program.

In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding.

A prioritisation of the Wheatbelt Secondary Freight Network routes will via a multi-criteria analysis (MCA) will be developed to score each route based on the available data submitted by Local Governments and the Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. The criteria upon which each route will be assessed in the MCA includes:

Data Set	Description
ROSMA KSI Rate	ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.
Seal Width	The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road.
Road Condition	Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition
ADT Counts	Average Daily Traffic counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.
ESA Counts	An Equivalent Standard Axle is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.

On-ground works for the WSNF program are expected to commence in financial year 2020/21 and be staged over a 3 to 5 year period depending upon Federal Government stipulations.

For the year 2019/20 the WSNF have identified 2 x pilot projects to begin on-ground works and refine project delivery methodologies and processes. These will be \$1 million dollars each and have been identified for the following Shires:

- Wheatbelt North
 - Shire of Victoria Plains
 - Lancelin to Meckering Route
 - Mogumber - Yarawindah Road
 - Project value \$1M
- Wheatbelt South
 - Shire of Quairading
 - Cunderdin to Kweda Route
 - Cunderdin - Quairading Road
 - Project Value \$1M

The Shire of Toodyay has approximately 64.2km of roads listed under the Secondary Freight Route. Around 49.75km of these roads have been identified as requiring works to meet the desired standard under the Secondary Freight Route Project totalling approximately \$3.5 million.

This project is seen as a major positive as it could lead to substantial funding for the upgrade of roads under the Shire of Toodyay's responsibility.

The following resolutions will be considered by each of the 42 affected Local Governments at their September 2019 meetings.

OFFICER'S RECOMMENDATION

That Council:

1. Formalise their commitment to the program the Wheatbelt Secondary Freight Network Program enabling them to be eligible for future funding and project consideration.
2. Receive the following WSNF Program documents which outline how the WSNF Steering Committee propose to administer the WSNF Program:
 - (a) Program Governance Plan
 - (b) Program Delivery Plan
 - (c) Multi Criteria Analysis Methodology.
3. Endorse the processes and procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the WSNF Steering Committee to make decisions in accordance with in the Program Governance Plan.

Cr Twine moved the Officer's Recommendation.

Cr Welburn seconded the motion.

Clarification was sought.

The motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. 233/09/19

MOVED Cr Twine

SECONDED Cr Welburn

That Council:

1. Formalise their commitment to the Wheatbelt Secondary Freight Network Program enabling them to be eligible for future funding and project consideration.
2. Receive the following WSN Program documents which outline how the WSN Steering Committee propose to administer the WSN Program:
 - (a) Program Governance Plan
 - (b) Program Delivery Plan
 - (c) Multi Criteria Analysis Methodology.
3. Endorse the processes and procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the WSN Steering Committee to make decisions in accordance with in the Program Governance Plan.

MOTION CARRIED 6/0

9.6 COMMITTEE REPORTS

Nil

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 Councillor Bell – Notice of Motion – Arts Toodyay Seating

Date of Report:	19 September 2019
Name of Applicant / Proponent/s:	Councillor Bell
File Reference:	MTG7
Author:	S Scott – CEO
Responsible Officer:	S Scott – CEO
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive
Attachments:	1. Report from Avon Civil Engineer; and 2. Photographs taken of the benches.
Voting Requirements:	Simple majority

PURPOSE OF THE REPORT

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

That the Shire inspect the public seating donated by Arts Toodyay and, either:

- (a) Approve their installation; or*
- b) In close consultation with Arts Toodyay, undertake the necessary work to subsequently enable this seating to comply with the relevant Shire laws and policies..*

BACKGROUND

The two artistic benches were installed without permission or discussion in two separate locations in Toodyay in the middle of July 2019.

Their appearance was unannounced and there was no consultation with the Shire before the benches were installed.

The Shire is responsible for the safety of any community facility on its land that is accessible to the public. As there seemed to be some fairly obvious hazards with the benches, and potential liability issues for the Shire, the seating was isolated by bunting and professional advice was sought from an engineer (**Attachment 1**).

The Engineer concluded that:

“Both benches are considered to be structurally unstable and representing a risk to the general public on a number of counts including trip hazard, impalement or laceration”.

Council was informed of this advice and our subsequent engagement with Arts Toodyay at the quarterly Strategic Council Forum held on 13 August 2019.

CONSULTATION IMPLICATIONS

The Shire of Toodyay has a positive working relationship with Arts Toodyay and sought to avoid public criticism between the organisations.

STRATEGIC IMPLICATIONS

Council has commenced the process of developing a Public Art Policy as foreshadowed in Council’s Strategic Community Plan.

POLICY IMPLICATIONS

In all discussions of a Public Arts Policy it has been clear that the Shire either through Council or through other agreed processes has a role to play in approving public art on public land. This situation has demonstrated the need to consider more than just artistic merit.

FINANCIAL IMPLICATIONS

There is a financial risk associated with any public installation that involves a clear hazard to the public.

LEGAL AND STATUTORY IMPLICATIONS

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

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

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

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

The Shire has a duty of care under the Civil Liability Act 2002, s 5B for facilities it provides or is responsible for. Notwithstanding the fact that these benches were installed without the Shire’s knowledge or agreement we still have a duty of care in relation to their use by the public. Members of the public have a reasonable expectation that facilities installed on public land are safe for their intended use.

RISK IMPLICATIONS (including DAIP)

The biggest risk in relation to these installations is a liability risk in the case of injury. The Shire has a duty of care under the *Civil Liability Act 2002*, s 5B.

Whether the Shire would be found liable in the case of an injury would depend on:

- Whether the risk was foreseeable – and clearly it is;
- Whether the risk was not insignificant – the benches have been unidentified as structurally unstable, and present risks of trip, laceration or impalement; and
- What a reasonable local government in our position would do.

When considering what reasonable precautions would be our insurers suggest we ask the following questions.

1. The **probability** that the harm would occur if care is not taken;
2. The likely **seriousness** of the harm;
3. The **burden** of taking precautions to avoid the risk of harm; and
4. The **social utility** of the activity that creates the risk of harm.

While the benches have artistic merit and represent the work of local artisans it is hard to argue that the social utility outweighs the risks.

SOCIAL IMPLICATIONS

There are no adverse social implications envisaged from this report.

ENVIRONMENTAL IMPLICATIONS

There are no adverse environmental implications envisaged from this report.

ECONOMIC IMPLICATIONS

There are no adverse economic implications envisaged from this report.

OFFICER COMMENT / DETAILS

Issues such as this can be challenging. A decision must be made in favour of protecting public safety to meet our legal duty of care even though some people within the community might disagree with that decision.

The engineer's report (**Attachment 1**) states that:

I understand that there is a level of political pressure to allow the benches to remain but ultimately public safety must override political expedience.

If Council decide to support the proposed motion, it is not clear how the Administration would be able to comply with it. We cannot certify the benches as being safe when they are not.

There is also no clear means to:-

- Make the benches safe without changing their artistic character; or
- Certify the load bearing capacity of some of the materials used, or the methods used to secure them; and
- There is not any budget to do so.

The CEO recommends that Council not support the proposed motion.

COUNCILLOR BELL'S NOTICE OF MOTION

That the Shire inspect the public seating donated by Arts Toodyay and, either:

- (a) approve their installation; or
- b) In close consultation with Arts Toodyay, undertake the necessary work to subsequently enable this seating to comply with the relevant Shire laws and policies.

Cr Bell moved the Motion as set out in the Notice.

The motion lapsed for want of a seconder.

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

On 8 September 2019 Cr Bell submitted the following Questions on Notice:

12.1 Ringa Bridge

The response to Question 12.2 of the August 2019 Council Meeting, the Administration stated that the Ringa Bridge will not be repaired but, instead, will be fenced off to prevent access under or around the bridge. Can the Shire President confirm whether the fencing off of the Ringa Bridge will have any negative impact on the tourism aspect or aesthetic appeal of the bridge?

No

NOTE: Question 2 and 3 include confidential information and will be dealt with as confidential business in accordance with the provisions of 5.2 (1) of the Shire of Toodyay Standing Orders Local Law.

12.4. Data Protection Policy

Does the Shire of Toodyay have a data protection and privacy policy currently in place?

No

12.5. Legal fees – amount

In response to Question 13.8 and 13.9 of the August 2019 Council Meeting, the CEO provided a breakdown of the legal fees paid by the Shire over the past 4 years, which totalled almost \$700,000 over this period. This exceeds the amount of funds the Council approved for the Shire of spend on legal fees in the 2015/2016, 2016/17, 2017/18 and 2018/19 Annual Budgets.

In relation to legal expenses your question includes the Merrick Wroth legal expenses that have been reported on frequently over the last 4 years and you have substantial information available already on those expenses. As you know this action was initiated by the then Council contrary to the CEO's recommendation.

So in relation the balance of the legal expenses which is approximately \$45,000 per year this includes:

- Planning advice;*
- SAT representation;*
- Advice on implications of the South West Native Title Settlement on Shire lands;*
- Preparation of legal documents, and routine enforcement and prosecution matters. This can include matters like dog attacks and ignoring total fire bans.*

Council does not become involved in engaging lawyers except when Council is contemplating civil action or needs specific legal advice.

It is also notable that from time to time Council will be the respondent defending Council planning decisions.

Enforcement of State laws, Local Laws and Planning instruments is an administrative matter, and enforcement and prosecution is not and should not be a political decision. The CEO has delegation to engage lawyers appropriate to the task at hand. For example there is a single law firm providing advice to several local governments on the same matter so it is much cheaper to share those legal expenses.

- (a) Can the CEO please outline where in the budget (including code costs) the additional money to pay these unbudgeted legal fees legal came from?

Each year Council adopts an annual budget sometime during July or August. Each month the CEO reports on expenditure including under and overspends. Each year in February and March the CEO completes a budget review where allocations are varied to account for any necessary changes to allocations. Both the original budget and the budget review are approved by absolute majority.

- (b) Can the CEO please confirm whether the CEO is required to seek Council approval before spending more money on legal fees than Council approved in its Annual Budget?

No that is not the case. If funding is allocated to particular activity the CEO is required to report on any overspend but not seek Council approval. This is why there is a budget review every year.

- (c) Outline where in the budget (including code costs) the additional money to pay these unbudgeted legal fees legal came from?

There were no unbudgeted legal fees. Unbudgeted refers to cost centres that were not included in the annual budget. Where anticipated expenditure is included in the budget, and expenditure exceeds the budget it is not by definition unbudgeted expenditure.

12.6. Branding Vehicles

Is there any law, policy, agreement or similar that prevents vehicles listed on the Shire's asset register being branded with Shire of Toodyay insignia / logo?

There is no law, policy, nor agreement or similar that prevents vehicles being branded with the Shire of Toodyay insignia/logo. However it does provide an additional cost and magnetic signage can damage the paintwork reducing the resale value of the vehicles. Signage is not appropriate for vehicles that form part of salary packages.

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

13.1 MEMBERS

Nil

13.2 EMPLOYEES

Nil

The Shire President adjourned the meeting at 6.28pm.

The Shire President resumed the meeting at 6.36pm.

14. CONFIDENTIAL BUSINESS

In accordance with Standing Orders 5.2 (1) the CEO recommended to the Shire President that the meeting or part of a meeting be closed to members of the public.

The Presiding Member requested a motion be moved in accordance with Standing Orders 5.2 (2) that the meeting be closed to the public.

MOTION/COUNCIL RESOLUTION NO. 234/09/19

MOVED Cr Welburn

1. That, in accordance with Standing Orders Clause 5.2 (2), Council close the meeting to members of the public at 6.38pm to allow the part of the meeting that deals with confidential business to continue behind closed doors in accordance with Section 5.23 (2) (a), (b), (c), (d), (e) and (f) of the *Local Government Act 1995*.
2. That in accordance with Standing Orders Clause 5.2 (5) while the resolution under sub-clause 5.2 (2) remains in force, the operation of Standing Orders Clause 7.9 is to be suspended until the Council or the committee, by resolution, decides otherwise.

MOTION CARRIED 6/0

In accordance with Standing Orders 5.2 (3) the Presiding Member directed everyone to leave except the Members; the CEO and any employee specified by the Presiding Member.

All members of the public departed the Council Chambers at 6.38pm.

14.1 CEO Key Result Areas 2019/2020

OFFICER'S RECOMMENDATION

That Council adopts the Key Result Areas set out in this report as follows:

1. Governance support of Council;
2. Working relationship with Council;
3. Deliver the objectives and projects contained in Council's Strategic Integrated Planning Framework;
4. Council policies and local laws;

5. Effective networks are established and maintained;
6. Provides innovative and visionary leadership that embeds a work environment which allows employees to perform at a high level;
7. Ensures the effective and accountable application of financial and physical resources;
8. Develops and implements change strategies to enhance service delivery;
9. Delivery of Sport and Recreation Precinct Project;
10. Non Roads Capital Projects;
11. Road Construction and Maintenance;
12. Planning and Development Service Delivery; and
13. Organisational Health.

Cr Chitty moved the Officer's Recommendation.

Cr Welburn seconded the motion.

Clarification was sought.

The motion was put.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 235/09/19

MOVED Cr Chitty

SECONDED Cr Welburn

That Council adopts the Key Result Areas set out in this report as follows:

1. Governance support of Council;
2. Working relationship with Council;
3. Deliver the objectives and projects contained in Council's Strategic Integrated Planning Framework;
4. Council policies and local laws;
5. Effective networks are established and maintained;
6. Provides innovative and visionary leadership that embeds a work environment which allows employees to perform at a high level;
7. Ensures the effective and accountable application of financial and physical resources;
8. Develops and implements change strategies to enhance service delivery;
9. Delivery of Sport and Recreation Precinct Project;
10. Non Roads Capital Projects;
11. Road Construction and Maintenance;
12. Planning and Development Service Delivery; and
13. Organisational Health.

MOTION CARRIED 5/1

MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN SHIRE OF TOODYAY COUNCIL CHAMBERS ON 24 SEPTEMBER 2019

In accordance with Section 5.21(4) (b) of the Local Government Act 1995, Cr Bell requested that the vote of all members present be recorded. Councillors Twine, Welburn, Chitty, Dow and Rayner voted for the motion. Councillors Bell voted against the motion.

MOTION/COUNCIL RESOLUTION NO. 236/09/19

MOVED Cr Welburn

That Council move from behind closed doors and that Standing Order 7.9 be resumed.

MOTION CARRIED 6/0

The Council Chambers were re-opened at 6.40pm. The Shire President read aloud Resolution No. 235/09/19 and Resolution No. 236/09/19 for the benefit of the public gallery.

15. NEXT MEETINGS

Dates	Detail
Tues 22 October 2019 commencing 3.00pm Special Meeting	Swearing in of new Councillors; Election of President and Deputy; and Allocation of Seats
Tues 22 October 2019 commencing 4.00pm Agenda Briefing	Include discussion of committees and appointments
Tues 29 October 2019 commencing 3.00pm Special Meeting	Allocation of membership of committees Appointments to represent Council
Tuesday 29 October 2019 commencing at 4.00pm Ordinary Council Meeting	Deferred Ordinary Council Meeting

16. CLOSURE OF MEETING

The Shire President declared the meeting closed at 6.43pm.

Attachments to Minutes

Ordinary Council Meeting

Tuesday 24 September 2019

SUBMISSIONS

R Madacsi - Agenda Item 14.1 – CEO Key Result Areas 2019/2020; and Agenda Item 9.5.1 - Committees of Council.	1
B Manning – Agenda Item 9.5.1 – Committees of Council Review.	3
B Ruthven - Agenda Item 9.5.1 – Committees of Council Review.	5
L Graham on behalf of the TPA - Agenda items 14.1, 7.1, 9.2.1, 9.5.1, 9.5.2 and 9.5.3.	7

Attachments that formed part of the Meeting Agenda *(separately indexed)*

AGENDA BRIEFING

Agenda Briefing Notes	1
Tabled Submission	19

BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED)

7.1 Safer Toodyay Strategic Plan	23
1. Safer Toodyay Strategic Plan	23

COMMUNITY DEVELOPMENT

Nil

PLANNING AND DEVELOPMENT

9.2.1 Lot 522 Jubilee Street, Toodyay – Formalisation of access via Reserve R45906	47
1. MAP – Lot 522 Jubilee Street – Access through Reserve R45906.	47

WORKS AND TECHNICAL SERVICES

Nil

CORPORATE SERVICES

9.4.1 List of Payments – July 2019	49
1. List of Payments – July 2019	49
9.4.2 List of Payments – August 2019	59
1. List of Payments – August 2019	59



CORPORATE SERVICES – continued

9.4.3 Financial Statements – July 2019 & August 2019	67
1. Monthly Financial Statements including Outstanding Rates Debtors and Outstanding Sundry Debtors for the month ending 31 July 2019; and	67
2. Bank Reconciliations for month ending 31 July 2019	144
3. Monthly Financial Statements including Outstanding Rates Debtors and Outstanding Sundry Debtors for the month ending 31 August 2019; and	147
4. Bank Reconciliations for month ending 31 August 2019	224

EXECUTIVE SERVICES

9.5.1 Committees of Council Review	227
1. AMENDED & Revised Committees of Council & Advisory Groups Terms of Reference;	227
2. AMENDED Advisory Groups Policy;	255
3. Operational guide (<i>for reference purposes only</i>) - Department of Local Government, Sport and Cultural Industries publishes in respect to Audit Committees	261
9.5.2 The Toodyay Lodge – Request to waive rates – Reserve 18671 Lot 146, Masonic Lodge, 19 Fiennes Street, Toodyay WA 6566	285
1. Correspondence from Toodyay Lodge;	285
2. Details of Freemasons Hall from the Inherit Database	283
9.5.3 Wheatbelt Secondary Freight Network Program – formalisation of commitment	285
1. WSNF Project Governance Plan;	285
2. WSNF Program Delivery Plan for local governments;	295
3. WSNF Multi Criteria Analysis (MCA) Methodology for local governments	305

COMMITTEE REPORTS

Nil

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 Councillor Bell – Notice of Motion – Arts Toodyay Seating	311
1. Report from Avon Civil Engineer; and	311
2. Photographs taken of the benches.	313

SUBMISSION TO COUNCIL – 24 SEPTEMBER 2019 ORDINARY COUNCIL MEETING

R. Madacsi, Lot 3902 (85), North street, West Toodyay

My submission is in relation to two items on the agenda, Section 14 Confidential Business, Item 14.1 *CEO Key Result Areas* and Item 9.5.1 *Committee of Council Review*.

14.1 CEO Key Result Areas 2019/2020

I am presuming from the title and confidential nature, that this item is related to the CEO contract. The decision to include such critical criteria as the *key results areas* of a CEO contract for council's deliberation, less than 4 weeks before an election of 60% of the council seats, is in my opinion both questionable in intent and improper.

Any matter regarding the existing or new CEO contract needs to be discussed by the council under whom the CEO will be employed and answerable to. The expectations between a council and their key employee, is a critical factor in the success of the relationship and therefore the effectiveness of the council. I ask council to reconsider the wisdom of presenting this item now, the public perception of impropriety it gives and defer the item.

Item 9.5.1 Committee of Council Review

I have previously raised my concerns with this item as questions at the last OCM (26 August 2019). The questions being;

- (a) In the interests of transparent and effective processes and decision making in the public interest and the opportunity to engage the community, why is it proposed Advisory Group meetings are closed to the public?

and response was;

This matter has been deferred so I am not able to provide Councils final view. Advisory Groups have been presented as a less formal alternative to Committee. Most committee meetings are not presently open to the public, so it was a continuation of present practice.

- (b) Why does the Policy intend to endorse the CEO and Shire President instead of council to decide Advisory Group agendas, timetables, termination of a committee member and closure of an Advisory Group, instead of this being the provenance of the Advisory Committee, with recommendation to Council?

and the response did not answer my question, but was;

Currently all committee agendas are signed off by the CEO. This is not a change. Other matters will be decided by council when they consider the revised policy.

Given the nature of the questions asked and the responses given, I ask Council to consider the following implications and the necessity of changing from a Committee to Advisory Groups under the Advisory Group Policy.

In response to a less formal approach, I remind Council one already exists in Standing Orders 16.1 Suspension and Non-Application of Standing Orders. Secondly given the community interest in Council affairs and perception of secrecy, wouldn't opening meetings to the public be sensible? There is no logic to continue a direction that publicly isn't acceptable.

The concerns raised in part (b) of my question regarding the CEO and Shire Presidents role within the committee/advisory group management are not resolved by dispensing with the committee structure and provisions of the Act, but become more pertinent.

The provisions of the Local Government Act are very clear that the Council provides the leadership and decision-making body for community affairs and the CEO is the employee who enacts Council's decisions through his administrative staff. Yet, the proposed supporting document, the Advisory Group Policy does not support the intent of the division of Council and Administration, but rather establishes the CEO in the committee decision processes.

Committees or Advisory Groups should only be established by resolution of Council, not by the Shire's administration as suggested in Clause 1.1. Especially, as these committee/advisory groups provide the advice to Council on the undertaking of Shire business.

Election of the committee/advisory group Presiding Member is described in *Standing Orders 3.4 and s5.12 of the Act* which does not provide for being chaired by default, by a Council Member (as in clause 3.2) and certainly not by administrative staff (a Senior Shire Officer). The logical decision for effective outcome is the most experienced person should hold the position to guide meetings and agendas and to avoid adverse influence of the committee.

Frequency of meeting times need to be established by the urgency of objectives to be reached, and therefore is best decided by the committee/advisory group and approved by Council with consideration for administrative scheduling.

Therefore clause 4.1 (a) should be deleted because the Agenda should be determined by order of business deemed important by the committee/advisory group, with input deemed needed by Council, not administration.

CEO requests for matters to be included in Agendas should be put to Council, therefore 4.3 (a) should be deleted.

If the Advisory meeting is not subject to the Act, it should not be subject to the Shire's Code of Conduct (clause 5.2) but instead, a set of rules acceptable to the Council and Group.

Conflict of interest (clause 6.1) would not be enforceable as Advisory Groups have no legal status, therefore this clause is irrelevant.

Clause 8.3(b) describes the CEO or Shire President role in the conclusion of an Advisory Group. This is inappropriate, it is the decision of Council alone.

The termination of any appointment of any member prior to the expiry of his/her term, should be upon the recommendation of the Advisory Group to Council. Clause 9.2 provides for the Presiding Member and CEO to act outside the intent of the decision-making body of Council.

Erosion of the powers of elected members and the body of Council can occur easily. Members need to be mindful Policy decisions may seem reasonable in the context of the current Council's dynamic, but would the same decisions seem reasonable if a different dynamic existed? A Policy must provide clear direction and not be able to be influenced by individuals.

SUBMISSION AGENDA ITEM 9.5.1

This item involves making major changes to the way the current non-statutory advisory committees operate ie the Environmental Advisory Committee and Museum Advisory Committee. These committees contribute valuable community input to Council's deliberations.

Because of this, I believe this item should be further deferred for consideration by the new Council following the election in October. However, I wish to take this opportunity to set out my concerns.

Terms of Reference

It is stated on page 1 that amendments to the Terms of Reference will be approved by the CEO and endorsed by Council. As these terms are a document adopted by Council, Council should be free to amend the terms whether or not the amendments are approved by the CEO.

On page 21 it is stated that the Supporting Officer will provide a report to the quarterly Strategic Forums on the activities of the groups. This report should be provided instead by the Presiding Member of the group.

Advisory Groups Policy

An Advisory Group is defined as a group established by a resolution of Council via a recommendation made by the Shire's administration. I submit that Council should be able to establish an advisory group whether or not it is recommended by the administration.

Clause 2 provides that a group will only consider matters referred to it by Council. This should be deleted as it is too restrictive and reduces the value which the group can bring to Council. The group should be free to consider any matters which come within the aims and objectives for which it was established.

Clause 4.2(g) requires groups to provide advice to Council as far as practicable on a consensus basis. The term "consensus" is uncertain. It could mean a unanimous decision or a simple majority decision. Given that there could be up to 14 members at a meeting, requiring a unanimous vote is too onerous. The group should be able to give advice on a majority basis.

With regard to agendas, the Senior Supporting Officer should be responsible for preparing the agenda.

Under Clause 4.4(d), if matters have financial implications or are outside strategic outcomes in the Community Strategic Plan, the Senior Supporting Officer may present such matters to Council at a quarterly Strategic Forum in order to seek Council's approval before undertaking research or reporting on matters to the group. I suggest this provision is unnecessary as a group can only give advice. It cannot bind Council. If it is retained, the matter should be brought to the next ordinary Council meeting not the next Strategic Forum, to avoid undue delay.

Clause 4.4(f) is unnecessary. There is no need for the CEO to approve an agenda if it has been prepared by the Senior Supporting Officer.

Clause 4.5(e) states that matters considered at meetings of the group will not be voted on and again refers to consensus agreement. As stated above, I believe that the decisions of the group should be capable of being made by majority vote.

Clause 6.3 applies the general principles set out in the Rules of Conduct Regulations to group members. I support this. However a breach of the general principles should not be deemed to be a breach of the Code of Conduct. They are simply general principles. In any event, a new Code of Conduct will have to be adopted once it is prescribed by the State Government which is expected to be in November and this matter can be revisited at that time.

Clause 13 should be amended to make it clear that a review of the operations of a group is to be made by the group itself and is to be presented to Council by the Senior Supporting Officer.

In conclusion, the Terms of Reference acknowledge that Advisory Groups provide a way for the Shire to have deeper conversations and collaboration with the community. This important role will be compromised if the groups are unduly under the control of the administration. The groups are established by Council to provide advice to Council, not to be creatures of the administration.

Beth Ruthven

Submission to OCM 24 September 2019 re 9.5.1 – Committees of Council Review, Audit Committee terms of reference.

My submission today relates to the Audit Committee document on pages 240-243 of today's agenda, which has been rewritten since last month's meeting.

Thank you for pointing out 5.11A of the Act, dealing with deputy members. I had missed it because I had been concentrating on the Audit Committee legislation.

The Responsible Officer for this item is the CEO. The officer comment in relation to the Audit Committee states:

The content of the Terms of Reference is taken directly from information available through instruments of legislation.

However, the content has been selectively chosen and many important points have been omitted or misinterpreted. For example:

In Part 3 of the Guidelines (Operations of Audit Committees, Role and Responsibilities) it clearly states that *deliberations and recommendations of the Audit Committee must be independent and autonomous. Therefore, the Act prohibits the CEO from being a member of the committee.* My Macquarie Dictionary gives the Govt definition of Autonomous as *self-governing; independent; subject to its own laws only, and independent; self-contained; self-sufficient; self-governing.* In other words, the CEO must not control the actions of the committee. Why has this statement not been included in the terms of reference?

Under Responsibilities of the Audit Committee in this document, the first responsibility given is *"Liaise with the CEO in relation to the performance of its functions as an Audit Committee in accordance with regulation 16 of the Local Government (Audit) Regulations 1996"*. However, the use of the word "liaise" demonstrates either a misinterpretation or disregard for the regulations. The words actually used in Reg 16 (Role of the Audit Committee) are: "guide and assist the local government", "review a report given to it by the CEO", "monitor and advise the CEO", and "oversee the implementation of any action..". These phrases mean not just discussion with the CEO but control by the committee.

Part 10 states *"Receive and review the CEO's report on the results of a review of certain systems and procedures in accordance with regulation 17 of the"*. This is incomplete as it should specify that it relates to Reg 17(3).

Other important omissions are any reference to the committee's responsibilities in relation to Reg 17(1) and the Local Government (Financial Management) Regulations 1996.

Regulation 16, Functions of audit committee include:

(d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under

- (i) regulation 17.1; and
- (ii) the Local Government (FM) Regs 1996 regulation 5(2)c

and

(f) to oversee the implementation of any action that the local government –

- (iii) has accepted should be taken following receipt of a report of a review conducted under reg 17.1

The responsible officer's failure to include these legislated functions in the terms of reference apparently minimises the importance of this "essential Committee"

The section titled Committee Membership Composition refers readers to section 7.1A of the Local Government Act 1995 then immediately goes on to contradict what is written in the Act. Why does the CEO find it necessary to prescribe a number which conflicts with the Act by specifying that the committee "will" comprise four primary and two deputy elected members and a maximum of three community members? Surely councillors, within the law, should determine the size of the committee, not the CEO.

The CEO has also specified that "The Presiding Person of the Audit Committee is to be a Councillor" but provides no legislative reference for that statement. Unless it is supported by legislation it should be omitted.

This document is incompatible with the relevant legislation and, as such, carries no legal weight.

There is no rush to approve/accept it tonight. Let's get it right first.

**FORMAL SUBMISSION
TO
THE COUNCILLORS
OF THE
SHIRE OF TOODYAY**

24 Sep 19

CARETAKER PROVISIONS

In the normal course of events the TPA would be submitting that this outgoing council should not be making decisions that extend beyond their term of office because in any functional organisation that normal democratic caretaker convention would be already be policy that would be complied with.

However it is not.

Given the impending inquiry report, that we have an interim CEO, the need to initiate the new legislated processes for hiring a CEO and an almost total lack of democratic legitimacy, there is no possible justification for this council making binding decisions that have any effect beyond their term.

There are no candidates standing with the view of things remaining the way they are so things will change regardless of which individuals are elected; that alone places further obligations on sitting councillors with one-month of their term left to not make any substantial changes.

It has become standard practice for Council to ignore whatever the TPA puts before them and we are used to that, but the TPA has previously raised these provisions and for whatever reason, Council has chosen not to adopt a caretaker convention policy.

Council should have done it and while you have done nothing, the world is moving forward without you and that lack of action means it is most likely that recalcitrant councils will have caretaker provisions imposed on them by law or regulation.

It is good our friends from WALGA are here because they can confirm the Minister is keen for the proposal for a Caretaker Period to be considered as part of the Local Government Act review. Which means that the law is most likely to change to prevent local governments from doing many of the things that are on your agenda for tonight.

WALGA has a template policy for councils and it tells us:

'Caretaker Period' means the period of time prior to an Election Day, specifically being the period from the close of nominations (37 days prior to the Election Day in

accordance with s.4.49(a) of the Local Government Act 1995) until 6.00pm on Election Day.

This meeting well and truly falls into the WALGA defined caretaker period.

WALGA's policy goes on to say that:

“During a Caretaker Period, unless Extraordinary Circumstances apply, the CEO will reasonably ensure that:

- (a) Council or Committee Agenda, do not include reports and / or recommendations that constitute Significant Local Government Decisions; and*
- (b) Council Forums, Workshops or Briefings, do not list for discussions matters that relate to Significant Local Government Decisions.”*

WALGA helps you work out what is significant by telling you that includes any decision:

- (a) Relating to the employment, remuneration or termination of the CEO or any other designated Senior Employee [s.5.37], other than a decision to appoint an Acting CEO, or suspend the current CEO (in accordance with the terms of their Contract of Employment), pending the Election Day result;”*

Agenda Item 14.1 clearly falls into the areas defined by WALGA as being precisely the kind of matter that should not be dealt with: you should not make any decision on it.

The WALGA policy goes on to say that significant local government decisions of the kind that should not be taken are any:

- “(g) That adopts a new, or significantly changes an existing, policy, service or service level that incurs Significant Expenditure, unless the decision is necessary to comply with legislation.”*

Items 7.1; 9.2.1; 9.5.1; 9.5.2 and 9.5.3 all fall into that category and other than to defer them for consideration by the incoming council, no decisions should be made.

The TPA formally raised caretaker provisions with council over a year ago, and you took no action; and while you did nothing, WALGA has moved forward and I suspect this is the first time some of you have heard of this WALGA policy. It is clear that in scheduling Significant Local Government Decisions:

“1. During a Caretaker Period, unless Extraordinary Circumstances apply, the CEO will reasonably ensure that:

- (a) Council or Committee Agenda, do not include reports and / or recommendations that constitute Significant Local Government Decisions; and*

- (b) *Council Forums, Workshops or Briefings, do not list for discussions matters that relate to Significant Local Government Decisions.*
2. *The CEO shall reasonably ensure that, unless Extraordinary Circumstances apply, Significant Local Government Decisions are either:*
- (a) *Considered by the Council prior to the Caretaker Period; or*
(b) *Scheduled for determination by the incoming Council.*
3. *The CEO shall reasonably ensure that, unless Extraordinary Circumstances apply, Delegated Authority from the Council to the CEO or a Committee is not exercised where the exercise of that delegated authority relates to a Significant Local Government Decision or an election campaign issue.”*

Policy is the sole province of the Council yet you took no action on this matter. However, now that it has again been formally brought to Council’s attention, you have a duty to act; accordingly the TPA strongly urges this Council:

- To not make any decisions to implement matters 14.1; 7.1; 9.2.1; 9.5.1; 9.5.2 and 9.5.3. Decisions should be made to refer these matters for consideration by the incoming council, and
- to ensure that the interim CEO and the administration strictly comply with the provisions of Part 3 of the WALGA policy relating to delegated authority.

This Page has been Left Blank "Intentionally"



Agenda Briefing Notes

17 September 2019

Unconfirmed Notes

These notes were approved for distribution on 19 September 2019.

Stan Scott
CHIEF EXECUTIVE OFFICER

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

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

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

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

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

Received Notes

These notes were received at an Ordinary Council Meeting held on 24 September 2019.

Signed: 

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

CONTENTS

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.....	1
2.	RECORDS OF ATTENDANCE/APOLOGIES.....	1
2.1	APOLOGIES.....	1
2.2	LEAVE OF ABSENCE PREVIOUSLY APPROVED.....	1
2.3	APPLICATIONS FOR LEAVE OF ABSENCE	1
3.	DISCLOSURE OF INTERESTS.....	1
4.	PUBLIC QUESTIONS.....	2
4.1	RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	2
4.2	PUBLIC QUESTION TIME	3
5.	CONFIRMATION OF MINUTES.....	3
5.1	Ordinary Meeting of Council held on 27 August 2019	3
5.2	Agenda Briefing held on 17 September 2019	3
5.3	Confidential Items	3
5.3.1	Ordinary Meeting of Council held on 27 August 2019.....	3
6.	PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS....	4
6.1	PETITIONS.....	4
6.2	DEPUTATIONS	4
6.3	PRESENTATIONS.....	4
6.4	SUBMISSIONS.....	4
7.	BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED).....	4
8.	ANNOUNCEMENTS BY THE PRESIDING MEMBER (without discussion)	4
9.	REPORTS OF COMMITTEES AND EMPLOYEE REPORTS	4
9.1	COMMUNITY DEVELOPMENT.....	4
9.2	PLANNING AND DEVELOPMENT	4
9.3	WORKS AND TECHNICAL SERVICES.....	5
9.4	CORPORATE SERVICES	5
9.5	EXECUTIVE SERVICES.....	8
9.6	COMMITTEE REPORTS	12

SHIRE OF TOODYAY
AGENDA BRIEFING NOTES
FROM MEETING HELD ON 17 SEPTEMBER 2019

10. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	12
11. NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING	13
12. QUESTIONS OF MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	13
13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	13
13.1 MEMBERS.....	13
13.2 EMPLOYEES.....	13
14. CONFIDENTIAL BUSINESS (adjourned).....	13
15. NEXT MEETINGS	13
CONFIDENTIAL BUSINESS (resumed).....	13
16. CLOSURE OF MEETING.....	14

The **ATTACHMENTS** to these notes were the attachments to the Ordinary Council Meeting dated 24 September 2019

DISCLAIMER

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

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

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

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

Shire of Toodyay

AGENDA BRIEFING – 17 SEPTEMBER 2019

NOTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr Rayner, Shire President, declared the meeting open at 4.07pm.

2. RECORDS OF ATTENDANCE/APOLOGIES

Cr B Rayner	Shire President
Cr T Chitty	Deputy Shire President
Cr J Dow	
Cr E Twine	
Cr R Welburn	

Staff

Mr S Scott	Chief Executive Officer
Ms A Bell	Manager Community Development
Mr K Nieuwoudt	Manager Planning & Development
Mrs M Rebane	Executive Assistant

Visitors

B Manning	J Manning	B Guthrie	S Pearce
J Hart	P Hart	R Pearce	B Chambers

2.1 APOLOGIES

Cr Bell
Cr Greenway

2.2 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil

2.3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

3. DISCLOSURE OF INTERESTS

Nil

4. PUBLIC QUESTIONS

4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Ordinary Meeting of Council held on 27 August 2019, the following questions were taken on notice.

R Madacsi

Summary of Question One

In relation to the Advisory Groups Policy:

- (a) In the interests of transparent and effective processes and decision making in the public interest, and the opportunity to engage the community, why is it proposed Advisory Group meetings are closed to the public?

This matter has been deferred by Council so I am not able to provide Council's final view. Advisory Groups have been presented as a less formal alternative to Committee. Most committee meetings are not presently open to the public, so it was a continuation of present practice.

- (b) Why does the Policy intend to endorse the CEO and Shire President instead of Council to decide Advisory Group agendas, timetables, termination of a committee member and closure of an Advisory Group, instead of this being the provenance of the Advisory Committee, with recommendations to Council?

Currently all committee agendas are signed off by the CEO. This is not a change. Other matters will be decided by Council when they consider the revised policy.

Summary of Question Two

What outcome is sought to change the Code of Conduct just prior to election whilst a State Government Review is uncompleted?

Council decided not to change the Code of Conduct at this time.

M Sinclair Jones

Summary of Question One

In relation to Agenda Item 10.5.5 Correspondence from the Department of Local Government and in particular the Officer comment about the Office of the Auditor General Performance Audit Action Plan. If the Toodyay Herald was the "media organisation" referred to in this report, then the inference that no effort was made to find out from the Shire why it was not published on the website is incorrect. I did find the Action Plan on your Council website under Master Plans. In the Management Comment the words "The Shire will address findings 3, 5 and 6 of this management letter to develop policy" are stated. Will the Council, in its published

SHIRE OF TOODYAY
AGENDA BRIEFING NOTES
FROM MEETING HELD ON 17 SEPTEMBER 2019

Auditor General Performance Audit Action Plan please include what the nature of the management letter findings 3, 5 and 6 was to provide context to members of the public?

The Management Letter and summary of findings provided to the Shire of Toodyay by the Auditor General's Office is marked confidential and therefore cannot be elaborated upon in the public arena. Even if a person was to apply to get the information through an FOI Application, the document would not be released because the Auditor General's office has seen fit to include a paragraph (repeated several times) that states the following:

"This Summary of Findings is provided for the sole purpose of the recipient providing submissions or comments to the Auditor General and the recipient must retain confidentiality in accordance with section 46(4) of the Auditor General Act 2006 and should not communicate its contents or copy for any other purpose."

The document as a whole and the contents of the document would therefore be deemed exempt under the FOI Act 1992.

4.2 PUBLIC QUESTION TIME

Nil

5. CONFIRMATION OF MINUTES

No changes were identified.

5.1 Ordinary Meeting of Council held on 27 August 2019

OFFICER'S RECOMMENDATION

That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 27 August 2019 be confirmed.

5.2 Agenda Briefing held on 17 September 2019

OFFICER'S RECOMMENDATION

That the Notes of the Agenda Briefing held on 17 September 2019 be received.

5.3 Confidential Items

5.3.1 Ordinary Meeting of Council held on 27 August 2019

OFFICER'S RECOMMENDATION

That the Unconfirmed Confidential Minuted Item titled 15.1 BFAC FCO Appointments from the Ordinary Meeting of Council held on 27 August 2019 be confirmed.

SHIRE OF TOODYAY
AGENDA BRIEFING NOTES
FROM MEETING HELD ON 17 SEPTEMBER 2019

6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

6.1 PETITIONS

A petition is to be addressed to the Shire President and is to be presented by a Councillor.

6.2 DEPUTATIONS

A deputation must be applied for, to the CEO in writing at least 5 working days prior to the Meeting.

6.3 PRESENTATIONS

Zac Donovan and Mark Batty from WALGA will be attending the Council Meeting to present and take questions from Council.

6.4 SUBMISSIONS

Bill Manning addressed Council in regard to Agenda Item 9.5.1 Committees of Council Review (*tabled at 4.10pm*).

7. BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED)

7.1 Safer Toodyay Strategic Plan

Points raised as follows:

- Attachments page 10 – Action Plan;
- Page 6 – adjourned debate and the use of the word “endorse”; and
- Annotations in red (within the strategy) that may have an impact on Council.

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER (without discussion)

The Shire President may make an announcement in accordance with the Shire of Toodyay Standing Orders Local Law 2008 (Section 4.3).

9. REPORTS OF COMMITTEES AND EMPLOYEE REPORTS

9.1 COMMUNITY DEVELOPMENT

Nil

9.2 PLANNING AND DEVELOPMENT

9.2.1 Lot 522 Jubilee Street, Toodyay - Formalisation of access via Reserve R45906

Questions and Points raised as follows:

- Has RMO advice been sought through engagement?

This one is actually part of the cemetery but not quite. Access reserve adjacent to the cemetery. It is a reserve

SHIRE OF TOODYAY
AGENDA BRIEFING NOTES
FROM MEETING HELD ON 17 SEPTEMBER 2019

vested in the Shire. This is not a reserve the RMO would be looking after.

The property recently changed ownership and the new owners desire to have the access formalised. Research has been undertaken and the option presented is the best option for the Shire and the owner of the property.

- Has the new owner been consulted and if so are they in agreement?

Yes. We have sent a copy of the Agenda and the new owner is coming through Toodyay to the site for a meeting.

- Is that driveway a curved driveway?

No it is more to do with the slope which slopes down quite significantly. The alternative access through the reserve is supported because it is a far better slope than the "formal" driveway.

- On the reserve side do they have to do a crossover as per normal where they go off on the road onto the reserve?

This is something we can consider but it needs to be discussed with the Manager Works and Services as that department is responsible for construction of the crossovers.

- Has the owner been given any indicative cost for it?

No not for the actual driveway but the cost for creation of the easement has been given to them.

9.3 WORKS AND TECHNICAL SERVICES

Nil

9.4 CORPORATE SERVICES

9.4.1 List of Payments – July 2019

Clarification and Points raised as follows:

- Consultants costs for Recreation Precinct (\$24,900) and EFT 26461 (page32):-

Cardno developed the landscape plan and the body of work is specified as a provisional sum. That is the final design which will be going to the contractors for final costing. That was part of the specification.

SHIRE OF TOODYAY
AGENDA BRIEFING NOTES
FROM MEETING HELD ON 17 SEPTEMBER 2019

- Are we almost at the end of paying Consultants?
There will still be some Consultants we need to check with over the course of the project. We set up the elements in the tender specification. We have engaged a quantity surveyor to provide advice over the course of the project. Because it is a \$15m project every time an invoice is submitted by the contractor the process of assessment is through a quantity surveyor and project manager plus a stat declaration is signed by the consultant verifying they are paying award wages to their sub-contractors. If anything needs to be checked we take it back to our expert consultants. This can include for example assessing fill quality and verifying rock claims. The swimming pool is a separate job within the main project and we have another Consultant for that.
- Are we still in line with what we put down for what the costs were?
Yes.
- EFT26448:
Convict Depot Walk between the CBD and old Newcastle Gaol funded as part of the Roof Restoration Project. The signage is part of that. We are directing people over the Duke Street bridge once it is refurbished.
- EFT26451:
Costs for significant and specialized repair work to our John Deere grader (the older of the two graders).
- EFT26377 (page 30):
We had a retention sum on that contract. Once the twelve month retention period is up we had to pay the final payment.
This payment to H&H Architects is for the final site inspection of all three sites to ensure that all defects that had been noted had been rectified.
- Will we be getting a report on what they found and will it go to Butterly Cottages?
The architects visited the site for the final inspection and there was a report. The site visit was to ensure that all defects that were noted had been addressed by Pindan. A copy of the report will be provided to Shire of Victoria Plains, Shire of Goomalling and Butterly Cottages.

SHIRE OF TOODYAY
AGENDA BRIEFING NOTES
FROM MEETING HELD ON 17 SEPTEMBER 2019

- EFT26398 (page 31):
Consultant costs to revise design drawings to tie in with proposed Arc Infrastructure rail works at this location.
- Clarification in regard to the work being done by Arc Infrastructure and the follow up work planned as a project in this year's budget once they complete their upgrade.
Arc Infrastructure have replaced and modified the levels of the rail track. Shire works will alter the road levels either side of the track to create a more smooth crossing as well as undertake some minor widening to better cater for truck turning movements.
- In that upgrade will that include safety barriers to cross the footpath?
No, this will be difficult and costly to achieve and is out of the scope of this work. It should be treated as a separate project, should it be deemed something worth pursuing.
- EFT26436:
This cost is for three budgeted projects from last financial year, being the VC car park upgrade, resealing of the Racecourse undercover area and civil works associated with the power works at the Oval.
- Page 28 EFT parking Gingin Avon Midland Zone Meeting of \$10.10.
This has been incorrectly identified. The cost was for parking at the Executive Road Safety Leadership Program

9.4.2 List of Payments – August 2019

Clarification and Points raised as follows:

- Building Fees Shire of Toodyay;
- EFT26555 retaining wall;
- EFT26570 part of the original brief?
We made changes to the design so there was a cost variation. The design did not involve a footpath along the side of the car park. Some retaining will be required.
- EFT26580 (Page 40): is that the only cost of the work we had for that?
No there will be more to come.

SHIRE OF TOODYAY
AGENDA BRIEFING NOTES
FROM MEETING HELD ON 17 SEPTEMBER 2019

- Why did we put a boom-gate at depot?
It was to prevent people from getting from the front car park to the rear of the depot. It was a safety and security issue. Technically we have purchased it. It is yet to be installed.
- EFT26656 (page 42): Is that all up to date?
This is an annual charge. They send out a charge to local governments who have had matters dealt with by them. We have to pay that only if we've had matters dealt with.
- EFT26662 (new fire truck): Wasn't money coming from somewhere else?
This descriptor is incorrect. The cost of the Coondle 3.4 Urban is costed to GL 051250 and the income to GL 051331. The amount of \$79,926.89 is for the ESL levy – first quarter 2019/2020.
- EFT26647 (page 42) – Refreshments August. It seems like a lot.
This is multiple events including 3 meetings of Council, IRS Brigade Training, a Memory Café meeting, Playground Inspection Training and On Road driver Training (2 Days).

9.4.3 Monthly Financial Statements – July 2019

Nil

9.4.4 Monthly Financial Statements – August 2019

Nil

9.5 EXECUTIVE SERVICES

9.5.1 Committees of Council Review

Points raised in relation to the tabled document as follows:

- Page 1 Overview: *this will be left as is because as with amendments to Council Policy the CEO will approve the wording of amendments put forth from the Executive Management Team and other officers prior to those amendments being presented to Council. Section 5.41 of the Act sets out the role of the CEO including that of providing advice to Council. It is also an operational / administrative practice not able to be undertaken by the group or Presiding Member.*
- Page 21 Reporting: *If an Advisory Group makes any kind of recommendation to Council the Presiding Member of*

SHIRE OF TOODYAY
AGENDA BRIEFING NOTES
FROM MEETING HELD ON 17 SEPTEMBER 2019

that group cannot perform administrative duties of officers. It is the Supporting Officer who will report. This is a management practice and it is also administrative.

- Page 22 Membership composition: *The RMO is currently a member on the Environment Advisory Committee, and can be added into the Terms of Reference as suggested.*
- Establishment: *Council cannot establish an Advisory Group without an Officer's Recommendation written via an Officer's Report. This is administrative and cannot be amended or removed.*
- Clause 2 Terms of Reference and Role: *this clause is necessary as it delineates that if matters are outside of the terms of reference of the group that the group will only consider a matter of a particular nature if referred to it by Council. All Council decisions should be informed by an Officer's Report.*
- Clause 2.4 *The Clause "unless authorised to do so by the Chief Executive Officer" will be removed altogether. Section 2.8 (1)(d) gives this responsibility exclusively to the President. 5.41(f) extends this responsibility to the CEO if the President agrees. There is no provision for further delegation.*
- Clause 4.2(g): *this clause must be read in conjunction with 4.5 (e). The proposed change would create a conflict between these two clauses. If no vote is taken then simple majority cannot be established.*
- Clause 4.4(c): *relevant means the person who puts together the agenda and may not be the Senior Supporting Officer. Substituting 'to be listed in the Agenda' for tabled for discussion is accepted.*
- Clause 4.4(d): *This clause is necessary to provide a pathway for getting additional matters on the agenda for advisory groups. If matters have significant financial implications and are not contemplated in Council plans or strategies Officers are unlikely to put them up for consideration by an advisory group without some buy in from Council.*
- Clause 4.4(f): *this is normal practice. The CEO signs agendas for distribution.*
- Clause 4.5(e): *The intention for decision making in advisory groups is to arrive at a generally agreed view, not just a majority view. This is the fundamental difference between a committee and an advisory group.*

SHIRE OF TOODYAY
AGENDA BRIEFING NOTES
FROM MEETING HELD ON 17 SEPTEMBER 2019

If every decision is simply put to a vote, you might as well just have a Council committee. A 5/4 vote while a majority does not indicate a consensus.

- *Clause 4.5(j)(iii): There will be some things Council will consider even though it is not a budgeted activity if someone else is paying. External funding may also support activities. The wording could be changed to read as follows: Seek endorsement from Council where funding from external sources is proposed. The meaning is the same.*
- *Clause 4.5(k): The Officer can include in the consultation section of the report what was discussed during the advisory group meeting, including any information used as a basis for the report, which is the meaning of the term "feedback." It can include for example any points of contention or disagreement as set out in 4,5 (e).*
- *Clause 5 (b): This is a double up and was included to make perfectly clear that members are not to speak with the media in their capacity as members of the group. The phrase unless authorised ... may be removed.*
- *Clause 6.2: Remove 6.1, 6.2 states the obligations more clearly.*
- *Clause 6.4: Agreed, but rather than delete this clause it can be reworded to state "the principles of the Local Government (Rules of Conduct) Regulations 2007 shall apply to all members of the Advisory Groups. Any breach of the principles of the Rules of Conduct Regulations shall be treated as a breach of the Code of Conduct"*
- *Section 9 Membership: Stakeholder organisation is the type of organisation that has an interest or concern in something. Examples of Stakeholder organisations can be Tidy Towns, The Seed Orchard Group, The Naturalists Club, Friends of the River, etc.*
- *Clause 9.1: If for example the Shire decided to form a Small Business Friendly Advisory Group it might incite the Chamber of Commerce to nominate a delegate. This would be in addition to advertising for interest. Council could delete it if they didn't want to advertise widely, or would be able to make suggestions as to whom to send invitations out to.*
- *Clause 9.3: This speaks to the term of the membership group. It has to stay because in the past Council has set up groups such as the Foggarthorpe Working Group, and*

SHIRE OF TOODYAY
AGENDA BRIEFING NOTES
FROM MEETING HELD ON 17 SEPTEMBER 2019

the Town Entry Group (both of which finalised their operations within a 12 month period). Where an advisory group was intended to be ongoing neither (a) nor (b) would apply.

- *Clause 9.4: This clause says “may” so if the CEO or Presiding Member wished to do that they would be able to. This would support the consensus decision making model. Council may prefer to delete.*
- *Clause 10.1: this speaks to the appointment and how long it lasts. Clause 9.3 speaks without mentioning the length of the term but gives exceptions to the rule.*
- *Section 13 Review: The wording “The operations of an Advisory Group shall be reviewed and presented to Council for re-adoption not more than three months before each Ordinary Council Election” should replace what is there. The presentation of an Officer Report is operational. Whilst reporting is contained within the Terms of Reference it does not need to be replicated in the policy.*
- *Clarification in respect to page 60 – “The Presiding Person of the Audit Committee is to be a Councillor, elected at the first meeting of the Audit Committee following a local government Ordinary election”*
This is included as a means to give opportunity to a Council Member to develop their leadership skills by being appointed a Presiding Member of the Committee.
- *Can we get the ball rolling for community membership for Committees?*
Yes. Once the September 2019 Council Meeting has made its resolution in respect to the Committee Review.

9.5.2 The Toodyay Lodge – Request to waive rates - Reserve 18671 Lot 146, Masonic Lodge, 19 Fiennes St, Toodyay 6566

Points raised as follows:

- *Do we still have infrastructure on the building?*
We have a wireless link. We did have to have something mounted on the top of the lodge but when the new CCTV project is finalised it will become redundant.
- *Have they been paying rates up till now?*
Yes they have.

SHIRE OF TOODYAY
AGENDA BRIEFING NOTES
FROM MEETING HELD ON 17 SEPTEMBER 2019

- I have seen payments to the lodge in my time as Councillor for electricity. Can it be clarified?

Yes. The Shire did hire the hall out while we did refurbishments and we could be making a contribution towards their power as they have been hosting Shire communications equipment.

The Shire has infrastructure on the lodge building that provides a link between the Administration and the Depot. As we use their electricity, we pay the Lodge \$250 per year.

- What other groups do we help in this manner?

The following parties have a rates concession:

- *Butterly Cottage Association;*
- *St John Ambulance;*
- *CWA have an exemption.*

Points raised at the Meeting:

- *RSL are not being charged rates or a lease fee until they have done their refurbishment;*
- *The churches are covered by a different section in legislation;*
- *Charities can directly approach the Minister;*
- *The Toodyay Club do not have a concession.*

9.5.3 Wheatbelt Secondary Freight Network Program – formalisation of commitment.

The CEO provided an overview of the matter to Councillors.

Points raised as follows:

- Satisfactory governance structure for management of the funds required to be endorsed so that funds can be made available;
- \$3.5m project for Shire of Toodyay – 80% fed funded and the rest state funded regional road group funding – with 6.5% local government funded.

9.6 COMMITTEE REPORTS

Nil

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

- Nil

SHIRE OF TOODYAY
AGENDA BRIEFING NOTES
 FROM MEETING HELD ON 17 SEPTEMBER 2019

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

Refer to the Agenda – can go behind closed doors on the day when required.

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

13.1 MEMBERS

13.2 EMPLOYEES

14. CONFIDENTIAL BUSINESS (adjourned)

The Shire President ruled that the item “next meetings” be considered at this juncture (5.10pm).

15. NEXT MEETINGS

Dates	Detail
Tues 22 October 2019 commencing 3.00pm Special Meeting	Swearing in of new Councillors; Election of President and Deputy; and Allocation of Seats
Tues 22 October 2019 commencing 4.00pm Agenda Briefing	Include discussion of committees and appointments
Tues 29 October 2019 commencing 3.00pm Special Meeting	Allocation of membership of committees Appointments to represent Council
Tuesday 29 October 2019 commencing at 4.00pm Ordinary Council Meeting	Deferred Ordinary Council Meeting

CONFIDENTIAL BUSINESS (resumed)

The Shire President ruled that the meeting be closed at 5.17pm.

The public gallery departed the Council Chambers at 5.17pm.

CEO Key Result Areas 2019/2020

The CEO provided an overview of the report at 5.21pm.

SHIRE OF TOODYAY
AGENDA BRIEFING NOTES
FROM MEETING HELD ON 17 SEPTEMBER 2019

16. CLOSURE OF MEETING

There being no further business, the Shire President declared the meeting closed at 5.30pm.

This Page has been Left Blank "Intentionally"

Submission relating to Item 9.5.1 of the Agenda headed “Committees of Council Review”.

The Officer’s Recommendation is to adopt the attached Shire of Toodyay Committees of Council and Advisory Groups Terms of Reference and the attached Advisory Groups Policy.

My submission relates to these two documents. I respectfully submit that Council considers making the following amendments to these documents.

Terms of Reference

- Page 1 Overview
Under the heading “Review” it is stated that “the Terms of Reference document will be reviewed at least every two years. Amendments to the Terms of Reference will be approved by the CEO and endorsed by Council”.
This wording should be changed to “Amendments to the Terms of Reference will be approved by Council”.
The CEO should not be in a position to prevent amendments to the Terms of Reference by withholding approval. This should simply be a matter for Council to decide.
- Page 21 Reporting
In the last sentence change “ The Supporting Officer to the Advisory Group” to “The Presiding Member of the Advisory Group”.
- Page 22 Membership Composition
Add a new item “(d) Reserves Management Officer” or replace one of the officers in item (c) with the “Reserves Management Officer”.

Advisory Groups Policy

- Establishment
In the definition of Advisory Group delete the words “via a recommendation made by the Shire’s Administration”.
The Council should be free to establish an Advisory Group whether or not it is recommended by the Administration.
- Clause 2 Terms of Reference and Role
Delete Clause 2.2. The Advisory Group should be able to consider any matters which come within the Terms of Reference for that Group.
- Clause 2.4 Change “Chief Executive Officer” to “President”. This is consistent with Section 2.8(1)(d) of the Local Government Act.

- Clause 4.2(g) Add “and, if not practicable, then on a simple majority basis.”
- Clause 4.4 In (c) change “relevant” to “Senior” and change “tabled for discussion” to “listed in the Agenda”.
Delete (d) as this is not necessary. The Advisory Group is only an advisory body and this would cause too much delay.
- Delete (f). Paragraph (c) as amended requires the Senior Supporting Officer to be responsible for preparing the Agenda. There is no need for additional CEO approval.
- In (e) the word “consensus” is too uncertain. It could mean unanimous agreement or majority agreement. Therefore delete the first sentence and replace “consensus” with “majority” throughout this paragraph.
- It is not clear what is intended in (j) (iii). I suggest that this should be changed to “whether funding from external sources is proposed.”
- I am not sure what is meant by paragraph (k). What is meant by “feedback”? I suggest this be deleted.
- Clause 5 In (b) change “Chief Executive Officer” to “President”. See comments re Clause 2.4 above.
- Clause 6.2 Delete this clause as it is simply repeating what is in Clause 6.2.
- Clause 6.4 Delete this clause. These Regulations are applicable only to elected members of Council. They are not relevant to employees or members of the public. Clause 6.1 is sufficient.
- Section 9 Membership
What is a “Stakeholder Organisation”? I suggest these words be deleted.
- Clause 9.1 I suggest this be deleted. See comments above.
- Clause 9.3 Delete (a). The Council should simply appoint all members following an ordinary election.
- Clause 9.4 Delete this clause as it should be up to Council to select. Under the Terms of Reference the Presiding Member may invite persons to

meetings of the group (p21).

Clause 10.1 Delete this clause as it is already dealt with by Clause 9.3.

Section 13 Review

This does not fit in with the timing of decisions by Council to retain the Advisory Group. I suggest the following instead. "The operations of an Advisory Group shall be reviewed by the Advisory Group not less than two months prior to each Ordinary Council Election and the Senior Supporting Officer shall present a report on that review to Council not less than one month prior to each Ordinary Council Election."

This Page has been Left Blank "Intentionally"

The logo for 'Safer Toodyay' features the text 'Safer Toodyay' in a blue, cursive font. The text is positioned above a stylized green leaf graphic that has a wavy, curved shape. The leaf is a light green color with a darker green outline.

Safer Toodyay

TOODYAY
COMMUNITY
SAFETY & CRIME
PREVENTION PLAN
2019 - 2029

Contents

Introduction	3
Vision.....	4
Mission.....	4
Safety and Crime Prevention	4
Demographics / Data Gathering	4
Shire of Toodyay	4
Toodyay today.....	5
Strategic Context.....	5
Crime Statistics.....	6
Safety and Crime Prevention Strategies and Initiatives.....	7
Safety Strategies and Initiatives.....	7
Crime Prevention Strategies and Initiatives.....	7
Supporting families and young people	7
Strengthening communities and revitalising neighbourhoods.....	8
Reducing repeat offending	8
Designing out crime and using technology.....	8
Plan Maintenance	8
Summary	9
ACTION PLAN	10
Diminishing anti-social behaviour while identifying & targeting priority offences & crime ‘hot spots’ ..	11
Lowering the incidence of road traffic accidents, hooning and unsafe driving.....	13
Encourage the prompt reporting of crime.....	14
Supporting Families, Children and Older People	16
Value-adding to our youth.....	19
Building a safer physical environment.....	21
Developing and cultivating strong partnerships	23
Abbreviations & Acronyms used in this plan	24

SaferToodyay Strategic Plan [Draft]

Introduction

This strategic plan is a SaferToodyay initiative with the purpose for setting a clear direction for a holistic, whole-of-community approach to safety and crime prevention in Toodyay.

SaferToodyay originated in 1999 as the Toodyay Safer WA (Local) Committee and has evolved over the years through several restructurings. SaferToodyay develops and supports projects based on the theme of 'local solutions for local problems' and its membership has included as many as twelve different strategically-focused organisations from within the local community. The resulting grassroots community spirit of cooperation has been commended by government agencies operating in the field and some of the more recent committee achievements include support of elderly safety issues, assistance to strengthen family cohesion, and the encouragement of youth in building their own future.

This strategic plan is a supporting plan to the Shire of Toodyay Strategic Community Plan 2028 and aims to:

- provide the Shire and community of Toodyay with an overview of current safety and crime prevention issues;
- enable Council to make informed decisions regarding safety and crime prevention priorities;
- provide evidence to support the sourcing of funding as it becomes available from both the Federal and State Government; and
- enable a process of efficient and effective decision-making and resource-allocation for the management of safety and crime prevention issues

The Plan will achieve these aims by:

- providing a clear statement of purpose (goals) and priorities for key actions and priorities (how they are achieved);
- providing an operational framework to identify key stakeholders who are pivotal to the delivery of strategic plan priorities;
- providing a clear statement of purpose and priorities for potential partners or other potential stakeholders; and by
- identifying potential resources to fund delivery of strategic plan priorities

The foundation of the Plan is based on the five key goals of the WA Government '*Community Safety and Crime Prevention Plan*'. They are:

- Supporting families, children and young people;
- Strengthening communities and revitalizing neighbourhoods;
- Targeting priority offences;
- Reducing repeat offending; and
- Designing out crime and using technology

These key goals are outlined in the 'ACTION PLAN' and are broken into two categories - core (blue) and strategic (green). These categories have been developed using the same system of identification and action as the previous plans.

Other data in this plan are a result of community consultation, Australian Bureau of Statistics demographic data, WA Police crime statistics, previous crime prevention activities that have been undertaken, benchmarking, and research.

Vision

Our vision is that of a diverse and inclusive community that is a safe place to live, work, and visit, providing a safe and promising future for all people in our community

Mission

Our mission is to develop a safe, crime-free community through collaborative planning, community action, and policy advocacy

Safety and Crime Prevention

Community safety refers to the quality of life attained in a safe society in which the protection and security of the public is maintained. It refers to a society in which the rights and responsibilities of individuals, families and communities are properly balanced. A high level of community safety will enable Toodyay residents, business owners, and visitors to pursue all aspects of their lives without fear or hindrance from injury, accidents, crime, or anti-social behaviour.

A Community Safety and Crime Prevention Strategy includes people's *perceptions* of safety - their feelings - as well as the actual level of safety, as indicated by objective measures of accidents, injuries, crime, and victimisation.

Crime prevention is the range of strategies that are implemented by individuals, law enforcement, communities, and businesses that are designed to target the various social and environmental factors that increase the risk of crime, disorder and victimisation. The purpose of crime prevention is to reduce and deter crime and criminals.

Safety and crime prevention go hand in hand and are conceptually synergistic in several ways. For example, a crime-free community is a safer community and measures designed to reduce crime, such as improved street lighting or installation of a CCTV system, also improve community safety. A safe community is one in which people are able to pursue, and obtain, the fullest life possible without fear or hindrance from crime and disorder.

Demographics / Data Gathering

Since the purpose of this Plan is to support the Shire of Toodyay Strategic Community Plan 2013-2023 much of the included demographic information is derived from the SoT SCP 2023 which in turn is referenced in this plan.

Shire of Toodyay

The Shire of Toodyay borders the north-eastern edge of the Perth Metropolitan Region and adjoins the City of Swan and Shire of Mundaring to the south, the Shires of Northam and Goomalling to the east, the Shire of Victoria Plains to the North and the Shire of Chittering to the west. The Shire covers an area of 1,693 square kilometres and is situated at a gateway of the Avon Valley. The Toodyay townsite is situated approximately 85 kilometres from the Perth CBD.

Settlement is consolidated primarily around the Toodyay townsite or accommodated within one of the rural residential subdivisions located throughout the Shire. The Shire represents the localities of Bejoording, Bindoon Training Area, Coondle, Culham, Dewar's Pool, Dumbarton, Hoddys Well, Julimar, Moondyne, Morangup, Nunile, Toodyay, Wattening and West Toodyay.

The Shire is built on a solid agricultural foundation and along with neighbouring Shires, it plays a key role as a transport and logistics hub for the Avon subregion. In recent years tourism, retail and lifestyle sectors have become economically important to the region.

The key industries employing people are metal ore mining, local government administration, education, supermarkets and hospitals. The significant workforce in metal ore mining reflects the popularity of the Shire as a base for 'Fly in Fly out' workers.

Toodyay today

Toodyay is a declared *historic town* with many buildings dating back to the mid 19th century. The townsite area has a convict history, reflected in many of these buildings. The town itself consists mainly of retail outlets and services, with a number of dwellings along its main street.

The Perth to Adelaide standard gauge rail divides the town into two precincts, separating the Shire Administration from the commercial centre. The railway also provides for commuter services to the Perth CBD, and its suburbs.

The historic aspects of Toodyay - and its close proximity to Perth - attract many visitors, especially on the weekend and public holidays. It is also an interesting diversion for interstate visitors traversing the Great Eastern or Great Northern Highways. Tourism includes a good proportion of overseas visitors, many of whom are connecting their family history with Toodyay's past.

Strategic Context

Over the past four years, the key demographics for Toodyay indicate:

- a static population base, living in more dwellings with smaller household sizes; and
- significant changes in age structure with less young people, less mid lifers and significantly more aged people.

Continuing pressure on jobs and employment

Estimated Resident Population

- 4,546 in 2017
- Increase of 1.3% since 2011

Number of Dwellings

- 2,354 in 2016
- Increase of 4.2% since 2011

Households Size

- 2.23 average household size in 2016
- Decline of 5.9% since 2011

Median Age

- 51 years in Toodyay
- 36 years in Western Australia

Changes in Age Structure, 2011 - 2016

- 5 – 19 year olds decline of 20%
- 40 – 44 year olds decline of 35%
- 55 – 59 year olds increase of 28%
- 65 – 69 year olds increase of 76%

Employment and Jobs

- Total labour force of 2,015 in 2016
- Unemployment increase of 2.5% since 2011
- Median weekly household income
- \$1,164 - \$1,393 Regional WA Household financing

Crime Statistics

Type of Offence	Toodyay	West Toodyay	Morangup
Homicide	-	-	-
Sexual Offences	-	-	-
Assault (Family)	7		-
Assault (Non-Family)	4	-	-
Threatening Behavior (Family)	2		-
Threatening Behavior (Non-Family)	3	-	-
Deprivation of Liberty	-	-	-
Robbery	-	-	-
Dwelling Burglary	1	-	1
Non-Dwelling Burglary	2	-	
Stealing of Motor Vehicle	1	-	1
Stealing	12	1	1
Property Damage	5	-	2
Arson	-	-	-
Drug Offences	18	-	1
Graffiti	-	-	-
Fraud and Related Offences	1	-	1
Breach of Violence Restraint Order	3	-	-
Total of Selected Offences	59	1	7

Above table provided by the WA Police for the first half of the 2018/2019 year

Safety and Crime Prevention Strategies and Initiatives

Safety Strategies and Initiatives

- Annual safety review - *Safety forum*
- Toodyay RoadWise
- Neighbourhood Watch and Safer Streets initiative
- Improve public perceptions of community safety
- Raise awareness and deliver community education on local laws and compliance legislation regarding public safety
- Safety for Seniors initiative
- Stay On Your Feet initiative for seniors
- Know Injury campaign (Injury Control Council WA)
- Dementia Friendly Toodyay initiative
- Safe City Education Project for schools
- Senior Abuse Awareness initiative

Crime Prevention Strategies and Initiatives

- annual crime prevention review - *Crime Prevention forum*
- situational crime prevention strategy
 - ongoing campaigns
 - forums and workshops
- address new and emerging crime problems
 - reporting crime initiative
 - publicise crime reporting initiatives
 - encourage the community to report criminal activity
 - eyes on the street campaign
- graffiti management plan
- Dob in a hoon campaign
- business security campaign
- keep it secure - *Don't take a holiday from home security*
- industrial area graffiti audit
- online graffiti report
- vehicle security - *move it or lose it*
- Look, Lock, Lleave
- is your home secure? - *community checklist program*
- security incentive subsidy scheme [?]
- targeting property offence

Supporting families and young people

- expand the Choose Respect program
 - school
 - sporting groups
 - local businesses
 - community groups
- Blue Light youth camps
- suicide prevention initiative
- targeting violence and anti-social behaviour
- initiatives to target alcohol and drug abuse

- establish an alcohol accords initiative
- youth-centric activities
- youth leadership group
- areas for youth association and activities
- encourage community-wide family activities

Strengthening communities and revitalising neighbourhoods

- encourage civic pride and responsibility
- encourage local residents to take ownership of their neighbourhoods
- encourage local residents to report issues
- encourage activity in local parks and spaces
- research and utilise the delivery of quality initiatives that foster local community action and engagement
- build our community's confidence in Toodyay as a safe and secure community for at-risk / more vulnerable community groups
- know your neighbour campaigns (example: Hoddy Well "Howdy Neighbour" initiative)
- implement an 'Eyes on the Street' campaign
- celebrate your community - neighbour day
- neighbourhood Watch initiative

Reducing repeat offending

- establish a program designed to enable a reduction in re-offending among those who have already engaged in criminal or anti-social behaviour
- work with the Toodyay Police to find opportunities to change behavioural patterns
- involve Holyoake in developing programs to assist with rehabilitation

Designing out crime and using technology

- promote CPTED (Crime Prevention Through Environmental Design) principles amongst local residents and business owners
- audit the CCTV requirements that are necessary for crime prevention and safety
- establish a CCTV maintenance, update, and operations plan
- establish a CCTV budget for procurement, maintenance, operations, and updates
- incorporate CPTED principles in community planning
- utilise designing out crime principles
 - target hardening
 - clear sightlines and natural surveillance
 - safe movement, good connections, and access
 - good lighting
 - eliminate entrapment spots
 - walkable streets that encourage activity and social interaction

Plan Maintenance

This plan has been developed to cover a ten-year period. Maintenance of the plan is envisaged to occur after five years however if it is necessary to make changes the plan has the flexibility to do so. The names of agencies and organisations may (and possibly will) change over the life of the plan however there is room to cope with those changes.

Summary

The *Toodyay Community Safety and Crime Prevention Plan* is a cooperative venture between SaferToodyay, the police, local government, government agencies and the community. It is necessary that it is a *'living document'* in a changing social and physical environment.

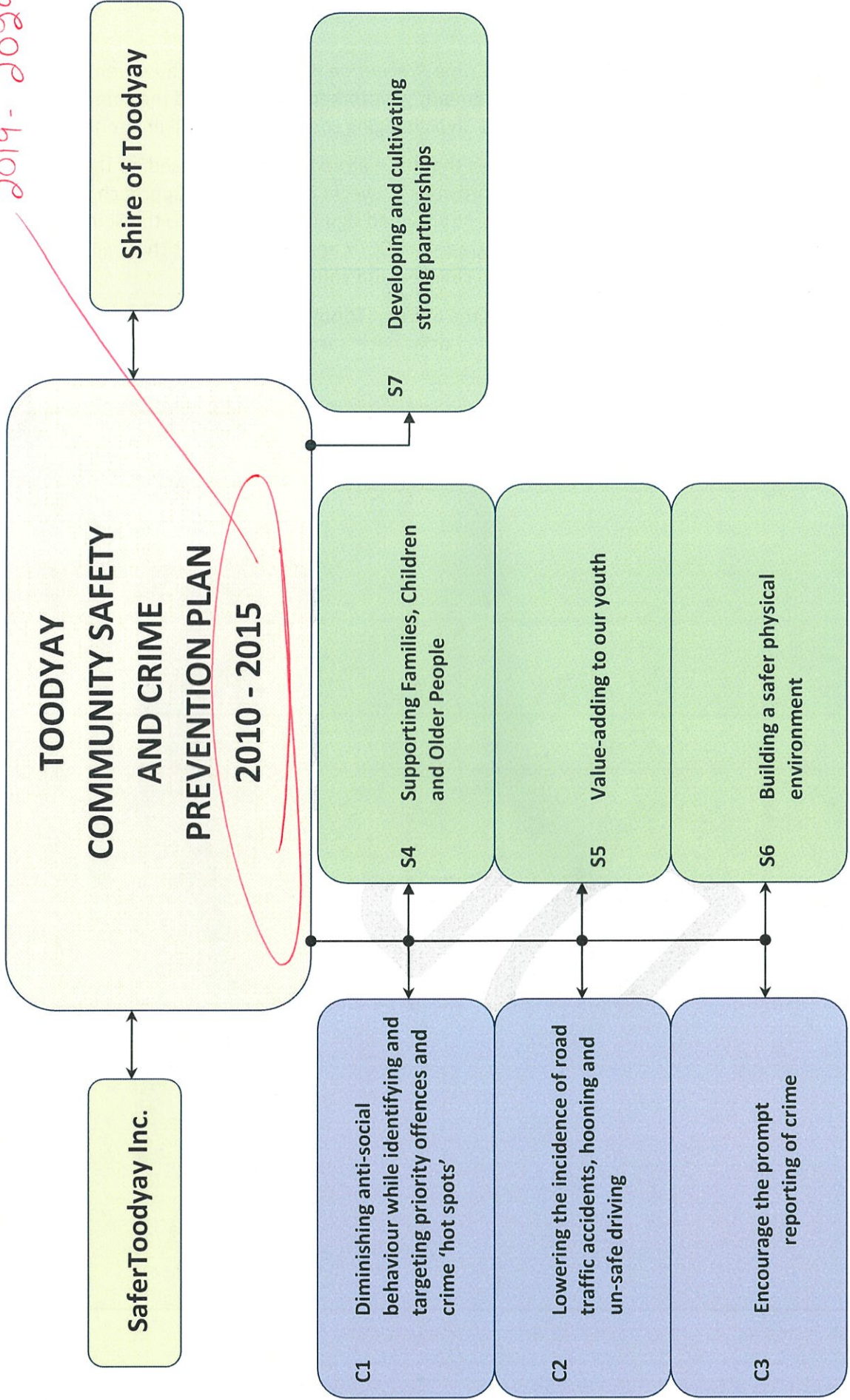
This plan incorporates many strategies that have already been addressed, or that are currently under way. In this sense it provides a *'checks and balances'* approach to the Plan. Both the State and Federal Government provided significant funding to the Shire in 2019. This gave the Shire the opportunity to upgrade the CCTV and build facilities that will create entertainment opportunities for both children and young adults.

Endorsement of the updated Plan by the Shire of Toodyay is critical to the Plans success. A review will be undertaken in five years - or as necessary - to guarantee its success.

DRAFT

ACTION PLAN

2019-2029?



Statement of Purpose and Actions - GOALS		Operational Framework – HOW WE GET THERE			
C1	Priority C1 Statement of Purpose & Actions	Operational Framework			
		Key stakeholders and partners	Expected Outcomes	Resources	Evaluation
1.1	<p>Diminishing anti-social behaviour while identifying & targeting priority offences & crime 'hot spots'</p> <p>Key priorities</p> <ul style="list-style-type: none"> Maintain an alcohol policy and management plan to support an holistic approach to prevent and manage alcohol problems, and provide alcohol-free events <p>Actions</p> <ul style="list-style-type: none"> promote a Liquor Accord with licensed premises, and with sporting venues promote Holyoake services promote other drug and alcohol services educate adults in sporting bodies about underage drinking encourage sporting bodies to appoint 'skippers' 	<p>Key Agency:</p> <ul style="list-style-type: none"> Toodyay Police <p>Partnership with:</p> <ul style="list-style-type: none"> Toodyay Hotels Liquor store Toodyay Club Sporting clubs Bolgart Hotel Holyoake 	<ul style="list-style-type: none"> Strive to reduce anti-social behaviour within & from licensed premises Marked reduction in street drinking Hooning reduced after hotel closing time Hotel patrons behavioural patterns change, particularly in motor vehicles after leaving premises Number of alcohol-related road accidents are reduced 	<ul style="list-style-type: none"> WAPOL MHC Licencees Holyoake 	<ul style="list-style-type: none"> Liquor Accord struck reduction in alcohol related offences implementation of Accord and initiatives
1.2	<p>Raise awareness about drug and alcohol-related issues and strategies</p> <p>place information about local drug & alcohol services in strategic places around town, & in newsletters for parents & community</p> <ul style="list-style-type: none"> obtain up-to-date data to distribute to the community distribute in appropriate places 	<p>Key Agency:</p> <ul style="list-style-type: none"> WCDST <p>In partnership with:</p> <ul style="list-style-type: none"> MHC Holyoake 	<ul style="list-style-type: none"> greater awareness of the health issues that result from drug & alcohol use and abuse awareness of and access to support services material is easy to read and understand children & young people are made aware of drug & alcohol related issues 	<ul style="list-style-type: none"> MHC WCDST SDERA Holyoake 	<ul style="list-style-type: none"> brochures are being accessed types of brochures taken indicative of use number of brochures distributed

Statement of Purpose and Actions - GOALS		Operational Framework – HOW WE GET THERE				
Statement of Purpose & Actions		Operational Framework				
C1	Key priorities	Actions	Key stakeholders and partners	Expected Outcomes	Resources	Evaluation
1.3	<p>Reduce the level of graffiti and vandalism within the community with:</p> <ul style="list-style-type: none"> • zero tolerance approach • prompt removal of graffiti • community education in the prompt reporting of offences/offenders • volunteer taskforce set up to remove graffiti • installation of CCTV 	<ul style="list-style-type: none"> • deter offenders and education of reporting of offences on graffiti hotline • business' apply anti-graffiti coatings to areas impacted 	<p>Key Agency: Toodyay Shire, In partnership with:</p> <ul style="list-style-type: none"> • Toodyay Police • the community businesses • State Graffiti Taskforce 	<ul style="list-style-type: none"> • State Graffiti Taskforce • volunteer taskforce • Crime Stoppers • Graffiti Hotline • graffiti trailer is not needed as regularly 	<ul style="list-style-type: none"> • number of volunteers assisting with graffiti removal • reduced repair of public assets • increase in reporting • local taskforce set up 	<ul style="list-style-type: none"> • reduction in the level of graffiti and vandalism within the community
1.4	<p>Introduce CHOOSE RESPECT into the community</p>	<ul style="list-style-type: none"> • purchase the Choose Respect package • have both the TDHS and the Shire sign up for this program • approach all businesses, sporting clubs and community groups to participate • promote Choose Respect at public events 	<p>Key Agency: SaferToodyay In partnership with:</p> <ul style="list-style-type: none"> • TDHS • Toodyay Shire • community groups & clubs • businesses • Toodyay Police 	<ul style="list-style-type: none"> • respect is shown to teachers • bullying, including cyber-bullying, is significantly reduced • public officers and retail staff are respected • respect for property is shown by eliminating vandalism • road rage is eliminated 	<ul style="list-style-type: none"> • Choose Respect Inc package 	<ul style="list-style-type: none"> • community has decided on a 'Choose Respect' path • TDHS report on the impact of Choose Respect at school • police report no instances of abuse of public officers and retail staff • community and Shire reports of vandalism diminished

ALREADY
ADOPTED
By Council

Statement of Purpose and Actions - GOALS		Operational Framework – HOW WE GET THERE				
C2	Priority C2	Lowering the incidence of road traffic accidents, hooning and unsafe driving				
		Statement of Purpose & Actions	Operational Framework			
	Key priorities	Actions	Key stakeholders and partners	Expected Outcomes	Resources	Evaluation
2.1	Support a local RoadWise Committee	<ul style="list-style-type: none"> Toodyay RoadWise a subcommittee of SaferToodyay Keys for Life program instigated RoadWise page on SaferToodyay website 	<p>Key Agency: WALGA</p> <p>In partnership with:</p> <ul style="list-style-type: none"> Toodyay Police Toodyay Shire community 	<ul style="list-style-type: none"> development of projects that embrace safe roads, safe road use, safe speeds development of projects that educate young drivers website includes resources for RoadWise 	<ul style="list-style-type: none"> assistance from the Road Trauma Trust Fund Community Road Safety Grants Program 	<ul style="list-style-type: none"> RoadWise Committee established reduction in the number of road fatalities within our community
2.2	Reduce hooning and other unsafe driving	<ul style="list-style-type: none"> zero tolerance by Police! education of the community to promptly report these actions to the Police promote new anti-hoon legislation promotion of 'Dob in a Hoon' reporting consequences of 'hooning' advertised in the Herald encourage the community to report instances of 'hooning' to Crime Stoppers 	<p>Key Agency: Toodyay Police</p> <p>In partnership with:</p> <ul style="list-style-type: none"> The community at large RoadWise Committee 	<ul style="list-style-type: none"> reduce number of reports of hooning and unsafe driving reduction of Court appearances local newspaper produces articles on hooning & consequences 	<ul style="list-style-type: none"> WAPOL local newspaper 	<ul style="list-style-type: none"> number of target operations by Police number of hoons reported number of newspaper articles improved road accident statistics

ALREADY UNDER WAY

Statement of Purpose and Actions - GOALS		Operational Framework – HOW WE GET THERE			
Priority C3					
Statement of Purpose & Actions		Operational Framework			
Key priorities	Actions	Key stakeholders and partners	Expected Outcomes	Resources	Evaluation
<p>C3</p> <p>3.1</p> <p>Establish a NHW subcommittee of SaferToodyay</p>	<ul style="list-style-type: none"> source current Neighbourhood Watch materials from the State NHW Coordinator, and distribute promote the principles of Neighbourhood Watch communicate with the State Office of NHW emphasising the existence of NH and Rural Watch locally 	<p>Key Agency: SaferToodyay</p> <p>In partnership with:</p> <ul style="list-style-type: none"> NHW State Office Toodyay Police the community, both residents and weekenders 	<ul style="list-style-type: none"> community engages in NHW activities and principles a more 'neighbourly' approach taken in areas of 'un-neighbourly' problems community reports crime through the SaferToodyay website 	<ul style="list-style-type: none"> assistance from NHW State Office signage and other promotional materials local newspaper support with promotion 	<ul style="list-style-type: none"> number of signs and promotional material distributed number of newspaper articles
<p>3.2</p> <p>Arson identification and reporting</p>	<ul style="list-style-type: none"> advertise for volunteer area managers Continue to promote Crime Stoppers, its success and the anonymity of reporting a crime. 	<p>In partnership with:</p> <ul style="list-style-type: none"> SaferToodyay Toodyay Shire <p>Key Agency: Toodyay Police</p> <p>In partnership with:</p> <ul style="list-style-type: none"> DFES Toodyay Shire (through Bush Fire Brigades) 	<ul style="list-style-type: none"> Area managers provide resources to their local community the community living in a safe environment that perceived 'fear' in the community will be eradicated 	<ul style="list-style-type: none"> Area manager has a list of active participants promotion of Crime Stoppers educate the community not to fear reporting crime 	<ul style="list-style-type: none"> Community involved in area groups number of reports received number of promotional activities

Statement of Purpose and Actions - GOALS		Operational Framework – HOW WE GET THERE				
Statement of Purpose & Actions		Operational Framework				
	Key priorities	Actions	Key stakeholders and partners	Expected Outcomes	Resources	Evaluation
C3						
3.3	<p>Redevelop a Toodyay Local Alert Register</p>	<ul style="list-style-type: none"> • apply for funding to develop a website with associated emails and reporting mechanisms • develop a Local Alert Register connected to the website • website to have links to Toodyay Police, Victim Support Service, Crime Stoppers, DFES 	<p>Key Agency: SaferToodyay</p> <p>In partnership with:</p> <ul style="list-style-type: none"> • Toodyay Police • Fire Brigades & DFES • <u>Toodyay Shire</u> • local community • DoC-CPFS 	<ul style="list-style-type: none"> • contact may be made to Shire, Police, Wheatbelt Men's Health, Crime Stoppers, Victim Support, Parent Helpline, Children's Helpline, etc • Email or SMS message provided to all those registered regarding an incident • Police are able to access and utilise the register • Local 'Help Line' data included 	<ul style="list-style-type: none"> • funding to establish the website together with someone to develop it • SaferToodyay Committee members available to send out alerts 	<ul style="list-style-type: none"> • website has a counter to log number of hits • increased number of local registered members • increased number of volunteers to maintain site • Facebook page developed and volunteer to update

Statement of Purpose and Actions - GOALS		Operational Framework – HOW WE GET THERE				
Priority S4		Supporting Families, Children and Older People				
Statement of Purpose & Actions		Operational Framework				
S4	Key priorities	Actions	Key stakeholders and partners	Expected Outcomes	Resources	Evaluation
4.1	Reduce family violence	<ul style="list-style-type: none"> promote the 'Freedom From Fear' campaign against domestic violence provide information on help for victims and perpetrators provide a resource for people with issues & fears that could lead to self-harm or suicide provide signage in strategic places on help-lines for DV and self-harm 	<ul style="list-style-type: none"> Key Agency: <ul style="list-style-type: none"> DoC-CPFS In partnership with: <ul style="list-style-type: none"> Toodyay Police AYCFS DOH WCDFVS MHC VSS 	<ul style="list-style-type: none"> reduction in the number of victims of domestic violence reduction in the number of Police call-outs 	<ul style="list-style-type: none"> DoC-CPFS DFC DOH FVS (see VOC) VOC VSS 	<ul style="list-style-type: none"> police statistics show a reduction in domestic violence support services show similar trends
4.2	Build on the school-safe programme	<ul style="list-style-type: none"> children identify the people they can trust reporting made easy for young children develop an 'anti-bullying' strategy - <i>It's cool to report a bully</i> 	<ul style="list-style-type: none"> In partnership with: <ul style="list-style-type: none"> Wheatbelt Men's Health Beyond Blue Men's Shed WCDST Key Agency: <ul style="list-style-type: none"> DCP In partnership with: <ul style="list-style-type: none"> TDHS TCCI 	<ul style="list-style-type: none"> provision of a better pathway to follow for people with depression and/or anxiety or other fears children will have safe havens where they can go if worried about their safety 	<ul style="list-style-type: none"> DOH WMHU Toodyay Men's Shed 	<ul style="list-style-type: none"> Incidences of self-harm or suicide in Toodyay reduced Number of safety houses have been identified, evaluated & children are aware of their location

Statement of Purpose and Actions - GOALS		Operational Framework – HOW WE GET THERE				
Statement of Purpose & Actions		Operational Framework				
S4	Key priorities	Actions	Key stakeholders and partners	Expected Outcomes	Resources	Evaluation
4.3	Identify and implement programmes for 'Families at Risk'	<ul style="list-style-type: none"> instigate and implement programs that nurture strong relationships between parents and children develop a reporting mechanism for bullying, sexual assault and violence parenting workshops to be encouraged through TCRC develop an 'anti-bullying' strategy – <i>'it's cool to report a bully'</i> 	Key Agency: DoC-CPFS In partnership with: <ul style="list-style-type: none"> WAPOL WCDFVS SaferToodyay DoC-H AYCFS DOJ 	<ul style="list-style-type: none"> a healthy home environment for young people to grow up in fostering a trusting relationship between parents and children 	<ul style="list-style-type: none"> DoC-CPFS AYCFS 	<ul style="list-style-type: none"> program for <i>Families at Risk</i> are being implemented in Toodyay number of workshops held
4.4	Target neighbourhood violence <ul style="list-style-type: none"> reduce the number of community/neighbour disputes and or violence encourage meet the neighbour, afternoon tea or BBQ (perhaps members of fire brigades might take this idea on before the commencement of the fire season) 	<ul style="list-style-type: none"> develop a programme to support and change attitudes between neighbours introduce an annual 'Meet your neighbour' project article in the Toodyay Herald on meeting up with your neighbours 	Key Agency: SaferToodyay In partnership with: <ul style="list-style-type: none"> Toodyay Shire DFC Toodyay Police Bush Fire Brigades NHW Choose Respect 	<ul style="list-style-type: none"> significantly decrease the number of incidents between neighbours that require Police attendance neighbours will help each other in emergency situations provide education on the benefits of respecting each other community safety is increased 	<ul style="list-style-type: none"> DFC NHW CPCLU advertising costs 	<ul style="list-style-type: none"> police callouts to incidents involving neighbours are reduced significantly worked during the 2009 bushfire – needs to be expanded

Statement of Purpose and Actions - GOALS		Operational Framework – HOW WE GET THERE				
Statement of Purpose & Actions		Operational Framework				
S4	Key priorities	Actions	Key stakeholders and partners	Expected Outcomes	Resources	Evaluation
4.5	Encourage community pride through the 'Tidy Towns' campaign	<ul style="list-style-type: none"> encourage community groups to Adopt a Road in the Shire encourage the reporting of littering campaign to have a deposit system for bottles and cans 	<p>Key Agency: Keep Australia Beautiful Committee (KABC)</p> <p>In partnership with:</p> <ul style="list-style-type: none"> community groups individuals <u>Toodyay Shire</u> 	<ul style="list-style-type: none"> Residents take pride in Toodyay, and in doing so respect their neighbours 	<ul style="list-style-type: none"> KABC Waste Authority 	<ul style="list-style-type: none"> Toodyay Shire won the National Tidy Towns competition number of litter reports must keep the momentum up!
4.6	Educate Senior's about crime and safety issues	<ul style="list-style-type: none"> twice-yearly morning teas with older citizens and the Police inform emergency services on the location of Seniors and the disabled for assistance during emergencies (such as bushfires) [privacy?] 	<p>Key Agency: SaferToodyay</p> <p>In partnership with:</p> <ul style="list-style-type: none"> Toodyay Police DoC-Seniors NHW Insurance Council of WA DFC DoC-CPFS 	<ul style="list-style-type: none"> older citizens have a greater knowledge on how to keep safe emergency services are aware of the location of isolated Seniors/disabled persons reduced fear of crime reduced perception of crime in Toodyay Seniors aware of what Elder Abuse is, and are prepared to report it without fear of retribution 	<ul style="list-style-type: none"> small budget to put on a morning tea Toodyay Shire assistance local business sponsors Op Shop support 	<ul style="list-style-type: none"> number of morning teas held number of participants number of Senior's safety information data distributed
4.7	Provide greater safety and security for the disabled	<ul style="list-style-type: none"> encourage Shire to provide better access to public places for the disabled promote provision of facilities for the disabled in all new developments 	<p>Key Agency: SaferToodyay</p> <p>In partnership with:</p> <ul style="list-style-type: none"> <u>Toodyay Shire</u> DoC-DS 	<ul style="list-style-type: none"> the disabled have the same opportunities as the general community the Shire consider the disabled in all planning for public spaces 	<ul style="list-style-type: none"> DoC-DS CPCLU NDIS 	<ul style="list-style-type: none"> the disabled feel safe living in Toodyay no accidents reported to Police or the Shire involving the disabled in public spaces

ALREADY SUPPORT

ALREADY UNDER WAY

Statement of Purpose and Actions - GOALS		Operational Framework – HOW WE GET THERE			
Priority S5		Value-adding to our youth			
S5	Statement of Purpose & Actions	Key Stakeholders	Expected Outcomes	Resources	Evaluation
5.1	<p>Strategies Identified</p> <p>Reduce youth boredom, and its consequences</p> <p>Actions</p> <ul style="list-style-type: none"> lobby Shire Council to employ a <i>Youth Officer</i> Employed Form a YAC Identify youths with leadership potential Assist these youths to form a YAC Youth reps on SaferToodyay 	<p>Key Agency:</p> <p>SaferToodyay</p> <p>In partnership with:</p> <ul style="list-style-type: none"> DCP AYCFS Department for Communities <u>Toodyay Shire</u> Baptist Church Youth Group 	<ul style="list-style-type: none"> Youth of Toodyay have a sense of 'ownership' of their issues Activities coordinated by youth for youth 	<ul style="list-style-type: none"> Small financial assistance for running costs Meeting facility 	<ul style="list-style-type: none"> Shire employment of a dedicated Youth Officer YAC meeting on a regular basis Youth representative attending SaferToodyay meetings
	<ul style="list-style-type: none"> undertake a regular Youth Needs Analysis collaborative Youth Development support youth-driven community activities workshops with youth to develop projects provide education to the wider community on the role of youth on-going consultation with youth re: activities and events 	<p>In partnership with:</p> <ul style="list-style-type: none"> YAC DoC-CPFS AYCFS <u>Toodyay Shire</u> DOH DLGSCI 	<ul style="list-style-type: none"> an idea of what the youth themselves see as their needs a rapport is developed between youth and their peers the voice of youth is not given token acknowledgement, but is taken seriously reduction in anti-social behaviour and graffiti increased participation in sport/art/social activities youth assist to drive activities they are interested in 	<ul style="list-style-type: none"> CPCLU Toodyay Shire DLGSCI funding for specialised activities 	<ul style="list-style-type: none"> Youth Needs Analysis undertaken number of workshops held to develop projects youth have trust and are working with adults on projects for the betterment of their community increase in targeted activities

CAN BE REVIEWED IN THE FUTURE VIA WORKFORCE DEVELOPMENT PLAN

CRC

PERHAPS VIA SCHOOL

(WORKING WITH CHILDREN CHECKS FOR THOSE ON COMMITTEE)

SCHOOL PGM HOL PGM

FUNDING WOULD BE NEEDED GREAT WORK VIA CRC CHAPLIN (SCHOOL)

Statement of Purpose and Actions - GOALS		Operational Framework – HOW WE GET THERE				
Statement of Purpose & Actions		Operational Framework				
S5	Strategies Identified	Actions	Key Stakeholders	Expected Outcomes	Resources	Evaluation
5.1 (cont)		<ul style="list-style-type: none"> create and maintain 'Youth Space' identify an area where youths can meet safely 	In partnership with: <ul style="list-style-type: none"> YAC TDHS DoC-CPFS AYCFS DoC Toodyay Shire CPCLU 	<ul style="list-style-type: none"> Youth & young adults meet and socialise in an established area that is free from harassment 	<ul style="list-style-type: none"> Toodyay Shire allocated space OCP Lotterywest Recreation Centre 	<ul style="list-style-type: none"> Community see youth as an asset to Toodyay Youth hub identified
5.2	Toodyay Shire support for youth activities	<ul style="list-style-type: none"> Lobby the Shire Council to increase its commitment to youth & include them in the 'Plan for the Future' 	Key Agency: Toodyay Shire In partnership with: <ul style="list-style-type: none"> YAC 	<ul style="list-style-type: none"> Youth are included in Toodyay's 'Plan for the Future' document, with youth facilities such as a recreation centre 	<ul style="list-style-type: none"> Toodyay Shire 	<ul style="list-style-type: none"> Youth are valued & included in the 'Plan for the Future' document

CRC
 YTH HALL
 SKATE PARK
 NEW SPORT +
 REC PREC.

STRATEGIC
 COMM PLAN

Statement of Purpose and Actions - GOALS		Operational Framework – HOW WE GET THERE				
Priority S6		Building a safer physical environment				
Statement of Purpose & Actions		Operational Framework				
S6	Strategies Identified	Actions	Key Stakeholders	Expected Outcomes	Resources	Evaluation
6.1	Shire to adopt and implement 'Crime Prevention Through Environmental Design' principles	<ul style="list-style-type: none"> Identify crime 'hotspots' seek assistance from the CPTED programme Introduce 'Designing Out Crime' (DOC) principles in all developments of public places adopt the DOCrime Planning guidelines as a working or policy document embed the principles of DOC as a working practice in the planning and building responses of the Council develop planning guide-lines for the effective management of public places review of current public places to determine if they meet guidelines 	<p>Key Agency: Toodyay Shire</p> <p>In-partnership with:</p> <ul style="list-style-type: none"> CPCLU CPTED Subdivision developers Toodyay Police 	<ul style="list-style-type: none"> all hotspots in the Shire are redesigned parks and gardens are developed with safety in mind all new subdivisions and public places are designed to prevent opportunities for criminal activities developers are cognisant of the guidelines prior to submitting development plans safety audits are conducted annually and overseen by an Audit Committee Shire staff undertake DOC training undertake safety audits establish an Audit Panel to oversee safety audits an up-to-date review of all safety issues in the Shire is undertaken 	<ul style="list-style-type: none"> CPTED funding CPCLU resources and training developers costs Toodyay Shire DOC Guidelines 	<ul style="list-style-type: none"> All new areas developed (both public and private) utilise DOC principles Plans submitted to Shire incorporate DOCrime principles Shire staff are trained in DOC principles Audit panel established Safety audits of public places carried out annually

Statement of Purpose and Actions - GOALS		Operational Framework – HOW WE GET THERE				
Statement of Purpose & Actions		Operational Framework				
S6	Strategies Identified	Actions	Key Stakeholders	Expected Outcomes	Resources	Evaluation
6.2	Increase safety of open spaces, in particular parks, gardens & recreational areas and car parks	<ul style="list-style-type: none"> install security cameras in known 'hot spots' install lighting in areas poorly lit 	<p>Key Agency: Toodyay Shire</p> <p>In partnership with:</p> <ul style="list-style-type: none"> SaferToodyay Toodyay Police 	<ul style="list-style-type: none"> parks and gardens are developed with safety in mind improved surveillance of parks and gardens, particularly after dark install lighting at skate park install lighting in other hotspots around town 	<ul style="list-style-type: none"> CPCLU funding other sources of funding to be sought (Royalties for Regions, etc.) 	<ul style="list-style-type: none"> no incidents of unsafe activities reported perception of crime reduced number of lights installed number of times camera footage is used for incidences or offences

VIA
SAFER
TOODYAY
COMMITTEE

Statement of Purpose and Actions - GOALS		Operational Framework – HOW WE GET THERE			
Priority S7		Developing and cultivating strong partnerships			
S7	Statement of Purpose & Actions	Operational Framework			Evaluation
7.1	Strategies Identified	Key Stakeholders	Expected Outcomes	Resources	Evaluation
7.1	<p>Implement strategies identified within the plan and monitor their success</p> <p>● develop an appropriate Monitoring and Evaluation (M&E) Programme</p> <p>● develop a set of criteria for the Monitoring and Evaluation of the Plan</p> <p>● facilitate regular progress meetings with key representatives of the community's strategic partners in order to ensure that the Community Safety and Crime Prevention Plan remains effective and relevant to the community's needs</p>	<p>Key Agency: SaferToodyay</p> <p>In partnership with:</p> <ul style="list-style-type: none"> ● CPCLU ● Toodyay Police ● Toodyay Shire 	<ul style="list-style-type: none"> ● implementation of the Community Safety and Crime Prevention Plan ● progress of plans activities are effectively monitored ● a continual Improvement focus is adopted with the plan ● annual review of the Plan ● independent review will provide a more balanced evaluation ● emerging trends/needs to be included in Plan 	<ul style="list-style-type: none"> ● SaferToodyay ● CPCLU 	<ul style="list-style-type: none"> ● number of strategies implemented ● amount of funding secured ● reduction in crime ● reduction in anti-social behaviour, particularly with youth ● annual community perception survey ● reduced perception of crime showing in surveys, including youth ● independent review group
7.2	<p>Identify stakeholders in the community that a partnership will benefit</p> <p>● approach appropriate businesses and stakeholders</p> <p>● conduct an annual survey</p>	<p>Key Agency: SaferToodyay</p> <p>In partnership with:</p> <ul style="list-style-type: none"> ● local businesses ● other stakeholders 	<ul style="list-style-type: none"> ● All sections of the community feel empowered by being involved 	<ul style="list-style-type: none"> ● CPCLU ● Toodyay Police 	<ul style="list-style-type: none"> ● number of new members assisting or contributing to CSCPP

Abbreviations & Acronyms used in this plan

ABBREVIATION	NAME
AYCFS	Avon Youth, Community and Family Services
CPTED	Crime Prevention Through Environmental Design
CPCLU	WAPOL Crime Prevention and Community Liaison Unit
CSCPP	Community Safety and Crime Prevention Plan
DFES	Department of Fire and Emergency Services
DLGSCI	Dept Local Government, Sport & Cultural Industries
DoC-CPFS	Dept of Communities - Child Protection & Family Support
DoC-DS	Dept of Communities - Disability Services
DoC - Housing	Dept of Communities - Housing
DET	Dept of Education and Training
DOC	Designing Out Crime
DOH	Dept of Health
DOJ	Dept of Justice
MHC	Mental Health Commission
NHW	Neighbourhood Watch
SDERA	School Drug Awareness and Road Awareness Program
TCCI	Toodyay Chamber of Commerce and Industry
TCRC	Toodyay Community Resource Centre
TDHS	Toodyay District High School
VOC (FVS)	Victims Of Crime (also Family Violence Service)
VSS	Victim Support Service
WACHS	Western Australian Country Health Service
WAPOL	Western Australian Police
WCDFVS	Women's Council for Domestic and Family Violence Service
WCDST	Wheatbelt Community Drug Service Team
WMHU	Wheatbelt Men's Health Unit
YAC	Youth Advisory Council

LOT 522 JUBILEE STREET
TOODYAY

ACCESS THROUGH
RESERVE R45906

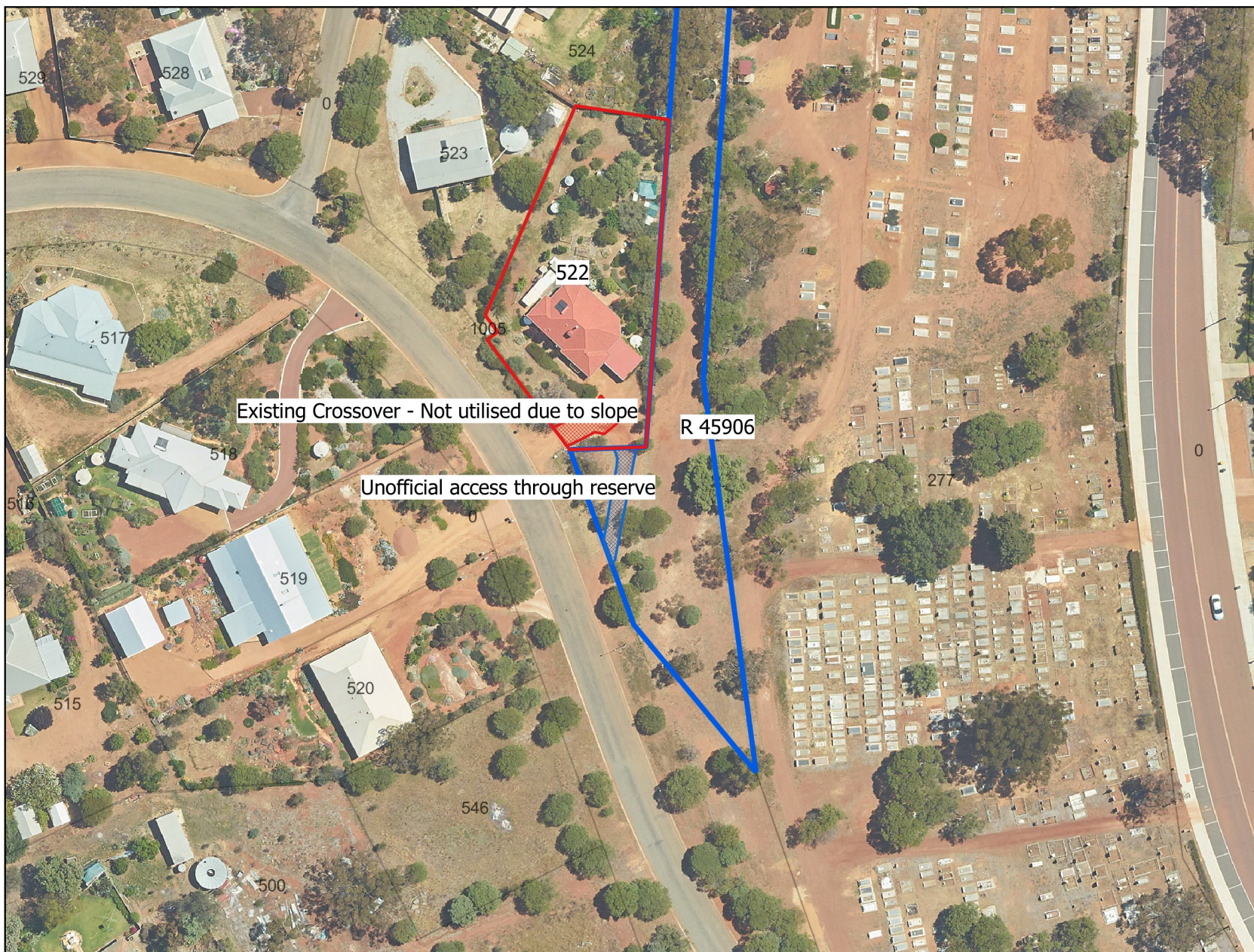
SEPTEMBER 2019

- Lot 522 Jubilee Street
- Unofficial access
- Existing Crossover
- Reserve R45906

Existing Crossover - Not utilized due to slope

Unofficial access through reserve

R 45906



0 20 40 60 80 100 m



The Shire of Toodyay does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the Shire of Toodyay shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

This Page has been Left Blank "Intentionally"

Shire of Toodyay				
List of Payments Presented to Council for Period 1 July 2019 to 31 July 2019				
Pay/Type	Date	Name	Description	Amount
IPV645	11/07/2019	Bendigo Bank	Payroll PPE 09072019	105,456.83
IPV646	24/07/2019	Bendigo Bank	Payroll PPE 23/07/2019	106,904.43
1722	31/07/2019	Shire Of Toodyay	BS Commissions Mar - June 2019	418.50
BPV4033	01/07/2019	Bendigo Bank	Bank Fees	10.00
BPV4034	01/07/2019	Bendigo Bank	Monthly Service Fee	10.00
BPV4035	01/07/2019	Bendigo Bank	Transaction Fees Charged June 2019	5.50
BPV4036	01/07/2019	Bendigo Bank	Process Fee - GST	0.08
BPV4037	01/07/2019	Bendigo Bank	Bank Fees	3.30
BPV4038	01/07/2019	Bendigo Bank	Bank Fees	0.15
BPV4039	01/07/2019	Bendigo Bank	Process Fee - GST	3.05
BPV4040	01/07/2019	Alleasing	Solar Leasing - Depot & Library	1,407.46
BPV4041	01/07/2019	Westnet	Morangup Library Internet	258.95
BPV4042	01/07/2019	Bendigo Bank	BPAY Biller Monthly Fee	188.87
BPV4043	02/07/2019	Commonwealth Bank	Merchant Fees	42.90
BPV4044	03/07/2019	Commonwealth Bank	Merchant Fees	55.75
BPV4045	03/07/2019	Commonwealth Bank	Merchant Fees	61.79
BPV4046	03/07/2019	Commonweath Bank	Merchant Fees	222.61
BPV4047	04/07/2019	Bendigo Bank	Bank Fees	0.11
BPV4048	04/07/2019	Bendigo Bank	Bank Fees	0.11
BPV4049	08/07/2019	Commonwealth Bank	IT Hardware & Software Lease - STDYAY004	527.74
BPV4050	08/07/2019	Fuji Xerox	Photocopier Lease - Depot, Library & Visitor Centre	470.34
BPV4051	12/07/2019	Bendigo Bank	Bank Fees	7.15
BPV4052	12/07/2019	Bendigo Bank	Bank Fees	0.11
BPV4053	12/07/2019	Cnhi Capital	Iveco Truck Lease	3,207.70
BPV4055	14/07/2019	Bendigo Bank	K Nieuwoudt Credit Card - June 2019	714.64
			Australian Institute of Building Surveyors - Member Renewal SBS	560.00
			VOGCA - Leaving Gift - FO	114.91
			International Transaction fee	3.45
			Toodyay Pharmacy - Hand sanitiser - Planning & Development	15.98
			Dept of Transport - Licence transfer - Toodyay Central 1.4	16.30
			Card fee	4.00
BPV4056	14/07/2019	Bendigo Bank	S Scott - Credit Card June 2019	4,390.63
			Slimline Warehouse - display case front reception	693.00
			Renault Master Toodyay - meals - Reconciliation Lunch	301.20
			Shell Gidgegannup - Fuel T0	80.00
			City of Perth Parking -CEO - Executive Road Safety Leadership Program	11.51
			Display master - Broucher Carousel - Front reception	577.86
			Accommodation - CEO - Executive Road Safety Leadership Program	982.30
			City of Perth Parking - CEO - Executive Road Safety Leadership Program	10.10

Shire of Toodyay				
List of Payments Presented to Council for Period 1 July 2019 to 31 July 2019				
Pay/Type	Date	Name	Description	Amount
			Wilson Parking - CEO - Executive Road Safety Leadership Program	24.30
			City of Perth Parking - CEO - Executive Road Safety Leadership Program	10.10
			Takas Kitchen - Meal - CEO - Executive Road Safety Leadership Program	13.30
			Schnitz Belmont - Executive Road Safety Leadership Program	23.40
			City of Perth Parking - CEO - Executive Road Safety Leadership Program	10.10
			Paypal- Alcolimit - Breathalyser Machine & Mouthpieces	758.50
			Refund of bond - Accomodation - Executive Road Safety Leadership Program	-500.00
			Interflora - Flowers for CSO	108.50
			Alcolimit Breathalyser - Breathalyser Machine & Mouth pieces	758.50
			Alcolimit Breathalyser - Breathalyser Machine & Mouth pieces	-758.50
			SAT - Application	500.00
			Agentur P/L - Registration - CEO - LGPA National Congress & Business Expo	1119.25
			Slimline Warehouse - refund - Display Case front reception	-693.00
			Adobe Systems Subscription	346.11
			City of Perth Parking - CEO - Executive Road Safety Leadership Program	10.10
			Card Fee	4.00
BPV4057	14/07/2019	Bendigo Bank	S Patterson - Credit Card June 2019	4.00
			Card fee	4.00
BPV4058	14/07/2019	Bendigo Bank	A Bell - Credit Card - June 2019	1,279.81
			Remix Summits - Full Conference MCD	334.24
			Puma Energy Sawyers Valley - Fuel T00	25.00
			Adobe Systems - Photo editing Program - MC	145.19
			Dept of Racing, Gaming & Liquor - Licence TIFF	113.00
			Officeworks Midland - Stationery - VC	39.90
			Museums Aust - Membership - Australian Museums & Galleries Assoc	154.00
			City of Perth Parking - MCD - WALGA State Library Forum	30.29
			Assoc of Independent Schools of WA - MC - HASS Week Conference	20.00
			Good Guys Midland - TV - VC	399.00
			Wilson Parking - MCD - Creative Placemaking	15.19
			Card Fee	4.00
BPV4054	14/07/2019	Bendigo Bank	R Koch - Credit Card June 2019	439.40
			Cola Café Toodyay - Refreshments Fire Brigades- Various Incidents	186.50
			Transmit SMS - SMS Credit - Harvest Bans	51.00
			Cola Café Toodyay - Refreshments Fire Brigades- Various Incidents	197.90
			Card Fee	4.00
BPV4059	15/07/2019	Fuji Xerox	Donga Photocopier	155.10
BVP4060	15/07/2019	Fuji Xerox	Admin Printer	370.70
BPV4061	15/07/2019	Commonwealth Bank	BPoint Fees	33.61
BPV4062	18/07/2019	Bendigo Bank	Bank Fees	11.88

Shire of Toodyay

List of Payments Presented to Council for Period 1 July 2019 to 31 July 2019

Pay/Type	Date	Name	Description	Amount
BPV4063	18/07/2019	Bendigo Bank	Bank Fees	0.15
BPV4064	16/07/2019	Komatus	Komatso Grader Lease	4,901.37
BPV4065	17/07/2019	Bendigo Bank	Bank Fees	0.11
BPV4066	17/07/2019	Commonwealth Bank	Equigroup - IT Hardware & Software Lease	3,112.19
BPV4067	22/07/2019	Bendigo Bank	Bank Fees	0.11
BPV4068	23/07/2019	West Australian Treasury Corp	Government Guarantee Fee - Loans	6,560.87
BPV4069	24/07/2019	Bandigo Bank	Bank Fees	7.15
BPV4070	24/07/2019	Bendigo Bank	Bank Fees	0.11
BPV4071	26/07/2019	Commonwealth Bank	IT Hardware & Software Lease	112.86
BPV4072	29/07/2019	Commonwealth Bank	IT Hardware & Software Lease	719.46
12645	05/07/2019	Department Of Transport	Registration - Various Shire Vehicles	7,596.40
12646	16/07/2019	Old Gaol Museum	Old Gaol Volunteer Reimbursements	450.00
12647	16/07/2019	Optus	Cr Wellburn Wireless Broadband	28.95
12648	16/07/2019	Telstra Corporation Limited	Telephone Charges - June 2019	509.23
12649	16/07/2019	Water Corporation	Water Rates & Usage - Standpipe	14,442.49
12650	16/07/2019	Synergy	Electricity Charges - June 19	4,364.60
12651	31/07/2019	Shire Of Toodyay - Depot Petty Cash	Sewing Badges To Uniforms - Rangers, Vehicle transfers, SES Printer Ink	164.65
12652	31/07/2019	Shire Of Toodyay - Admin Petty Cash	Farewell Gift - FO	480.75
12653	31/07/2019	Shire Of Toodyay	Admin Front Counter Float Due To Damaged Bill	20.00
12654	31/07/2019	Telstra Corporation Limited	Telephone Charges - June 2019	7,796.06
12655	31/07/2019	Synergy	Electricity Charges	553.70
EFT26327	02/07/2019	Western Australian Treasury Corporation	Loan No. 65 Interest Payment - Community Centre	6,832.56
EFT26328	04/07/2019	Western Truck Sales Pty Ltd	Purchase 45' Freightmore Drop Deck Tri Axle Trailer	73,425.00
EFT26329	12/07/2019	Shire Of Toodyay Salaries & Wages	Payroll Deductions	1,363.00
EFT26330	16/07/2019	Toodyay Garden Club	Refund Of Bond - Pavilion Hire	100.00
EFT26331	16/07/2019	Australia Post	Postage - June 2019	588.77
EFT26332	16/07/2019	Avon Skip Bins	Memorial Hall Skip Bin Empty - Depot, Memorial Hall, Showgrounds	615.00
EFT26333	16/07/2019	Autopro Northam	Filter Housing and Vehicle Parts	711.95
EFT26334	16/07/2019	Australia Day Council Of Wa	Membership 2019/2020	594.00
EFT26335	16/07/2019	Ag Implements Merredin P/L	Windshield Kit	120.80
EFT26336	16/07/2019	Avon Waste	Waste Collection	13,552.83
EFT26337	16/07/2019	Airport Publications	Display Of Valley For All Seasons At 2 Airport & East Perth Terminals	605.00
EFT26338	16/07/2019	Archival Survival	Conservation Materials - Museum	1,460.36
EFT26339	16/07/2019	Ampac Debt Recovery	Rates Debt Recovery Costs - June 2019	2,798.70
EFT26340	16/07/2019	Avon Paper Shred	Shredder Bin Pickup & Destruction	75.00
EFT26341	16/07/2019	Avon Valley Windscreens	Windscreen Repair	77.00
EFT26342	16/07/2019	Broderick Waste Solutions Pty Ltd	Management Of Waste Transfer Station	7,104.24
EFT26343	16/07/2019	Brick & Mortar Restoration Pty Ltd	Butterly House Repairs - Final Payment	6,595.60
EFT26344	16/07/2019	John Butler	V/C Consignment Stock - June19	30.92

Shire of Toodyay

List of Payments Presented to Council for Period 1 July 2019 to 31 July 2019

Pay/Type	Date	Name	Description	Amount
EFT26345	16/07/2019	Blackwell Plumbing	Plumbing Fixings - Showground Upgrade	309.00
EFT26346	16/07/2019	Bev Royal	V/C Consignment Stock - June19	10.15
EFT26347	16/07/2019	Country Copiers Northam	SES Printer Ink	253.40
EFT26348	16/07/2019	Coates Hire	Tempory Lighting Tower Hire - Showgrounds Whilst Lights Are Repaired	1,242.18
EFT26349	16/07/2019	Child Support Agency	Payroll Deductions	454.88
EFT26350	16/07/2019	The Cola Cafe	Refreshments - Sport & Rec Precinct - Ground Breaking	340.00
EFT26351	16/07/2019	Corsign (Wa) Pty Ltd	Various Stickers	38.50
EFT26352	16/07/2019	Winc Australia P/L	Bulk Photocopy Paper, Projector Screen and Stationary	2,376.17
EFT26353	16/07/2019	Countrywide Windscreens	Windscreen Replacement - P460	352.00
EFT26354	16/07/2019	Sandra Cousins	V/C Consignment Stock - Apr/May 2019	7.50
EFT26355	16/07/2019	Leah Carvell	V/C Consignment Stock - June19	6.00
EFT26356	16/07/2019	Cundall Johnston & Partners Pty Ltd	Consultants Sport & Rec Precinct	3,300.00
EFT26357	16/07/2019	Cameron Chisholm Nicol (Wa) Pty Ltd	Project Management - Rec Precinct	7,975.00
EFT26358	16/07/2019	Claremont Firearms	Corella Control	1,020.00
EFT26359	16/07/2019	Charles Service Company	Contract Cleaning - June 2019	12,670.79
EFT26360	16/07/2019	Landgate	Title Searches - CESM	545.35
EFT26361	16/07/2019	Dorma Australia Pty Ltd	Servicing Of Automatic Door - VC, Admin, Bendigo Bank, Medical Centre	891.00
EFT26362	16/07/2019	Designer Cushions & Loose Covers	Reupholster Lounges - Library	880.00
EFT26363	16/07/2019	Peter Edward	Reimbursement Of Expense - Workers Comp	151.50
EFT26364	16/07/2019	Environmental Health Australia (Wa) Inc	WA Conference Registration - EHO	395.00
EFT26365	16/07/2019	Esselmont Olives	V/C Floor Stock - June19	20.30
EFT26366	16/07/2019	Easifleet	Payroll Deductions	852.19
EFT26367	16/07/2019	June Foote	V/C Consignment Stock - June19	9.05
EFT26368	16/07/2019	Frontline Fire & Rescue Equipment	Safety Boots - CESM	134.15
EFT26369	16/07/2019	Flat Out Freight	Valley For All Season Brochures To Airport	24.85
EFT26370	16/07/2019	Fuji Xerox Australia Pty Ltd	Photocopier Readings - Admin	2,370.24
EFT26371	16/07/2019	Forth Consulting Pty Ltd	Engineering Consultancy - Rec Centre	2,860.00
EFT26372	16/07/2019	Grove Wesley Design Art	2 Welcome Signs With Shire Logo	302.50
EFT26373	16/07/2019	John Hansen	Reimburse - Extra Paid Out On Samsung S4 Tablet	61.10
EFT26374	16/07/2019	Heartlands Vet Hospital	After Hours Consultation On Wandering Dog - To Be Reimbursed	210.00
EFT26375	16/07/2019	Toodyay Hardware & Farm	Materials - Various Buildings and Vehicles	851.37
EFT26376	16/07/2019	G Horsfield	Window Cleaning - Library	560.00
EFT26377	16/07/2019	H & H Architects	Architectural Services - Independant Living Site Visit	3,492.50
EFT26378	16/07/2019	Hot Spot Electrical	Parts To Upgrade Power - Showgrounds	8,995.80
EFT26379	16/07/2019	I & R Repairs & Maintenance	Skylight Repairs - Pavilion, Downpipe & Gutter repairs - Memorial Hall	3,388.00
EFT26380	16/07/2019	Interform Interiors	Display Cabinet - Museum - 50% Upfront Payment	1,320.00
EFT26381	16/07/2019	Chantelle Jones	V/C Consignment Stock - June19	6.30
EFT26382	16/07/2019	JCB Construction	Light for Loader	125.94
EFT26383	16/07/2019	Lasso E & P Pty Ltd	Advertising - TIFF	330.00

Shire of Toodyay

List of Payments Presented to Council for Period 1 July 2019 to 31 July 2019

Pay/Type	Date	Name	Description	Amount
EFT26384	16/07/2019	Local Health Authorities Analytical Committee	Analytical Services - 2019/2020	1,121.73
EFT26385	16/07/2019	Local Government Professionals Australia WA	Membership Subscriptions 19/20	3,041.00
EFT26386	16/07/2019	Marketforce	Advertising - Cr Bells Public X 4 Censures	3,961.63
EFT26387	16/07/2019	LGIS (Jardine Lloyd Thompson)	Insurance 19/20 - Management Liability, Cyber, Personal Accident, Marine Cargo	18,474.42
EFT26388	16/07/2019	LGISWA	Insurance 19/20, Liability, Crime, Bushfire	34,736.15
EFT26389	16/07/2019	Midalia Steel P/L	Steel - Animal Management Facility	891.72
EFT26390	16/07/2019	Market Creations	Re-Design Of V/C Logo	1,287.00
EFT26391	16/07/2019	Department Of Health Of WA	Wastewater Management Course - EHO	1,617.00
EFT26392	16/07/2019	Mountain Park On Avon	V/C Consignment Stock - June 19	30.00
EFT26393	16/07/2019	Mcleods Barristers & Solicitors	Legal Costs - Planning Matter - Bull Rd	457.60
EFT26394	16/07/2019	Midland Trophies	Plaques	160.00
EFT26395	16/07/2019	Multicon Commercial Constructions	June Progress Claim - Coondle Fire Station	127,710.00
EFT26396	16/07/2019	Minuteman Press - Midland	Printing - Newsletters	1,153.90
EFT26397	16/07/2019	Open Systems Supply	Computer Memory & Monitors	1,512.60
EFT26398	16/07/2019	Proform Civil Pty Ltd	Revision - Hammersly St Crossing	3,859.90
EFT26399	16/07/2019	Scott Patterson	Reimbursement Of Study Costs	2,375.25
EFT26400	16/07/2019	Perth Region Tourism Organisation Inc	Participation In The International Trade USB	475.00
EFT26401	16/07/2019	Parks & Leisure Australia	WA Leisure Facilities Course - CDC	1,947.00
EFT26402	16/07/2019	Peppers Kings Square Hotel	Accommodation - CDC	700.00
EFT26403	16/07/2019	Quilts By Robyn	V/C Consignment Stock	35.00
EFT26404	16/07/2019	Southern Cross Austereo Pty Ltd	Advertising - Around The Towns - Part Payment	88.00
EFT26405	16/07/2019	Misty Rogers	V/C Consignment Stock - June 19	30.76
EFT26406	16/07/2019	Rylan Concrete	Kerbing - Salt Valley Road	8,690.22
EFT26407	16/07/2019	St John Ambulance - Toodyay & Districts	St John First Aid & CPR - Depot Staff	2,080.00
EFT26408	16/07/2019	G & C Steytler	V/C Consignment Stock - June 19	14.56
EFT26409	16/07/2019	Snapper Display Systems	Museum Display Items	616.88
EFT26410	16/07/2019	Sharons Outback Pottery	V/C Consignment Stock - Feb 2019	5.00
EFT26411	16/07/2019	Specialised Tree Service	Tree Felling - Different Locations	6,006.00
EFT26412	16/07/2019	Smart Waste Solutions Australia Pty Ltd	Waste Press Repairs - Waste Transfer Station	539.61
EFT26413	16/07/2019	Sepmar Pty Ltd	Emergency Shower and Eye Wash Station - Depot and WTS	991.43
EFT26414	16/07/2019	Natshell Pty Ltd	Surveyor - Rec Precinct	5,170.00
EFT26415	16/07/2019	EAG Electrical Airconditioning & Gas	Lighting In VC, Administration Repairs, Clinton Street Repairs	2,111.45
EFT26416	16/07/2019	Tanya Stuart	V/C Consignment Stock - June 19	17.32
EFT26417	16/07/2019	Skyworks WA	Videography - Ground Breaking Ceremony Sport & Rec	1,089.00
EFT26418	16/07/2019	Toodyay Traders	Reticulation Parts - Showground Oval	113.15
EFT26419	16/07/2019	Toodyay Herald	Advertising - Cr Bells Public Censure Notices	250.70
EFT26420	16/07/2019	Shire Of Northam	Disposal Of Waste- May 2019	8,845.65
EFT26421	16/07/2019	Toodyay IGA	Staff Amenities - June 2019	603.23
EFT26422	16/07/2019	Toodyay Newsagency	Newspapers - June 2019	138.10

Shire of Toodyay

List of Payments Presented to Council for Period 1 July 2019 to 31 July 2019

Pay/Type	Date	Name	Description	Amount
EFT26423	16/07/2019	Truckline	Parts for Low Loader	661.61
EFT26424	16/07/2019	Toodyay Trenching Pty Ltd	Locate Cables - Grandstand	600.00
EFT26425	16/07/2019	Toodyay Bakery & Cafe	Refreshments - Old Gaol Tender Discussion	107.00
EFT26426	16/07/2019	The Toodyay Lodge No 37 W.A.C.	Contribution To Electricity Charges	250.00
EFT26427	16/07/2019	Tourism Council Western Australia Ltd	ATAP Bronze Membership 2019/2020	1,729.00
EFT26428	16/07/2019	Deborah Termann	V/C Consignment Stock	48.50
EFT26429	16/07/2019	Toodyay Tyre & Exhaust	Replacement Tyres - P442	860.00
EFT26430	16/07/2019	The Artists Nook	Painted Cactus Workshop - Holiday Program	225.00
EFT26431	16/07/2019	Volunteering Wa	National Standards Guide Book	36.30
EFT26432	16/07/2019	Velvet Crystal	V/C Consignment Stock	10.00
EFT26433	16/07/2019	Verlindens Electrical Service (Wa)	Electrical Wiring - Depot	5,107.30
EFT26434	16/07/2019	Western Australian Local Government Association	LG Forum - Building Positive P/Ships With Aboriginal Communities	99.00
EFT26435	16/07/2019	Wheatbelt Gp Network - Toodyay	Workers Comp Claim - SBS	77.50
EFT26436	16/07/2019	WacWil Landscaping & Earthworks Pty Ltd	Construction of VC Carpark, Construct and seal undercover area at Racecourse and remediation works for electrical project at Showgrounds	44,935.00
EFT26437	16/07/2019	Woodlands Distributors & Agencies	2 Animal Bags	309.43
EFT26438	16/07/2019	Wheatbelt Safetywear	PPE - BMO	789.00
EFT26439	17/07/2019	Damien Carter Bricklaying	Construction Of Niche Wall - Final Payment	10,190.00
EFT26440	17/07/2019	Australian Taxation Office	BAS Return - June 2019	71,389.00
EFT26441	24/07/2019	Shire Of Toodyay Salaries & Wages	Payroll Deductions	1,363.00
EFT26442	31/07/2019	Construction Training Fund	CTF Levies - June 2019	787.15
EFT26443	31/07/2019	Department Mines, Industry Regulation & Safety	BS Levies - June 2019	2,868.79
EFT26444	31/07/2019	Toodyay Fibre Festival Inc	Refund Of Bond - Memorial Hall Toodyay Fibre Festival	500.00
EFT26445	31/07/2019	Autopro Northam	Charge Unit P487, Various plant parts	962.24
EFT26446	31/07/2019	Arm Security	Alarm Monitoring - Community Centre July - Sept 19	384.74
EFT26447	31/07/2019	Avon Waste	Waste Collection - July 19	13,527.92
EFT26448	31/07/2019	Allmark & Associates	Signs - Convict Depot Walk	6,451.50
EFT26449	31/07/2019	Ampac Debt Recovery	Rates Debt Recovery Costs - July 2019	154.00
EFT26450	31/07/2019	Avon Paper Shred	Shredder Bin Pickup & Destruction	75.00
EFT26451	31/07/2019	Afgri Equipment Australia Pty Ltd	Specialised Repairs To John Dere Grader	7,881.90
EFT26452	31/07/2019	BOC Gases	6 X Oxygen Medical C Size	840.24
EFT26453	31/07/2019	Triset Boss Business Forms	4000 Rates Notices	671.00
EFT26454	31/07/2019	Broderick Waste Solutions Pty Ltd	Management Of Waste Transfer Station - July 2019	5,500.00
EFT26455	31/07/2019	Benjamin Bell	Monthly Members Attendance Allowance - July 2019	1,080.33
EFT26456	31/07/2019	Biomax Pty Ltd	Quarterly Service & Maintenance - Waste Water System	100.00
EFT26457	31/07/2019	Bunnings Midland	Pavers - Museum	77.40
EFT26458	31/07/2019	Northam Betta Home Living	Washing Machine & Dryer - Animal Management Facility	1,496.00
EFT26459	31/07/2019	Coates Hire	Temporary Ligthing Tower Hire 30/06/19 - 12/07/19	1,110.18
EFT26460	31/07/2019	Child Support Agency	Payroll Deductions	467.59

Shire of Toodyay

List of Payments Presented to Council for Period 1 July 2019 to 31 July 2019

Pay/Type	Date	Name	Description	Amount
EFT26461	31/07/2019	Cardno (WA) P/L	Development Design & Contract Document - Rec Precinct	32,798.70
EFT26462	31/07/2019	Therese Chitty	Monthly Members Attendance Allowance - July 19	1,503.75
EFT26463	31/07/2019	The Cola Cafe	Refreshments Concil Meeting - July 2019	901.00
EFT26464	31/07/2019	Corsign (WA) Pty Ltd	Signs - Julimar Road	4,400.00
EFT26465	31/07/2019	Countrywide Windscreens	Windscreen - P415	484.00
EFT26466	31/07/2019	Colour Splash Media	Area Promotion Advertising	1,200.00
EFT26467	31/07/2019	Charles Service Company	Oven Clean - Pavilion	88.00
EFT26468	31/07/2019	Cleanflow Environmental Solutions	Pipe Inspections - Road maintenance	3,338.50
EFT26469	31/07/2019	Judy Dow	Monthly Members Attendance Allowance - July 2019	1,080.33
EFT26470	31/07/2019	Digga-West & Earthparts WA	Brushes - Skid Steere Broom	721.60
EFT26471	31/07/2019	Dept Of Water & Environmental Regulations	Annual Licence - Toodyay Transfer Station	324.80
EFT26472	31/07/2019	Ezi-Fix Welding & Handyman Services	Steel Column Repairs - Race Club	3,220.00
EFT26473	31/07/2019	Easifleet	Payroll Deductions	852.19
EFT26474	31/07/2019	Forum Advocating Cultural & Eco-Tourism Inc (FACET)	Facet Corporate Membership 19/20	250.00
EFT26475	31/07/2019	Frontline Fire & Rescue Equipment	Water Proof Intercom Microphone	456.50
EFT26476	31/07/2019	Sf Fitzgerald Plumbing & Gas	Plumbing - Bendigo Bank, Showgrounds and Community Depot	2,068.00
EFT26477	31/07/2019	Fuel Distributors Of WA	Fuel - Distillate & Unleaded	29,186.60
EFT26478	31/07/2019	Paula Greenway	Monthly Members Attendance Allowance - July 2019	1,080.33
EFT26479	31/07/2019	Government Of Western Australia - Department Of Transport	Vehicle Registration & Ownership - Electronic Searches 18/19	17.00
EFT26480	31/07/2019	G Horsfield	Window Cleaning - Community Centre	550.00
EFT26481	31/07/2019	Hitachi Construction Machinery	Filters - P409	789.14
EFT26482	31/07/2019	Natasha Hof	Reimbursement Of HR Application Fee	99.30
EFT26483	31/07/2019	I & R Repairs & Maintenance	Disposal of Asbestos from Bendigo Bank and Duidge Park Toilets Damaged Skylight	2,765.40
EFT26484	31/07/2019	Industrial Automation Group Pty Ltd	Standpipe Card Replacement Reader	1,884.52
EFT26485	31/07/2019	JCB Construction	Brake Pads	335.54
EFT26486	31/07/2019	Kleen West Distributers	Cleaning Products	138.93
EFT26487	31/07/2019	Kinnect	Drug Testing	148.50
EFT26488	31/07/2019	Noelene Kaszanski	Reimbursement Of Police Clearance Check	54.30
EFT26489	31/07/2019	State Library Of WA	Better Beginnings Packs 19/20	132.00
EFT26490	31/07/2019	Mark Middleton	Painting of the V/C	2,480.00
EFT26491	31/07/2019	Bill Manning	Monthly Members Attendance Allowance - July 2019	1,080.33
EFT26492	31/07/2019	MM Mechanical P/L	Repairs To Damaged Tray Mounts	220.00
EFT26493	31/07/2019	LGIS(Jardine Lloyd Thompson)	Motor Vehicle Insurance and Personal Accident Insurance	116,579.97
EFT26494	31/07/2019	LGISWA	Property Insurance and Workcare Insurance	110,866.96
EFT26495	31/07/2019	Midalia Steel P/L	Fencing - Depot	520.36
EFT26496	31/07/2019	Modus Compliance Pty Ltd	Consultants - Sport & Rec Precinct - Final Payment	1,049.47
EFT26497	31/07/2019	Applied Industrial Technologies Pty Ltd	Rubber - Skid Steere	80.00
EFT26498	31/07/2019	Workwear Group	Library Staff Uniforms	288.15

Shire of Toodyay

List of Payments Presented to Council for Period 1 July 2019 to 31 July 2019

Pay/Type	Date	Name	Description	Amount
EFT26499	31/07/2019	Officeworks	Black Ink Cartridge - Admin	90.63
EFT26500	31/07/2019	Professional Lockservice	Security Fitting - Showgrounds, Admin, VC, Memorial Hall. Additional keys for Duke St Toilets, WTS, Admin, Morangup Hall, Community Centre	2,468.58
EFT26501	31/07/2019	Pritchard Book Binders	Minute Binding - April 2019	193.60
EFT26502	31/07/2019	Ramm Software Pty Ltd	RAMM Annual Support & Maintenance 19/20	8,495.33
EFT26503	31/07/2019	Brian Rayner	Monthly Members Attendance Allowance - July 19	3,366.58
EFT26504	31/07/2019	Stan & Laurel Scott	Reimbursement Of Travel Costs - LG Professionals Conference	783.14
EFT26505	31/07/2019	Simoco Australasia Pty Ltd	Radio Unit	1,745.59
EFT26506	31/07/2019	Krystal Stonham	Reimburse Parking Costs - Wastewater Management Course (16th To 18th July 19)	44.11
EFT26507	31/07/2019	Sage Consulting Engineers Pty Ltd	Consultancy Fees - Rec Precinct	4,587.00
EFT26508	31/07/2019	Northams Avon Descent Association	2019 Avon Descent Sponsorship	11,000.00
EFT26509	31/07/2019	Shire Of Broome	LSL Entitlement - Sam Mastrolembo	9,746.88
EFT26510	31/07/2019	Shearers & Pastoral Workers Social Club Inc	VC Consignment - June 2019	14.00
EFT26511	31/07/2019	Shire Of Northam	Disposal Of Waste- June 19	8,659.70
EFT26512	31/07/2019	Toodyay Newsagency	Newspapers July 19	143.20
EFT26513	31/07/2019	Truckline	Oversize Signs	272.86
EFT26514	31/07/2019	Toodyay Bakery & Cafe	Refreshments - Dementia Friendly	200.00
EFT26515	31/07/2019	Toodyay Club Inc	Function Hire Fee - Rec Precinct	100.00
EFT26516	31/07/2019	Task Exchange Pty Ltd	LG Hub Australia - Cloud Package Renewal	5,317.40
EFT26517	31/07/2019	The Goods	Cleaner/Sanitiser	151.95
EFT26518	31/07/2019	Eric Twine	Monthly Members Attendance Allowance - July 2019	1,080.33
EFT26519	31/07/2019	Total Tools Midland	Measuring Wheel	141.85
EFT26520	31/07/2019	Toodyay Community Resource Centre	Subscription - TCRC Membership Renewal 19/20	70.00
EFT26521	31/07/2019	Toll	Freight	98.84
EFT26522	31/07/2019	Toodyay Bar & Grill	Refreshments Special Meeting of Council	338.00
EFT26523	31/07/2019	Vernice P/L	Gravel - Donegan View	26,248.86
EFT26524	31/07/2019	IT Vision Aust Ltd	Annual Licences 19/20	46,330.90
EFT26525	31/07/2019	Western Australian Local Government Association	Association Memberships 19/20	26,910.48
EFT26526	31/07/2019	Rob Welburn	Monthly Members Attendance Allowance - July 2019	1,080.33
EFT26527	31/07/2019	Woodlands Distributors & Agencies	Plant Parts and Dog Litter Bags	850.30
EFT26528	31/07/2019	Wheatbelt Safetywear	Safety Boots	185.00
EFT26529	31/07/2019	Nicola Wybrow	Rates Refund - Drummondi Drive	2,656.38
DD23524.2	09/07/2019	WA Super	Payroll Deductions	57.60
DD23549.1	09/07/2019	JAC Retirement Fund	Payroll Deductions	975.28
DD23549.2	09/07/2019	Kaszanski Superfund	Superannuation Contributions	45.42
DD23549.3	09/07/2019	WA Super	Superannuation Contributions	12,881.71
DD23549.4	09/07/2019	Hostplus Super	Superannuation Contributions	1,811.28
DD23549.5	09/07/2019	Australian Super	Superannuation Contributions	2,207.19

Shire of Toodyay				
List of Payments Presented to Council for Period 1 July 2019 to 31 July 2019				
Pay/Type	Date	Name	Description	Amount
DD23549.6	09/07/2019	Bendigo Superannuation Plan	Superannuation Contributions	122.64
DD23549.7	09/07/2019	National Mutual Retirement Fund	Superannuation Contributions	342.05
DD23549.8	09/07/2019	AMP Financial	Superannuation Contributions	195.15
DD23549.9	09/07/2019	MLC Superfund	Superannuation Contributions	449.47
DD23564.1	23/07/2019	JAC Retirement Fund	Payroll Deductions	975.30
DD23564.2	23/07/2019	Kaszanski Superfund	Superannuation Contributions	12.75
DD23564.3	23/07/2019	WA Super	Superannuation Contributions	12,646.83
DD23564.4	23/07/2019	Hostplus Super	Superannuation Contributions	1,869.74
DD23564.5	23/07/2019	Australian Super	Superannuation Contributions	2,292.86
DD23564.6	23/07/2019	Bendigo Superannuation Plan	Superannuation Contributions	149.78
DD23564.7	23/07/2019	National Mutual Retirement Fund	Superannuation Contributions	342.05
DD23564.8	23/07/2019	AMP Financial	Superannuation Contributions	189.62
DD23564.9	23/07/2019	MLC Superfund	Superannuation Contributions	462.40
DD23571.1	30/07/2019	Western Australian Treasury Corporation	Loan No. 63 Interest Payment - Purchase Bank Bldg	9,274.63
DD23549.10	09/07/2019	Hesta	Superannuation Contributions	234.65
DD23564.10	23/07/2019	Hesta	Superannuation Contributions	234.65
Total Payments				1,416,117.47

IPV/BPV	241,659.08
Trust	418.50
EFT	1,089,860.01
DD Super	38,498.42
DD Loans	9,274.63
Muni Chqs	36,406.83
TOTAL	1,416,117.47

This Page has been Left Blank "Intentionally"

Shire of Toodyay

List of Payments Presented to Council for Period 1 August 2019 to 31 August 2019

Pay/Type	Date	Name	Description	Amount
IPV647	07/08/2019	Bendigo Bank	Payroll PPE 06/08/2019	108,501.65
IPV648	21/08/2019	Bendigo Bank	Payroll PPE 20/08/2019	106,910.18
BPV4073	01/08/2019	Bendigo Bank	Bank Fees	0.45
BPV4074	01/08/2019	Bendigo Bank	Bank Fees	3.01
BPV4075	01/08/2019	Bendigo Bank	Bank Fees	9.35
BPV4076	01/08/2019	Bendigo Bank	Bank Fees	0.03
BPV4077	01/08/2019	Westnet	Morangup Library Internet Charges	69.95
BPV4078	01/08/2019	Bendigo Bank	BPAY Fees	172.97
BPV4079	02/08/2019	Commonwealth Bank	Bank Fees	42.90
BPV4080	05/08/2019	Commonwealth Bank	Bank Fees	23.80
BPV4081	05/08/2019	Commonwealth Bank	Bank Fees	68.68
BPV4082	05/08/2019	Commonwealth Bank	Bank Fees	192.42
BPV4083	06/08/2019	Bendigo Bank	Bendigo Bank - EOFY Audit Fee	30.00
BPV4084	08/08/2019	Fuji Xerox	Depot - VC- Library Photocopier Lease	470.34
BPV4085	12/08/2019	CNH Industrial Capital	Iveco Truck Lease	3,207.70
BPV4086	14/08/2019	Bendigo Bank	Credit Card - CESM - R Kosh	4.00
			Card Fee	4.00
BPV4087	14/08/2019	Bendigo Bank	Credit Card - K Nieuwoudt - MPD	1,906.18
			Harvest Notifications - Transmit SMS	1528.50
			Landgate - Title Search - Dowerin-Meckering Road	26.20
			SAI Global - Australia/New Zealand Standards	307.48
			United Hepburn Heights - Fuel T0000	40.00
			Card Fee	4.00
BPV4088	14/08/2019	Bendigo Bank	Credit Card - S Scott - CEO	401.05
			Parking CEO Authorised Inquiry	9.11
			Adobe Systems Subscription	387.94
			Card Fee	4.00
BPV4089	14/08/2019	Bendigo Bank	Credit Card - S Patterson - MWS	2,306.83
			Vibe Gidgegannup - Fuel - T020	85.12
			Toodyay Post Office - FCO Recognition Gift Cards	405.95
			Toodyay Post Office -FCO Recognition Gift Cards	1159.50
			Shell Gidgegannup - Fuel - T020	97.99
			Vibe Gidgegannup - Fuel - T020	81.79
			Caltex Midvale - Fuel - T020	99.94
			Card Fee	4.00
			Waldorf Geraldton - Training - Accommodation - BFRMC	372.54
BPV4090	14/08/2019	Bendigo Bank	Credit Card - A Bell - MCD	474.39
			Department Of Transport - Motor Vehicle Inspection - Loader	51.70

Shire of Toodyay

List of Payments Presented to Council for Period 1 August 2019 to 31 August 2019

Pay/Type	Date	Name	Description	Amount
			Paypal - Facet Heritage Tourism Workshop - MC	65.00
			Paypal - Tourism Council Work Shop - VC	65.00
			Trybooking - Library Professional Development Course - LCO - Creating Collection For Future	230.50
			JB Hi-Fi Extension Cable - VC	18.00
			State Library - Historical Image - Connors Mill	25.00
			Parking - WALGA Community Development - MPD	15.19
BPV4091	16/08/2019	Komatsu	Komatso Grader Lease	4,901.37
BPV4092	15/08/2019	Bendigo Bank	Bank Fees	10.67
BPV4093	15/08/2019	Bendigo Bank	Bank Fees	0.45
BPV4094	15/08/2019	Fuji Xerox	Building And Planning Printer Lease	155.10
BVP4095	15/08/2019	Commonwealth Bank	Bpoint Bank Fees	29.84
BPV4096	15/08/2019	Fuji Xerox	Admin Printer	370.70
BPV4097	01/08/2019	Bendigo Bank	Monthly Bank Fee	10.00
BPV4098	01/08/2019	Bendigo Bank	Transfer Fee	10.00
BVP4099	07/08/2019	Bendigo Bank	Bank Fees	7.15
BPV4100	19/08/2019	Bendigo Bank	Bank Fees	0.11
BPV4101	21/08/2019	Bendigo Bank	Bank Fees	7.15
BPV4102	22/08/2019	Commonwealth Bank - Equigroup	IT Hardware & Software Lease	1,578.56
BPV4103	23/08/2019	Commonwealth Bank - Equigroup	IT Hardware & Software Lease	1,133.64
BPV4104	27/08/2019	Commonwealth Bank - Equigroup	IT Hardware & Software Lease	1,048.70
BPV4105	30/08/2019	Bendigo Bank	Bank Fees	9.35
BPV4106	30/08/2019	Bendigo Bank	Bank Fees	0.15
12656	15/08/2019	Department Of Transport	Registration - T7168	386.10
12657	15/08/2019	Kyle Lyons	Cooking Demo - TIFF 2019	800.00
12658	15/08/2019	Optus	Cr Wellburn Wireless Broadband - July 2019	28.95
12659	15/08/2019	Shire Of Toodyay - Depot Petty Cash	Fuel - T020	95.60
12660	15/08/2019	Shire Of Toodyay - Library Petty Cash	Painting Supplies and Bouncy Balls for Inclusion Program	64.05
12661	15/08/2019	Shire Of Toodyay	Building Fees - Recreation Precinct BA 2019101	42,941.08
12662	15/08/2019	Telstra Corporation Limited	Telephone Charges - August 2019	2,167.59
12663	15/08/2019	Synergy	Electricity Charges - Street Lighting July 2019	15,505.10
12664	30/08/2019	Old Gaol Museum	Old Gaol Volunteer Reimbursements - September 2019	450.00
12665	30/08/2019	Shire Of Toodyay	Library Book Purchases	1,000.00
12666	30/08/2019	Telstra Corporation Limited	Telephone Charges and first instalment for CCTV	170,589.49
12667	30/08/2019	Water Corporation	Water Rates & Usage - Old Depot	4,555.10
12668	30/08/2019	Synergy	Electricity Charges - Depot - Railway Road	808.50
12669	30/08/2019	Australian Institute Of Building Surveyors	Training - SBS	300.00
EFT26530	07/08/2019	Shire Of Toodyay Salaries & Wages	Payroll Deductions	1,723.00

Shire of Toodyay

List of Payments Presented to Council for Period 1 August 2019 to 31 August 2019

Pay/Type	Date	Name	Description	Amount
EFT26531	15/08/2019	Construction Training Fund	CTF Levies - July 2019	1,626.61
EFT26532	15/08/2019	Department Mines, Industry Regulation & Safety	BS Levies - July 2019	1,104.85
EFT26533	15/08/2019	Perth Face Painting Company	Refund Of Bond - Memorial Hall	500.00
EFT26534	15/08/2019	Australia Post	Postage - July 2019	1,074.36
EFT26535	15/08/2019	Avon Skip Bins	Bin Hire & Empty - Memorial Hall, Showgrounds & Depot	400.00
EFT26536	15/08/2019	Autopro Northam	Trailer Plugs & Sockets	229.75
EFT26537	15/08/2019	Avon Waste	Waste Collection - July 2019	14,464.35
EFT26538	15/08/2019	Altus Planning & Appeals	Consultation - Planning matter - Laterite Way	990.00
EFT26539	15/08/2019	Andrew Carr Welding & Carpentry	Pelham Reserve - Maintenance of Garden and Lookout area	1,200.00
EFT26540	15/08/2019	Alans Auto Electrics	Starter Motor - Kubota Tractor	330.00
EFT26541	15/08/2019	Avon Valley Glass	Sliding Glass Door Lock And Rollers - Donga	252.80
EFT26542	15/08/2019	Avon Water Solutions	Northam Toodyay Road - Standpipe Repairs	70.00
EFT26543	15/08/2019	Ampac Debt Recovery	Rates Debt Recovery Costs - July 2019	1,541.76
EFT26544	15/08/2019	Acot500	LED Beacons - Various plant	1,320.00
EFT26545	15/08/2019	Access Technologies	Boom Gate - Depot - Railway Road	8,142.20
EFT26546	15/08/2019	Broderick Waste Solutions Pty Ltd	Cartage Waste To Northam - July 2019	5,282.64
EFT26547	15/08/2019	John Butler	V/C Consignment Stock - July 19	30.92
EFT26548	15/08/2019	Bindoon Mobile Recovery Campaign Inc.	Community Sponsorship 19/20 - Mens Health	2,000.00
EFT26549	15/08/2019	Borrell Rafferty Associates Pty Ltd	Surveyors - Rec Precinct - Part Payment	3,168.00
EFT26550	15/08/2019	Clackline/Toodyay Karate Club	Parking Marshals - TIFF 2019	500.00
EFT26551	15/08/2019	Child Support Agency	Payroll Deductions	461.92
EFT26552	15/08/2019	The Cola Cafe	Refreshments - Meeting	112.50
EFT26553	15/08/2019	Alison Cromb	V/C Consignment Stock - July 2019	82.19
EFT26554	15/08/2019	Champion Music Pty Ltd	Entertainment - TIFF 2019	3,300.00
EFT26555	15/08/2019	CMW Geosciences Pty Ltd	Design Of Retaining Wall At Toodyay Sport & Recreation Precinct	8,030.00
EFT26556	15/08/2019	Dunnings Investments Pty Ltd	Bulk Water Bottles - Library	51.20
EFT26557	15/08/2019	Landgate	GRV - Interim Valuations	242.72
EFT26558	15/08/2019	D Clements Smash Repairs	Excess On Claim #638028694 - Hail damage	300.00
EFT26559	15/08/2019	Datacom Solutions (Au) Pty Ltd	Datascape Monthly SAAS Fee - June 2019	6,600.00
EFT26560	15/08/2019	Dymark Australia Pty Ltd	Line Marking Paint & Spot Paint	1,164.45
EFT26561	15/08/2019	4 Degrees South Band	4 Degrees South - Band Performance TIFF 2019	1,000.00
EFT26562	15/08/2019	Dept Of Local Government, Sport & Cultural Industries	Refund Unspent Grant Funds - A Bell	2,095.50
EFT26563	15/08/2019	Enchanted Character Productions	Entertainment - TIFF 2019	1,595.00
EFT26564	15/08/2019	Eastern Metropolitan Regional Council	TIFF Marketing 2019	5,500.00
EFT26565	15/08/2019	Ezi-Fix Welding & Handyman Services	Repair to Columns At Race Course	870.00
EFT26566	15/08/2019	Esselmont Olives	V/C Floor Stock - July 2019	55.94
EFT26567	15/08/2019	Easifleet	Payroll Deductions	852.19
EFT26568	15/08/2019	Fuji Xerox Australia Pty Ltd	July Photocopier Readings - Admin	994.46

Shire of Toodyay

List of Payments Presented to Council for Period 1 August 2019 to 31 August 2019

Pay/Type	Date	Name	Description	Amount
EFT26569	15/08/2019	Forrest Events	Equipment - Furniture TIFF 2019	1,440.00
EFT26570	15/08/2019	Forth Consulting Pty Ltd	Engineering Consultancy - Rec Centre - Additional Retaining Wall	5,830.00
EFT26571	15/08/2019	Onsite Rental Group	Supply & Set Up Electrical Equipment - TIFF 2019	8,407.02
EFT26572	15/08/2019	Government Of Western Australia - Department Of Transport	Disclosure Of Information - Animal Control	6.80
EFT26573	15/08/2019	Grove Wesley Design Art	Uniforms - BRMCO	217.80
EFT26574	15/08/2019	John Hansen	Reimbursement Of Travel Expenses, Postage And Conference Expenses	186.58
EFT26575	15/08/2019	Toodyay Hardware & Farm	Bitumen Paint - Sealing of Donga Roof	430.27
EFT26576	15/08/2019	Hot Spot Electrical	Replace RCD & Bring Sub-Boards Up To Current Standards - Donga	715.00
EFT26577	15/08/2019	Instant Products Hire	Supply Of Toilets - TIFF 2019	3,742.53
EFT26578	15/08/2019	I & R Repairs & Maintenance	Bank Building - Repairs to storeroom and roof repairs	12,870.00
EFT26579	15/08/2019	Chantelle Jones	V/C Consignment Stock - July 2019	11.20
EFT26580	15/08/2019	Kott Gunning Lawyers	Directions Hearing Attendance - SAT - Bell matter	3,300.00
EFT26581	15/08/2019	Kwik Copy	Rates Circulars, Tip Passes, Firebreak Notices & Rate Incentive 2019/2020	4,039.15
EFT26582	15/08/2019	Limnios & Johns Pty Ltd	Project Management - Rec Precinct - Part Payment	11,874.50
EFT26583	15/08/2019	Linian Fencing & Contracting	Fencing - Animal Management Facility	1,672.00
EFT26584	15/08/2019	Graham Eric Mills	V/C Consignment Stock - July 19	15.00
EFT26585	15/08/2019	Megavision	Sound Equipment & Technician - TIFF 2019	1,947.84
EFT26586	15/08/2019	Marketforce	Advertising - Intention To Levy Differential Rates 2019/2020	1,696.59
EFT26587	15/08/2019	Mountain Park On Avon	V/C Consignment Stock - July 19	52.00
EFT26588	15/08/2019	Perplex Holdings Pty Ltd T/A Mad Cow Entertainment	Kids Entertainment - TTIFF 2019	1,430.00
EFT26589	15/08/2019	Multicon Commercial Constructions	July Progress Claim - Coondle Fire Station	110,715.00
EFT26590	15/08/2019	Major Security Services	Security - TIFF 2019	3,146.00
EFT26591	15/08/2019	Mounts Bay Perth Apartment Hotel	Accommodation - B Rayner, CEO, E Twine & R Welburn - Local Govt Week	2,211.50
EFT26592	15/08/2019	Magical Garden Portraits	Kids Activities - TIFF 2019	750.00
EFT26593	15/08/2019	Ben New	Master Of Ceremonies - TIFF 2019	275.00
EFT26594	15/08/2019	Open Forms Pty Ltd	Enterprise Plan, Pay Per Response - Firefighting	1.10
EFT26595	15/08/2019	Oil & Energy Pty Ltd	Fitting & Drum	230.00
EFT26596	15/08/2019	Old Macdonald's Travelling Farm (Rhiannon Whitney)	Petting Farm - TIFF 2019	880.00
EFT26597	15/08/2019	Planning Institute Of Australia	Membership - PO	632.00
EFT26598	15/08/2019	Parties Kids Remember	Kids Activities - TIFF 2019	840.00
EFT26599	15/08/2019	Public Transport Authority	Transwa Ticket Sales - July 2019	881.07
EFT26600	15/08/2019	WA PCYC (Police Community Youth Centres)	Climbing Wall - TIFF 2019	1,880.00
EFT26601	15/08/2019	Quilts By Robyn	V/C Consignment Stock - July 19	50.00
EFT26602	15/08/2019	Southern Cross Austereo Pty Ltd	Advertising - TIFF 2019	1,449.80
EFT26603	15/08/2019	Misty Rogers	V/C Consignment Stock - July 19	41.66
EFT26604	15/08/2019	RM Surveys	Subdivision Of Lot 9508 Murray Walkway	1,650.00
EFT26605	15/08/2019	Reece'S Event Hire	Supply & Install - Event Infrastructure TIFF 2019	10,919.68

Shire of Toodyay

List of Payments Presented to Council for Period 1 August 2019 to 31 August 2019

Pay/Type	Date	Name	Description	Amount
EFT26606	15/08/2019	St John Ambulance - Toodyay & Districts	First Aid Post - TIFF 2019	275.00
EFT26607	15/08/2019	Stephen Carrick Architects Pty Ltd	Heritage Advisory Services - July 2019	2,376.00
EFT26608	15/08/2019	Tanya Stuart	V/C Consignment Stock - July 19	48.11
EFT26609	15/08/2019	Michael Speranza	Roving Circus - TIFF 2019	700.00
EFT26610	15/08/2019	Sukhbinder Singh	Reimburse For Pre-Employment Medical Check - Ranger	135.00
EFT26611	15/08/2019	Toodyay Traders	Parts - Chainsaw	82.20
EFT26612	15/08/2019	Toodyay Chamber Of Commerce & Industry Inc	Toodyay Dollars For Survey Prize - TIFF 2019	100.00
EFT26613	15/08/2019	Toodyay IGA	Staff Amenities - July 19	688.90
EFT26614	15/08/2019	Toodyay Trenching Pty Ltd	Trenching - Underground Power At Showgrounds	200.00
EFT26615	15/08/2019	Toodyay Historical Society	V/C Consignment Stock - July 19	15.00
EFT26616	15/08/2019	Deborah Termann	V/C Consignment Stock - July 19	54.10
EFT26617	15/08/2019	Toodyay Tyre & Exhaust	Tyres for Tipper, trailer, and battery for firetruck	1,742.00
EFT26618	15/08/2019	RSL Toodyay Sub-Branch	19/20 Sponsorship - Sandakan	2,000.00
EFT26619	15/08/2019	Toodyay Friends Of The River Inc	Parking Marshals - TIFF 2019	500.00
EFT26620	15/08/2019	Toll	Freight - July 2019	142.29
EFT26621	15/08/2019	Robbie T - Magician	Robbie T Magician Performance - 2019 TIFF	1,200.00
EFT26622	15/08/2019	Taiko Do	Japanese Taiko Drumming - Performance TIFF 2019	800.00
EFT26623	15/08/2019	Ultimate Slotracer	Entertainment - TIFF 2019	400.00
EFT26624	15/08/2019	Velvet Crystal	V/C Consignment Stock - July 19	10.00
EFT26625	15/08/2019	Wheatbelt GP Network - Toodyay	Hep Shots - Shire Depot Staff	280.00
EFT26626	15/08/2019	Wheatbelt Office & Business Machines	Photocopier Print Readings - July 2019	1,627.29
EFT26627	15/08/2019	WacWil Landscaping & Earthworks Pty Ltd	Table & Seats Installation - Duidgee Park	1,650.00
EFT26628	15/08/2019	Wheatbelt Safetywear	Disposable Overalls	325.00
EFT26629	15/08/2019	Andrew Watson	Reimburse Extra Payment Of Rent - Error PPE 06/08/2019	360.00
EFT26630	15/08/2019	Wizard Events	Stage Management - TIFF 2019	450.00
EFT26631	21/08/2019	Shire Of Toodyay Salaries & Wages	Payroll Deductions	1,463.00
EFT26632	30/08/2019	Department Mines, Industry Regulation & Safety	Adjustment Payment Of July 19 BS Levies	537.13
EFT26633	30/08/2019	Autopro Northam	Fuel Hose Reel	1,339.33
EFT26634	30/08/2019	Avon Waste	Waste Collection - August 2019	13,580.13
EFT26635	30/08/2019	Advanced Autologic	Stores	718.00
EFT26636	30/08/2019	Andrew Carr Welding & Carpentry	Water Tank Maintenance	600.00
EFT26637	30/08/2019	Ampac Debt Recovery	Rates Debt Recovery Costs - August 2019	887.02
EFT26638	30/08/2019	Arts Toodyay Inc	Community Sponsorship 19/20	3,000.00
EFT26639	30/08/2019	Avon Paper Shred	Shredder Bin Pickup & Destruction - August 2019	75.00
EFT26640	30/08/2019	Avon Valley Civil Engineering	Structural Assessment Of Townsite Benches	550.00
EFT26641	30/08/2019	Broderick Waste Solutions Pty Ltd	Management Of Waste Transfer Station - 13/08/2019	5,500.00
EFT26642	30/08/2019	Benjamin Bell	Monthly Members Attendance Allowance - August 2019	1,080.33
EFT26643	30/08/2019	Bunnings Midland	Fencing - Duidgee Park Playground	3,913.28

Shire of Toodyay

List of Payments Presented to Council for Period 1 August 2019 to 31 August 2019

Pay/Type	Date	Name	Description	Amount
EFT26644	30/08/2019	Child Support Agency	Payroll Deductions	454.36
EFT26645	30/08/2019	Cardno (WA) P/L	Design Changes - Rec Precinct	1,604.90
EFT26646	30/08/2019	Therese Chitty	Monthly Members Attendance Allowance - August 2019	1,503.75
EFT26647	30/08/2019	The Cola Cafe	Refreshments - Meetings of Council, IRS Bushfire Brigade Training, Memory Café refreshments, Playground Inspection Training and On Road Driver Training (2 days).	1,368.70
EFT26648	30/08/2019	Colour Splash Media	Photo Coverage For TIFF 2019	550.00
EFT26649	30/08/2019	Countrywide Power Equipment	Blowers - Depot	669.35
EFT26650	30/08/2019	Charles Service Company	Contract Cleaning - July 2019	13,198.79
EFT26651	30/08/2019	Judy Dow	Monthly Members Attendance Allowance - August 2019	1,080.33
EFT26652	30/08/2019	A1 Diesel Injection	Fuel Injector Pump - JCB Loader	4,500.00
EFT26653	30/08/2019	Datacom Systems WA	Disaster Recovery Host Rental, Network Cutover, Firewall	12,115.27
EFT26654	30/08/2019	Durotank Group Pty Ltd	Poly Tank 1,200Lt for Hino Truck	4,097.50
EFT26655	30/08/2019	Dymark Australia Pty Ltd	Paint - Road materials	274.04
EFT26656	30/08/2019	Dept Of Local Government, Sport & Cultural Industries	Local Govt Standards Panel Fees For 2018/2019	11,568.33
EFT26657	30/08/2019	Ezi-Fix Welding & Handyman Services	Repair - BBQ Table	470.00
EFT26658	30/08/2019	Emerg Solutions Pty Ltd	Bart - 60 Licences For Emergency Broadcasts	1,350.00
EFT26659	30/08/2019	Easifleet	Payroll Deductions	852.19
EFT26660	30/08/2019	Frontline Fire & Rescue Equipment	Bushfire Brigade PPE	1,953.77
EFT26661	30/08/2019	Fire Mitigation Services Pty Ltd	Weed Spraying Firebreaks & Access On Reserves	6,768.00
EFT26662	30/08/2019	Department Of Fire & Emergency Services	ESL Levy - first quarter 2019/2020	79,926.89
EFT26663	30/08/2019	Paula Greenway	Monthly Members Attendance Allowance - August 2019	1,080.33
EFT26664	30/08/2019	Jean Goodman	Rates Refund - Timber Creek Crescent	792.00
EFT26665	30/08/2019	Geoff Ninnes Fong & Partners Pty Ltd	Design & Document - Sport & Rec Precinct Final Claim	3,000.00
EFT26666	30/08/2019	Grove Wesley Design Art	Reserve Management Signage	703.44
EFT26667	30/08/2019	Vodafone Hutchinson Australia P/L	Pager Charges - July 2019	811.80
EFT26668	30/08/2019	Toodyay Hardware & Farm	Star Pickets - Toodyay TIFF 2019	481.04
EFT26669	30/08/2019	Bernadine Heiderich	Refund Of Planning Fees - Planning Not Required - Wattening Road	147.00
EFT26670	30/08/2019	If ATM Perth	Supply Of ATM - TIFF 2019	330.00
EFT26671	30/08/2019	Kleenheat Gas	Annual Gas Cylinder Rental - Clinton Street Duplex	79.20
EFT26672	30/08/2019	Anthony Lush	Rates Refund- Arthur Street	1,000.00
EFT26673	30/08/2019	State Library Of WA	Annual Fee For Lost Or Damaged Items 19/20	330.00
EFT26674	30/08/2019	Mark Middleton	Painting - V/C Building	2,000.00
EFT26675	30/08/2019	Bill Manning	Monthly Members Attendance Allowance - August 2019	1,080.33
EFT26676	30/08/2019	Midalia Steel P/L	Steel	51.78
EFT26677	30/08/2019	Moore Stephens	Audit - Roads To Recovery Annual Return 2019	1,375.00
EFT26678	30/08/2019	Julians Pest Control	Termite Treatment In Stirling Park	250.00
EFT26679	30/08/2019	Minuteman Press	Caution & Infringement Books - Rangers	3,009.55

Shire of Toodyay

List of Payments Presented to Council for Period 1 August 2019 to 31 August 2019

Pay/Type	Date	Name	Description	Amount
EFT26680	30/08/2019	Multicon Commercial Constructions	Upgrade To Coondle Fire Station Security Cameras	968.00
EFT26681	30/08/2019	Northern Agricultural Catchment Council Inc	WA Threatened Species Forum - 5 & 6 Sept 2019	110.00
EFT26682	30/08/2019	Outdoor Cameras Australia	Swift Enduro 4G, Sandisk 32 Gb Ultra Sd Card & Solar Panel - time lapse cameras for Old Goal and Rec Precinct	1,808.00
EFT26683	30/08/2019	Pritchard Book Binders	Minute Binding - April To June 2019	421.30
EFT26684	30/08/2019	E & MJ Rosher P/L	Parts - Kubota Tractor	444.75
EFT26685	30/08/2019	Rural Press Pty Ltd	Advertising - Toodyay TIFF 2019	463.00
EFT26686	30/08/2019	Brian Rayner	Monthly Members Attendance Allowance - August 2019	3,366.58
EFT26687	30/08/2019	Stan & Laurel Scott	Reimbursement - Accommodation Expenses Paid On Personal Credit Card	583.20
EFT26688	30/08/2019	Stephen Carrick Architects Pty Ltd	Consultancy Fees - Donegans Cottage	1,000.00
EFT26689	30/08/2019	Sentrient Pty Ltd	Sentrient Workplace Compliance System	3,088.80
EFT26690	30/08/2019	Peta Shales	Reimburse Cost Of National Police Clearance Check - AW	55.10
EFT26691	30/08/2019	Stephen Sirs	Refund Of Planning Fees As Approval Is Not Needed - Julimar Road	240.00
EFT26692	30/08/2019	Snap West Perth	Tax Invoices/Receipts - Printed	1,506.06
EFT26693	30/08/2019	Smart Waste Solutions Australia Pty Ltd	Waste Recycling - Plastic Bags For Plastic Waste Recycling	495.00
EFT26694	30/08/2019	EAG Electrical Airconditioning & Gas	Labour - Repairs To Air Conditioner - Medical Centre	973.50
EFT26695	30/08/2019	Toodyay Herald	Advertising - Cr Bells Public Censure Notices - August 2019	151.10
EFT26696	30/08/2019	Toodyay Agricultural Society (Inc)	Community Sponsorship 19/20	500.00
EFT26697	30/08/2019	Toodyay Newsagency	Newspapers August 19/20	107.40
EFT26698	30/08/2019	Truckline	Bushes - side tippers	234.16
EFT26699	30/08/2019	Toolmart	Tool Replacement	1,042.15
EFT26700	30/08/2019	Eric Twine	Monthly Members Attendance Allowance - August 2019	1,080.33
EFT26701	30/08/2019	Total Tools Midland	Bi-Metal Holesaw Kit	58.36
EFT26702	30/08/2019	Toodyay Event Planning Inc	19/20 Community Sponsorship - Moondyne Festival	10,000.00
EFT26703	30/08/2019	The Jarrah Celt Band	Jarrah Celts - Performance TIFF	1,500.00
EFT26704	30/08/2019	Toodyay Mens Shed Inc	Clean Up - TIFF 2019	220.00
EFT26705	30/08/2019	Toodyay Garden & Outdoor Centre	Multi Tool Hedge Trimmer & Pole Pruner - Reserves Management	1,015.00
EFT26706	30/08/2019	Toodyay Community Resource Centre	Community Sponsorship 19/20	500.00
EFT26707	30/08/2019	Tazcar Pty Ltd (Tassie Devil Linemarking)	Linemarking - 2 Electrical Charging Bays	832.70
EFT26708	30/08/2019	Total Green Recycling	E Waste Recycling - July 2019	942.81
EFT26709	30/08/2019	Toodyay Locals Care	19/20 Community Sponsorship	10,000.00
EFT26710	30/08/2019	Toll	Freight - August 2019	68.92
EFT26711	30/08/2019	IT Vision Aust Ltd	Server Move - After Hours	2,062.50
EFT26712	30/08/2019	Western Australian Local Government Association	Pest Animal Biodiversity Management - Ranger	99.00
EFT26713	30/08/2019	Wright Express Aust Pty Ltd	SES Fuel Card Admin Fee	102.13
EFT26714	30/08/2019	Rob Welburn	Monthly Members Attendance Allowance - August 2019	1,080.33
EFT26715	30/08/2019	WA Bush Poets & Yarnspinners Assn Inc	Community Sponsorship 19/20	1,000.00
EFT26716	30/08/2019	WacWil Landscaping & Earthworks Pty Ltd	Re-Align Boundary Fences - Harper Rd Depot	5,610.00

Shire of Toodyay

List of Payments Presented to Council for Period 1 August 2019 to 31 August 2019

Pay/Type	Date	Name	Description	Amount
EFT26717	30/08/2019	Wesley Watt	Reserve Signage	300.00
DD23581.1	06/08/2019	JAC Retirement Fund	Payroll Deductions	975.31
DD23581.2	06/08/2019	Kaszanski Superfund	Superannuation Contributions	99.76
DD23581.3	06/08/2019	WA Super	Superannuation Contributions	13,121.54
DD23581.4	06/08/2019	Hostplus Super	Superannuation Contributions	1,869.75
DD23581.5	06/08/2019	Australian Super	Superannuation Contributions	2,296.24
DD23581.6	06/08/2019	Bendigo Superannuation Plan	Superannuation Contributions	122.64
DD23581.7	06/08/2019	National Mutual Retirement Fund	Superannuation Contributions	335.48
DD23581.8	06/08/2019	AMP Financial	Superannuation Contributions	195.15
DD23581.9	06/08/2019	MLC Superfund	Superannuation Contributions	450.33
DD23600.1	20/08/2019	JAC Retirement Fund	Payroll Deductions	975.28
DD23600.2	20/08/2019	Kaszanski Superfund	Superannuation Contributions	45.58
DD23600.3	20/08/2019	BT Super For Life	Superannuation Contributions	267.19
DD23600.4	20/08/2019	Rest Superannuation	Superannuation Contributions	47.50
DD23600.5	20/08/2019	WA Super	Superannuation Contributions	13,144.24
DD23600.6	20/08/2019	Hostplus Super	Superannuation Contributions	1,766.11
DD23600.7	20/08/2019	Australian Super	Superannuation Contributions	2,147.48
DD23600.8	20/08/2019	Bendigo Superannuation Plan	Superannuation Contributions	143.57
DD23600.9	20/08/2019	National Mutual Retirement Fund	Superannuation Contributions	335.48
DD23581.10	06/08/2019	Hesta	Superannuation Contributions	234.65
DD23600.10	20/08/2019	AMP Financial	Superannuation Contributions	200.68
DD23600.11	20/08/2019	MLC Superfund	Superannuation Contributions	464.00
DD23600.12	20/08/2019	Hesta	Superannuation Contributions	234.65
Total Payments				1,053,191.32

IPV/BPV	234,068.82
Trust	
EFT	539,958.33
DD Super	39,472.61
DD Loans	
Muni Chqs	239,691.56
TOTAL	1,053,191.32

SHIRE OF TOODYAY
MONTHLY FINANCIAL REPORT
For the Period Ended 31 July 2019
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of Financial Activity by Program	
Statement of Financial Activity by Nature and Type	
Note 2	Explanation of Material Variances
Note 3	Net Current Funding Position
Note 4	Cash and Investments
Note 5	Budget Amendments
Note 6	Receivables
Note 7	Cash Backed Reserves
Note 8	Capital Disposals
Note 9	Rating Information
Note 10	Information on Borrowings
Note 11	Grants and Contributions
Note 12	Trust
Statement of Capital Acquisitions and Capital Funding	
Note 13	Details of Capital Acquisitions

SHIRE OF TOODYAY
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 July 2019

	Note	2018/2019 Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Operating Revenues							
Governance		49,500	4,124	392	(3,732)	(90.49%)	
General Purpose Funding - Rates	9	6,542,879	100	(125,855)	(125,955)	(125955.32%)	▼
General Purpose Funding - Other		966,657	18,954	7,172	(11,782)	(62.16%)	▼
Law, Order and Public Safety		768,066	31,328	4,035	(27,293)	(87.12%)	▼
Health		67,500	5,623	2,273	(3,351)	(59.59%)	
Housing		10,500	874	720	(154)	(17.62%)	
Community Amenities		731,860	5,372	(12,617)	(17,989)	(334.87%)	▼
Recreation and Culture		127,250	17,933	7,884	(10,049)	(56.03%)	▼
Transport		214,214	6,375	0	(6,375)	(100.00%)	▼
Economic Services		294,164	23,259	10,702	(12,557)	(53.99%)	▼
Other Property and Services		122,322	10,191	10,803	612	6.00%	
Total Operating Revenue		9,894,912	124,133	(94,492)	(218,625)		
Operating Expense							
Governance		(837,896)	(160,705)	(99,374)	61,331	38.16%	▲
General Purpose Funding		(380,331)	(31,687)	(37,080)	(5,393)	(17.02%)	▼
Law, Order and Public Safety		(1,371,427)	(141,352)	(143,327)	(1,975)	(1.40%)	
Health		(314,097)	(32,177)	(24,925)	7,252	22.54%	▲
Education and Welfare		(67,858)	(5,651)	(6,716)	(1,065)	(18.85%)	
Housing		(36,562)	(3,047)	(3,152)	(105)	(3.43%)	
Community Amenities		(1,259,157)	(98,716)	(88,889)	9,827	9.95%	
Recreation and Culture		(1,767,600)	(152,762)	(147,657)	5,105	3.34%	
Transport		(5,376,071)	(483,479)	(457,231)	26,248	5.43%	
Economic Services		(1,270,833)	(128,920)	(131,314)	(2,394)	(1.86%)	
Other Property and Services		(242,323)	(128,091)	(126,429)	1,662	1.30%	
Total Operating Expenditure		(12,924,155)	(1,366,587)	(1,266,094)	100,493		
Funding Balance Adjustments							
Add back Depreciation		4,428,700	369,052	356,105	(12,947)	(3.51%)	
Adjust (Profit)/Loss on Asset Disposal	8	(28,616)	(5,321)	0	5,321	(100.00%)	
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		1,370,841	(878,723)	(1,004,481)	(125,758)		
Capital Revenues							
Grants, Subsidies and Contributions	11	8,017,396	137,585	467,065	329,480	239.47%	▲
Proceeds from Disposal of Assets	8	573,000	9,000	0	(9,000)	(100.00%)	▼
Total Capital Revenues		8,590,396	146,585	467,065	320,480		
Capital Expenses							
Land and Buildings	13	(6,439,706)	(536,642)	(6,438)	530,204	98.80%	▲
Infrastructure - Roads	13	(2,383,285)	(198,613)	(43,307)	155,306	78.20%	▲
Infrastructure - Parks & Recreation	13	(9,066,049)	(755,504)	(21,279)	734,225	97.18%	▲

SHIRE OF TOODYAY
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 July 2019

	Note	2018/2019 Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Infrastructure - Bridges	13	(374,733)	(31,227)	0	31,227	100.00%	▲
Infrastructure - Other	13	(190,000)	(3,333)	(126)	3,207	96.22%	▲
Plant and Equipment	13	(299,062)	(24,921)	(467,065)	(442,144)	(1774.18%)	▼
Total Capital Expenditure		(18,752,835)	(1,550,240)	(538,215)	1,012,025		
Net Cash from Capital Activities		(10,162,439)	(1,403,655)	(71,150)	1,332,505		
Financing							
Proceeds from New Debentures		4,500,000	375,000	0	(375,000)	100.00%	
Transfer from Reserves	7	3,179,640	264,967	0	(264,967)	100.00%	
Repayment of Debentures	10	(383,563)	(43,977)	(13,988)	29,989	68.19%	▲
Transfer to Reserves	7	(683,350)	(56,939)	0	56,939	100.00%	▲
Net Cash from Financing Activities		6,612,727	539,051	(13,988)	(553,039)		
Net Operations, Capital and Financing		(2,178,871)	(1,743,327)	(1,089,619)	653,708		
Opening Funding Surplus/(Deficit)	3	2,319,310	2,319,310	2,158,254		(6.94%)	▼
	3	140,439	575,983	1,068,635	653,708	85.53%	▼

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

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

SHIRE OF TOODYAY
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 July 2019

	Note	2018/2019 Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
Rates	9	\$ 6,542,879	\$ 100	(125,855)	(125,955)	(125955.32%)	▼
Operating Grants, Subsidies and Contributions	11	1,810,387	45,112	5,518	(39,594)	(87.77%)	
Fees and Charges		1,312,780	59,852	22,527	(37,325)	(62.36%)	▼
Interest Earnings		145,000	12,082	3,318	(8,764)	(72.54%)	▼
Other Revenue		20,000	1,666	0	(1,666)	(100.00%)	
Profit on Disposal of Assets	8	63,866	5,321	0	(5,321)		
Total Operating Revenue		9,894,912	124,133	(94,492)	(218,625)		
Operating Expense							
Employee Costs		(4,590,707)	(458,572)	(420,103)	38,469	8.39%	
Materials and Contracts		(2,950,872)	(306,158)	(272,424)	33,734	11.02%	▲
Utility Charges		(259,801)	(27,771)	(18,914)	8,857	31.89%	▲
Depreciation on Non-Current Assets		(4,428,700)	(369,052)	(356,105)	12,947	3.51%	
Interest Expenses		(271,262)	(9,287)	(8,680)	607	6.53%	
Insurance Expenses		(257,063)	(180,522)	(189,867)	(9,345)	(5.18%)	
Other Expenditure		(130,500)	(14,789)	0	14,789	100.00%	▲
Loss on Disposal of Assets	8	(35,250)	(2,936)	0	2,936		
Total Operating Expenditure		(12,924,155)	(1,369,087)	(1,266,094)	102,993		
		(3,029,243)	(1,244,954)	(1,360,586)			
Funding Balance Adjustments							
Add back Depreciation		4,428,700	369,052	356,105	(12,947)	(3.51%)	
Adjust (Profit)/Loss on Asset Disposal		(28,616)	(5,321)	0	5,321	(100.00%)	
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		1,370,841	(881,223)	(1,004,481)	(123,258)		
Capital Revenues							
Grants, Subsidies and Contributions	11	8,017,396	137,585	467,065	329,480	239.47%	▲
Proceeds from Disposal of Assets		573,000	9,000	0	(9,000)	(100.00%)	▼
Total Capital Revenues		8,590,396	146,585	467,065	320,480		
Capital Expenses							
Land and Buildings	13	(6,439,706)	(536,642)	(6,438)	530,204	98.80%	▲
Infrastructure - Roads	13	(2,383,285)	(198,613)	(43,307)	155,306	78.20%	▲
Infrastructure - Parks & Recreation	13	(9,066,049)	(755,504)	(21,279)	734,225	97.18%	▲
Infrastructure - Other	13	(190,000)	(3,333)	(126)	3,207	96.22%	▲
Plant and Equipment	13	(299,062)	(24,921)	(467,065)	(442,144)	(1774.18%)	▼
Total Capital Expenditure		(18,752,835)	(1,550,240)	(538,215)	1,012,025		
Net Cash from Capital Activities		(10,162,439)	(1,403,655)	(71,150)	1,332,505		
Financing							
Proceeds from New Debentures		4,500,000	375,000	0	(375,000)	(100.00%)	
Transfer from Reserves	7	3,179,640	264,967	0	(264,967)	(100.00%)	
Repayment of Debentures	10	(383,563)	(43,977)	(13,988)	29,989	68.19%	▲
Transfer to Reserves	7	(683,350)	(56,939)	0	56,939	100.00%	▲
Net Cash from Financing Activities		6,612,727	539,051	(13,988)	(553,039)		
Net Operations, Capital and Financing		(2,178,871)	(1,745,827)	(1,089,619)	656,208		
Opening Funding Surplus(Deficit)	3	2,319,310	2,319,310	2,158,254		(6.94%)	▼
Closing Funding Surplus(Deficit)	3	140,439	573,483	1,068,635	656,208		

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

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

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 2: EXPLANATION OF MATERIAL VARIANCES

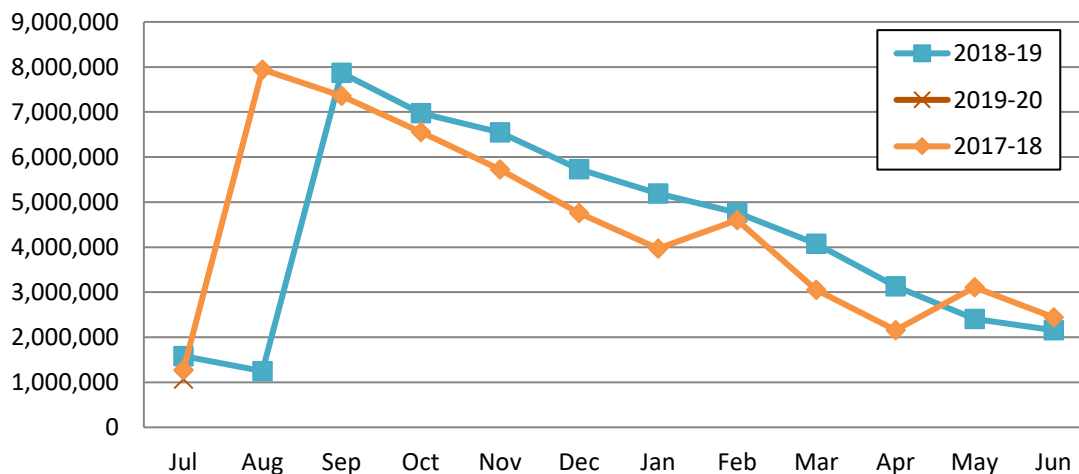
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	(3,732)	(90.49%)			
General Purpose Funding - Rates	(125,955)	(125955.32%)	▼	Timing	Rates yet to be issued and rates paid in advance
General Purpose Funding - Other	(11,782)	(62.16%)	▼	Timing	Interest and Admin Income yet to be received
Law, Order and Public Safety	(27,293)	(87.12%)	▼	Timing	Recoups yet to be received
Health	(3,351)	(59.59%)			
Housing	(154)	0.00%			
Community Amenities	(17,989)	(334.87%)	▼	Timing	Rubbish charges ye to be raised
Recreation and Culture	(10,049)	(56.03%)	▼		
Transport	(6,375)	(100.00%)	▼	Timing	Grants and Contributions yet to be received
Economic Services	(12,557)	(53.99%)	▼	Timing	Standpipe income yet to be received
Other Property and Services	612	6.00%			
Operating Expense					
Governance	61,331	38.16%	▲	Timing	Administration allocations higher to date
General Purpose Funding	(5,393)	(17.02%)	▼	Timing	Administration allocations higher to date
Law, Order and Public Safety	(1,975)	(1.40%)			
Health	7,252	22.54%	▲	Timing	Alma Beard Medical Centre costs less than budgeted to date
Education & Welfare	(1,065)	(18.85%)			
Housing	(105)	(3.43%)			
Community Amenities	9,827	9.95%			
Recreation and Culture	5,105	3.34%			
Transport	26,248	5.43%			
Economic Services	(2,394)	(1.86%)			
Other Property and Services	1,662	1.30%			
Capital Revenues					
Grants, Subsidies and Contributions	329,480	239.47%	▲	Timing	Grant Income
Proceeds from Disposal of Assets	(9,000)	(100.00%)	▼	Timing	Sale of assets yet to occur
Capital Expenses					
Land and Buildings	530,204	98.80%	▲	Timing	Projects not yet commenced
Infrastructure - Roads	155,306	78.20%	▲	Timing	Projects not yet commenced
Infrastructure - Parks & Recreation	734,225	97.18%	▲	Timing	Projects not yet commenced
Infrastructure - Other	3,207	96.22%	▲	Timing	Projects not yet commenced
Plant and Equipment	(442,144)	(1774.18%)	▼	Timing	Coondle Fire Truck - Offset by Income GL. 051331
Furniture and Equipment					
Financing					
Loan Principal	29,989	68.19%	▲	Timing	Loan repayments yet to be made

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 3: NET CURRENT FUNDING POSITION

				Positive=Surplus (Negative=Deficit)		
				Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Jul 2019	30th June 2019	YTD 31 Jul 2018		
		\$	\$	\$		
Current Assets						
Cash Unrestricted	4	1,300,555	2,248,292	1,508,278		
Cash Restricted	4	3,759,393	3,759,393	3,320,457		
Receivables - Rates	6	385,123	940,360	645,265		
Receivables -Other	6	138,128	65,669	53,841		
Interest / ATO Receivable/Trust						
Inventories		83,071	73,576	44,903		
		5,666,270	7,087,291	5,572,744		
Less: Current Liabilities						
Payables		(613,252)	(958,642)	(473,603)		
Provisions		(696,799)	(696,799)	(676,454)		
		(1,310,051)	(1,655,442)	(1,150,058)		
Less: Cash Reserves	7	(3,759,393)	(3,759,393)	(3,320,457)		
Adjustment for Current Borrowings		224,861	238,849	233,258		
Adjustment for Cash Backed Liabilities		246,949	246,949	243,741		
Net Current Funding Position		1,068,635	2,158,254	1,579,228		

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal		494,894				494,894	Bendigo Bank	At Call
Trust				167,589		167,589	Bendigo Bank	At Call
(b) Term Deposits								
Municipal NCD: 3056985	1.35%	812,198				812,198	Bendigo Bank	23.08.19
Reserve NCD: 3007385	2.10%		3,759,393			3,759,393	Bendigo Bank	09.10.19
Trust - T83	2.25%			137,395		137,395	Bendigo Bank	19.12.19
Trust - T84	2.25%			214,337		214,337	Bendigo Bank	19.12.19
Trust - T794	1.95%			107,162		107,162	Bendigo Bank	27.09.19
Trust - T100	1.85%			138,655		138,655	Bendigo Bank	27.10.19
Trust - T4	1.85%			122,462		122,462	Bendigo Bank	27.10.19
Trust - T114	1.85%			204,035		204,035	Bendigo Bank	27.10.19
Trust - T214	1.85%			48,435		47,981	Bendigo Bank	27.10.19
Trust - T458	1.85%			442,367		442,367	Bendigo Bank	27.10.19
Trust - T793	1.85%			23,459		23,459	Bendigo Bank	27.10.19
Trust - T797	1.85%			32,195		32,195	Bendigo Bank	27.10.19
Trust - T807	2.05%			121,405		121,405	Bendigo Bank	19.10.19
Trust - T805	2.10%			23,794		23,794	Bendigo Bank	14.09.19
Trust - T809	1.85%			121,127		121,127	Bendigo Bank	18.10.19
Total		1,307,092	3,759,393	1,904,415		6,970,447		

Comments/Notes - Investments

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

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

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

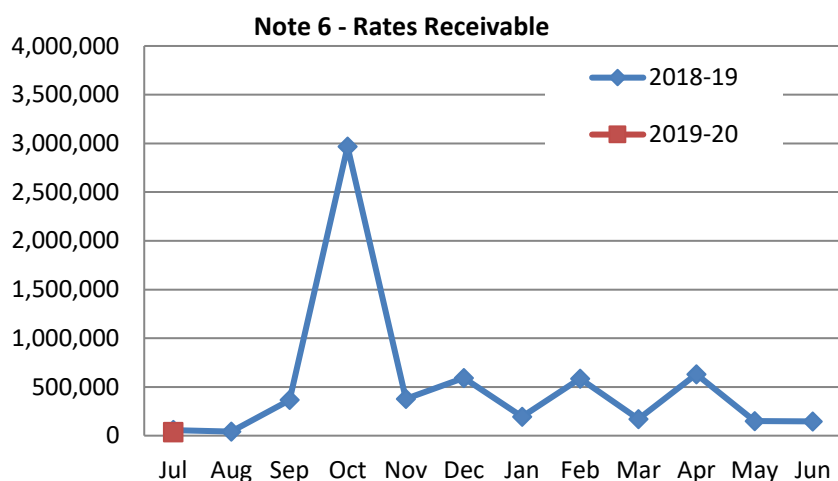
Note 6: RECEIVABLES

Receivables - Rates Receivable

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

Net Rates Collectable
% Collected

	YTD 31 Jul 2019	30 June 2018
	\$	\$
	681,435	567,647
	0	6,231,002
	(33,616)	(6,117,214)
	647,819	681,435
	647,819	681,435
	4.93%	89.98%



Comments/Notes - Receivables Rates

Comments/Notes - Receivables Rates and Rubbish

Current

Legal Action	127,742
Pensioners	0
Rates to be Waived	0
Payment Arrangement	239,061
Employee Direct Debit	128
Instalment Option	0
No Action Required	984
Properties in Recivership	13,497
Overdue	27,237
Sale of Land LG Act S6.64	85,046
Interim Notices Issued	0
Current Rates	0
Properties in Credit	(145,655)

Total Current **348,040**

Non- Current

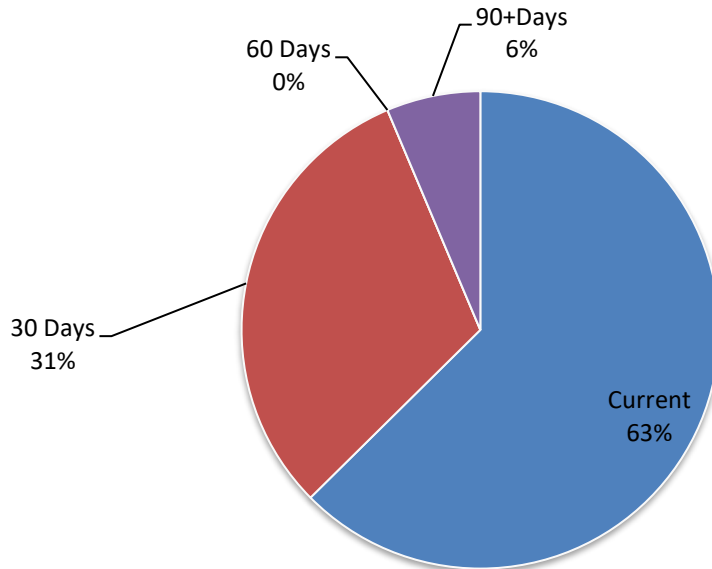
Deferred Pensioners	299,779
(not collectable till Pensioner property is sold)	
Total	647,819

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	1,870	928	0	190
Total Receivables General Outstanding				2,988

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

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

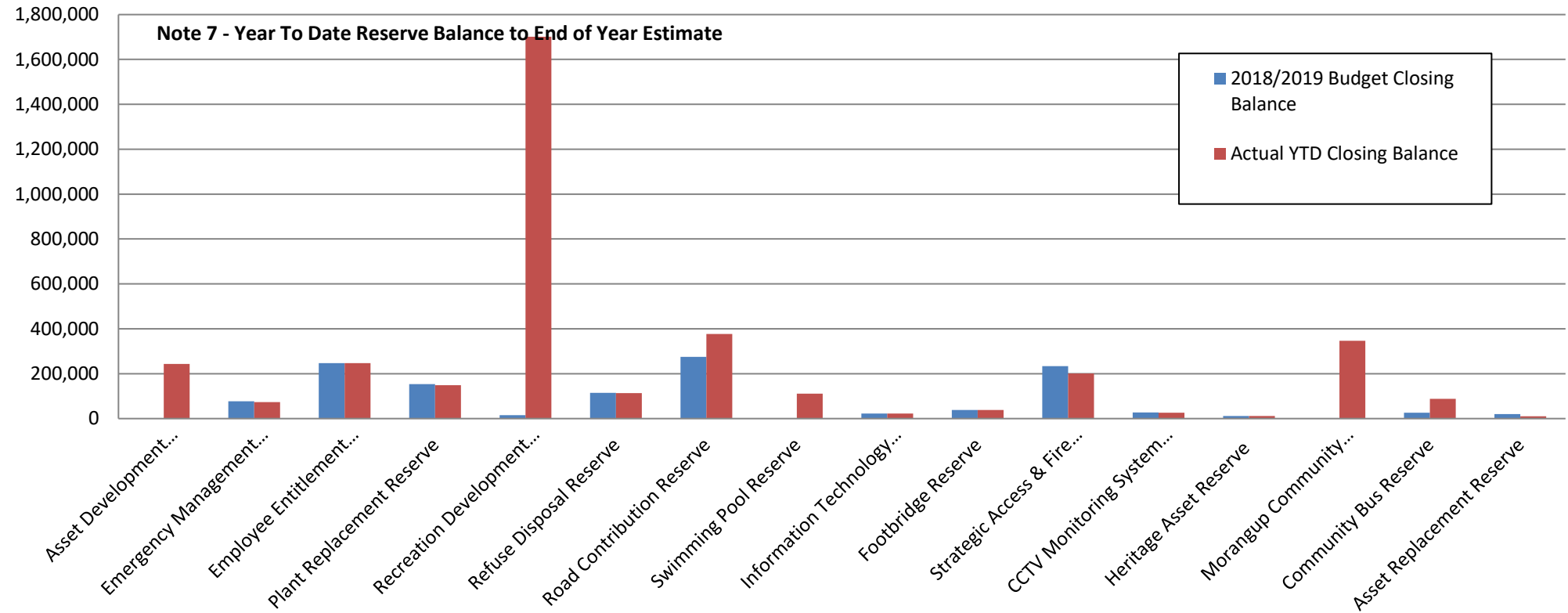
Final Letters	683
Seven Day Letters	210
Debt Collection	0
No Action Required	2,095
Payment Arrangement	0
Payroll Deductions	0
To be Written Off	0
Total Outstanding	2,988

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 7: Cash Backed Reserve

2019-20									
Name	Opening Balance	2018/2019 Budget Interest Earned	Actual Interest Earned	2018/2019 Budget Transfers In (+)	Actual Transfers In (+)	2018/2019 Budget Transfers Out (-)	Actual Transfers Out (-)	2018/2019 Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Asset Development Reserve	242,991	5,000		465,000		(712,991)		0	242,991
Emergency Management & Recovery Reserve	74,001	2,500		0				76,501	74,001
Employee Entitlement Reserve	246,949	5,000		60,000		(65,000)		246,949	246,949
Plant Replacement Reserve	149,282	4,000		0				153,282	149,282
Recreation Development Reserve	1,701,552	15,000		0		(1,701,552)		15,000	1,701,552
Refuse Disposal Reserve	113,312	2,000		0				115,312	113,312
Road Contribution Reserve	377,283	5,000		70,000		(177,000)		275,283	377,283
Swimming Pool Reserve	110,691	2,000		0		(110,691)		2,000	110,691
Information Technology Reserve	22,173	500		0				22,673	22,173
Footbridge Reserve	37,805	500		0				38,305	37,805
Strategic Access & Fire Egress Reserve	200,567	3,000		30,000				233,567	200,567
CCTV Monitoring System Reserve	26,630	350		0				26,980	26,630
Heritage Asset Reserve	10,965	500		0				11,465	10,965
Morangup Community Centre Reserve	346,981	2,000		0		(348,981)		0	346,981
Community Bus Reserve	88,173	1,000		0		(63,425)		25,748	88,173
Asset Replacement Reserve	10,038	0		10,000				20,038	10,038
	3,759,394	48,350	0	635,000	0	(3,179,640)	0	1,263,104	3,759,394

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019



SHIRE OF TOODYAY
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 July 2019

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 07 2019			
					2019/2020 Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				Plant and Equipment				
				PL046 JCB 436ZX FE Loader	2,713	0	(2,713)	
				PL024 Dynapac Vibrating Roller	(250)	0	250	
				MV154 Mitsubishi Triton Ute	489	0	(489)	
				Land and Buildings				
				BLG030 Telegraph Road - House	53,664	0	(53,664)	
				Telegraph Road - Land	(35,000)	0		
				808 Duke Street - Land	7,000	0	(7,000)	
0	0	0	0		28,616	0	(63,616)	

Comments - Capital Disposal/Replacements

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	2019/2020 Budget Rate Revenue \$	2019/2020 Budget Interim Rate \$	2019/2020 Budget Back Rate \$	2019/2020 Budget Total Revenue \$
Differential General Rate											
GRV Residential	12.9430	508	7,170,388	928,063	(14,569)		913,494	898,925			898,925
GRV - Commercial	14.0200	28	1,338,282	187,627	(3,151)		184,476	181,324			181,324
GRV - Industrial	12.3483	20	419,892	52,415			52,415	52,415			52,415
GRV - Rural	11.8690	100	1,427,920	169,480			169,480	169,480			169,480
GR V - Rural Residential	11.2600	878	12,824,500	1,444,039			1,444,039	1,444,039			1,444,039
UV - General	1.1680	450	96,148,000	1,123,009	(5,742)		1,117,267	1,111,524			1,111,524
UV Rural	0.8969	178	155,137,000	1,391,424	(1,946)	(425)	1,389,053	1,386,682			1,386,682
Sub-Totals		2,162	274,465,982	5,296,057	(25,409)	(425)	5,270,223	5,244,390	0	0	5,244,390
Minimum Payment	Minimum \$										
GRV Residential	1,351.00	225	1,239,049	303,975	0	0	303,975	303,975	0	0	303,975
GRV - Commercial	1,351.00	6	35,200	8,106	0	0	8,106	8,106	0	0	8,106
GRV - Industrial	1,351.00	10	38,040	13,510	0	0	13,510	13,510	0	0	13,510
GRV - Rural	1,351.00	43	354,688	58,093	0	0	58,093	58,093	0	0	58,093
GRV - Rural Residential	1,351.00	533	3,509,842	720,083	0	0	720,083	720,083			720,083
UV - General	1,351.00	105	6,500,800	141,855	0	0	141,855	141,855	0	0	141,855
UV Rural	1,351.00	0	0	0	0	0	0	0	0	0	0
Sub-Totals		922	11,677,619	1,245,622	0	0	1,245,622	1,245,622	0	0	1,245,622
				<u>6,541,679</u>			6,515,845				6,490,012
UV Pastoral Concession											0
Concession											0
Amount from General Rates							6,515,845				6,490,012
Ex-Gratia Rates							1,200				1,200
Less movement in rates in advance											
Totals							6,517,045				6,491,212

Comments - Rating Information

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	2019/2020 Budget \$	Actual \$	2019/2020 Budget \$	Actual \$	2019/2020 Budget \$
Recreation & Culture								
Loan 65 - Community Centre	30,954		5,777	12,161	25,177	18,793	1,163	1,658
Loan 67 - Library Upgrade	222,702		0	38,951	222,702	183,751	862	15,033
Loan 69 - Library Upgrade	35,079		0	35,079	35,079	0	220	1,972
Loan 72 - Land - Rec Precinct	785,883		0	41,512	785,883	744,371	2,675	37,307
Loan 73 - Refurbish Courts	10,188		0	10,189	10,188	(1)	67	288
Loan 75 - Recreation Precinct	0	4,500,000	0	150,492	4,500,000	150,492	0	178,510
			0					
Transport								
Loan 70 - Footbridge	30,910		0	15,021	30,910	15,889	142	1,618
Loan 71 - Depot Stage 2	624,816		0	34,480	624,816	590,336	2,141	30,093
Economic Services								
Loan 64 - Visitor Centre	38,628		0	18,683	38,628	19,945	155	2,440
Other Property & Services								
Loan 63 - Bank Building	34,424		8,211	16,680	26,213	17,744	1,188	2,052
Loan 74 - Refurbish Bank Building	10,317		0	10,317	10,317	0	68	291
	1,823,901	4,500,000	13,988	383,565	6,309,913	1,741,320	8,680	271,262

No new debentures were raised during the reporting period.

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2019-20 Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
GENERAL PURPOSE GRANT	Federal Government	Yes	468,704				0	468,704
ROAD IMPROVEMENT GRANT	Federal Government	Yes	270,453				0	270,453
Rates - Legal Expenses Recovered	Local Government	Yes	35,000				772	34,228
GOVERNANCE								
Recoups - Contributions, Donations & Reimburs	Local Government		7,500				0	7,500
LEGAL EXPENSES RECOVERED	Local Government		1,000				0	1,000
Grants - Governance	Local Government		1,000				0	1,000
Administration - Income	Local Government		30,000				55	29,945
Administration - Income - GST Free	Local Government		10,000				165	9,835
LAW, ORDER, PUBLIC SAFETY								
Fire Prevention - Grants	DFES	Yes	790,932				467,065	323,867
ESL Levy Recoup	DFES	Yes	176,358				0	176,358
CCTV	DFES	Yes	159,956				0	159,956
CESM Recoups	DFES & Shire of Goomalling	Yes	112,826				0	112,826
Bushfire Risk Management Coordinator	DFES		174,505				0	174,505
Toodyay Districts SES	DFES	Yes	57,621				0	57,621
HEALTH								
Health Inspections Recoup	Local Government		500				0	500
HOUSING								
Recoups - Staff Housing	Local Government		500				0	500
COMMUNITY AMENITIES								
Community Sponsorship	Local Government		5,000				0	5,000

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2019-20 Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
RECREATION AND CULTURE								
Community Centre Recoups		No	1,500				0	1,500
Club Insurance		Yes	3,750				0	3,750
Toodyay Race Club Reimbursements		Yes	3,500				0	3,500
Sport & Rec Grants	Lotterywest	Yes	1,000				0	1,000
Grant Income - Writers Festival		Yes	1,500				0	1,500
EMRC - AVON/IFF Festival	East Metropolitan Reg Council	Yes	30,000				0	30,000
Grants Income	East Metropolitan Reg Council	Yes	3,000				0	3,000
Sport & Rec Grants	Dept Sport & Rec		2,500				0	2,500
Events Misc			1,500				0	1,500
Recreation Precinct	CSRFF & BBRF		5,575,425				0	5,575,425
Grant - Heritage	Lotterywest		197,000				0	197,000
TRANSPORT								
Operating Grants - Roads	MRWA	Yes	137,714				0	137,714
MRWA Street Light Subsidy	MRWA	Yes	1,500				0	1,500
Road Maintenance Contributions	Private	Yes	75,000				0	75,000
Road Program Grant	Main Roads	Yes	923,219				0	923,219
Roads to Recovery Grant	Dept of Infrastructure	Yes	530,820				0	530,820
ECONOMIC SERVICES								
Community Directory	Avon Valley Advocate		3,000				0	3,000
Tourism & Area Promotion			3,000				0	3,000
OTHER PROPERTY & SERVICES								
Public Works Overheads			1,000				895	105
Fuel Tax Credits	ATO		28,000				2,150	25,850
Bank Building Recoups	Bendigo Bank		2,000				0	2,000
Reimbursement - Parenting Payment Scheme	Centrelink		0				1,481	(1,481)
Insurance Reimbursement	LGIS		0				0	0
TOTALS			9,827,783	0	0	0	472,583	9,355,200
	Operating		1,810,387				5,518	
	Non-operating		8,017,394				467,065	
			<u>9,827,781</u>				<u>472,583</u>	

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 12: TRUST FUND

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

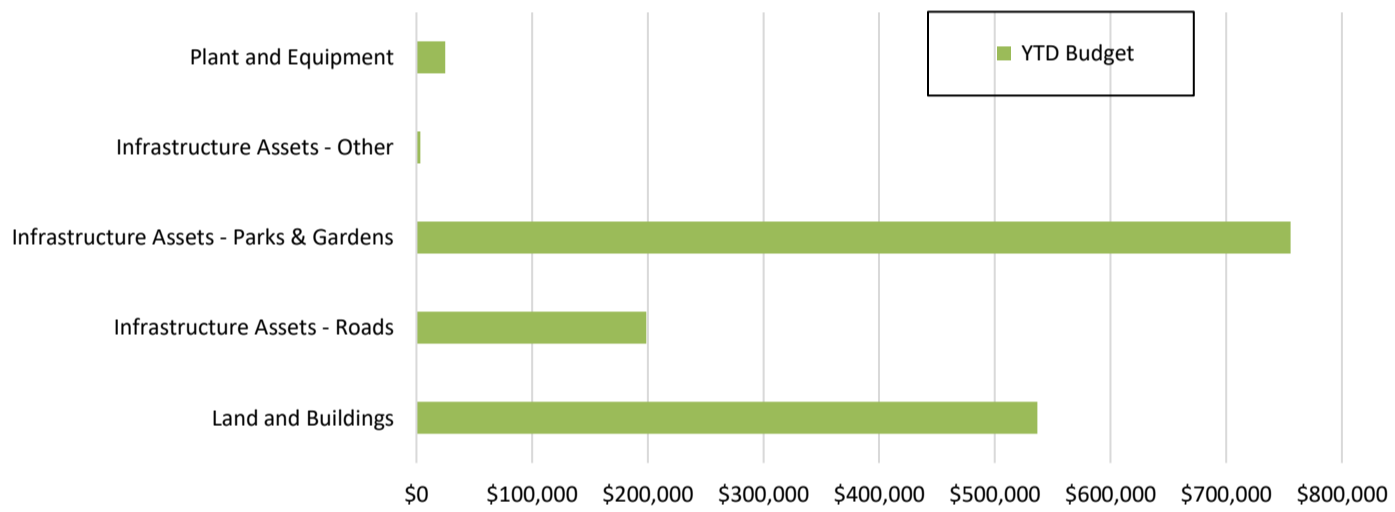
Description	Opening Balance 1 Jul 19	Amount Received	Amount Paid	Closing Balance 31-Jul-19
	\$	\$	\$	\$
Qarry rehabilitation Bonds	1,615,532	10,599		1,626,131
Housing bonds	14,525			14,525
Kerb Bonds	9,200			9,200
Key bonds	6,661	300		6,961
Venue Hire Bonds	7,900	600	(600)	7,900
Crossover Bonds	53,540			53,540
BCITF	2,706	1,660	(1,206)	3,160
Building Services	10,949	1,630	(2,867)	9,713
Library Bonds	175			175
Standpipe bonds	17,110	250		17,360
Road Construction Bonds	27,998			27,998
Other Bonds	5,394			5,394
Planning Bonds	537			537
Aged Housing Grant Funds	0			0
Swimming Pool Funds	121,404			121,404
	1,893,631	15,039	(4,672)	1,903,997

SHIRE OF TOODYAY
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 July 2019

YTD 31 07 2019					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Budget (d)	2019/2020 Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$
Land and Buildings	13	6,438	536,642	6,439,706	(530,204)
Infrastructure Assets - Roads	13	43,307	198,612	2,383,285	(155,305)
Infrastructure Assets - Parks & Gardens	13	21,279	755,504	9,066,049	(734,225)
Infrastructure Assets - Other	13	126	3,333	40,000	(3,207)
Plant and Equipment	13	467,065	24,921	299,062	442,144
Capital Expenditure Totals		538,215	1,519,012	18,378,102	(980,797)

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 13: CAPITAL ACQUISITIONS

% of Completion	Infrastructure Assets		Annual Budget 2019/20	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	LAND		0	0	0	0	0	
	Land Total		0	0	0	0	0	
	Total Land		0	0	0	0	0	
	BUILDINGS							
	Governance							
0.0%	Admin Brickwork Remediation	Q191	5,000	417	0	(5,000)		
0.0%	Repaint of Chambers Ceiling	Q190	5,000	417	0	(5,000)		
0.0%	Planning for Replacement Donga	Q147	20,000	1,667	0	(20,000)		
	Governance Total		30,000	2,501	0	(30,000)	0	
	Law, Order, Public Safety							
0.0%	Coondle Nunile Fire Station	Q181A	400,366	33,364	0	(400,366)		
0.0%	Morangup Co Location Centre	Q187	432,340	36,028	0	(432,340)		
	Law, Order, Public Safety Total		832,706	69,392	0	(832,706)		
	Health							
0.0%	Alma Beard Medical Centre	Q137	15,000	1,249	0	(15,000)		
	Health Total		15,000	1,249	0	(15,000)	0	
	Education & Welfare							
1.8%	Butterly House - Substructure & Drainage Repairs	083300	12,000	1,000	220	(11,780)		
	Education & Welfare Total		12,000	1,000	220	(11,780)	0	
	Recreation And Culture							
0.0%	Community Centre Renewal	Q129	34,500	2,875	0	(34,500)		
0.0%	Memorial Hall Sound System, Curtains & Flooring	Q141	28,800	0	0	(28,800)		
0.0%	Morangup Community Centre	Q165	380,000	31,667	0	(380,000)		
0.0%	Memorial Hall Internal & External Paint of Bathrooms	Q141	10,000	3,234	0	(10,000)		

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 13: CAPITAL ACQUISITIONS

% of Completion	Infrastructure Assets		Annual Budget 2019/20	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
0.0%	Parks & Gardens - Depot Upgrade	Q192	20,000	1,667	0	(20,000)		
0.0%	Recreation Precinct Buildings	Q199	4,635,009	386,251	0	(4,635,009)		
0.0%	Toodyay Club Kitchen Upgrade	Q203	21,400	1,783	0	(21,400)		
0.0%	Library Brickworks	J038	5,500	458	0	(5,500)		
0.0%	Library Carpet Replacement	J067	6,000	500	0	(6,000)		
0.0%	Parkers Cottage	Q134	10,000	833	0	(10,000)		
0.0%	Grandstand Change Rooms	Q200	10,000	833	0	(10,000)		
	Donegans Cottage	Q135	5,000	417	0	(5,000)		
1.6%	Old Goal Roof Restoration	Q156	375,291	31,274	6,108	(369,183)		
	Recreation And Culture Total		5,541,500	461,792	6,108	(5,535,392)	0	
	Other Property & Services							
1.3%	Bendigo Bank	Q145	8,500	708	110	(8,390)		
	Other Property & Services Total		8,500	708	110	(8,390)		
	Buildings Total		6,439,706	536,642	6,438	(6,433,268)	0	
	Computer Equipment							
	Law, Order, Public Safety							
0%	CCTV - Closed Circuit Televisions Cameras - Security	053402	150,000	0	0			
	Law, Order, Public Safety Total		150,000	0	0	0		
	Computer Equipment - Total		150,000	0	0	0	0	
	Plant , Equip. & Vehicles							
	Transport							
		122202		24,921				
		051250		0				
0.0%	1TJR183 - Side Tip Trailer - Canopu		35,000			(35,000)		
0.0%	T0002 - Ranger Ute - Canopy		20,000			(20,000)		
0.0%	T0013 - Mitsubishi Triton		45,000			(45,000)		
0.0%	1EPF060 - Ford Ranger		60,000			(60,000)		
0.0%	Mechanic Truck Fit Out		10,000			(10,000)		

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 13: CAPITAL ACQUISITIONS

% of Completion	Infrastructure Assets		Annual Budget 2019/20	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
0.0%	Single Axel Dolly		3,500			(3,500)		
0.0%	Track Loader - Auger Drive		4,000			(4,000)		
0.0%	Air Operated Oil Pumps		28,346			(28,346)		
0.0%	Community Bus		63,425			(63,425)		
0.0%	SES Vehicle		29,791			(29,791)		
#DIV/0!	Isuzu FTS 150/260 Coondle 3.4 Urban		0		467,065	467,065		New Coondle Truck - Funded by DFES
	Transport Total		299,062	24,921	467,065	168,003	0	
	Plant , Equip. & Vehicles Total		299,062	24,921	467,065	168,003	0	
	Roads							
	Transport							
0.0%	Lovers Lane	A0012	396,752	33,063	0	(396,752)		
11.2%	Julimar Road	A0004	249,127	20,761	27,849	(221,278)		
0.0%	Bejoording Road	A0001	329,939	27,493	0	(329,939)		
0.0%	Toodyay Bindi Bindi Road	A0197	252,009	21,000	0	(252,009)		
0.0%	Toodyay Street inc Footpath	B0011	286,720	23,893	0	(286,720)		
0.0%	Nunile Road/Bejoording Road	B0002	155,000	12,917	0	(155,000)		
0.0%	Dreyer Road	B0121	89,100	7,425	0	(89,100)		
0.0%	Sinclair Place	D0150	103,950	8,663	0	(103,950)		
9.6%	River Road	D0010	161,788	13,483	15,457	(146,331)		
0.0%	Rosedale/Fiennes Street	D0062	10,000	834	0	(10,000)		
0.0%	Recreation Precinct Firebreaks	J073	80,000	6,667	0	(80,000)		
0.0%	Hamersley Street	D0126	120,000	10,000	0	(120,000)		
0.0%	Fifth Road	D0244	46,200	3,852	0	(46,200)		
0.0%	Folewood Road	D0020	32,500	2,710	0	(32,500)		
0.0%	Harvester Drive	D0198	70,200	5,851	0	(70,200)		
	Transport Total		2,383,285	198,612	43,307	(2,339,978)	0	
	Roads Total		2,383,285	198,612	43,307	(2,339,978)	0	
	Infrastructure - Bridges							
	Transport							
0.0%	Bridge Works - Telegraph Bridge		374,733	31,227	0	(374,733)		

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 13: CAPITAL ACQUISITIONS

% of Completion	Infrastructure Assets		Annual Budget 2019/20	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	Transport Total		374,733	31,227	0	(374,733)		
	Infrastructure Bridges - Total		374,733	31,227	0	(374,733)	0	
	Infrastructure - Other							
	Law, Order & Public Safety							
0.5%	Emergency Fire Water Tanks	Q205	25,000	2,083	126	(24,874)	0	
	Law, Order & Public Safety Total		25,000	2,083	126	(24,874)	0	
	Economic Services							
0.0%	Community Standpipe	Q206	15,000	1,250	0	(1,250)		
	Community Amenities Total		15,000	1,250	0	(1,250)	0	
	Infrastructure Other - Total		40,000	3,333	126	(26,124)	0	
	Footpaths							
	Infrastructure Footpaths - Total		0	0	0	0	0	
	Infrastructure - Parks & Recreation							
	Recreation & Culture							
0.0%	Dudgee Park Toilet Upgrade	Q177	90,000	7,500	0	(90,000)		
0.2%	Recreation Precinct - Infrastructure Works	Q159	8,942,019	745,168	21,279	(8,920,740)		
0.0%	Toodyay Club Lighting & Paving	Q204	34,030	2,836	0	(34,030)		
	Recreation & Culture Total		9,066,049	755,504	21,279	(9,044,770)	0	
	Infrastructure Parks & Recreation - Total		9,066,049	755,504	21,279	(9,044,770)	0	
	Capital Expenditure Total		18,752,835	1,550,239	538,215	(17,676,137)	0	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>GENERAL PURPOSE FUNDING - RATES</u>										
<u>OPERATING EXPENDITURE</u>										
031208	Rates Written Off		(850)		(70)		(57)	13	18.31%	
031209	Administration Allocation - Rates		(140,460)		(11,705)		(16,398)	(4,693)	(40.10%)	
031210	Rates - Employee Costs		(42,696)		(3,556)		(4,353)	(797)	(22.41%)	
031212	Rates - Professional Development		(500)		(41)		0	41	100.00%	
031215	Postage		(5,750)		(479)		0	479	100.00%	
	- Rates Notices - 3,000									
	- Instalments Notices x 3 - 2,750									
031216	Rating Valuations		(20,000)		(1,666)		(186)	1,480	88.86%	
	- GRV Valuations - 82,500									
	- UV Valuations - 15,000									
	- Interim Valuations - 2,500									
031217	Title Searches		(500)		(41)		(26)	15	37.32%	
031218	Rates Legal Expenses		(35,000)		(2,916)		(2,699)	217	7.44%	
031219	Rates Review		(20,000)		(1,666)		0	1,666	0.00%	
	- VGO Valuations - 20,000									
			(265,756)		(22,140)		(23,719)	(1,579)		
<u>OPERATING REVENUE</u>										
031301	Rates Levied - All Areas	6,541,679		0		(5,774)		(5,774)	0.00%	
031302	Ex Gratia Rates	1,200		100		0		(100)	(100.00%)	
031303	Interest On Outstanding/Overdue Rates	50,000		4,166		2,458		(1,708)	(41.00%)	
031304	Back Rates - Levied	0		0		0		0	0.00%	
031305	Instalment Charges	15,000		1,250		0		(1,250)	(100.00%)	
031306	Rates - Administration Fee	20,000		1,666		0		(1,666)	(100.00%)	
031307	Rates - Property Account Enquiries	20,000		1,666		3,046		1,380	82.81%	
031308	Rates - Payment Plan Administration Fee	3,000		250		36		(214)	(85.46%)	
031309	Rates Paid In Advance	0		0		(120,082)		(120,082)	0.00%	
031330	Sale Of Electoral Rolls & Maps	100		8		0		(8)	(100.00%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
031331	Rates - Legal Expenses Recovered	35,000		2,916		772		(2,144)	(73.54%)	
031332	ESL - Administration Fee	4,400		366		0		(366)	(100.00%)	
		6,690,379		12,388		(119,544)		(131,932)		
TOTAL RATES - Operating		6,690,379	(265,756)	12,388	(22,140)	(119,544)	(23,719)	(133,510)		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL RATES - Capital		0	0	0	0	0	0	0		
TOTAL RATES		6,690,379	(265,756)	12,388	(22,140)	(119,544)	(23,719)	(133,510)		
<u>GENERAL PURPOSE FUNDING - GENERAL PURPOSE GRANTS</u>										
<u>OPERATING EXPENDITURE</u>										
032201	Administration Allocation - General Purpose Funding		(114,575)		(9,547)		(13,361)	(3,814)	(39.95%)	
			(114,575)		(9,547)		(13,361)	(3,814)		
<u>OPERATING REVENUE</u>										
032330	General Purpose Grant	468,704		0		0		0	0.00%	
032331	Road Improvement Grant	270,453		0		0		0	0.00%	
		739,157		0		0		0		
TOTAL GENERAL PURPOSE GRANTS - Operating		739,157	(114,575)	0	(9,547)	0	(13,361)	(3,814)		
TOTAL GENERAL PURPOSE GRANTS - Capital		0	0	0	0	0	0	0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL GENERAL PURPOSE GRANTS		739,157	(114,575)	0	(9,547)	0	(13,361)	(3,814)		
<u>GENERAL FINANCE</u>										
<u>OPERATING REVENUE</u>										
032334	Interest On Investment	30,000		2,500		860		(1,640)	(65.59%)	
032335	Interest On Reserve Accounts	50,000		4,166		0		(4,166)	(100.00%)	
		80,000		6,666		860		(5,806)		
TOTAL GENERAL FINANCE - Operating		80,000		6,666		860		(5,806)		
TOTAL GENERAL FINANCE - Capital										
		0	0	0	0	0	0	0		
TOTAL GENERAL FINANCE		80,000	0	6,666	0	860	0	(5,806)		
TOTAL GENERAL PURPOSE FUNDING		7,509,536	(380,331)	19,054	(31,687)	(118,683)	(37,080)	(143,130)		
<u>GOVERNANCE & ADMINISTRATION</u>										
<u>GOVERNANCE</u>										
<u>OPERATING EXPENDITURE</u>										
041220	Bad Debts Written Off		(500)		(41)		0	41	100.00%	
041201	Aroc Secretariat		(5,500)		(458)		0	458	100.00%	
041202	Memb. Attendance & Allowance		(146,626)		(12,218)		(9,586)	2,632	21.54%	
	<u>Attendance Fees</u>									
	Councillors x 8 - 104,752									
	Shire President x 1 - 20,274									
	<u>ICT Allowance</u>									
	Councillors x 9 - 3,600									

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	IT Monthly & Annual Fees - 9,000									
	<u>Travel Expenses</u>									
	Councillors x 9 - 9,000									
041203	Members Professional Development		(30,000)		(2,500)		(950)	1,550	62.00%	
041204	Election Expenses		(30,000)		(166)		0	166	100.00%	
041205	Shire Presidents/Deputy Allowance		(25,407)		(2,117)		(2,117)	(0)	(0.01%)	
	- President's Allowance - 20,326									
	- D/Pres Allowance - 5,081									
041207	Refreshments & Functions - Councillors		(8,500)		(708)		(825)	(117)	(16.49%)	
041208	Refreshments & Functions - Staff		(10,000)		(833)		(955)	(122)	(14.66%)	
041210	Members Insurance		(4,000)		(4,000)		(3,874)	126	3.16%	
041211	Subscriptons		(25,000)		(25,000)		(29,383)	(4,383)	(17.53%)	
	- Avon Midland WALGA Zone - 2,000									
	- WALGA Assoc M/Ship - 10,020									
	- WALGA Procurement - 2,550									
	- WALGA Local Laws Service - 630									
	- LG Professionals - 2,000									
	- Other - 7,800									
041212	Governance Other Expenses		(25,000)		(2,083)		(649)	1,434	68.87%	
	- CEO Recruitment - 20,000									
	- Governance Expense - 5,000									
041213	Printing & Stationery		(5,000)		(416)		(1,225)	(809)	(194.47%)	
041214	Advertising		(10,000)		(2,033)		(3,730)	(1,697)	(83.48%)	
041218	Administration Allocation - Governance		(380,363)		(31,696)		(44,393)	(12,697)	(40.06%)	▲
041219	Audit Fees		(40,000)		(3,333)		0	3,333	100.00%	
041222	Legal Fees		(35,000)		(2,916)		(500)	2,416	82.85%	
000312	Deprec Of Assets-Members		(10,000)		(833)		(795)	38	4.53%	
041223	Local Laws		(2,000)		(166)		0	166	100.00%	
041228	Integrated Strategic Plan/S		(4,000)		(333)		0	333	100.00%	
	- Profile iD Annual Subscription - 4,000									
			(796,896)		(91,850)		(98,981)	(7,131)		
<u>OPERATING REVENUE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
041320	Recoups - Contributions, Donations & Reimbursements	7,500		625		0		(625)	(100.00%)	
041321	Grants - Governance	1,000		83		0		(83)	(100.00%)	
		8,500		708		0		(708)		
TOTAL GOVERNANCE (Operating)		8,500	(796,896)	708	(91,850)	0	(98,981)	(7,839)		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL GOVERNANCE (Capital)		0	0	0	0	0	0	0		
TOTAL GOVERNANCE		8,500	(796,896)	708	(91,850)	0	(98,981)	(7,839)		
<u>GOVERNANCE & ADMINISTRATION</u>										
<u>ADMINISTRATION</u>										
<u>OPERATING EXPENDITURE</u>										
042201	Administration - Employee Costs		(1,116,471)		(93,039)		(78,765)	14,274	15.34%	▼
042202	Administration - Lsl Provision		(27,578)		(2,298)		0	2,298	0.00%	
042205	Administration - Insurance - Workers Compensation - Income Protection		(62,299)		(48,799)		(44,152)	4,647	9.52%	
042206	Administration Staff - Fbt		(15,000)		(3,750)		(3,723)	27	0.72%	
042207	Administration - Professional Development		(24,500)		(2,041)		(2,491)	(450)	(22.06%)	
042208	Advertising		(2,000)		(166)		0	166	100.00%	
042210	Administration Office - Maintenance & Surrounds - Parks & Gardens - 20,931		(83,241)		(6,936)		(7,363)	(427)	(6.16%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- Building - 13,110									
	- Utilities - 48,200									
	- Blinds for Council Chambers - 1,000									
042211	Administration - Printing & Stationery		(30,000)		(2,500)		(4,382)	(1,882)	(75.28%)	
042212	Administration - Telephone & Internet		(42,021)		(3,501)		(4,720)	(1,219)	(34.80%)	
	- Annual Telephone Expense - 22,591									
	- Annual Internet Expense - 19,430									
042213	Office Equipment - Maintenance & Minor Purchase		(11,000)		(916)		(1,260)	(344)	(37.51%)	
	- Folding Machine - 2,600									
	- Other - 8,400									
042214	Bank Fees & Charges		(22,000)		(1,833)		(632)	1,201	65.52%	
042215	Administration - Postage & Freight		(6,000)		(500)		(469)	31	6.18%	
042216	Administration - Computer - Hardware & Software		(231,911)		(38,661)		(48,124)	(9,463)	(24.48%)	▲
	- Annual Synergy Licence - 41,063 (12 months only)									
	- IT Support: Hardware & Software -57,373									
	- Computers - 15,000									
	- IT Upgrade - 118,475									
042217	Administration - Vehicle Expenses		(15,000)		(1,250)		(1,266)	(16)	(1.25%)	
042218	Administration - Legal Expenditure		(1,500)		(125)		0	125	100.00%	
042220	Administration - Other Expenditure		(24,350)		(2,029)		(1,790)	239	11.78%	
	- Risk Management 13,000									
	- WALGA Tax Service - 1,790									
	- Employee Relations - 6,630									
	- Other - 2,930									
042222	Occupation Health & Safety Outcomes		(12,000)		(1,000)		(850)	150	14.98%	
000772	Administration - Depreciation		(73,000)		(6,083)		(5,642)	441	7.24%	
00B402	Less Administration Allocation		1,758,871		146,572		205,236	58,664	(40.02%)	
			(41,000)		(68,855)		(392)	68,463		
OPERATING REVENUE										
042331	Legal Expenses Recovered	1,000		83		0		(83)	(100.00%)	
042334	Administration - Income	30,000		2,500		227		(2,273)	(90.91%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
042342	Administration - Income - Gst Free	10,000		833		165		(668)	(80.19%)	
		41,000		3,416		392		(3,024)		
TOTAL ADMINISTRATION (Operating)		41,000	(41,000)	3,416	(68,855)	392	(392)	65,439		
CAPITAL EXPENDITURE										
042254	Transfer To Employee Entitlement Reserve - Administration		(30,000)		(2,500)		0	2,500	100.00%	
042255	Transfer To Information Technology Reserve		(500)		(41)		0	41	100.00%	
042401	Admin Building - Old Court House, Feinnes St Q191 - Remediation of Brickwork - 5,000 Q190 - Chambers Ceiling Repaint - 5,000 Q147 - Planning for Replacement Donga - 20,000		(30,000)		(2,501)		0	2,501	100.00%	
			(60,500)		(5,042)		0	5,042		
CAPITAL REVENUE										
042330	Transfer From Employee Entitlement Reserve	30,000		2,500		0		(2,500)	0.00%	
		30,000		2,500		0		(2,500)		
TOTAL ADMINISTRATION (Capital)		30,000	(60,500)	2,500	(5,042)	0	0	2,542	0	
TOTAL ADMINISTRATION		71,000	(101,500)	5,916	(73,897)	392	(392)	67,981	0	
TOTAL GOVERNANCE & ADMINISTRATION		79,500	(898,396)	6,624	(165,747)	392	(99,374)	60,142		
LAW, ORDER & PUBLIC SAFETY - FIRE PREVENTION										
OPERATING EXPENDITURE										
051200	Strategic Access & Egress - Land Tennure - 20,000 - Annual Maintenance - 15,000		(35,000)		(2,916)		(334)	2,582	88.54%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
051201	Mitigation Works - Fire		(20,000)		(1,666)		0	1,666	100.00%	
051202	Firefighting - Water Tanks - Tank Maintenance - 8,000 - Grounds Maintenance - 2,000		(10,000)		(833)		0	833	100.00%	
051203	Administration Allocation - Fire Prevention		(33,699)		(2,808)		(3,941)	(1,133)	(40.33%)	
051205	Lops - Other Expenditure		(2,000)		(166)		0	166	100.00%	
051206	Fire Prevention - Employee Costs		(52,553)		(4,378)		(3,300)	1,078	24.63%	
051207	Shire Fire-Fighting Vehicle Expenses		(7,000)		(1,750)		(1,281)	469	26.81%	
051209	Firebreak Enforcement		(5,000)		(416)		0	416	100.00%	
051210	Fire Prevention - Advertising & Signs		(6,000)		(500)		0	500	100.00%	
051215	Firefighting - Shire Resources - Station & Shed Site Maintenance - 4,000 - SMS Message Alert Service - 10,000 - Fire Fighting - 16,000		(30,000)		(2,498)		(776)	1,722	68.94%	
051220	Brigade Plant & Equip (Less \$1,000)		(5,800)		(483)		0	483	100.00%	
051221	Brigade Plant & Equip Maint		(3,000)		(249)		0	249	100.00%	
051222	Brigade Vehicles, Trailers Maint		(75,000)		(6,250)		(30,534)	(24,284)	(388.54%)	▲
051223	Dfes Brigade Buildings - Maint		(7,850)		(2,350)		(942)	1,408	59.90%	
051224	Brigade Clothing & Access		(24,000)		(2,000)		0	2,000	100.00%	
051225	Brigade Utilities, Rates & Taxes		(15,500)		(1,291)		(1,204)	87	6.73%	
051226	Brigade Other Goods & Services		(21,856)		(1,821)		(341)	1,480	81.28%	
051227	Brigade Insurances		(21,451)		(21,451)		(19,048)	2,403	11.20%	
001742	Deprec Of Assets - Fire		(180,000)		(15,000)		(15,214)	(214)	(1.43%)	
			(555,709)		(68,826)		(76,915)	(8,089)		
OPERATING REVENUE										
051331	Grant/Contributions - Fire Q187 - Moorangup Co Location Centre Upgrade - 398,430 Q181A - Coondle Nunile Fire Station - 392,500	790,932		0		467,065		467,065	0.00%	
051335	Fines & Penalties	15,000		1,250		650		(600)	(48.00%)	
051336	Esl Levy Recoup	176,358		14,696		0		(14,696)	(100.00%)	▼
		982,290		15,946		467,715		451,769		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL FIRE PREVENTION - Operating	982,290	(555,709)	15,946	(68,826)	467,715	(76,915)	443,680		
	CAPITAL EXPENDITURE									
051250	Lops - Purchase Plant & Equipment Coondle Fire Truck - offset by - 051331		0		0		(467,065)	(467,065)	0.00%	
051253	Lops - Building - Capital Expenditure Q181A - Coondle Nunile Fire Shed - 432,340 Q187 - Moorangup Co Location Centre Upgrade - 400,366		(832,706)		(69,392)		0	69,392	0.00%	
051254	Lops - Infrastructure Other Q205 - Emergency Water Tanks Morangup - 25,000		(25,000)		(2,083)		(126)	1,957	93.95%	
051401	Transfer To Reserve - Strategic Fire Access & Egress - Interest & 30,000		(33,000)		(2,750)		0	2,750	100.00%	
			(890,706)		(74,225)		(467,191)	(392,966)		
	CAPITAL REVENUE									
		0		0		0		0		
	TOTAL FIRE PREVENTION - Capital	0	(890,706)	0	(74,225)	0	(467,191)	(392,966)		
	TOTAL FIRE PREVENTION	982,290	(1,446,415)	15,946	(143,051)	467,715	(544,106)	50,714		
	LAW, ORDER & PUBLIC SAFETY - ANIMAL CONTROL									
	OPERATING EXPENDITURE									
052201	Animal Control - Employee Costs		(47,054)		(3,920)		(3,825)	95	2.41%	
052203	Cat Control Expenses		(1,000)		(83)		(34)	49	58.98%	
052205	Other Costs - Animal Control - Other - 3,500		(3,500)		(291)		(211)	80	27.48%	
052207	Dog Control Expenses		(2,845)		(237)		(1,760)	(1,523)	(642.57%)	
052208	Maintenance - Dog & Cat Pounds		(4,602)		(516)		(2,173)	(1,657)	(321.11%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
052209	Other Animal Control		(3,500)		(291)		(191)	100	34.40%	
052213	Depreciation - Animal Control		(9,000)		(750)		(214)	536	71.52%	
052214	Administration Allocation - Animal Control		(26,501)		(2,208)		(3,099)	(891)	(40.36%)	
052215	Vehicle Expenses - Animal Control		(5,000)		(416)		(513)	(97)	(23.24%)	
			(103,002)		(8,712)		(12,020)	(3,308)		
OPERATING REVENUE										
052321	Fines & Penalties	8,500		708		889		181	25.51%	
	- Dogs, Cats, Parking, Waste & Other									
052322	Impound Fees	6,000		500		1,018		518	103.64%	
	- Dogs, Cats, Parking, Waste & Other									
052323	Dog Registration Fees	25,000		2,083		537		(1,546)	(74.21%)	
052324	Kennel Licences	200		16		0		(16)	(100.00%)	
052325	Other Income - Fees, Charges & Reimbursements	2,000		166		210		44	26.51%	
052326	Fees & Charges - Other Councils	100		8		(14)		(22)	(270.50%)	
	- Dogs, Cats, Parking, Waste & Other									
052328	Cat Registration Fees	5,000		416		90		(326)	(78.37%)	
		46,800		3,897		2,730		(1,167)		
TOTAL ANIMAL CONTROL - Operating		46,800	(103,002)	3,897	(8,712)	2,730	(12,020)	(4,474)		
CAPITAL EXPENDITURE										
			0		0		0	0		
CAPITAL REVENUE										
		0		0		0		0		
TOTAL ANIMAL CONTROL - Capital		0	0	0	0	0	0	0		
TOTAL ANIMAL CONTROL		46,800	(103,002)	3,897	(8,712)	2,730	(12,020)	(4,474)		
OTHER										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>OPERATING EXPENDITURE</u>										
053201	Employee Costs - Other Lops		(93,909)		(7,824)		(7,398)	426	5.44%	
053203	Telephone Expense		(1,500)		(125)		(45)	80	63.64%	
053204	Cctv Operational Expenses - Maintenance - In House		(5,000)		(416)		(338)	78	18.75%	
053206	Vehicle Expenses - Rangers		(9,000)		(750)		(766)	(16)	(2.16%)	
053207	Administration Allocation - Lops Other		(30,851)		(2,570)		(3,592)	(1,022)	(39.75%)	
053208	Depreciation - Lops - Other		(4,900)		(408)		(398)	10	2.49%	
053209	Semc Aware Grant Expenditure		(21,000)		(1,750)		0	1,750	0.00%	
			(166,160)		(13,843)		(12,537)	1,306		
<u>OPERATING REVENUE</u>										
053321	Fines & Penalties	3,000		250		654		404	161.78%	
053322	Other Income - Other - 1,500	1,500		125		0		(125)	(100.00%)	
053323	CCTV - Grants & Contributions	159,956		0		0		0	0.00%	
		164,456		375		654		279		
TOTAL (LOPS) OTHER - Operating		164,456	(166,160)	375	(13,843)	654	(12,537)	1,585		
<u>CAPITAL EXPENDITURE</u>										
053401	CCTV - Closed Circuit Television Camera - Security Q172 - CCTV Equipment Upgrade		(150,000)		0		0	0	0.00%	
053402	Transfer To Cctv Reserve		(350)		(29)		0	29	100.00%	
			(150,350)		(29)		0	29		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL (LOPS) OTHER - Capital		0	(150,350)	0	(29)	0	0	29		
TOTAL (LOPS) OTHER		164,456	(316,510)	375	(13,872)	654	(12,537)	1,614		
<u>EMERGENCY MANAGEMENT</u>										
<u>OPERATING EXPENDITURE</u>										
054202	Recovery Expenses		(2,000)		(166)	0		166	100.00%	
054203	Administration Allocation - Emergency Management		(33,182)		(2,765)	(3,879)		(1,114)	(40.29%)	
054204	Cesm - Employee Costs		(140,120)		(11,674)	(7,452)		4,222	36.17%	
054206	Dfes Co-Location Centre - Stirling Terrace		(200)		(17)	0		17	100.00%	
054208	Cesm Vehicle Expenses		(7,000)		(1,750)	(2,155)		(405)	(23.13%)	
054209	Ses Plant & Equipment (Less \$1000)		(13,152)		(1,096)	(20)		1,076	98.22%	
054210	Ses Plant & Equipment Maintenance		(1,000)		(83)	0		83	100.00%	
054211	Ses Vehicles, Trailers Maintenance		(6,678)		(556)	(3,713)		(3,157)	(567.82%)	
054212	Ses Building - Maintenance		(2,000)		(166)	0		166	100.00%	
054214	Ses Utilities, Rates & Taxes		(2,000)		(166)	(253)		(87)	(52.19%)	
054215	Ses Other Goods & Services		(1,000)		(83)	(230)		(147)	(177.54%)	
054216	Ses Insurance		(2,000)		(166)	0		166	100.00%	
054217	Bushfire Risk Management Coordinator - Employee Expense		(138,486)		(11,539)	(11,268)		271	2.35%	
054218	Bushfire Risk Management Coordinator - Other Expense		(34,445)		(2,870)	(608)		2,262	78.82%	
			(383,263)		(33,097)	(29,577)		3,520		
<u>OPERATING REVENUE</u>										
054335	Cesm - Recoup	112,826		9,402		0		(9,402)	(100.00%)	▼
054337	Toodyay District Ses Grant	57,621		0		0		0	0.00%	
054338	Bushfire Risk Management Coordinator - Recoup	174,505		0		0		0	0.00%	
		344,952		9,402		0		(9,402)		
TOTAL EMERGENCY MANAGEMENT - Operating		344,952	(383,263)	9,402	(33,097)	0	(29,577)	(5,882)		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>CAPITAL EXPENDITURE</u>										
054250	Ses - Purchase Plant & Equipment		(29,791)		(2,482)		0	2,482	100.00%	
054205	Transfer To Emergency Management & Recovery Reserve		(2,500)		(208)		0	208	100.00%	
			(32,291)		(2,690)		0	2,690		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL EMERGENCY MANAGEMENT - Capital										
		0	(32,291)	0	(2,690)	0	0	2,690		
TOTAL EMERGENCY MANAGEMENT										
		344,952	(415,554)	9,402	(35,787)	0	(29,577)	(3,192)		
<u>FIRE & LAND MANAGEMENT</u>										
<u>OPERATING EXPENDITURE</u>										
055401	Reserves Management - Mitigation Works - 30,000 - Reserve Track Maintenance - 10,000		(46,535)		(3,878)		(930)	2,948	76.01%	
055406	Reserves Management - Employee Costs		(85,166)		(9,531)		(7,350)	2,181	22.89%	
055407	Rmo - Vehicle Expenses		(5,000)		(1,250)		(1,001)	249	19.93%	
055412	Rmo - Professional Development		(1,000)		(83)		0	83	100.00%	
055413	Administration Allocation - Reserve Management		(25,592)		(2,132)		(2,996)	(864)	(40.55%)	
			(163,293)		(16,874)		(12,277)	4,597		
<u>OPERATING REVENUE</u>										
055502	Reserves Management - Telecommunications Leases	20,500		1,708		0		(1,708)	0.00%	
		20,500		1,708		0		(1,708)		
TOTAL LAND & FIRE MANAGEMENT - Operating										
		20,500	(163,293)	1,708	(16,874)	0	(12,277)	2,889		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL LAND & FIRE MANAGEMENT - Capital		0	0	0	0	0	0	0		
TOTAL LAND & FIRE MANAGEMENT		20,500	(163,293)	1,708	(16,874)	0	(12,277)	2,889		
TOTAL LAW ORDER & PUBLIC SAFETY		1,558,998	(2,444,774)	31,328	(218,296)	471,100	(610,518)	47,550		
HEALTH										
PUBLIC HEALTH										
<u>OPERATING EXPENDITURE</u>										
074201	Public Health - Employee Costs		(133,461)		(11,121)		(10,249)	872	7.84%	
074206	Health - Professional Development		(2,250)		(2,250)		(1,873)	377	16.75%	
074208	Health Control Expenses		(6,000)		(500)		0	500	100.00%	
074209	Legal Expenses		(5,000)		(416)		0	416	100.00%	
076201	Analytical Expenses		(2,000)		(2,000)		(1,020)	980	49.01%	
074210	Administration Allocation - Public Health		(24,398)		(2,033)		(2,853)	(820)	(40.32%)	
074212	Pest Management Expenses		(10,000)		(833)		(927)	(94)	0.00%	
002502	Deprec Of Assets - Health		(35,500)		(2,958)		(3,006)	(48)	(1.63%)	
			(218,609)		(22,111)		(19,928)	2,183		
<u>OPERATING REVENUE</u>										
074331	Legal Expenses Recoup	500		41		0		(41)	(100.00%)	
074332	Health Act Fees,Licences	15,000		1,250		742		(508)	(40.64%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
074333	Fines And Penalties	1,000		83		0		(83)	(100.00%)	
074335	Health Services Recoup	10,000		833		0		(833)	(100.00%)	
		26,500		2,207		742		(1,465)		
TOTAL PUBLIC HEALTH - Operating		26,500	(218,609)	2,207	(22,111)	742	(19,928)	718		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL PUBLIC HEALTH - Capital		0	0	0	0	0	0	0		
TOTAL PUBLIC HEALTH		26,500	(218,609)	2,207	(22,111)	742	(19,928)	718		
<u>OTHER HEALTH</u>										
<u>OPERATING EXPENDITURE</u>										
077201	Alma Beard Centre - Building Maintenance - 8,290 - Garden Maintenance - 10,065 - Operational Expenditure - 14,807		(33,162)		(4,873)		(1,816)	3,057	62.73%	
077202	Alma Beard Medical Centre - Rental - Offset by GL: 077330		(35,000)		(2,916)		0	2,916	100.00%	
077203	Administration Allocation - Other Health		(27,326)		(2,277)		(3,181)	(904)	(39.71%)	
			(95,488)		(10,066)		(4,997)	5,069		
<u>OPERATING REVENUE</u>										
077330	Alma Beard Medical Centre - Rental - Offset by GL: 077202	41,000		3,416		1,531		(1,886)	(55.20%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- Physiotherapy Room Rental - 6,000									
		41,000		3,416		1,531		(1,886)		
	TOTAL OTHER HEALTH - Operating	41,000	(95,488)	3,416	(10,066)	1,531	(4,997)	3,183		
	CAPITAL EXPENDITURE									
077251	Alma Beard Medical Centre - Building		(15,000)		(1,249)		0	1,249		
			(15,000)		(1,249)		0	1,249		
	CAPITAL REVENUE									
		0		0		0		0		
	TOTAL OTHER HEALTH - Capital	0	(15,000)	0	(1,249)	0	0	1,249		
	TOTAL OTHER HEALTH	41,000	(110,488)	3,416	(11,315)	1,531	(4,997)	4,432		
	TOTAL HEALTH	67,500	(329,097)	5,623	(33,426)	2,273	(24,925)	5,150		
	EDUCATION AND WELFARE									
	OPERATING EXPENDITURE									
081100	Aged & Disabled - Other - Operating Expenditure		(5,000)		(416)		(230)	186	44.81%	
081110	Admin Allocation - Other Aged & Disabled		(28,316)		(2,359)		(3,304)	(945)	(40.07%)	
081150	Aged & Disabled - Employee Costs		(34,542)		(2,876)		(3,182)	(306)	(10.65%)	
			(67,858)		(5,651)		(6,716)	(1,065)		
	OPERATING REVENUE									
		0		0		0		0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL EDUCATION AND WELFARE - Operating		0	(67,858)	0	(5,651)	0	(6,716)	(1,065)		
<u>CAPITAL EXPENDITURE</u>										
083300	Aged & Disabled - Other - Capital Expenditure		(12,000)		(1,000)		(220)	780	78.00%	
			(12,000)		(1,000)		(220)	780		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL EDUCATION AND WELFARE - Capital		0	(12,000)	0	(1,000)	0	(220)	780		
TOTAL EDUCATION AND WELFARE		0	(79,858)	0	(6,651)	0	(6,716)	(1,065)		
TOTAL EDUCATION AND WELFARE		0	(79,858)	0	(6,651)	0	(6,716)	(1,065)		
<u>HOUSING</u>										
<u>STAFF HOUSING</u>										
<u>OPERATING EXPENDITURE</u>										
091201	Lot 35; 19A & 19B Clinton Street - Duplex - Building Maintenance - 2,308 - Garden Maintenance - 2,171 - Operational Expenditure - 4,233		(8,712)		(727)		(809)	(82)	(11.31%)	
002602	Deprec Of Assets - Staff Housing		(5,500)		(458)		(441)	17	3.64%	
			(14,212)		(1,185)		(1,251)	(66)		
<u>OPERATING REVENUE</u>										
091330	Shire Owned Housing - Rental Income	10,000		833		720		(113)	(13.57%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
091332	Recoups - Staff Housing	500		41		0		(41)	(100.00%)	
		10,500		874		720		(154)		
	TOTAL STAFF HOUSING - Operating	10,500	(14,212)	874	(1,185)	720	(1,251)	(220)		
	<u>CAPITAL EXPENDITURE</u>									
			0		0		0	0		
	<u>CAPITAL REVENUE</u>									
		0		0		0		0		
	TOTAL STAFF HOUSING - Capital	0	0	0	0	0	0	0		
	TOTAL STAFF HOUSING	10,500	(14,212)	874	(1,185)	720	(1,251)	(220)		
	<u>OTHER HOUSING</u>									
	<u>OPERATING EXPENDITURE</u>									
092203	Butterly House		(2,350)		(196)		(239)	(43)	(21.76%)	
002662	Deprec Of Assets-Housing		(20,000)		(1,666)		(1,662)	4	0.21%	
			(22,350)		(1,862)		(1,901)	(39)		
	<u>OPERATING REVENUE</u>									
		0		0		0		0		
	TOTAL OTHER HOUSING - Operating	0	(22,350)	0	(1,862)	0	(1,901)	(39)		
	<u>CAPITAL EXPENDITURE</u>									
			0		0		0	0		
	<u>CAPITAL REVENUE</u>									
		0		0		0		0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL OTHER HOUSING - Capital	0	0	0	0	0	0	0		
	TOTAL OTHER HOUSING	0	(22,350)	0	(1,862)	0	(1,901)	(39)		
	TOTAL HOUSING	10,500	(36,562)	874	(3,047)	720	(3,152)	(259)		
	<u>COMMUNITY AMMENITIES</u>									
	<u>HOUSEHOLD REFUSE</u>									
	<u>OPERATING EXPENDITURE</u>									
101201	Waste Transfer Station - Maintenance & Operating - Building Maintenance - 4,719 - Garden Maintenance - 16,960 - Operational Expenditure - 4,958		(26,636)		(2,220)		(2,102)	118	5.32%	
101202	Disposal Of Refuse		(40,000)		(3,333)		(1,819)	1,514	45.42%	
101203	Domestic Refuse Collection - Includes fortnightly recycle collection - Mandatory waste collection - 85,000 - Requested Waste Collection - 124,000 - Commercial Collection - 42,000 - Street Bins - 35,000 - Monthly tonnage collection fee - 60,000		(346,000)		(28,833)		(30,033)	(1,200)	(4.16%)	
101204	Administration Allocation - Household Refuse		(28,805)		(2,400)		(3,366)	(966)	(40.25%)	
101207	Waste Transfer Station - Waste Management Contract		(181,000)		(15,083)		(11,458)	3,625	24.03%	
002752	Deprec Of Assets-Rubbish		(5,800)		(483)		(501)	(18)	(3.70%)	
			(628,241)		(52,352)		(49,280)	3,072		
	<u>OPERATING REVENUE</u>									
101330	Domestic Rubbish Collection - Mandatory	109,270		0		0		0	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
101331	- Includes fortnightly recycle collection - 486 collections - 109,270 Commercial Rubbish Collection	23,650		0		0		0	0.00%	
101332	- Includes fortnightly recycle collection - 107 collections - 23,650 Transfer Station Entry Fees - Additional Passes - \$60 per Twelve Passes - \$30 per Six passes - \$5 per single pass	1,500		125		5		(120)	(96.00%)	
101333	Waste Transfer Station Maintenance - Minimum Rate - 3,081 Assessments @ \$85 per assessment	246,480		0		(14,870)		(14,870)	0.00%	
101334	Domestic Rubbish Collection - Additional - Includes fortnightly recycle collection - 1,252 collections - 278,960	287,960		0		0		0	0.00%	
		668,860		125		(14,865)		(14,990)		
TOTAL HOUSEHOLD REFUSE - Operating		668,860	(628,241)	125	(52,352)	(14,865)	(49,280)	(11,918)		
<u>CAPITAL EXPENDITURE</u>										
101252	Transfer To Refuse Reserve - Interest		(2,000)		(166)	0		166	100.00%	
			(2,000)		(166)	0		166		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL HOUSEHOLD REFUSE - Capital		0	(2,000)	0	(166)	0	0	166		
TOTAL HOUSEHOLD REFUSE		668,860	(630,241)	125	(52,518)	(14,865)	(49,280)	(11,752)		
<u>OTHER REFUSE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
OPERATING EXPENDITURE										
102201	Administration Allocation - Other Refuse		(40,517)		(3,376)		(4,720)	(1,344)	(39.82%)	
102202	Tidy Towns Expenditure		(10,000)		(833)		0	833	100.00%	
	- Water Towns Murial - 8,000									
	- Other Expense - 2,000									
102206	Street Bins Collection		(10,000)		(833)		(801)	32	3.89%	
102207	Litter Control - Other		(2,286)		(190)		0	190	100.00%	
	- Parks & Garden - 1,286									
	- Community Cleanup Event - 1,000									
			(62,803)		(5,232)		(5,521)	(289)		
OPERATING REVENUE										
		0		0		0		0		
TOTAL OTHER REFUSE - Operating										
		0	(62,803)	0	(5,232)	0	(5,521)	(289)		
CAPITAL EXPENDITURE										
			0		0		0	0		
CAPITAL REVENUE										
		0		0		0		0		
TOTAL OTHER REFUSE - Capital										
		0	0	0	0	0	0	0		
TOTAL OTHER REFUSE										
		0	(62,803)	0	(5,232)	0	(5,521)	(289)		
COMMUNITY AMMENITIES										
SEWERAGE										
OPERATING EXPENDITURE										
			0		0		0	0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD	
		Revenue	Expense	Revenue	Expense	Revenue	Expense				
OPERATING REVENUE											
		0		0		0		0			
	TOTAL SEWERAGE - Operating	0	0	0	0	0	0	0			
CAPITAL EXPENDITURE											
			0		0		0	0			
CAPITAL REVENUE											
		0		0		0		0			
	TOTAL SEWERAGE - Capital	0	0	0	0	0	0	0			
	TOTAL SEWERAGE	0	0	0	0	0	0	0			
COMMUNITY SPONSORSHIP											
OPERATING EXPENDITURE											
104201	Community Grants & Sponsorships - Discretionary Funds - 5,500 - Moondyne Festival - 10,000 - Toodyay Locals Care - 10,000 - Toodyay Chamber of Commerce - 5,000 - Toodyay Ag Sponsorship as per agreement - 1,000 - Toodyay RSL Sandakan Scholarship - 2,000 - Friends of the River - 1,500 - Noongar Kaakning Aboriginal Corporation - 5,000 - Bindoon Mobile Recovery Campaign - 2,000 - Youthcare - 10,000 - Toodyay Bowling Club - 2,000 - Arts Toodyay - 3,000 - Toodyay Farmers Market - 2,000		(74,500)		0		0	0	0	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
104203	- Toodyay Cricket Club - 2,500 - Butterly Cottage Association - 5,000 - Toodyay Senior Football Club- 2,000 - Bush Poets - 1,000 - Toodyay Car & Motorcycle Show - 1,500 - Fibre Festival - 5,000 Community Contributions - Waiving of Fees for Community Events		(5,000)		(416)		0	416	100.00%	
			(79,500)		(416)		0	416		
<u>OPERATING REVENUE</u>										
104330	Contributions, Donations, Grants & Sponsorships	5,000		416		0		(416)	(100.00%)	
		5,000		416		0		(416)		
TOTAL COMMUNITY SPONSORSHIP - Operating		5,000	(79,500)	416	(416)	0	0	0		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL COMMUNITY SPONSORSHIP - Capital		0	0	0	0	0	0	0		
TOTAL COMMUNITY SPONSORSHIP		5,000	(79,500)	416	(416)	0	0	0		
<u>PROTECTION OF THE ENVIRONMENT</u>										
<u>OPERATING EXPENDITURE</u>										
105204	Environmental Expenditure		(34,500)		(2,875)		0	2,875	100.00%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
105205	- Biodiversity Strategy - 25,000 - Friends of the River - 9,500 Admin Alloc - Environment Protection		(22,664)		(1,888)		(2,648)	(760)	(40.23%)	
			(57,164)		(4,763)		(2,648)	2,115		
<u>OPERATING REVENUE</u>										
		0		0		0		0		
TOTAL PROTECTION OF ENVIRONMENT - Operating		0	(57,164)	0	(4,763)	0	(2,648)	2,115		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL PROTECTION OF ENVIRONMENT - Capital		0	0	0	0	0	0	0		
TOTAL PROTECTION OF ENVIRONMENT		0	(57,164)	0	(4,763)	0	(2,648)	2,115		
<u>TOWN PLANNING</u>										
<u>OPERATING EXPENDITURE</u>										
106201	Town Planning - Employee Costs		(161,083)		(13,422)		(14,764)	(1,342)	(10.00%)	
106205	Town Planning - Professional Development		(2,500)		(208)		0	208	100.00%	
106206	T.Plng Vehicle Expenses		(21,000)		(1,750)		(3,116)	(1,366)	(78.03%)	
106208	Rezoning/Subdivision Expenses		(1,000)		(83)		0	83	100.00%	
106209	T.Plng Other Expenses		(5,000)		(416)		0	416	100.00%	
	- Advertising									
	- Body Camera									
106210	T.Plng Legal Costs		(25,000)		(2,083)		(416)	1,667	80.03%	
106212	Administration Allocation - Town Planning		(43,307)		(3,608)		(5,049)	(1,441)	(39.93%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
106213	Deprec Of Assets - T/P		(9,000)		(750)		(277)	473	63.07%	
			(267,890)		(22,320)		(23,622)	(1,302)		
OPERATING REVENUE										
106332	Subdivision Fees	1,500		125		0		(125)	(100.00%)	
106334	T.Plng Other Fees - 3-6 Dog Applications - Planning Applications - Plan Searches	35,000		2,916		2,248		(668)	(22.92%)	
106341	T.Plng Services Recoup	5,000		416		0		(416)	(100.00%)	
		41,500		3,457		2,248		(1,209)		
TOTAL TOWN PLANNING - Operating		41,500	(267,890)	3,457	(22,320)	2,248	(23,622)	(2,511)		
CAPITAL EXPENDITURE										
			0		0		0	0		
CAPITAL REVENUE										
		0		0		0		0		
TOTAL TOWN PLANNING - Capital		0	0	0	0	0	0	0		
TOTAL TOWN PLANNING		41,500	(267,890)	3,457	(22,320)	2,248	(23,622)	(2,511)		
COMMUNITY AMMENITIES										
OTHER COMMUNITY SERVICES										
OPERATING EXPENDITURE										
107201	Cemetery Maintenance - Building Maintenance - 1,131		(49,116)		(4,094)		(1,275)	2,819	68.85%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
107202	- Parks & Gardens - 31,454 - Operational/Utilities - 6,123 Federation Square Mtce		(13,495)		(1,126)		(472)	654	58.08%	
107204	- Building Maintenance - 2,238 - Parks & Gardens - 11,009 - Operational/Utilities - 248 Toodyay Railway Station		(21,880)		(1,824)		(1,154)	670	36.71%	
	- R015 Railway Lawns & Gardens - 12,838 - R078 Railway Resesrve - 4,789 - Utilities - 4,252									
107205	Street Furniture		(2,435)		(204)		(773)	(569)	(278.68%)	
107206	War Memorial		(32,969)		(2,747)		(1,158)	1,589	57.83%	
	- Building Maintenance - 4,612 - Parks & Gardens - 22,289 - Operational/Utilities - 6,068									
107210	Administration Allocation - Other Community Services		(22,664)		(1,888)		(2,648)	(760)	(40.23%)	
107211	Cemetery Operations - Gravedigging Etc		(16,000)		(1,334)		0	1,334	100.00%	
003502	Depr Of Assets-Amenities		(5,000)		(416)		(339)	77	18.44%	
			(163,559)		(13,633)		(7,819)	5,814		
OPERATING REVENUE										
107331	Cemetery Fees (Inc Gst)	16,000		1,333		0		(1,333)	(100.00%)	
107332	Cemetery Fees (Not Inc Gst)	500		41		0		(41)	(100.00%)	
		16,500		1,374		0		(1,374)		
TOTAL OTHER COMMUNITY - Operating										
		16,500	(163,559)	1,374	(13,633)	0	(7,819)	4,440		
CAPITAL EXPENDITURE										
			0		0		0	0		
CAPITAL REVENUE										
		0		0		0		0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL OTHER COMMUNITY - Capital	0	0	0	0	0	0	0		
	TOTAL OTHER COMMUNITY SERVICES	16,500	(163,559)	1,374	(13,633)	0	(7,819)	4,440		
	TOTAL COMMUNITY AMENITIES	731,860	(1,261,157)	5,372	(98,882)	(12,617)	(88,889)	(7,997)		
RECREATION & CULTURE										
PUBLIC HALLS										
<u>OPERATING EXPENDITURE</u>										
111201	Memorial Hall - Operational & Maintenance Expenditure		(43,503)		(3,625)		(6,893)	(3,268)	(90.16%)	
	- Building Maintenance - 10,700									
	- Operational/Utilities - 32,803									
111202	Morangup Comm Ctre.		(8,049)		(671)		(640)	31	4.64%	
	- Building Maintenance - 5,516									
	- Parks & Gardens - 1,454									
	- Operational/Utilities - 1,440									
111203	Community Ctre		(55,076)		(4,592)		(3,020)	1,572	34.22%	
	- Building Maintenance - 16,480									
	- Parks & Gardens - 10,697									
	- Operational/Utilities - 27,897									
111204	Administration Allocation - Public Halls		(29,254)		(2,437)		(3,407)	(970)	(39.80%)	
161205	Loan 65 - Interest And Charges		(1,658)		(1,525)		(1,163)	362	23.74%	
003522	Deprec Of Assets - Halls		(53,000)		(4,416)		(4,862)	(446)	(10.09%)	
			(190,540)		(17,266)		(19,985)	(2,719)		
<u>OPERATING REVENUE</u>										
111330	Memorial Hall Rentals	3,500		291		127		(164)	(56.26%)	
111332	Community Centre Rentals	45,000		3,750		2,141		(1,609)	(42.89%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
111333	- Silver Chain - 15,000 - Dept Child Protection - 20,000 - Other Rentals - 10,000 Community Centre Recoups	1,500		125		0		(125)	(100.00%)	
		50,000		4,166		2,269		(1,897)		
TOTAL PUBLIC HALLS - Operating		50,000	(190,540)	4,166	(17,266)	2,269	(19,985)	(4,616)		
<u>CAPITAL EXPENDITURE</u>										
111351	Buildings - Public Halls & Civic Centres Q141 - Memorial Hall Internal & External Paint of Bathrooms - 10,000 Q141 - Memorial Hall Sound System, Curtains & Flooring - 28,800 Q129 - Toodyay Community Centre Renewal - 34,500 Q165 - Morangup Community Centre Additions - 380,000		(453,300)		(37,776)	0		37,776	100.00%	▼
111354	Transfer To Morangup Community Centre Development Reserve		(2,000)		(166)	0		166	0.00%	
161256	Loan 65 - Principal - Community Centre, Stirling Terrace		(12,161)		(6,081)	(5,777)		304	5.00%	
			(467,461)		(44,023)	(5,777)		38,246		
<u>CAPITAL REVENUE</u>										
111360	Transfer From Community Development Reserve	348,981		29,081		0		(29,081)	(100.00%)	▼
		348,981		29,081		0		(29,081)		
TOTAL PUBLIC HALLS - Capital		348,981	(467,461)	29,081	(44,023)	0	(5,777)	9,165		
TOTAL PUBLIC HALLS		398,981	(658,001)	33,247	(61,289)	2,269	(25,762)	4,549		
<u>RECREATION & CULTURE</u>										
<u>RECREATION & SPORT</u>										
<u>OPERATING EXPENDITURE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
113201	Toodyay Showgrounds - Building Maintenance - 32,166 - Parks & Gardens - 90,743 - Operational/Utilities - 32,535 - Seating at Youth Hall - 4,000		(159,444)		(13,292)		(17,726)	(4,434)	(33.36%)	
113202	Toodyay Race Course		(1,070)		(89)		(2,153)	(2,064)	(2318.84%)	
113203	Newcastle Park - Building Maintenance - 2,381 - Parks & Gardens - 22,667 - Operational/Utilities - 1,232		(26,280)		(2,189)		(1,510)	679	31.02%	
113204	Charcoal Lane Public Convenience - Building Maintenance - 8,027 - Operational/Utilities - 10,371		(18,398)		(1,533)		(727)	806	52.59%	
113206	Parks & Gardens Depot - Building Maintenance - 2,384 - Parks & Gardens - 1,665 - Operational/Utilities - 1,900		(5,948)		(494)		(230)	264	53.50%	
113207	Pioneer Arboretum		(11,370)		(947)		(1,238)	(291)	(30.70%)	
113208	Railway Wagon Reserve No. 35142 (Info Bay)		(9,702)		(808)		(464)	344	42.61%	
113210	Wilson Street (Parking) Reserve		(2,407)		(201)		0	201	100.00%	
113212	Pelham Reserve - Building Maintenance - 1,082 - Reserve Works - 6,500 - Operational/Utilities - 10,493		(18,078)		(1,507)		(829)	678	44.97%	
113213	Duidgee & Stirling Parks - Parks & Gardens - 58,230 - Building Maintenance - 11,366 - Lighting Upgrade to Skate Park - 3,500 - Operational/Utilities - 9,665		(82,760)		(6,898)		(4,977)	1,921	27.85%	
113214	Misc Sports Club Facilities - Building Maintenance - 5,505 - Other - 750		(6,255)		(522)		(1,170)	(648)	(124.17%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
113215	Other Shire Parks & Gardens		(20,435)		(1,705)		(65)	1,640	96.17%	
113221	Admin Allocation - Recreation & Sport		(57,091)		(4,757)		(6,670)	(1,913)	(40.22%)	
113227	Youth Engagement - Expenditure		(9,500)		(791)		(225)	566	71.55%	
	- Holiday Program - 5,000									
	- Early Years Network - 4,500									
113228	Community Expenditure - Sport & Rec		(2,500)		(208)		0	208	100.00%	
	- Toodyay Corporate Sports Challenge									
113229	Other Recreation & Sport - Employee Costs		(62,266)		(5,188)		(5,635)	(447)	(8.62%)	
161214	Loan 72 - Interest - Land -Rec Centre		(37,307)		(3,108)		(2,675)	433	13.92%	
161215	Loan 73 - Interest - Tennis & basketball Cts		(288)		(23)		(67)	(44)	(192.17%)	
161217	Loan 75 - Interest - Recreation Precinct		(178,510)		(83)		0	83	0.00%	
003792	Deprec of Assets - Sport		(145,000)		(12,083)		(11,930)	153	1.27%	
			(854,609)		(56,426)		(58,291)	(1,865)		
OPERATING REVENUE										
113330	Showground Rental	5,000		416		0		(416)	(100.00%)	
113332	Club Leases	1,000		83		0		(83)	(100.00%)	
113335	Clubs Insurance	3,750		312		0		(312)	(100.00%)	
113351	Grants & Contributions Income	1,000		83		0		(83)	(100.00%)	
113357	Toodyay Race Club - Reimbursement/S	3,500		291		0		(291)	(100.00%)	
113362	Recreation Precinct Contributions	5,575,425		0		0		0	0.00%	
	- Bendigo Bank Contribution - 100,000									
	- Swimming Pool Action Funds - 120,260									
	- BBRF Grant Funding - 3,790,165									
	- CSRFF Grant- 675,000									
	- Lotterywest - 890,000									
113364	Old Parks & Gardens Lease	0		0		(1,250)		(1,250)		
		5,589,675		1,185		(1,250)	0	(2,435)		
TOTAL REC & SPORT - Operating										
		5,589,675	(854,609)	1,185	(56,426)	(1,250)	(58,291)	(4,300)		
CAPITAL EXPENDITURE										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
113256	Duidgee / Stirling Park Upgrade - Infrastructure Q177 - Duidgee Park Toilet Upgrade - 90,000		(90,000)		(7,500)		0	7,500	100.00%	▼
113262	Buildings - Sport & Recreation Q192 - Parks & Gardens Depot Upgrade - 20,000 Q203 - Toodyay Club Kitchen Upgrade - 21,400 Q199 - Recreation Precinct Buildings - 4,635,009		(4,676,409)		(389,701)		0	389,701	100.00%	▼
113263	Infrastructure - Parks & Recreation Q159 - Recreation Precinct Infrastructure - 8,942,019 Q204 - Toodyay Club Lighting & Paving - 34,030		(8,976,049)		(748,004)		(21,279)	726,725	97.16%	▼
113270	Showgrounds - Pavilion Q200 - Grandstand Change Room Upgrades - 10,000		(10,000)		(833)		0	833	100.00%	
113274	Transfer To Swimming Pool Reserve - Interest		(2,000)		(166)		0	166	100.00%	
113275	Transfer To Recreation Development Reserve - Interest		(15,000)		(1,250)		0	1,250	0.00%	
113277	Transfer To Asset Replacement Reserve		(10,000)		(833)		0	833	0.00%	
161262	Loan 72 - Principal - Recreation Precinct Land		(41,512)		(3,459)		0	3,459	0.00%	
161263	Loan 73 - Principal Payments - Multi Purpose Courts		(10,189)		(849)		0	849	100.00%	
161271	Loan 75 - Principal - Recreation Precinct		(150,492)		(12,541)		0	12,541	0.00%	
			(13,981,651)		(1,165,136)		(21,279)	1,143,857		
CAPITAL REVENUE										
113350	Transfer From Recreation Development Reserve	1,701,552		141,796		0		(141,796)	0.00%	
113359	Transfer From Swimming Pool Reserve	110,691		9,224		0		(9,224)	0.00%	
113360	Loan Income - Multi Purpose Recreation Facility	4,500,000		375,000		0		(375,000)	0.00%	
		6,312,243		526,020		0		(526,020)		
TOTAL REC & SPORT - Capital		6,312,243	(13,981,651)	526,020	(1,165,136)	0	(21,279)	617,837		
TOTAL RECREATION & SPORT		11,901,918	(14,836,260)	527,205	(1,221,562)	(1,250)	(79,570)	613,537		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>RECREATION & CULTURE</u>										
<u>LIBRARIES</u>										
<u>OPERATING EXPENDITURE</u>										
115201	Library - Employee Costs		(166,404)		(19,689)		(18,954)	735	3.73%	
115204	Library - Professional Development - WA Libraries Conference		(5,702)		(475)		(28)	447	94.20%	
115205	Library Operating Expenses - Stationery & Staff Amenities - Telephone Charges - State Library of WA - Solar Panel Leasing		(16,971)		(1,414)		(1,158)	256	18.09%	
115206	Library Bldg. Maintenance - Building Maintenance - 12,962 - Parks & Gardens - 2,065 - Utilities & Insurance - 18,115		(33,142)		(2,763)		(2,498)	265	9.58%	
115207	Library Office Equipment - Refurbish Existing Furniture - New Moveable Book Shelves		(10,630)		(885)		(113)	772	87.26%	
115208	Library Book Purchases		(3,000)		(250)		0	250	100.00%	
115210	Administration Allocation - Library		(28,510)		(2,375)		(3,325)	(950)	(39.99%)	
115211	Library - Events - Author Talks x 4 Events - 2,500		(2,500)		(208)		0	208	100.00%	
161209	Loan 67 - Interest And Charges		(15,033)		(1,252)		(862)	390	31.16%	
161211	Loan 69 - Interest And Charges		(1,972)		(164)		(220)	(56)	(33.95%)	
004072	Deprec Of Assets-Library		(19,000)		(1,583)		(1,608)	(25)	(1.61%)	
			(302,864)		(31,058)		(28,765)	2,293		
<u>OPERATING REVENUE</u>										
115334	Library Income/Revenue	3,500		291		212		(79)	(27.24%)	
		3,500		291		212		(79)		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL LIBRARIES - Operating		3,500	(302,864)	291	(31,058)	212	(28,765)	2,213		
<u>CAPITAL EXPENDITURE</u>										
115250	Buildings - Library J038 - Library Brick Repairs - 5,500 J067 - Replace Carpets in Main Library Reception - 6,000		(11,500)		(958)		0	958	100.00%	
161258	Loan 67 Principal - Library Upgrade 1		(38,951)		(3,245)		0	3,245	100.00%	
161261	Loan 69 Principal - Library Upgrade 2		(35,079)		(2,923)		0	2,923	100.00%	
			(85,530)		(7,126)		0	7,126		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL LIBRARIES - Capital		0	(85,530)	0	(7,126)	0	0	7,126		
TOTAL LIBRARIES		3,500	(388,394)	291	(38,184)	212	(28,765)	9,339		
<u>RECREATION & CULTURE</u>										
<u>HERITAGE</u>										
<u>OPERATING EXPENDITURE</u>										
116201	Museum (Gaol) Maintenance - Parks & Gardens - 10,904 - Building Maintenance - 31,421 - Utilities & Insurance - 12,973		(55,299)		(9,191)		(5,723)	3,468	37.74%	
116202	Museum Volunteers		(5,950)		(495)		(452)	44	8.79%	
116203	Museum Displays - Goal Signage - 2,600 - Goal Exhibitions - 2,500		(10,000)		(833)		(1,200)	(367)	(44.06%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
116209	- Trade Cell Upgrades - 4,900 Mus. - Marketing/Promotion		(2,000)		(166)		0	166	100.00%	
116210	Heritage - Preservation & Conservation - Restoration of Tractor		(1,200)		(100)		0	100	100.00%	
116212	Heritage - Employee Costs		(77,361)		(6,445)		(6,851)	(406)	(6.30%)	
116217	Heritage Advisory Services		(10,000)		(833)		0	833	100.00%	
116218	Administration Allocation - Heritage		(34,642)		(2,886)		(4,043)	(1,157)	(40.10%)	
116219	Cultural Heritage Interp Works - Interpretive Museum Project - 5,000 - Connors Mill 150th - 2,000		(7,000)		(583)		(154)	429	73.63%	
116221	Museum Operating Expenses - Subscriptions - 341 - Conservation Materials & Education Resources- 5,000 - Disposal of Agricultural Artefacts - 1,000 - Public Engagement Events - 1,000 - Office Equipment & Stationary - 3,400		(12,439)		(1,036)		(2,228)	(1,192)	(115.03%)	
			(215,891)		(22,568)		(20,650)	1,918		
OPERATING REVENUE										
116330	Lotterywest Grants - Museum Q156 Roof Repair - New Shingles to Old Gaol - 189,000 Convict Depot Walk - 8,000	197,000		16,416		0		(16,416)	0.00%	
116332	Admissions To Museum	13,000		1,083		1,550		467	43.08%	
		210,000		17,499		1,550		(15,949)		
TOTAL HERITAGE - Operating		210,000	(215,891)	17,499	(22,568)	1,550	(20,650)	(14,031)		
CAPITAL EXPENDITURE										
117252	Upgrade To Heritage Buildings Q156 Roof Structure Repairs & Drainage Old Gaol - 359,291 Convict Depot Walk - 16,000		(390,291)		(32,524)		(6,108)	26,416	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
117254	Q134 - Parkers Cottage Structure Survey- 10,000 Q135 - Donegan Cottage Structural Survey- 5,000 Transfer To Heritage Asset Reserve		(500)		(41)		0	41	100.00%	
			(390,791)		(32,565)		(6,108)	26,457		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL HERITAGE - Capital		0	(390,791)	0	(32,565)	0	(6,108)	26,457		
TOTAL HERITAGE		210,000	(606,682)	17,499	(55,133)	1,550	(26,758)	12,425		
<u>RECREATION & CULTURE</u>										
<u>CULTURE</u>										
<u>OPERATING EXPENDITURE</u>										
113209	Toodyay St Aboriginal Reserve		(3,669)		(305)		(276)	29	9.41%	
117201	Small Events		(9,800)		(817)		(7)	810	99.12%	
	- Twilight Movies In The Park - 2,380									
	- Water Filled Barrier Fencing for Events - 2,639									
	- Other - 7,120									
117202	Avon Descent		(16,400)		(16,400)		(10,747)	5,653	34.47%	▼
	- Event Preparations - 5,400									
	- NADA sponsorship - 10,000									
	- Other - 1,000									
117203	Aust. Day Celebrations		(9,300)		(775)		(540)	235	30.32%	
	- Community Breakfast, Citizenship Ceremony									
117204	Donegan'S Cottage - Showgrounds		(8,094)		(675)		(273)	402	59.51%	
117205	Parkers Cottage		(7,300)		(608)		(627)	(19)	(3.17%)	
117206	Moondyne Festival		(1,676)		(140)		0	140	100.00%	
117207	Toodyay International Food Festival		(58,000)		(364)		(403)	(39)	(10.64%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- IFF Event Expenses - 51,200									
	- EMRC Admin Fee - 5,000									
	- Event Preparations - 1,766									
117208	Targa West		(5,072)		0		(1,099)	(1,099)	0.00%	
117210	Toodyay Ag Show		(7,500)		0		0	0	0.00%	
	- Waste Mgmt, Toilet & Generator Hire									
	- Event Preparations									
117211	Christmas Decorations		(8,500)		0		0	0	0.00%	
117212	Toodyay Races		(4,041)		0		0	0	0.00%	
	- Insurance (Reimbursed) GL; 113357									
117213	Community Grants & Sponsorships - Culture		(2,500)		(208)		0	208	100.00%	
	- Volunteer Recognition Event - 1,000									
	- Senior's Week - 1,000									
	- Other - 500									
117214	Administration Allocation - Culture		(33,844)		(2,820)		(3,941)	(1,121)	(39.74%)	
117215	Anzac Commemoration - Expenditure		(2,000)		(166)		0	166	100.00%	
	- Gunfire Breakfast & Anzac Day									
117216	Reconciliation Action		(1,000)		(83)		0	83	100.00%	
004222	Depreciation - Assets - Culture		(25,000)		(2,083)		(2,053)	30	1.45%	
			(203,696)		(25,444)		(19,966)	5,478		
OPERATING REVENUE										
117332	Grant Income	33,000		2,750		0		(2,750)	(100.00%)	
	- EMRC - Avon/IFF Festival - 30,000									
	- Thank a volunteer Day - 1,000									
	- Senior's Week - 1,000									
	- Other - 1,000									
117333	Sponsorship - International Food Festival	2,500		208		0		(208)	(100.00%)	
117334	International Food Festival - Stallholder Fee	8,000		8,000		5,104		(2,896)	(36.19%)	
117335	Events - Other Income	3,000		250		0		(250)	(100.00%)	
		46,500		11,208		5,104		(6,104)		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL CULTURE - Operating		46,500	(203,696)	11,208	(25,444)	5,104	(19,966)	(626)		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL CULTURE - Capital		0	0	0	0	0	0	0		
TOTAL CULTURE		46,500	(203,696)	11,208	(25,444)	5,104	(19,966)	(626)		
TOTAL RECREATION & CULTURE		12,560,899	(16,693,033)	589,450	(1,401,612)	7,884	(180,822)	639,225		
<u>TRANSPORT</u>										
<u>CONSTRUCTION</u>										
<u>OPERATING EXPENDITURE</u>										
121201	Crossover Contributions		(5,000)		(416)		0	416	100.00%	
121205	Plant - Leasing Expenses		(163,300)		(13,608)		(7,372)	6,236	45.83%	
	- Lease of Grader & Truck									
121214	Survey ,Design & Audits		(101,000)		(8,416)		(3,638)	4,778	56.77%	
	- Survey & Design - 65,000									
	- Riverside Walkway Development Survey and Design - 30,000									
	- Wheatbelt Secondary Freight Route Contrubution - 6,000									
121216	Administration Allocation - Transport Construction		(55,381)		(4,615)		(6,465)	(1,850)	(40.09%)	
161212	Loan 70 - Interest & Charges - Footbridge		(1,618)		(134)		(142)	(8)	(6.08%)	
161213	Loan 71 - Interest & Charges - Depot		(30,093)		(2,507)		(2,141)	366	14.61%	
004670	Deprec - Transport Assets		(3,375,000)		(281,250)		(271,111)	10,139	3.60%	
			(3,731,392)		(310,946)		(290,869)	20,077		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
OPERATING REVENUE										
121334	Regional Roads Group (Project) Grants A0012 - Lovers Lane - Widen, Reconstruct & Seal - 264,500 A0004 - Julimar Road- Widen - 166,085 A0197 - Toodyay Bindi Bindi Rd - Widen & Reseal - 166,674 A0001 - Bejoording Rd - Widen & Reseal - 219,960	923,219		76,934		0		(76,934)	(100.00%)	▼
121337	Roads To Recovery Grants B0011 - Toodyay Street - Upgrade inc Footpath - 286,720 B0002 - Bejoording/Nunile Rd - Intersection Upgrade - 155,000 B0121 - Dreyer Rd - Drainage, Construct & Seal - 89,100	530,820		44,235		0		(44,235)	(100.00%)	▼
		1,454,039		121,169		0		(121,169)		
TOTAL CONSTRUCTION - Operating		1,454,039	(3,731,392)	121,169	(310,946)	0	(290,869)	(101,092)		
CAPITAL EXPENDITURE										
121211	Regional Road Group Projects - Grant Funded A0012 - Lovers Lane - Widen, Reconstruct & Seal - 396,750 A0004 - Julimar Road- Widen - 249,127 A0197 - Toodyay Bindi Bindi Rd - Widen & Reseal - 252,010 A0001 - Bejoording Rd - Widen & Reseal - 329,940		(1,227,827)		(102,318)		(27,849)	74,469	72.78%	▼
121212	Roads To Recovery - Grant Works B0011 - Toodyay Street - Upgrade inc Footpath - 286,720 B0002 - Bejoording/Nunile Rd - Intersection Upgrade - 155,000 B0121 - Dreyer Rd - Drainage, Construct & Seal - 89,100		(530,820)		(44,235)		0	44,235	100.00%	▼
121213	Road Construction - Own Resources D0150 - Sinclair Place - Drainage, Construct & Seal - 103,950 D0010 - River Rd - Seal - 161,788 D0062 - Rosedale/Fiennes St - Safety Improvements - 10,000 J073 - Recreation Precinct - Firebreak Construction - 80,000 D0126 - Hamersley St - Level Crossing - 120,000 D0244 - Fifth Rd - Construct & Seal - 46,200		(624,638)		(52,060)		(15,457)	36,603	70.31%	▼

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
121215	D0020 - Folewood Rd - Reseal - 32,500 D0198 - Harvester Dr - Reseal - 70,200 Bridges & Culverts Works		(374,733)		(31,227)		0	31,227	0.00%	
122202	Telegraph Road Bridge Works Purchase Of Plant & Equipment 1TJR183 - Canopy for Side Tip Trailer - 35,000 T0002 - Canopy for Ranger Ute - 20,000 T0013 - Mitsubishi Triton - 45,000 1EPF060 - Ford Ranger CESM - 60,000 Mechanics Truck Fit Out - 10,000 Single Axle Dolly - 3,500 Auger Drive - Track Loader - 4,000 Air Operated Oil Pumps with Digital Control Valves & Drip Trays - 28,346 Community Bus - 63,425		(269,271)		(22,439)		0	22,439	100.00%	▼
122203	Transfer To Plant Replacement Reserve - Interest		(4,000)		(333)		0	333	100.00%	
122205	Transfer To Road Contribution Reserve - Interest & 70,000		(75,000)		(6,250)		0	6,250	100.00%	▼
122211	Transfer To Newcastle Footbridge Reserve - Interest		(500)		(41)		0	41	100.00%	
122214	Transfer To Community Bus Reserve		(1,000)		(83)		0	83	100.00%	
161269	Loan 70 - Principal Payment		(15,021)		(1,251)		0	1,251	100.00%	
161270	Loan 71 - Principal Payment - Depot		(34,480)		(2,873)		0	2,873	100.00%	
			(3,157,290)		(263,110)		(43,307)	219,803		
CAPITAL REVENUE										
121348	Transfer From Road Contribution Reserve	177,000		14,750		0		(14,750)	(100.00%)	▼
122330	Sale Of Plant & Equipment T0006 JCB 436ZX FE Loader - 70,000 T6098 - Dynapac Vibrating Roller - 30,000 T0013 - Mitsubishi Triton Ute - 8,000	108,000		9,000		0		(9,000)	(100.00%)	▼
122338	Transfer From Community Bus Reserve	63,425		5,285		0		(5,285)	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
		348,425		29,035		0		(29,035)		
	TOTAL CONSTRUCTION - Capital	348,425	(3,157,290)	29,035	(263,110)	0	(43,307)	190,768		
	TOTAL CONSTRUCTION	1,802,464	(6,888,682)	150,204	(574,056)	0	(334,176)	89,676		
	<u>TRANSPORT</u>									
	<u>MAINTENANCE</u>									
	<u>OPERATING EXPENDITURE</u>									
123201	Road Maintenance		(1,004,817)		(83,731)		(97,865)	(14,134)	(16.88%)	▲
123202	Bridge Maintenance		(182,815)		(15,233)		0	15,233	100.00%	▼
	- Bridge Maintenance - 110,500									
	- Newcastle Footbridge Maintenance - 3,315									
	- Ringa Bridge - Fencing & Signage - 13,000									
	- Repairs to Duke Street Pedestrian Bridge - 56,000									
123205	Footpath Maintenance		(15,000)		(1,250)		(1,831)	(581)	(46.47%)	
123206	Lighting Of Streets		(40,000)		(3,333)		(3,256)	77	2.32%	
123207	Road Verge Spraying - Contract		(35,000)		(2,916)		0	2,916	100.00%	
123208	Admin Allocation - Transport Maintenance		(46,885)		(3,907)		(5,480)	(1,573)	(40.26%)	
123209	Depot Maintenance		(75,052)		(9,658)		(10,185)	(527)	(5.46%)	
	- Building Maintenance									
	- Parks & Gardens Maintenance 12,380									
	- Utilities & Insurance									
123210	Roman li		(7,723)		(7,723)		(7,723)	(0)	(0.00%)	
	- Subscription & Pocket RAMM									
123211	Bridge Insurance		(60,000)		(30,000)		(27,382)	2,618	8.73%	
123212	Signage		(5,000)		(416)		(275)	141	33.89%	
123214	Verge Maintenance		(67,387)		(5,616)		(3,603)	2,013	35.85%	
004870	Deprec Of Assets - Maint		(105,000)		(8,750)		(8,763)	(13)	(0.14%)	
			(1,644,679)		(172,533)		(166,362)	6,171		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>OPERATING REVENUE</u>										
123330	MRWA Street Light Subsidy	1,500		125		0		(125)	(100.00%)	▼
123331	Operating Grants - Roads	137,714		0		0		0	0.00%	
123333	Road Maintenance Contributions	75,000		6,250		0		(6,250)	(100.00%)	
		214,214		6,375		0		(6,375)		
TOTAL MAINTENANCE - Operating		214,214	(1,644,679)	6,375	(172,533)	0	(166,362)	(204)		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL MAINTENANCE - Capital		0	0	0	0	0	0	0		
TOTAL MAINTENANCE		214,214	(1,644,679)	6,375	(172,533)	0	(166,362)	(204)		
TOTAL TRANSPORT		2,016,678	(8,533,361)	156,579	(746,589)	0	(500,538)	89,472		
<u>ECONOMIC SERVICES</u>										
<u>RURAL SERVICES</u>										
<u>OPERATING EXPENDITURE</u>										
131208	Administration Allocation - Rural Services		(22,593)		(1,882)		(2,627)	(745)	(39.59%)	
131210	Rural Street Addressing		(1,000)		(83)		0	83	100.00%	
			(23,593)		(1,965)		(2,627)	(662)		
<u>OPERATING REVENUE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
131334	Rural Street Addressing	500		41		32		(9)	(22.39%)	
		500		41		32		(9)		
TOTAL RURAL SERVICES - Operating		500	(23,593)	41	(1,965)	32	(2,627)	(671)		
CAPITAL EXPENDITURE										
			0		0		0	0		
CAPITAL REVENUE										
		0		0		0		0		
TOTAL RURAL SERVICES - Capital		0	0	0	0	0	0	0		
TOTAL RURAL SERVICES		500	(23,593)	41	(1,965)	32	(2,627)	(671)		
<u>ECONOMIC SERVICES</u>										
<u>TOURISM & AREA PROMOTION</u>										
<u>OPERATING EXPENDITURE</u>										
132201	Visitor Centre - Employee Costs		(136,942)		(16,460)		(15,778)	682	4.14%	
132204	Visitor Centre - Professional Development		(2,500)		(208)		(160)	48	23.08%	
132207	Visitor Centre - Printing & Stationery		(2,000)		(166)		(189)	(23)	(13.92%)	
132208	Postage (V.C.)		(1,500)		(125)		0	125	100.00%	
132210	Telephone/Internet Costs (V.C.)		(2,500)		(208)		(166)	42	20.39%	
132212	Other V/C Office Expenses		(14,350)		(1,195)		(263)	932	77.99%	
132213	Connors Mill Bldg. Operation (V.C.)		(21,612)		(1,800)		(1,927)	(127)	(7.05%)	
	- Building Maintenance - 6,585									
	- Utilities, Insurance etc - 12,127									
	- Repairs to Grindstone & Milling Equipment - 2,900									
132214	Visitors Ctre. Bldg. Operation		(44,555)		(3,713)		(5,685)	(1,972)	(53.10%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- Building Maintenance - 17,578 - Parks & Gardens Maintenance - 12,042 - Utilities, Insurance etc - 14,935									
132215	Memberships Affiliated Bodies		(2,200)		(183)		(1,663)	(1,480)	(808.59%)	
132221	Tourist Information Bay		(4,243)		(355)		0	355	100.00%	
132222	Transwa Ticket Sales		(5,000)		(416)		0	416	100.00%	
132224	Floor Stock Purchases		(25,000)		(2,083)		(289)	1,794	86.11%	
132229	Administration Allocation - Tourism		(34,571)		(2,880)		(4,043)	(1,163)	(40.39%)	
005502	Deprec Of Assets-Tourism		(48,000)		(4,000)		(4,016)	(16)	(0.39%)	
161204	Loan 64 - Interest And Charges		(2,440)		(202)		(155)	47	23.49%	
			(347,413)		(33,994)		(34,333)	(339)		
OPERATING REVENUE										
132330	Admissions Connors Mill	8,500		708		996		288	40.74%	
132332	Floor Stock Sales	35,000		2,916		2,805		(111)	(3.82%)	
132333	Other Visitor Ctre Income	500		41		0		(41)	(100.00%)	
132334	Membership Fees	4,000		333		0		(333)	(100.00%)	
132338	Transwa Ticket Sales	7,000		583		695		112	19.27%	
		55,000		4,581		4,496		(85)		
TOTAL TOURISM & AREA PROMO - Operating		55,000	(347,413)	4,581	(33,994)	4,496	(34,333)	(423)		
CAPITAL EXPENDITURE										
161255	Loan No. 64 - Principal Payments - Visitor Centre		(18,683)		(1,556)		0	1,556	100.00%	
			(18,683)		(1,556)		0	1,556		
CAPITAL REVENUE										
		0		0		0		0		
TOTAL TOURISM & AREA PROMO - Capital		0	(18,683)	0	(1,556)	0	0	1,556		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL TOURISM & AREA PROMOTION		55,000	(366,096)	4,581	(35,550)	4,496	(34,333)	1,133		
<u>ECONOMIC SERVICES</u>										
<u>OTHER TOURISM & AREA PROMOTION</u>										
<u>OPERATING EXPENDITURE</u>										
132230	Area Promotion Advertising - Area Promotion Advertising - 35,000		(35,000)		(2,916)		(3,588)	(672)	(23.06%)	
132233	Signs - Tourism, Events & Other - Banners in Stirling Tce - 1,000 - Event Board Signage Upgrades - 5,000 - Events, Festivals and Tourism Signage - 3,000		(9,000)		(750)		0	750	100.00%	
132236	Area Promotion - Employee Expenses		(90,239)		(9,611)		(10,695)	(1,084)	(11.28%)	
			(134,239)		(13,277)		(14,283)	(1,006)		
<u>OPERATING REVENUE</u>										
132351	Community Directory	3,000		250		0		(250)	(100.00%)	
132352	Grants, Contributions & Sponsorships - Valley for All Seasons	3,000		250		0		(250)	(100.00%)	
132359	Income - Other Tourism & Area Promotion	3,500		291		0		(291)	(100.00%)	
		9,500		791		0		(791)		
TOTAL OTHER TOURISM & AREA PROMO - Operating		9,500	(134,239)	791	(13,277)	0	(14,283)	(1,797)		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL OTHER TOURISM & AREA PROMO - Capital		0	0	0	0	0	0	0		
TOTAL OTHER TOURISM & AREA PROMO		9,500	(134,239)	791	(13,277)	0	(14,283)	(1,797)		
<u>BUILDING SERVICES</u>										
<u>OPERATING EXPENDITURE</u>										
133201	Building - Employee Costs		(192,214)		(21,782)		(20,462)	1,320	6.06%	
133204	Building - Professional Development		(5,250)		(437)		(669)	(232)	(53.11%)	
133206	Bldg Vehicles Expenses		(12,000)		(1,000)		(1,828)	(828)	(82.78%)	
133207	Building Control Expenses - Additional Tools		(3,000)		(250)		(99)	151	60.37%	
133208	Legal Expenses - Bldg.		(1,000)		(83)		0	83	100.00%	
133209	Administration Allocation - Building		(40,898)		(3,408)		(4,782)	(1,374)	(40.32%)	
133211	Depreciation Of Assets		(9,000)		(750)		(973)	(223)	(29.76%)	
133212	Emergency Building Works		(5,000)		(416)		0	416	100.00%	
			(268,362)		(28,126)		(28,813)	(687)		
<u>OPERATING REVENUE</u>										
133333	Building Licences	30,000		2,500		2,272		(228)	(9.13%)	
133334	Building Fees - Other	2,500		208		0		(208)	(100.00%)	
133336	Building Services Recoups	10,000		833		0		(833)	0.00%	
		42,500		3,541		2,272		(1,269)		
TOTAL BUILDING SERVICES (Operating)		42,500	(268,362)	3,541	(28,126)	2,272	(28,813)	(1,956)		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		
<u>CAPITAL REVENUE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
		0		0		0		0		
	TOTAL BUILDING SERVICES - Capital	0	0	0	0	0	0	0		
	TOTAL BUILDING SERVICES	42,500	(268,362)	3,541	(28,126)	2,272	(28,813)	(1,956)		
<u>ECONOMIC SERVICES</u>										
<u>COMMUNITY DEVELOPMENT</u>										
<u>OPERATING EXPENDITURE</u>										
136201	Community Development - Salaries & Wages		(166,585)		(13,881)		(11,979)	1,902	13.70%	
136204	Community Development - Professional Development		(4,500)		(4,500)		(2,833)	1,667	37.04%	
136205	Administration Allocation - Community Development		(40,021)		(3,335)		(4,679)	(1,344)	(40.31%)	
136206	Community Depot - Maintenance & Operations - Utilities & Operations - 3,500 - Parks & Gardens - 14,223		(17,723)		(1,477)		(1,441)	36	2.44%	
136207	Economic Development Vehicle Expense		(6,500)		(541)		(1,434)	(893)	(164.99%)	
136208	Community Development - Other Expenditure - Furnishings - 1,600		(1,600)		(133)		0	133	100.00%	
136209	Volunteer Expenses		(3,000)		(250)		0	250	100.00%	
			(239,929)		(24,117)		(22,366)	1,751		
<u>OPERATING REVENUE</u>										
136301	Community Depot - Income/Revenue - Lease Agreements	6,000		500		0		(500)	(100.00%)	
		6,000		500		0		(500)		
	Total Community Development - Operating	6,000	(239,929)	500	(24,117)	0	(22,366)	1,251		
<u>CAPITAL EXPENDITURE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
			0		0		0	0		
	<u>CAPITAL REVENUE</u>									
		0		0		0		0		
	Total Community Development - Capital	0	0	0	0	0	0	0		
	TOTAL COMMUNITY DEVELOPMENT	6,000	(239,929)	500	(24,117)	0	(22,366)	1,251		0
	<u>OTHER ECONOMIC SERVICES</u>									
	<u>OPERATING EXPENDITURE</u>									
137201	Administration Allocation - Other Economic Services		(103,297)		(8,608)		(12,047)	(3,439)		(39.96%)
137202	Standpipe - Northam Toodyay Road		(95,000)		(13,917)		(16,138)	(2,221)		(15.96%)
137203	Sale Costs - Shire Owned Assets		(15,000)		(1,250)		0	1,250		0.00%
	- Telegraph Road - 3,500 (including subdivision costs)									
	- Jubilee Street - 3,250									
	- Jubilee Street - 3,250									
	- Duke Street - 5,000									
137208	Deprec Of Assets		(9,000)		(750)		(706)	44		5.90%
137213	Loss On Sale Of Assets - Economic Development		(35,000)		(2,916)		0	2,916		100.00%
			(257,297)		(27,441)		(28,891)	(1,450)		
	<u>OPERATING REVENUE</u>									
005853	Profit On Sale Of Assets - Other Economic Services	60,664		5,055		0		(5,055)		0.00%
137330	Standpipes	105,000		8,750		3,902		(4,848)		(55.41%)
137331	Extractive Industry Licences	15,000		0		0		0		0.00%
		180,664		13,805		3,902		(9,903)		
	TOTAL OTHER ECONOMIC SERVICES (Operating)	180,664	(257,297)	13,805	(27,441)	3,902	(28,891)	(11,353)		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>CAPITAL EXPENDITURE</u>										
137255	Other Infrastructure - Other Economic Services Q206 - Community Standpipe & Controller - 15,000		(15,000)		(1,250)		0	1,250	100.00%	▲
			(15,000)		(1,250)		0	1,250		
<u>CAPITAL REVENUE</u>										
137349	Sale Of Land - BLG030 Telegraph Road - 240,000 - L002 Jubilee Street - 70,000 - L002 Jubilee Street - 70,000 - Duke Street - 85,000	465,000		0		0		0	0.00%	
		465,000		0		0		0		
TOTAL OTHER ECONOMIC SERVICES (Capital)		465,000	(15,000)	0	(1,250)	0	0	1,250		
TOTAL OTHER ECONOMIC SERVICES		645,664	(272,297)	13,805	(28,691)	3,902	(28,891)	(10,103)	0	
TOTAL ECONOMIC SERVICES		759,164	(1,304,516)	23,259	(131,726)	10,702	(131,314)	(12,145)		
<u>OTHER PROPERTY & SERVICES</u>										
<u>PRIVATE WORKS</u>										
<u>OPERATING EXPENDITURE</u>										
141201	Private Works		(6,662)		(554)		(72)	482	87.03%	
			(6,662)		(554)		(72)	482		
<u>OPERATING REVENUE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
141330	Private Works Income	10,000		833		0		(833)	(100.00%)	
		10,000		833		0		(833)		
	TOTAL PRIVATE WORKS - Operating	10,000	(6,662)	833	(554)	0	(72)	(351)		
	CAPITAL EXPENDITURE									
			0		0		0	0		
	CAPITAL REVENUE									
		0		0		0		0		
	TOTAL PRIVATE WORKS - Capital	0	0	0	0	0	0	0		
	TOTAL PRIVATE WORKS	10,000	(6,662)	833	(554)	0	(72)	(351)		
	<u>PUBLIC WORKS OVERHEADS</u>									
	<u>OPERATING EXPENDITURE</u>									
143201	Works & Services - Salaries & Wages		(363,778)		(30,314)		(33,172)	(2,858)	(9.43%)	
143204	Public Works Overheads - Superannuation		(42,117)		(3,509)		(3,401)	108	3.09%	
143205	Public Works Overheads - Conferences & Training		(10,000)		(833)		(2,535)	(1,702)	(204.35%)	
143206	Other Employee Costs - Pwo		(47,741)		(18,316)		(15,580)	2,736	14.94%	
143207	Supervisors Vehicles		(25,000)		(2,083)		(2,843)	(760)	(36.51%)	
143208	Engineering Office Expenses		(22,000)		(1,833)		(891)	942	51.37%	
143209	Eng. - Printing & Stationery		(2,000)		(167)		(145)	22	13.19%	
143210	Outside Staff - Training		(20,000)		(1,667)		(4,081)	(2,414)	(144.80%)	
143211	Outside Staff - Meetings		(10,000)		(833)		(447)	386	46.34%	
143212	Outside Staff - Wages - Annual Leave		(89,574)		(7,464)		(10,222)	(2,758)	(36.95%)	
143213	Outside Staff - Wages - Public Holidays		(53,982)		(4,498)		0	4,498	100.00%	
143214	Outside Staff - Wages - Sick Leave		(36,180)		(3,015)		(2,852)	163	5.42%	
143216	Superannuation - Wages Staff		(103,108)		(8,592)		(8,561)	31	0.36%	
143219	Insurance On Works		(28,687)		(28,687)		(21,702)	6,985	24.35%	▼

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
143220	Salaries (O/S) - L.S.L.		(31,000)		(2,583)		(2,243)	340	13.17%	
143222	Safety Equipment & P.P.E.		(12,500)		(1,042)		(974)	68	6.49%	
143223	Communication Costs		(1,500)		(1,500)		(1,720)	(220)	(14.69%)	
143224	Administration Allocation - Pwo		(73,538)		(6,128)		(8,579)	(2,451)	(39.99%)	
143226	Small Plant Operating Costs		(30,000)		(2,500)		(5,909)	(3,409)	(136.34%)	
143250	Less Allocated To Works & Services (Pwoh)		1,001,705		83,475		75,502	(7,973)	9.55%	
			(1,000)		(42,089)		(50,356)	(8,267)		
OPERATING REVENUE										
143331	P.W.O. Misc Income	1,000		83		895		812	978.80%	
		1,000		83		895		812		
TOTAL PUBLIC WORKS OVERHEADS - Operating		1,000	(1,000)	83	(42,089)	895	(50,356)	(7,454)		
CAPITAL EXPENDITURE										
143225	Transfer To Employee Entitlement Reserve - Outside Staff Interest & 30,000		(35,000)		(2,916)		0	2,916	100.00%	
			(35,000)		(2,916)		0	2,916		
CAPITAL REVENUE										
143330	Transfer From LSL Reserve	35,000		2,916		0		(2,916)	0.00%	
		35,000		2,916		0		(2,916)		
TOTAL PUBLIC WORKS OVERHEADS - Capital		35,000	(35,000)	2,916	(2,916)	0	0	0		
TOTAL PUBLIC WORKS OVERHEADS		36,000	(36,000)	2,999	(45,005)	895	(50,356)	(7,454)		
OTHER PROPERTY & SERVICES										
PLANT OPERATION COSTS										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>OPERATING EXPENDITURE</u>										
144202	Fuel - Unleaded		(35,000)		(2,916)		(1,791)	1,125	38.59%	
144203	Fuel - Diesel/Distillate		(175,000)		(14,583)		(14,986)	(403)	(2.77%)	
144205	Tyres & Tubes		(40,000)		(3,333)		(782)	2,551	76.54%	
144206	Plant - Parts & Repairs		(155,000)		(12,916)		(13,882)	(966)	(7.48%)	
144207	Plant Repair - Wages		(171,729)		(14,310)		(14,115)	195	1.37%	
144208	Ins. & Licences		(100,000)		(72,500)		(81,437)	(8,937)	(12.33%)	▲
144209	Sundry Tool Purchases		(15,000)		(1,250)		(42)	1,208	96.62%	
004425	Less Plant Depreciation Allocated To Works		317,975		26,497		17,999	(8,498)	32.07%	
005012	Loss On Sale Of Assets - Road Plant Purchases		(250)		(20)		0	20	100.00%	
008412	Plant Depreciation		(263,000)		(21,916)		(19,952)	1,964	8.96%	
144250	Less Allocated To Works & Services (Poc)		605,802		50,482		81,484	31,002	(61.41%)	
			(31,202)		(66,765)		(47,504)	19,261		
<u>OPERATING REVENUE</u>										
001523	Profit On Sale Of Assets - Road Plant & Equipment	3,202		266		0		(266)	0.00%	
144330	Revenue & Fuel Tax Credits	28,000		2,333		2,150		(183)	(7.84%)	
		31,202		2,599		2,150		(449)		
TOTAL PLANT OPERATION COSTS - Operating		31,202	(31,202)	2,599	(66,765)	2,150	(47,504)	18,812		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL PLANT OPERATION COSTS - Capital		0	0	0	0	0	0	0		
TOTAL PLANT OPERATION COSTS		31,202	(31,202)	2,599	(66,765)	2,150	(47,504)	18,812		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>MATERIALS IN STORE</u>										
<u>OPERATING EXPENDITURE</u>										
			0		0		0	0		
<u>OPERATING REVENUE</u>										
		0		0		0		0		
TOTAL MATERIALS IN STORE - Operating		0	0	0	0	0	0	0		
TOTAL MATERIALS IN STORE - Capital										
		0	0	0	0	0	0	0		
TOTAL MATERIALS IN STORE		0	0	0	0	0	0	0		
<u>SALARIES & WAGES</u>										
<u>OPERATING EXPENDITURE</u>										
008571	Paid Parental Scheme		0		0		(2,950)	(2,950)	0.00%	
146201	Salaries & Wages Drawn		(3,955,781)		(329,648)		(287,642)	42,006	12.74%	▼
146202	Salaries & Wages Allocated		3,955,781		329,648		287,642	(42,006)	12.74%	
			0		0		(2,950)	(2,950)		
<u>OPERATING REVENUE</u>										
146331	Paid Parental Scheme - Reimbursement	0		0		1,481		1,481	0.00%	
		0		0		1,481		1,481		
TOTAL SALARIES & WAGES - Operating		0	0	0	0	1,481	(2,950)	(1,468)		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
	TOTAL SALARIES & WAGES - Capital	0	0	0	0	0	0	0		
	TOTAL SALARIES & WAGES	0	0	0	0	1,481	(2,950)	(1,468)		
<u>OTHER PROPERTY & SERVICES</u>										
<u>UNCLASSIFIED ITEMS</u>										
<u>OPERATING EXPENDITURE</u>										
147201	Administration Allocation		(135,130)		(11,260)		(15,721)	(4,461)	(39.62%)	
147202	Connor'S Cottage - 5 (Lot 3) Piesse Street, Toodyay		(9,978)		(831)		(334)	497	59.83%	
	- Building Maintenance - 5,450									
	- Parks & Gardens - 2,476									
	- Utilities & Insurance - 2,025									
147204	6 Duke Street		(1,512)		(313)		(55)	258	82.35%	
147205	Bank Building - Stirling Terrace - Operational		(12,256)		(1,023)		(2,107)	(1,084)	(105.93%)	
147206	Syreds Cottage		(1,865)		(919)		(347)	572	62.21%	
147207	O'Reilly'S - Lots 1A & 1B Stirling Terrace, Toodyay		(13,702)		(1,141)		(675)	466	40.85%	
	- Building Maintenance - 8,904									
	- Parks & Gardens - 1,297									
	- Operational - 3,500									
147212	Lot 46/47 Telegraph Road, Toodyay		(6,673)		(556)		(238)	318	57.25%	
	- Building Maintenance - 2,200									
	- Parks & Gardens - 3,521									
	- Operational - 953									
149100	Avon Aged Housing Initiative Project - Expenditure		0		0		(3,175)	(3,175)	0.00%	
161203	Loan 63 - Interest And Charges		(2,052)		(951)		(1,188)	(237)	(24.88%)	
161216	Loan 74 - Interest & Charges - Bank Building Stirling Terrace		(291)		(23)		(68)	(45)	(195.87%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
08682	Depreciation - Unclassified Buildings		(20,000)		(1,666)		(1,641)	25	1.51%	
			(203,459)		(18,683)		(25,548)	(6,865)		
OPERATING REVENUE										
147331	Bank Bldg - Recoup Outgoings	2,000		166		0		(166)	(100.00%)	
147332	Bank Bldg - Rent Bank	30,000		2,500		2,305		(195)	(7.79%)	
147335	Rental - Lot 1 A&B Stirling Tce	32,496		2,708		2,686		(22)	(0.83%)	
147336	Rental - Connors Cottage	15,624		1,302		1,285		(17)	(1.28%)	
		80,120		6,676		6,276		(400)		
TOTAL UNCLASSIFIED ITEMS - Operating		80,120	(203,459)	6,676	(18,683)	6,276	(25,548)	(7,265)		
CAPITAL EXPENDITURE										
147252	Transfer To Asset Development Reserve - Sale of Telegraph Road - 240,000 - Sale of Jubilee Street - 70,000 - Sale of Jubilee Street - 70,000 - Sale of Duke Street - 85,000 - Interest - 5,000		(470,000)		(39,166)	0		39,166	100.00%	▼
147256	Unclassified Heritage (Spec.) Buildings - Capital Works		(8,500)		(708)		(110)	598	84.51%	
161254	Loan 63 - Principal Payments		(16,680)		(8,340)		(8,211)	129	1.55%	
161264	Loan 74 - Principal - Bank Building Stirling Terrace		(10,317)		(859)		0	859	100.00%	
			(505,497)		(49,073)		(8,321)	40,752		
CAPITAL REVENUE										
147253	Transfer From Asset Development Reserve	712,991		59,415		0		(59,415)	0.00%	
		712,991		59,415		0		(59,415)		
TOTAL UNCLASSIFIED ITEMS - Capital		712,991	(505,497)	59,415	(49,073)	0	(8,321)	(18,663)		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 July 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL UNCLASSIFIED ITEMS	793,111	(708,956)	66,091	(67,756)	6,276	(33,869)	(25,928)		
	TOTAL OTHER PROPERTY & SERVICES	870,313	(782,820)	72,522	(180,080)	10,803	(134,750)	(16,389)		

Shire of Toodyay - Bank Reconciliation As At 31 July 2019

Municipal

Balance as per

- Financial Statement - Muni - Unrestricted - 10060010	350,392.92
- Financial Statement - Muni - Unrestricted - 10060050	947,711.65

Total	1,298,104.57
--------------	---------------------

Balance as per

- Bendigo - 110482809	494,893.70
NCD - 2988119	812,198.11

Roundings

Difference	0.00
-------------------	------

Subtotal	1,307,091.81
-----------------	---------------------

Adjustments (See Below)	(0.03)
Plus Outstanding Deposits - Current Month	242.95
Plus Outstanding Cheques - Current Month	(9,015.16)
Plus Outstanding Deposits - Previous Periods	0.00
Plus Outstanding Cheques - Previous Periods	(215.00)

Total	1,298,104.57
--------------	---------------------

Adjustment Breakdown

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

C Muncatt

Signed: Accounts/Payroll Officer

19.8.19

Date

[Signature]

Signed: Acting Manager Corporate Services

18/9/19

Date

Shire of Toodyay - Bank Reconciliation As At 31 July 2019

Trust

Balance as per

- Financial Statement - Trust - Unrestricted - 100617100 1,903,996.94

Total	1,903,996.94
--------------	---------------------

Balance as per

- Bendigo - 110482783	167,588.50
- Bendigo - Term Deposit No: 140619784 - T84	214,336.71
- Bendigo - Term Deposit No: 145326583 - T794	107,161.79
- Bendigo - Term Deposit No: 137945127 - T100	138,654.76
- Bendigo - Term Deposit No: 140619834 - T83	137,395.32
- Bendigo - Term Deposit No: 152237145 - T214	48,434.78
- Bendigo - Term Deposit No: 152238135 - T4	122,462.27
- Bendigo - Term Deposit No: 152238176 - T114	204,035.44
- Bendigo - Term Deposit No: 152238218 - T458	442,366.56
- Bendigo - Term Deposit No: 152240818 - T793	23,459.00
- Bendigo - Term Deposit No: 152240834 - T797	32,194.57
- Bendigo - Term Deposit No: 158622798 - T805	23,794.40
- Bendigo - Term Deposit No: - T807	121,404.69
- Bendigo - Term Deposit No: 165467309 - T809	121,126.68
Roundings	(0.03)

Difference 0.00

Subtotal	1,904,415.44
-----------------	---------------------

Adjustments (See Below)	0.00
Plus Outstanding Deposits - Current Month	0.00
Plus Outstanding Cheques - Current Month	(418.50)
Plus Outstanding Deposits - Previous Periods	0.00
Plus Outstanding Cheques - Previous Periods	0.00

Total	1,903,996.94
--------------	---------------------

Adjustment Breakdown

0.00



Signed: Accounts/Payroll Officer

18.9.19

Date



Signed: Acting Manager Corporate Services

18/9/19

Date

Shire of Toodyay - Bank Reconciliation As At 31 July 2019

Reserve

Balance as per

- Financial Statement - Reserve - 10075510 3,759,393.27

Total	3,759,393.27
--------------	---------------------

Balance as per

- Bendigo - NCD: 2384517 3,759,393.27

Roundings 0.00

Difference 0.00

Subtotal	3,759,393.27
-----------------	---------------------

Adjustments (See Below) 0.00

Plus Outstanding Deposits - Current Month 0.00

Plus Outstanding Cheques - Current Month 0.00

Plus Outstanding Deposits - Previous Periods 0.00

Plus Outstanding Cheques - Previous Periods 0.00

Total	3,759,393.27
--------------	---------------------

Adjustment Breakdown

	0.00
--	-------------

<i>C Muncat</i>	<i>18.19.</i>
Signed: Accounts/Payroll Officer	Date

	<i>18/9/19</i>
Signed: Acting Manager Corporate Services	Date

SHIRE OF TOODYAY
MONTHLY FINANCIAL REPORT
For the Period Ended 31 August 2019
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of Financial Activity by Program	
Statement of Financial Activity by Nature and Type	
Note 2	Explanation of Material Variances
Note 3	Net Current Funding Position
Note 4	Cash and Investments
Note 5	Budget Amendments
Note 6	Receivables
Note 7	Cash Backed Reserves
Note 8	Capital Disposals
Note 9	Rating Information
Note 10	Information on Borrowings
Note 11	Grants and Contributions
Note 12	Trust
Statement of Capital Acquisitions and Capital Funding	
Note 13	Details of Capital Acquisitions

SHIRE OF TOODYAY
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 August 2019

	2018/2019 Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Note	\$	\$	\$	\$	%	
Operating Revenues						
Governance	49,500	8,248	9,561	1,313	15.92%	
General Purpose Funding - Rates	6,542,879	6,541,879	6,399,408	(142,471)	(2.18%)	
General Purpose Funding - Other	966,657	222,697	193,676	(29,021)	(13.03%)	▼
Law, Order and Public Safety	768,066	72,059	281,062	209,003	290.04%	▲
Health	67,500	11,246	3,181	(8,066)	(71.72%)	▼
Housing	10,500	1,748	1,637	(111)	(6.32%)	
Community Amenities	731,860	678,104	678,543	439	0.06%	
Recreation and Culture	127,250	27,866	15,692	(12,174)	(43.69%)	▼
Transport	214,214	150,464	150,846	382	0.25%	
Economic Services	294,164	61,518	45,751	(15,767)	(25.63%)	▼
Other Property and Services	122,322	20,382	25,155	4,773	23.42%	
Total Operating Revenue	9,894,912	7,796,211	7,804,512	8,301		
Operating Expense						
Governance	(837,896)	(219,325)	(164,694)	54,631	24.91%	▲
General Purpose Funding	(380,331)	(63,374)	(58,816)	4,558	7.19%	
Law, Order and Public Safety	(1,371,427)	(251,852)	(240,306)	11,546	4.58%	
Health	(314,097)	(57,804)	(42,098)	15,706	27.17%	▲
Education and Welfare	(67,858)	(11,302)	(11,048)	254	2.25%	
Housing	(36,562)	(6,094)	(6,163)	(69)	(1.13%)	
Community Amenities	(1,259,157)	(209,848)	(193,174)	16,674	7.95%	
Recreation and Culture	(1,767,600)	(336,900)	(308,253)	28,647	8.50%	
Transport	(5,376,071)	(925,525)	(806,488)	119,037	12.86%	▲
Economic Services	(1,270,833)	(229,303)	(207,554)	21,749	9.48%	
Other Property and Services	(242,323)	(138,381)	(142,328)	(3,947)	(2.85%)	
Total Operating Expenditure	(12,924,155)	(2,449,708)	(2,180,923)	268,785		
Funding Balance Adjustments						
Add back Depreciation	4,428,700	738,104	712,210	(25,894)	(3.51%)	
Adjust (Profit)/Loss on Asset Disposal	(28,616)	(10,642)	0	10,642	(100.00%)	
Adjust Provisions and Accruals	0	0	0	0		
Net Cash from Operations	1,370,841	6,073,965	6,335,800	261,835		
Capital Revenues						
Grants, Subsidies and Contributions	8,017,397	1,373,844	901,502	(472,342)	(34.38%)	▼
Proceeds from Disposal of Assets	573,000	18,000	0	(18,000)	(100.00%)	▼
Total Capital Revenues	8,590,397	1,391,844	901,502	(490,342)		
Capital Expenses						
Land and Buildings	(6,439,706)	(1,073,284)	(148,517)	924,767	86.16%	▲
Infrastructure - Roads	(2,383,285)	(397,226)	(125,253)	271,973	68.47%	▲
Infrastructure - Parks & Recreation	(9,066,049)	(1,511,008)	(53,676)	1,457,332	96.45%	▲

SHIRE OF TOODYAY
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 August 2019

	Note	2018/2019 Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Infrastructure - Bridges	13	(374,733)	(62,454)	0	62,454	100.00%	▲
Infrastructure - Other	13	(190,000)	(16,666)	(10,155)	6,511	39.07%	▲
Plant and Equipment	13	(299,062)	(49,842)	(467,693)	(417,851)	(838.35%)	▼
Total Capital Expenditure		(18,752,835)	(3,110,480)	(805,295)	2,305,185		
Net Cash from Capital Activities		(10,162,438)	(1,718,636)	96,207	1,814,843		
Financing							
Proceeds from New Debentures		4,500,000	750,000	0	(750,000)	100.00%	
Transfer from Reserves	7	3,179,640	529,934	0	(529,934)	100.00%	
Repayment of Debentures	10	(383,563)	(55,451)	(13,988)	41,463	74.77%	▲
Transfer to Reserves	7	(683,350)	(113,878)	0	113,878	100.00%	▲
Net Cash from Financing Activities		6,612,727	1,110,605	(13,988)	(1,124,593)		
Net Operations, Capital and Financing		(2,178,870)	5,465,934	6,418,019	952,085		
Opening Funding Surplus/(Deficit)	3	2,319,310	2,319,310	2,158,254		(6.94%)	
	3	140,440	7,785,244	8,576,273	952,085	10.16%	▼

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

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

SHIRE OF TOODYAY
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 August 2019

	Note	2018/2019 Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
Rates	9	\$ 6,542,879	\$ 6,541,879	\$ 6,399,408	(142,471)	(2.18%)	
Operating Grants, Subsidies and Contributions	11	1,810,387	422,130	629,172	207,042	49.05%	
Fees and Charges		1,312,780	794,064	764,787	(29,277)	(3.69%)	
Interest Earnings		145,000	24,164	8,198	(15,966)	(66.08%)	▼
Other Revenue		20,000	3,332	2,948	(385)	(11.54%)	
Profit on Disposal of Assets	8	63,866	10,642	0	(10,642)		
Total Operating Revenue		9,894,912	7,796,211	7,804,512	8,301		
Operating Expense							
Employee Costs		(4,590,707)	(825,919)	(733,208)	92,711	11.23%	▲
Materials and Contracts		(2,950,872)	(604,230)	(469,179)	135,051	22.35%	▲
Utility Charges		(259,801)	(49,542)	(38,522)	11,020	22.24%	▲
Depreciation on Non-Current Assets		(4,428,700)	(738,104)	(712,210)	25,894	3.51%	
Interest Expenses		(271,262)	(16,124)	(8,680)	7,444	46.17%	▲
Insurance Expenses		(257,063)	(184,755)	(190,167)	(5,412)	(2.93%)	
Other Expenditure		(130,500)	(30,994)	(28,955)	2,039	6.58%	
Loss on Disposal of Assets	8	(35,250)	(40)	0	40		
Total Operating Expenditure		(12,924,155)	(2,449,708)	(2,180,923)	268,785		
		(3,029,243)	5,346,503	5,623,589			
Funding Balance Adjustments							
Add back Depreciation		4,428,700	738,104	712,210	(25,894)	(3.51%)	
Adjust (Profit)/Loss on Asset Disposal		(28,616)	(10,642)	0	10,642	(100.00%)	
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		1,370,841	6,073,965	6,335,800	261,835		
Capital Revenues							
Grants, Subsidies and Contributions	11	8,017,397	1,373,844	901,502	(472,342)	(34.38%)	▼
Proceeds from Disposal of Assets		573,000	18,000	0	(18,000)	(100.00%)	▼
Total Capital Revenues		8,590,397	1,391,844	901,502	(490,342)		
Capital Expenses							
Land and Buildings	13	(6,439,706)	(1,073,284)	(148,517)	924,767	86.16%	▲
Infrastructure - Roads	13	(2,383,285)	(397,226)	(125,253)	271,973	68.47%	▲
Infrastructure - Parks & Recreation	13	(9,066,049)	(1,511,008)	(53,676)	1,457,332	96.45%	▲
Infrastructure - Other	13	(190,000)	(16,666)	(10,155)	6,511	39.07%	▲
Plant and Equipment	13	(299,062)	(49,842)	(467,693)	(417,851)	(838.35%)	▼
Total Capital Expenditure		(18,752,835)	(3,110,480)	(805,295)	2,305,185		
Net Cash from Capital Activities		(10,162,438)	(1,718,636)	96,207	1,814,843		
Financing							
Proceeds from New Debentures		4,500,000	750,000	0	(750,000)	(100.00%)	
Transfer from Reserves	7	3,179,640	529,934	0	(529,934)	(100.00%)	
Repayment of Debentures	10	(383,563)	(55,451)	(13,988)	41,463	74.77%	▲
Transfer to Reserves	7	(683,350)	(113,878)	0	113,878	100.00%	▲
Net Cash from Financing Activities		6,612,727	1,110,605	(13,988)	(1,124,593)		
Net Operations, Capital and Financing		(2,178,870)	5,465,934	6,418,019	952,085		
Opening Funding Surplus(Deficit)	3	2,319,310	2,319,310	2,158,254		(6.94%)	
Closing Funding Surplus(Deficit)	3	140,440	7,785,244	8,576,273	952,085		▲

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

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

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 2: EXPLANATION OF MATERIAL VARIANCES

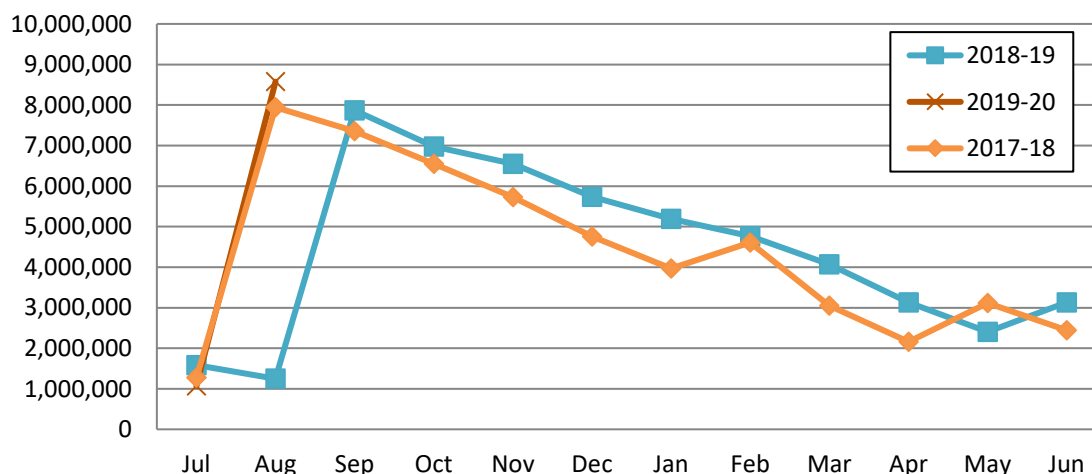
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Operating Revenues					
Governance	1,313	15.92%			
General Purpose Funding - Rates	(142,471)	(2.18%)			
General Purpose Funding - Other	(29,021)	(13.03%)	▼	Timing	Interest on investment and grant funding less than budgeted to date
Law, Order and Public Safety	209,003	290.04%	▲	Timing	Grant received for Coondle Fire Truck - offset by 051250
Health	(8,066)	(71.72%)	▼	Timing	Rental Income less than budgeted to date
Education & Welfare	0	0.00%			
Housing	(111)	0.00%			
Community Amenities	439	0.06%			
Recreation and Culture	(12,174)	(43.69%)	▼	Timing	Rental Income less than budgeted to date
Transport	382	0.25%			
Economic Services	(15,767)	(25.63%)	▼	Timing	Standpipe income less than budgeted to date
Other Property and Services	4,773	23.42%			
Operating Expense					
Governance	54,631	24.91%	▲	Timing	Employee costs less than budgeted to date
General Purpose Funding	4,558	7.19%			
Law, Order and Public Safety	11,546	4.58%			
Health	15,706	27.17%	▲	Timing	Employee Costs and Rental Expense less than budgeted to date
Education & Welfare	254	2.25%			
Housing	(69)	(1.13%)			
Community Amenities	16,674	7.95%			
Recreation and Culture	28,647	8.50%			
Transport	119,037	12.86%	▲	Timing	Bridge and Road Maintenance, Survey and Design, Plant lease less than budgeted to date
Economic Services	21,749	9.48%			
Other Property and Services	(3,947)	(2.85%)			
Capital Revenues					
Grants, Subsidies and Contributions	(472,342)	(34.38%)	▼	Timing	Grant Income
Proceeds from Disposal of Assets	(18,000)	(100.00%)	▼	Timing	Sale of assets yet to occur
Capital Expenses					
Land and Buildings	924,767	86.16%	▲	Timing	Projects not yet commenced
Infrastructure - Roads	271,973	68.47%	▲	Timing	Projects not yet commenced
Infrastructure - Parks & Recreation	1,457,332	96.45%	▲	Timing	Projects not yet commenced
Infrastructure - Other	6,511	39.07%	▲	Timing	Projects not yet commenced
Plant and Equipment	(417,851)	(838.35%)	▼	Timing	Coondle Fire Truck - Offset by Income GL. 051331
Financing					
Loan Principal	41,463	74.77%	▲	Timing	Loan repayments yet to be made

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)				
Note	YTD 31 Aug 2019	30th June 2019	YTD 31 Aug 2018	
	\$	\$	\$	
Current Assets				
Cash Unrestricted	4	2,104,806	2,248,292	1,202,650
Cash Restricted	4	3,759,393	3,759,393	3,320,457
Receivables - Rates	6	7,047,624	940,360	637,391
Receivables -Other	6	58,049	65,669	37,002
Interest / ATO Receivable/Trust				
Inventories		65,653	73,576	58,482
		13,035,524	7,087,291	5,255,982
Less: Current Liabilities				
Payables		(474,869)	(958,642)	(486,450)
Provisions		(696,799)	(696,799)	(677,678)
		(1,171,668)	(1,655,442)	(1,164,128)
Less: Cash Reserves	7	(3,759,393)	(3,759,393)	(3,320,457)
Adjustment for Current Borrowings		224,861	238,849	233,258
Adjustment for Cash Backed Liabilities		246,949	246,949	243,741
Net Current Funding Position		8,576,273	2,158,254	1,248,395

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal		1,410,919				1,410,919	Bendigo Bank	At Call
Trust				202,138		202,138	Bendigo Bank	At Call
(b) Term Deposits								
Municipal NCD: 3056985	1.35%	813,099				813,099	Bendigo Bank	21.11.19
Reserve NCD: 3007385	2.10%		3,759,393			3,759,393	Bendigo Bank	09.10.19
Trust - T83	2.25%			137,395		137,395	Bendigo Bank	19.12.19
Trust - T84	2.25%			214,337		214,337	Bendigo Bank	19.12.19
Trust - T794	1.95%			107,162		107,162	Bendigo Bank	27.09.19
Trust - T100	1.85%			138,655		138,655	Bendigo Bank	27.10.19
Trust - T4	1.85%			122,462		122,462	Bendigo Bank	27.10.19
Trust - T114	1.85%			204,035		204,035	Bendigo Bank	27.10.19
Trust - T214	1.85%			48,435		47,981	Bendigo Bank	27.10.19
Trust - T458	1.85%			442,367		442,367	Bendigo Bank	27.10.19
Trust - T793	1.85%			23,459		23,459	Bendigo Bank	27.10.19
Trust - T797	1.85%			32,195		32,195	Bendigo Bank	27.10.19
Trust - T807	2.05%			121,405		121,405	Bendigo Bank	19.10.19
Trust - T805	2.10%			23,794		23,794	Bendigo Bank	14.09.19
Trust - T809	1.85%			121,127		121,127	Bendigo Bank	18.10.19
Total		2,224,018	3,759,393	1,938,965		7,921,923		

Comments/Notes - Investments

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

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

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

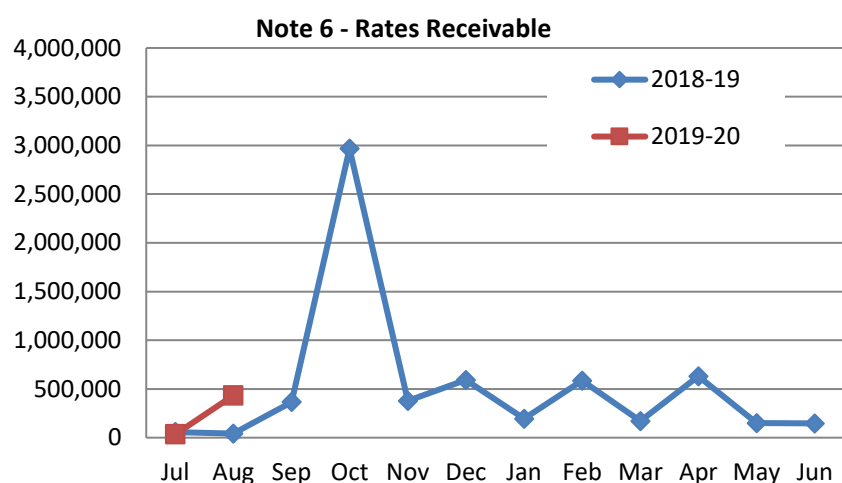
Note 6: RECEIVABLES

Receivables - Rates Receivable

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

Net Rates Collectable
% Collected

	YTD 31 Aug 2019	30 June 2018
	\$	\$
	681,435	567,647
	6,515,709	6,231,002
	(467,214)	(6,117,214)
	6,729,930	681,435
	6,729,930	681,435
	6.49%	89.98%



Comments/Notes - Receivables Rates

Comments/Notes - Receivables Rates and Rubbish

Current

Legal Action	116,869
Pensioners	1,251,372
Payment Arrangement	587,424
Employee Direct Debit	8,145
Instalment Option	223,091
Properties in Recivership	14,784
Rates Issued	4,198,585
Sale of Land LG Act S6.64	88,298
Properties in Credit	(26,286)

Total Current **6,462,282**

Non- Current

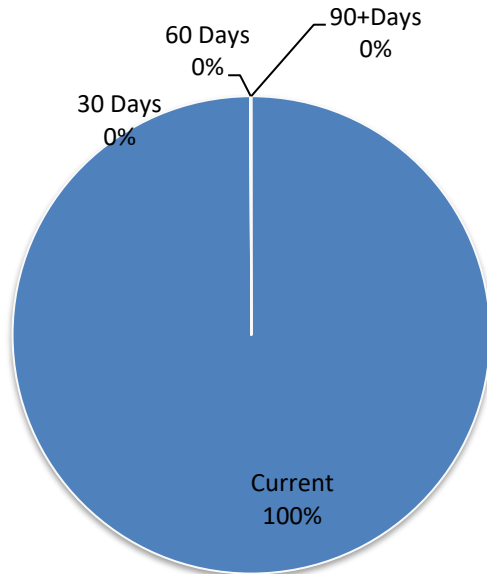
Deferred Pensioners	267,648
(not collectable till Pensioner property is sold)	
Total	6,729,930

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	761,263	34	385	121
Total Receivables General Outstanding				<u>761,802</u>

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

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

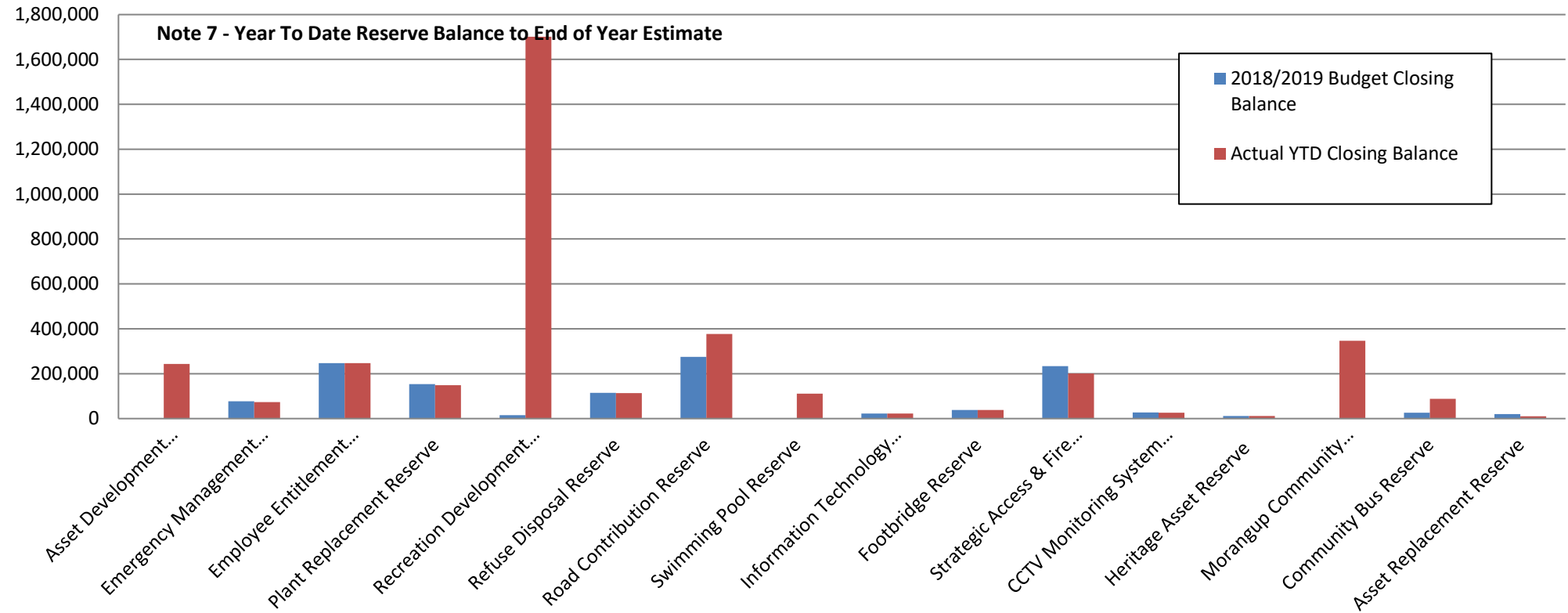
Final Letters	210
Seven Day Letters	6
Debt Collection	0
No Action Required	761,587
Payment Arrangement	0
Payroll Deductions	0
To be Written Off	0
Total Outstanding	761,802

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 7: Cash Backed Reserve

2019-20										
Name	Opening Balance	2018/2019 Budget Interest Earned	Actual Interest Earned	2018/2019 Budget Transfers In (+)	Actual Transfers In (+)	2018/2019 Budget Transfers Out (-)	Actual Transfers Out (-)	2018/2019 Budget Closing Balance	Actual YTD Closing Balance	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Asset Development Reserve	242,991	5,000		465,000		(712,991)		0	242,991	
Emergency Management & Recovery Reserve	74,001	2,500		0				76,501	74,001	
Employee Entitlement Reserve	246,949	5,000		60,000		(65,000)		246,949	246,949	
Plant Replacement Reserve	149,282	4,000		0				153,282	149,282	
Recreation Development Reserve	1,701,552	15,000		0		(1,701,552)		15,000	1,701,552	
Refuse Disposal Reserve	113,312	2,000		0				115,312	113,312	
Road Contribution Reserve	377,283	5,000		70,000		(177,000)		275,283	377,283	
Swimming Pool Reserve	110,691	2,000		0		(110,691)		2,000	110,691	
Information Technology Reserve	22,173	500		0				22,673	22,173	
Footbridge Reserve	37,805	500		0				38,305	37,805	
Strategic Access & Fire Egress Reserve	200,567	3,000		30,000				233,567	200,567	
CCTV Monitoring System Reserve	26,630	350		0				26,980	26,630	
Heritage Asset Reserve	10,965	500		0				11,465	10,965	
Morangup Community Centre Reserve	346,981	2,000		0		(348,981)		0	346,981	
Community Bus Reserve	88,173	1,000		0		(63,425)		25,748	88,173	
Asset Replacement Reserve	10,038	0		10,000				20,038	10,038	
	3,759,394	48,350	0	635,000	0	(3,179,640)	0	1,263,104	3,759,394	

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019



SHIRE OF TOODYAY
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 August 2019

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 08 2019			
					2019/2020 Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				Plant and Equipment				
				PL046 JCB 436ZX FE Loader	2,713	0	(2,713)	
				PL024 Dynapac Vibrating Roller	(250)	0	250	
				MV154 Mitsubishi Triton Ute	489	0	(489)	
				Land and Buildings				
				BLG030 Telegraph Road - House	53,664	0	(53,664)	
				Telegraph Road - Land	(35,000)	0	35,000	
				808 Duke Street - Land	7,000	0	(7,000)	
0	0	0	0		28,616	0	(28,616)	

Comments - Capital Disposal/Replacements

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	2019/2020 Budget Rate Revenue \$	2019/2020 Budget Interim Rate \$	2019/2020 Budget Back Rate \$	2019/2020 Budget Total Revenue \$
Differential General Rate											
GRV Residential	12.9430	508	7,170,388	928,063	(14,569)		913,494	898,925			898,925
GRV - Commercial	14.0200	28	1,338,282	187,627	(3,151)		184,476	181,324			181,324
GRV - Industrial	12.3483	20	419,892	52,415	(136)		52,279	52,142			52,142
GRV - Rural	11.8690	100	1,427,920	169,480			169,480	169,480			169,480
GR V - Rural Residential	11.2600	878	12,824,500	1,444,039			1,444,039	1,444,039			1,444,039
UV - General	1.1680	450	96,148,000	1,123,009	(5,742)		1,117,267	1,111,524			1,111,524
UV Rural	0.8969	178	155,137,000	1,391,424	(1,946)	(425)	1,389,053	1,386,682			1,386,682
Sub-Totals		2,162	274,465,982	5,296,057	(25,545)	(425)	5,270,087	5,244,117	0	0	5,244,117
Minimum Payment	Minimum \$										
GRV Residential	1,351.00	225	1,239,049	303,975	0	0	303,975	303,975	0	0	303,975
GRV - Commercial	1,351.00	6	35,200	8,106	0	0	8,106	8,106	0	0	8,106
GRV - Industrial	1,351.00	10	38,040	13,510	0	0	13,510	13,510	0	0	13,510
GRV - Rural	1,351.00	43	354,688	58,093	0	0	58,093	58,093	0	0	58,093
GRV - Rural Residential	1,351.00	533	3,509,842	720,083	0	0	720,083	720,083			720,083
UV - General	1,351.00	105	6,500,800	141,855	0	0	141,855	141,855	0	0	141,855
UV Rural	1,351.00	0	0	0	0	0	0	0	0	0	0
Sub-Totals		922	11,677,619	1,245,622	0	0	1,245,622	1,245,622	0	0	1,245,622
				<u>6,541,679</u>			6,515,709				6,489,739
UV Pastoral Concession											0
Concession											0
Amount from General Rates							6,515,709				6,489,739
Ex-Gratia Rates							1,200				1,200
Less movement in rates in advance											
Totals							6,516,909				6,490,939

Comments - Rating Information

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	2019/2020 Budget \$	Actual \$	2019/2020 Budget \$	Actual \$	2019/2020 Budget \$
Recreation & Culture								
Loan 65 - Community Centre	30,954		5,777	12,161	25,177	18,793	1,163	1,658
Loan 67 - Library Upgrade	222,702		0	38,951	222,702	183,751	862	15,033
Loan 69 - Library Upgrade	35,079		0	35,079	35,079	0	220	1,972
Loan 72 - Land - Rec Precinct	785,883		0	41,512	785,883	744,371	2,675	37,307
Loan 73 - Refurbish Courts	10,188		0	10,189	10,188	(1)	67	288
Loan 75 - Recreation Precinct	0	4,500,000	0	150,492	4,500,000	150,492	0	178,510
			0					
Transport								
Loan 70 - Footbridge	30,910		0	15,021	30,910	15,889	142	1,618
Loan 71 - Depot Stage 2	624,816		0	34,480	624,816	590,336	2,141	30,093
Economic Services								
Loan 64 - Visitor Centre	38,628		0	18,683	38,628	19,945	155	2,440
Other Property & Services								
Loan 63 - Bank Building	34,424		8,211	16,680	26,213	17,744	1,188	2,052
Loan 74 - Refurbish Bank Building	10,317		0	10,317	10,317	0	68	291
	1,823,901	4,500,000	13,988	383,565	6,309,913	1,741,320	8,680	271,262

No new debentures were raised during the reporting period.

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2019-20 Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
GENERAL PURPOSE GRANT	Federal Government	Yes	468,704				112,551	356,154
ROAD IMPROVEMENT GRANT	Federal Government	Yes	270,453				63,799	206,654
Rates - Legal Expenses Recovered	Local Government	Yes	35,000				1,590	33,410
GOVERNANCE								
Recoups - Contributions, Donations & Reimburs	Local Government		7,500				0	7,500
LEGAL EXPENSES RECOVERED	Local Government		1,000				0	1,000
Grants - Governance	Local Government		1,000				0	1,000
Administration - Income	Local Government		30,000				1,582	28,418
Administration - Income - GST Free	Local Government		10,000				7,643	2,357
LAW, ORDER, PUBLIC SAFETY								
Fire Prevention - Grants	DFES	Yes	790,932				706,705	84,227
ESL Levy Recoup	DFES	Yes	176,358				0	176,358
CCTV	DFES	Yes	159,956				0	159,956
CESM Recoups	DFES & Shire of Goomalling	Yes	112,826				32,641	80,185
Bushfire Risk Management Coordinator	DFES		174,505				0	174,505
Toodyay Districts SES	DFES	Yes	57,621				2,500	55,121
HEALTH								
Health Inspections Recoup	Local Government		500				0	500
HOUSING								
Recoups - Staff Housing	Local Government		500				197	303
COMMUNITY AMENITIES								
Community Sponsorship	Local Government		5,000				0	5,000

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2019-20 Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
RECREATION AND CULTURE								
Community Centre Recoups		No	1,500				247	1,253
Club Insurance		Yes	3,750				1,888	1,862
Toodyay Race Club Reimbursements		Yes	3,500				2,189	1,311
Sport & Rec Grants	Lotterywest	Yes	1,000				0	1,000
Grant Income - Writers Festival		Yes	1,500				0	1,500
EMRC - AVON/IFF Festival	East Metropolitan Reg Council	Yes	30,000				0	30,000
Grants Income	East Metropolitan Reg Council	Yes	3,000				0	3,000
Sport & Rec Grants	Dept Sport & Rec		2,500				0	2,500
Events Misc			1,500				0	1,500
Recreation Precinct	CSRFF & BBRF		5,575,425				0	5,575,425
Grant - Heritage	Lotterywest		197,000				0	197,000
TRANSPORT								
Operating Grants - Roads	MRWA	Yes	137,714				137,714	0
MRWA Street Light Subsidy	MRWA	Yes	1,500				0	1,500
Road Maintenance Contributions	Private	Yes	75,000				13,132	61,868
Road Program Grant	Main Roads	Yes	923,220				434,437	488,783
Roads to Recovery Grant	Dept of Infrastructure	Yes	530,820				0	530,820
ECONOMIC SERVICES								
Community Directory	Avon Valley Advocate		3,000				0	3,000
Tourism & Area Promotion			3,000				0	3,000
OTHER PROPERTY & SERVICES								
Public Works Overheads			1,000				930	70
Workers Compensation	LGIS		0				6,962	(6,962)
Fuel Tax Credits	ATO		28,000				2,150	25,850
Bank Building Recoups	Bendigo Bank		2,000				335	1,665
Reimbursement - Parenting Payment Scheme	Centrelink		0				1,481	(1,481)
Insurance Reimbursement	LGIS		0				0	0
TOTALS			9,827,784	0	0	0	1,530,674	8,297,110
	Operating		1,810,387				629,172	
	Non-operating		8,017,394				901,502	
			<u>9,827,781</u>				<u>1,530,674</u>	

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 12: TRUST FUND

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

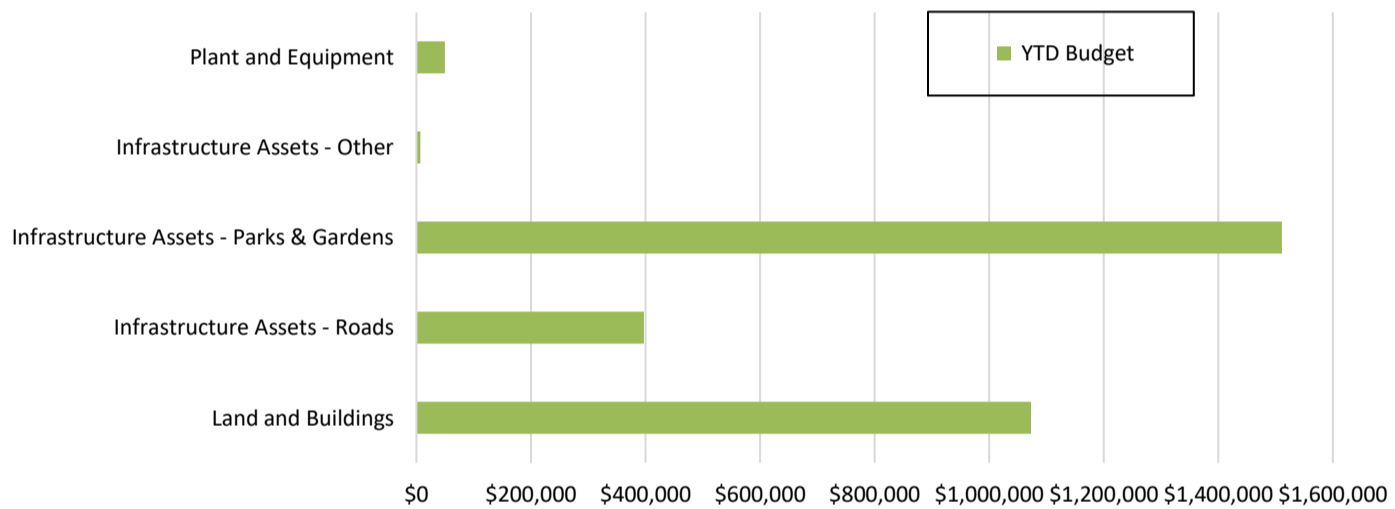
Description	Opening Balance 1 Jul 19	Amount Received	Amount Paid	Closing Balance 31-Aug-19
	\$	\$	\$	\$
Qarry rehabilitation Bonds	1,615,532	10,599		1,626,131
Housing bonds	14,525			14,525
Kerb Bonds	9,200			9,200
Key bonds	6,661	300		6,961
Venue Hire Bonds	7,900	600	(600)	7,900
Crossover Bonds	53,540			53,540
BCITF	2,706	24,082	(2,832)	23,956
Building Services	10,949	17,781	(4,509)	24,222
Library Bonds	175			175
Standpipe bonds	17,110	300		17,410
Road Construction Bonds	27,998			27,998
Other Bonds	5,394			5,394
Planning Bonds	537			537
Aged Housing Grant Funds	0			0
Swimming Pool Funds	121,404			121,404
	1,893,631	53,663	(7,941)	1,939,353

SHIRE OF TOODYAY
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 August 2019

YTD 31 08 2019					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Budget (d)	2019/2020 Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$
Land and Buildings	13	148,517	1,073,284	6,439,706	(924,767)
Infrastructure Assets - Roads	13	125,253	397,226	2,383,285	(271,973)
Infrastructure Assets - Parks & Gardens	13	53,676	1,511,008	9,066,049	(1,457,332)
Infrastructure Assets - Other	13	199	6,666	40,000	(6,467)
Plant and Equipment	13	467,693	49,842	299,062	417,851
Capital Expenditure Totals		805,294	3,048,026	18,378,102	(2,242,732)

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 13: CAPITAL ACQUISITIONS

% of Completion	Infrastructure Assets		Annual Budget 2019/20	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	LAND		0	0	0	0	0	
	Land Total		0	0	0	0	0	
	Total Land		0	0	0	0	0	
	BUILDINGS							
	Governance							
0.0%	Admin Brickwork Remediation	Q191	5,000	834	0	(5,000)		
0.0%	Repaint of Chambers Ceiling	Q190	5,000	834	0	(5,000)		
0.0%	Planning for Replacement Donga	Q147	20,000	3,334	0	(20,000)		
	Governance Total		30,000	5,002	0	(30,000)	0	
	Law, Order, Public Safety							
25.4%	Coondle Nunile Fire Station	Q181A	400,366	66,728	101,530	(298,836)		
0.0%	Morangup Co Location Centre	Q187	432,340	72,056	0	(432,340)		
	Law, Order, Public Safety Total		832,706	138,784	101,530	(731,176)		
	Health							
0.0%	Alma Beard Medical Centre	Q137	15,000	2,498	0	(15,000)		
	Health Total		15,000	2,498	0	(15,000)	0	
	Education & Welfare							
1.8%	Butterly House - Substructure & Drainage Repairs	083300	12,000	2,000	220	(11,780)		
	Education & Welfare Total		12,000	2,000	220	(11,780)	0	
	Recreation And Culture							
0.0%	Community Centre Renewal	Q129	34,500	5,750	0	(34,500)		
0.0%	Memorial Hall Sound System, Curtains & Flooring	Q141	28,800	0	0	(28,800)		
0.0%	Morangup Community Centre	Q165	380,000	63,334	0	(380,000)		
0.0%	Memorial Hall Internal & External Paint of Bathrooms	Q141	10,000	6,468	0	(10,000)		

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 13: CAPITAL ACQUISITIONS

% of Completion	Infrastructure Assets		Annual Budget 2019/20	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
0.0%	Parks & Gardens - Depot Upgrade	Q192	20,000	3,334	0	(20,000)		
0.0%	Recreation Precinct Buildings	Q199	4,635,009	772,502	39,037	(4,595,972)		
0.0%	Toodyay Club Kitchen Upgrade	Q203	21,400	3,566	0	(21,400)		
0.0%	Library Brickworks	J038	5,500	916	0	(5,500)		
0.0%	Library Carpet Replacement	J067	6,000	1,000	0	(6,000)		
0.0%	Parkers Cottage	Q134	10,000	1,666	0	(10,000)		
0.0%	Grandstand Change Rooms	Q200	10,000	1,666	0	(10,000)		
	Donegans Cottage	Q135	5,000	834	909	(4,091)		
1.8%	Old Goal Roof Restoration	Q156	375,291	62,548	6,711	(368,580)		
	Recreation And Culture Total		5,541,500	923,584	46,657	(5,494,843)	0	
	Other Property & Services							
1.3%	Bendigo Bank	Q145	8,500	1,416	110	(8,390)		
	Other Property & Services Total		8,500	1,416	110	(8,390)		
	Buildings Total		6,439,706	1,073,284	148,517	(6,291,189)	0	
	Computer Equipment							
	Law, Order, Public Safety							
7%	CCTV - Closed Circuit Televisions Cameras - Security	053401	150,000	10,000	9,956			
	Law, Order, Public Safety Total		150,000	10,000	9,956	0		
	Computer Equipment - Total		150,000	10,000	9,956	0	0	
	Plant , Equip. & Vehicles							
	Transport							
		122202		49,842				
		051250		0				
0.0%	1TJR183 - Side Tip Trailer - Canopu		35,000			(35,000)		
0.0%	T0002 - Ranger Ute - Canopy		20,000			(20,000)		
0.0%	T0013 - Mitsubishi Triton		45,000			(45,000)		
0.0%	1EPF060 - Ford Ranger		60,000			(60,000)		
0.0%	Mechanic Truck Fit Out		10,000			(10,000)		

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 13: CAPITAL ACQUISITIONS

% of Completion	Infrastructure Assets		Annual Budget 2019/20	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
0.0%	Single Axel Dolly		3,500			(3,500)		
0.0%	Track Loader - Auger Drive		4,000			(4,000)		
0.0%	Air Operated Oil Pumps		28,346			(28,346)		
0.0%	Community Bus		63,425			(63,425)		
0.0%	SES Vehicle		29,791			(29,791)		
#DIV/0!	Isuzu FTS 150/260 Coondle 3.4 Urban		0		467,693	467,693		New Coondle Truck - Funded by DFES
	Transport Total		299,062	49,842	467,693	168,631	0	
	Plant , Equip. & Vehicles Total		299,062	49,842	467,693	168,631	0	
	Roads							
	Transport							
0.0%	Lovers Lane	A0012	396,752	66,126	0	(396,752)		
44.1%	Julimar Road	A0004	249,127	41,522	109,796	(139,331)		
0.0%	Bejoording Road	A0001	329,939	54,986	0	(329,939)		
0.0%	Toodyay Bindi Bindi Road	A0197	252,009	42,000	0	(252,009)		
0.0%	Toodyay Street inc Footpath	B0011	286,720	47,786	0	(286,720)		
0.0%	Nunile Road/Bejoording Road	B0002	155,000	25,834	0	(155,000)		
0.0%	Dreyer Road	B0121	89,100	14,850	0	(89,100)		
0.0%	Sinclair Place	D0150	103,950	17,326	0	(103,950)		
9.6%	River Road	D0010	161,788	26,966	15,457	(146,331)		
0.0%	Rosedale/Fiennes Street	D0062	10,000	1,668	0	(10,000)		
0.0%	Recreation Precinct Firebreaks	J073	80,000	13,334	0	(80,000)		
0.0%	Hamersley Street	D0126	120,000	20,000	0	(120,000)		
0.0%	Fifth Road	D0244	46,200	7,704	0	(46,200)		
0.0%	Folewood Road	D0020	32,500	5,420	0	(32,500)		
0.0%	Harvester Drive	D0198	70,200	11,704	0	(70,200)		
	Transport Total		2,383,285	397,226	125,253	(2,258,032)	0	
	Roads Total		2,383,285	397,226	125,253	(2,258,032)	0	
	Infrastructure - Bridges							
	Transport							
0.0%	Bridge Works - Telegraph Bridge		374,733	62,454	0	(374,733)		

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 13: CAPITAL ACQUISITIONS

% of Completion	Infrastructure Assets		Annual Budget 2019/20	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	Transport Total		374,733	62,454	0	(374,733)		
	Infrastructure Bridges - Total		374,733	62,454	0	(374,733)	0	
	Infrastructure - Other							
	Law, Order & Public Safety							
0.8%	Emergency Fire Water Tanks	Q205	25,000	4,166	199	(24,801)	0	
	Law, Order & Public Safety Total		25,000	4,166	199	(24,801)	0	
	Economic Services							
0.0%	Community Standpipe	Q206	15,000	2,500	0	(2,500)		
	Community Amenities Total		15,000	2,500	0	(2,500)	0	
	Infrastructure Other - Total		40,000	6,666	199	(27,301)	0	
	Footpaths							
	Infrastructure Footpaths - Total		0	0	0	0	0	
	Infrastructure - Parks & Recreation							
	Recreation & Culture							
0.0%	Dudgee Park Toilet Upgrade	Q177	90,000	15,000	0	(90,000)		
0.6%	Recreation Precinct - Infrastructure Works	Q159	8,942,019	1,490,336	53,676	(8,888,343)		
0.0%	Toodyay Club Lighting & Paving	Q204	34,030	5,672	0	(34,030)		
	Recreation & Culture Total		9,066,049	1,511,008	53,676	(9,012,373)	0	
	Infrastructure Parks & Recreation - Total		9,066,049	1,511,008	53,676	(9,012,373)	0	
	Capital Expenditure Total		18,752,835	3,110,480	805,294	(17,420,264)	0	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>GENERAL PURPOSE FUNDING - RATES</u>										
<u>OPERATING EXPENDITURE</u>										
031208	Rates Written Off		(850)		(140)		(64)	76	54.63%	
031209	Administration Allocation - Rates		(140,460)		(23,410)		(25,363)	(1,953)	(8.34%)	
031210	Rates - Employee Costs		(42,696)		(7,112)		(7,442)	(330)	(4.63%)	
031212	Rates - Professional Development		(500)		(82)		0	82	100.00%	
031215	Postage		(5,750)		(958)		0	958	100.00%	
	- Rates Notices - 3,000									
	- Instalments Notices x 3 - 2,750									
031216	Rating Valuations		(20,000)		(3,332)		(350)	2,982	89.51%	
	- GRV Valuations - 82,500									
	- UV Valuations - 15,000									
	- Interim Valuations - 2,500									
031217	Title Searches		(500)		(82)		(26)	56	68.66%	
031218	Rates Legal Expenses		(35,000)		(5,832)		(4,907)	925	15.86%	
031219	Rates Review		(20,000)		(3,332)		0	3,332	0.00%	
	- VGO Valuations - 20,000									
			(265,756)		(44,280)		(38,151)	6,129		
<u>OPERATING REVENUE</u>										
031301	Rates Levied - All Areas	6,541,679		6,541,679		6,518,216		(23,463)	(0.36%)	
031302	Ex Gratia Rates	1,200		200		1,273		1,073	536.56%	
031303	Interest On Outstanding/Overdue Rates	50,000		8,332		4,734		(3,598)	(43.19%)	
031304	Back Rates - Levied	0		0		0		0	0.00%	
031305	Instalment Charges	15,000		2,500		1,702		(798)	(31.90%)	
031306	Rates - Administration Fee	20,000		3,332		2,948		(385)	(11.54%)	
031307	Rates - Property Account Enquiries	20,000		3,332		4,409		1,077	32.33%	
031308	Rates - Payment Plan Administration Fee	3,000		500		182		(318)	(63.64%)	
031309	Rates Paid In Advance	0		0		(120,082)		(120,082)	0.00%	
031330	Sale Of Electoral Rolls & Maps	100		16		0		(16)	(100.00%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
031331	Rates - Legal Expenses Recovered	35,000		5,832		1,590		(4,242)	(72.74%)	
031332	ESL - Administration Fee	4,400		732		0		(732)	(100.00%)	
		6,690,379		6,566,455		6,414,972		(151,483)		
TOTAL RATES - Operating		6,690,379	(265,756)	6,566,455	(44,280)	6,414,972	(38,151)	(145,353)		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL RATES - Capital		0	0	0	0	0	0	0		
TOTAL RATES		6,690,379	(265,756)	6,566,455	(44,280)	6,414,972	(38,151)	(145,353)		
<u>GENERAL PURPOSE FUNDING - GENERAL PURPOSE GRANTS</u>										
<u>OPERATING EXPENDITURE</u>										
032201	Administration Allocation - General Purpose Funding		(114,575)		(19,094)		(20,665)	(1,571)	(8.23%)	
			(114,575)		(19,094)		(20,665)	(1,571)		
<u>OPERATING REVENUE</u>										
032330	General Purpose Grant	468,704		117,176		112,551		(4,626)	0.00%	
032331	Road Improvement Grant	270,453		67,613		63,799		(3,814)	0.00%	
		739,157		184,789		176,350		(8,439)		
TOTAL GENERAL PURPOSE GRANTS - Operating		739,157	(114,575)	184,789	(19,094)	176,350	(20,665)	(10,011)		
TOTAL GENERAL PURPOSE GRANTS - Capital		0	0	0	0	0	0	0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL GENERAL PURPOSE GRANTS		739,157	(114,575)	184,789	(19,094)	176,350	(20,665)	(10,011)		
<u>GENERAL FINANCE</u>										
<u>OPERATING REVENUE</u>										
032334	Interest On Investment	30,000		5,000		1,761		(3,239)	(64.77%)	
032335	Interest On Reserve Accounts	50,000		8,332		0		(8,332)	(100.00%)	▼
		80,000		13,332		1,761		(11,571)		
TOTAL GENERAL FINANCE - Operating		80,000		13,332		1,761		(11,571)		
TOTAL GENERAL FINANCE - Capital		0	0	0	0	0	0	0		
TOTAL GENERAL FINANCE		80,000	0	13,332	0	1,761	0	(11,571)		
TOTAL GENERAL PURPOSE FUNDING		7,509,536	(380,331)	6,764,576	(63,374)	6,593,084	(58,816)	(166,934)		
<u>GOVERNANCE & ADMINISTRATION</u>										
<u>GOVERNANCE</u>										
<u>OPERATING EXPENDITURE</u>										
041220	Bad Debts Written Off		(500)		(82)		0	82	100.00%	
041201	Aroc Secretariat		(5,500)		(916)		0	916	100.00%	
041202	Memb. Attendance & Allowance		(146,626)		(24,436)		(19,175)	5,261	21.53%	▼
	<u>Attendance Fees</u>									
	Councillors x 8 - 104,752									
	Shire President x 1 - 20,274									
	<u>ICT Allowance</u>									
	Councillors x 9 - 3,600									

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	IT Monthly & Annual Fees - 9,000									
	<u>Travel Expenses</u>									
	Councillors x 9 - 9,000									
041203	Members Professional Development		(30,000)		(5,000)		(2,368)	2,632	52.65%	
041204	Election Expenses		(30,000)		(332)		0	332	100.00%	
041205	Shire Presidents/Deputy Allowance		(25,407)		(4,234)		(4,235)	(1)	(0.01%)	
	- President's Allowance - 20,326									
	- D/Pres Allowance - 5,081									
041207	Refreshments & Functions - Councillors		(8,500)		(1,416)		(1,248)	168	11.88%	
041208	Refreshments & Functions - Staff		(10,000)		(1,666)		(1,548)	118	7.09%	
041210	Members Insurance		(4,000)		(4,000)		(3,874)	126	3.16%	
041211	Subscriptons		(25,000)		(25,000)		(29,383)	(4,383)	(17.53%)	
	- Avon Midland WALGA Zone - 2,000									
	- WALGA Assoc M/Ship - 10,020									
	- WALGA Procurement - 2,550									
	- WALGA Local Laws Service - 630									
	- LG Professionals - 2,000									
	- Other - 7,800									
041212	Governance Other Expenses		(25,000)		(4,166)		(11,173)	(7,007)	(168.21%)	▲
	- CEO Recruitment - 20,000									
	- Governance Expense - 5,000									
041213	Printing & Stationery		(5,000)		(832)		(1,608)	(776)	(93.27%)	
041214	Advertising		(10,000)		(2,866)		(5,490)	(2,624)	(91.55%)	
041218	Administration Allocation - Governance		(380,363)		(63,392)		(68,662)	(5,270)	(8.31%)	
041219	Audit Fees		(40,000)		(6,666)		(1,280)	5,386	80.80%	▼
041222	Legal Fees		(35,000)		(5,832)		(3,500)	2,332	39.99%	
000312	Deprec Of Assets-Members		(10,000)		(1,666)		(1,590)	76	4.53%	
041223	Local Laws		(2,000)		(332)		0	332	100.00%	
041228	Integrated Strategic Plan/S		(4,000)		(666)		0	666	100.00%	
	- Profile iD Annual Subscription - 4,000									
			(796,896)		(153,500)		(155,133)	(1,633)		
<u>OPERATING REVENUE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
041320	Recoups - Contributions, Donations & Reimbursements	7,500		1,250		0		(1,250)	(100.00%)	
041321	Grants - Governance	1,000		166		0		(166)	(100.00%)	
		8,500		1,416		0		(1,416)		
TOTAL GOVERNANCE (Operating)		8,500	(796,896)	1,416	(153,500)	0	(155,133)	(3,049)		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL GOVERNANCE (Capital)		0	0	0	0	0	0	0		
TOTAL GOVERNANCE		8,500	(796,896)	1,416	(153,500)	0	(155,133)	(3,049)		
<u>GOVERNANCE & ADMINISTRATION</u>										
<u>ADMINISTRATION</u>										
<u>OPERATING EXPENDITURE</u>										
042201	Administration - Employee Costs		(1,116,471)		(186,078)		(149,644)	36,434	19.58%	▼
042202	Administration - Lsl Provision		(27,578)		(4,596)		0	4,596	0.00%	
042205	Administration - Insurance - Workers Compensation - Income Protection		(62,299)		(48,799)		(44,152)	4,647	9.52%	
042206	Administration Staff - Fbt		(15,000)		(3,750)		(3,723)	27	0.72%	
042207	Administration - Professional Development		(24,500)		(4,082)		(3,667)	415	10.16%	
042208	Advertising		(2,000)		(332)		0	332	100.00%	
042210	Administration Office - Maintenance & Surrounds - Parks & Gardens - 20,931		(83,241)		(13,872)		(15,898)	(2,026)	(14.60%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- Building - 13,110									
	- Utilities - 48,200									
	- Blinds for Council Chambers - 1,000									
042211	Administration - Printing & Stationery		(30,000)		(5,000)		(8,132)	(3,132)	(62.64%)	
042212	Administration - Telephone & Internet		(42,021)		(7,002)		(8,860)	(1,858)	(26.54%)	
	- Annual Telephone Expense - 22,591									
	- Annual Internet Expense - 19,430									
042213	Office Equipment - Maintenance & Minor Purchase		(11,000)		(1,832)		(1,738)	94	5.16%	
	- Folding Machine - 2,600									
	- Other - 8,400									
042214	Bank Fees & Charges		(22,000)		(3,666)		(1,202)	2,464	67.21%	
042215	Administration - Postage & Freight		(6,000)		(1,000)		(849)	151	15.08%	
042216	Administration - Computer - Hardware & Software		(231,911)		(57,986)		(70,785)	(12,799)	(22.07%)	▲
	- Annual Synergy Licence - 41,063 (12 months only)									
	- IT Support: Hardware & Software -57,373									
	- Computers - 15,000									
	- IT Upgrade - 118,475									
042217	Administration - Vehicle Expenses		(15,000)		(2,500)		(1,344)	1,156	46.23%	
042218	Administration - Legal Expenditure		(1,500)		(250)		0	250	100.00%	
042220	Administration - Other Expenditure		(24,350)		(4,058)		(4,598)	(540)	(13.31%)	
	- Risk Management 13,000									
	- WALGA Tax Service - 1,790									
	- Employee Relations - 6,630									
	- Other - 2,930									
042222	Occupation Health & Safety Outcomes		(12,000)		(2,000)		(1,123)	877	43.85%	
000772	Administration - Depreciation		(73,000)		(12,166)		(11,285)	881	7.24%	
00B402	Less Administration Allocation		1,758,871		293,144		317,439	24,295	(8.29%)	
			(41,000)		(65,825)		(9,561)	56,264		
OPERATING REVENUE										
042331	Legal Expenses Recovered	1,000		166		0		(166)	(100.00%)	
042334	Administration - Income	30,000		5,000		1,918		(3,082)	(61.63%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
042342	Administration - Income - Gst Free	10,000		1,666		7,643		5,977	358.75%	▲
		41,000		6,832		9,561		2,729		
TOTAL ADMINISTRATION (Operating)		41,000	(41,000)	6,832	(65,825)	9,561	(9,561)	58,993		
CAPITAL EXPENDITURE										
042254	Transfer To Employee Entitlement Reserve - Administration		(30,000)		(5,000)		0	5,000	100.00%	
042255	Transfer To Information Technology Reserve		(500)		(82)		0	82	100.00%	
042401	Admin Building - Old Court House, Feinnes St Q191 - Remediation of Brickwork - 5,000 Q190 - Chambers Ceiling Repaint - 5,000 Q147 - Planning for Replacement Donga - 20,000		(30,000)		(5,002)		0	5,002	100.00%	▼
			(60,500)		(10,084)		0	10,084		
CAPITAL REVENUE										
042330	Transfer From Employee Entitlement Reserve	30,000		5,000		0		(5,000)	0.00%	
		30,000		5,000		0		(5,000)		
TOTAL ADMINISTRATION (Capital)		30,000	(60,500)	5,000	(10,084)	0	0	5,084	0	
TOTAL ADMINISTRATION		71,000	(101,500)	11,832	(75,909)	9,561	(9,561)	64,077	0	
TOTAL GOVERNANCE & ADMINISTRATION		79,500	(898,396)	13,248	(229,409)	9,561	(164,694)	61,028		
LAW, ORDER & PUBLIC SAFETY - FIRE PREVENTION										
OPERATING EXPENDITURE										
051200	Strategic Access & Egress - Land Tennure - 20,000 - Annual Maintenance - 15,000		(35,000)		(5,832)		(334)	5,498	94.27%	▼

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
051201	Mitigation Works - Fire		(20,000)		(3,332)		0	3,332	100.00%	
051202	Firefighting - Water Tanks		(10,000)		(1,666)		(480)	1,186	71.19%	
	- Tank Maintenance - 8,000									
	- Grounds Maintenance - 2,000									
051203	Administration Allocation - Fire Prevention		(33,699)		(5,616)		(6,095)	(479)	(8.53%)	
051205	Lops - Other Expenditure		(2,000)		(332)		(1,423)	(1,091)	(328.66%)	
051206	Fire Prevention - Employee Costs		(52,553)		(8,756)		(6,965)	1,791	20.46%	
051207	Shire Fire-Fighting Vehicle Expenses		(7,000)		(1,750)		(1,492)	258	14.73%	
051209	Firebreak Enforcement		(5,000)		(832)		0	832	100.00%	
051210	Fire Prevention - Advertising & Signs		(6,000)		(1,000)		(1,633)	(633)	(63.25%)	
051215	Firefighting - Shire Resources		(30,000)		(4,996)		(1,174)	3,822	76.49%	
	- Station & Shed Site Maintenance - 4,000									
	- SMS Message Alert Service - 10,000									
	- Fire Fighting - 16,000									
051220	Brigade Plant & Equip (Less \$1,000)		(5,800)		(966)		0	966	100.00%	
051221	Brigade Plant & Equip Maint		(3,000)		(498)		0	498	100.00%	
051222	Brigade Vehicles, Trailers Maint		(75,000)		(12,500)		(32,400)	(19,900)	(159.20%)	▲
051223	Dfes Brigade Buildings - Maint		(7,850)		(2,850)		(1,079)	1,771	62.14%	
051224	Brigade Clothing & Access		(24,000)		(4,000)		(1,786)	2,214	55.35%	
051225	Brigade Utilities, Rates & Taxes		(15,500)		(2,582)		(2,700)	(118)	(4.57%)	
051226	Brigade Other Goods & Services		(21,856)		(3,642)		(2,683)	959	26.33%	
051227	Brigade Insurances		(21,451)		(21,451)		(19,048)	2,403	11.20%	
001742	Deprec Of Assets - Fire		(180,000)		(30,000)		(30,429)	(429)	(1.43%)	
			(555,709)		(112,601)		(109,721)	2,880		
OPERATING REVENUE										
051331	Grant/Contributions - Fire	790,932		790,932		706,705		(84,227)	0.00%	
	Q187 - Moorangup Co Location Centre Upgrade - 398,430									
	Q181A - Coondle Nunile Fire Station - 392,500									
051335	Fines & Penalties	15,000		2,500		825		(1,675)	(67.00%)	
051336	Esl Levy Recoup	176,358		29,392		0		(29,392)	(100.00%)	▼
		982,290		822,824		707,530		(115,294)		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL FIRE PREVENTION - Operating	982,290	(555,709)	822,824	(112,601)	707,530	(109,721)	(112,413)		
	CAPITAL EXPENDITURE									
051250	Lops - Purchase Plant & Equipment Coondle Fire Truck - offset by - 051331		0		0		(467,065)	(467,065)	0.00%	
051253	Lops - Building - Capital Expenditure Q181A - Coondle Nunile Fire Shed - 432,340 Q187 - Moorangup Co Location Centre Upgrade - 400,366		(832,706)		(138,784)		(101,530)	37,254	0.00%	
051254	Lops - Infrastructure Other Q205 - Emergency Water Tanks Morangup - 25,000		(25,000)		(4,166)		(199)	3,967	95.22%	
051401	Transfer To Reserve - Strategic Fire Access & Egress - Interest & 30,000		(33,000)		(5,500)		0	5,500	100.00%	▼
			(890,706)		(148,450)		(568,794)	(420,344)		
	CAPITAL REVENUE									
		0		0		0		0		
	TOTAL FIRE PREVENTION - Capital	0	(890,706)	0	(148,450)	0	(568,794)	(420,344)		
	TOTAL FIRE PREVENTION	982,290	(1,446,415)	822,824	(261,051)	707,530	(678,515)	(532,758)		
	LAW, ORDER & PUBLIC SAFETY - ANIMAL CONTROL									
	OPERATING EXPENDITURE									
052201	Animal Control - Employee Costs		(47,054)		(7,840)		(8,083)	(243)	(3.09%)	
052203	Cat Control Expenses		(1,000)		(166)		(34)	132	79.49%	
052205	Other Costs - Animal Control - Other - 3,500		(3,500)		(582)		(2,859)	(2,277)	(391.29%)	
052207	Dog Control Expenses		(2,845)		(474)		(1,788)	(1,314)	(277.12%)	
052208	Maintenance - Dog & Cat Pounds		(4,602)		(887)		(4,258)	(3,371)	(379.99%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
052209	Other Animal Control		(3,500)		(582)		(191)	391	67.20%	
052213	Depreciation - Animal Control		(9,000)		(1,500)		(427)	1,073	71.52%	
052214	Administration Allocation - Animal Control		(26,501)		(4,416)		(4,793)	(377)	(8.54%)	
052215	Vehicle Expenses - Animal Control		(5,000)		(832)		(2,114)	(1,282)	(154.05%)	
			(103,002)		(17,279)		(24,546)	(7,267)		
OPERATING REVENUE										
052321	Fines & Penalties	8,500		1,416		1,139		(277)	(19.59%)	
	- Dogs, Cats, Parking, Waste & Other									
052322	Impound Fees	6,000		1,000		1,236		236	23.64%	
	- Dogs, Cats, Parking, Waste & Other									
052323	Dog Registration Fees	25,000		4,166		1,575		(2,591)	(62.20%)	
052324	Kennel Licences	200		32		0		(32)	(100.00%)	
052325	Other Income - Fees, Charges & Reimbursements	2,000		332		310		(22)	(6.63%)	
052326	Fees & Charges - Other Councils	100		16		(14)		(30)	(185.25%)	
	- Dogs, Cats, Parking, Waste & Other									
052328	Cat Registration Fees	5,000		832		195		(637)	(76.56%)	
		46,800		7,794		4,441		(3,353)		
TOTAL ANIMAL CONTROL - Operating										
		46,800	(103,002)	7,794	(17,279)	4,441	(24,546)	(10,620)		
CAPITAL EXPENDITURE										
			0		0		0	0		
CAPITAL REVENUE										
		0		0		0		0		
TOTAL ANIMAL CONTROL - Capital										
		0	0	0	0	0	0	0		
TOTAL ANIMAL CONTROL										
		46,800	(103,002)	7,794	(17,279)	4,441	(24,546)	(10,620)		
OTHER										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>OPERATING EXPENDITURE</u>										
053201	Employee Costs - Other Lops		(93,909)		(15,648)		(16,235)	(587)	(3.75%)	
053203	Telephone Expense		(1,500)		(250)		(91)	159	63.64%	
053204	Cctv Operational Expenses - Maintenance - In House		(5,000)		(832)		(338)	494	59.38%	
053206	Vehicle Expenses - Rangers		(9,000)		(1,500)		(1,189)	311	20.72%	
053207	Administration Allocation - Lops Other		(30,851)		(5,140)		(5,555)	(415)	(8.08%)	
053208	Depreciation - Lops - Other		(4,900)		(816)		(796)	20	2.49%	
053209	Semc Aware Grant Expenditure		(21,000)		(3,500)		0	3,500	0.00%	
			(166,160)		(27,686)		(24,204)	3,482		
<u>OPERATING REVENUE</u>										
053321	Fines & Penalties	3,000		500		1,014		514	102.89%	
053322	Other Income - Other - 1,500	1,500		250		0		(250)	(100.00%)	
053323	CCTV - Grants & Contributions	159,956		0		0		0	0.00%	
		164,456		750		1,014		264		
TOTAL (LOPS) OTHER - Operating		164,456	(166,160)	750	(27,686)	1,014	(24,204)	3,746		
<u>CAPITAL EXPENDITURE</u>										
053401	CCTV - Closed Circuit Television Camera - Security Q172 - CCTV Equipment Upgrade		(150,000)		(10,000)		(9,956)	44	0.00%	
053402	Transfer To Cctv Reserve		(350)		(58)		0	58	100.00%	
			(150,350)		(10,058)		(9,956)	102		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL (LOPS) OTHER - Capital		0	(150,350)	0	(10,058)	0	(9,956)	102		
TOTAL (LOPS) OTHER		164,456	(316,510)	750	(37,744)	1,014	(34,160)	3,848		
<u>EMERGENCY MANAGEMENT</u>										
<u>OPERATING EXPENDITURE</u>										
054202	Recovery Expenses		(2,000)		(332)		0	332	100.00%	
054203	Administration Allocation - Emergency Management		(33,182)		(5,530)		(6,000)	(470)	(8.49%)	
054204	Cesm - Employee Costs		(140,120)		(23,348)		(16,820)	6,528	27.96%	▼
054206	Dfes Co-Location Centre - Stirling Terrace		(200)		(34)		0	34	100.00%	
054208	Cesm Vehicle Expenses		(7,000)		(1,750)		(2,551)	(801)	(45.75%)	
054209	Ses Plant & Equipment (Less \$1000)		(13,152)		(2,192)		(20)	2,172	99.11%	
054210	Ses Plant & Equipment Maintenance		(1,000)		(166)		0	166	100.00%	
054211	Ses Vehicles, Trailers Maintenance		(6,678)		(1,112)		(3,988)	(2,876)	(258.63%)	
054212	Ses Building - Maintenance		(2,000)		(332)		0	332	100.00%	
054214	Ses Utilities, Rates & Taxes		(2,000)		(332)		(484)	(152)	(45.92%)	
054215	Ses Other Goods & Services		(1,000)		(166)		(323)	(157)	(94.70%)	
054216	Ses Insurance		(2,000)		(332)		0	332	100.00%	
054217	Bushfire Risk Management Coordinator - Employee Expense		(138,486)		(23,078)		(21,383)	1,695	7.34%	
054218	Bushfire Risk Management Coordinator - Other Expense		(34,445)		(5,740)		(1,538)	4,202	73.20%	
			(383,263)		(64,444)		(53,107)	11,337		
<u>OPERATING REVENUE</u>										
054335	Cesm - Recoup	112,826		28,207		32,641		4,434	15.72%	
054337	Toodyay District Ses Grant	57,621		0		2,500		2,500	0.00%	
054338	Bushfire Risk Management Coordinator - Recoup	174,505		0		0		0	0.00%	
		344,952		28,207		35,141		6,934		
TOTAL EMERGENCY MANAGEMENT - Operating		344,952	(383,263)	28,207	(64,444)	35,141	(53,107)	18,271		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>CAPITAL EXPENDITURE</u>										
054250	Ses - Purchase Plant & Equipment		(29,791)		(4,964)		0	4,964	100.00%	
054205	Transfer To Emergency Management & Recovery Reserve		(2,500)		(416)		0	416	100.00%	
			(32,291)		(5,380)		0	5,380		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL EMERGENCY MANAGEMENT - Capital										
		0	(32,291)	0	(5,380)	0	0	5,380		
TOTAL EMERGENCY MANAGEMENT										
		344,952	(415,554)	28,207	(69,824)	35,141	(53,107)	23,651		
<u>FIRE & LAND MANAGEMENT</u>										
<u>OPERATING EXPENDITURE</u>										
055401	Reserves Management - Mitigation Works - 30,000 - Reserve Track Maintenance - 10,000		(46,535)		(7,756)		(9,117)	(1,361)	(17.55%)	
055406	Reserves Management - Employee Costs		(85,166)		(16,406)		(13,653)	2,753	16.78%	
055407	Rmo - Vehicle Expenses		(5,000)		(1,250)		(1,324)	(74)	(5.92%)	
055412	Rmo - Professional Development		(1,000)		(166)		0	166	100.00%	
055413	Administration Allocation - Reserve Management		(25,592)		(4,264)		(4,635)	(371)	(8.69%)	
			(163,293)		(29,842)		(28,728)	1,114		
<u>OPERATING REVENUE</u>										
055502	Reserves Management - Telecommunications Leases	20,500		3,416		0		(3,416)	0.00%	
		20,500		3,416		0		(3,416)		
TOTAL LAND & FIRE MANAGEMENT - Operating										
		20,500	(163,293)	3,416	(29,842)	0	(28,728)	(2,302)		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	<u>CAPITAL EXPENDITURE</u>									
			0		0		0	0		
	<u>CAPITAL REVENUE</u>									
		0		0		0		0		
	TOTAL LAND & FIRE MANAGEMENT - Capital	0	0	0	0	0	0	0		
	TOTAL LAND & FIRE MANAGEMENT	20,500	(163,293)	3,416	(29,842)	0	(28,728)	(2,302)		
	TOTAL LAW ORDER & PUBLIC SAFETY	1,558,998	(2,444,774)	862,991	(415,740)	748,127	(819,057)	(518,181)		
	HEALTH									
	PUBLIC HEALTH									
	<u>OPERATING EXPENDITURE</u>									
074201	Public Health - Employee Costs		(133,461)		(22,242)		(17,996)	4,246	19.09%	
074206	Health - Professional Development		(2,250)		(2,250)		(1,873)	377	16.75%	
074208	Health Control Expenses		(6,000)		(1,000)		(280)	720	72.05%	
074209	Legal Expenses		(5,000)		(832)		0	832	100.00%	
076201	Analytical Expenses		(2,000)		(2,000)		(1,020)	980	49.01%	
074210	Administration Allocation - Public Health		(24,398)		(4,066)		(4,412)	(346)	(8.52%)	
074212	Pest Management Expenses		(10,000)		(1,666)		(927)	739	0.00%	
002502	Deprec Of Assets - Health		(35,500)		(5,916)		(6,013)	(97)	(1.63%)	
			(218,609)		(39,972)		(32,521)	7,451		
	<u>OPERATING REVENUE</u>									
074331	Legal Expenses Recoup	500		82		0		(82)	(100.00%)	
074332	Health Act Fees,Licences	15,000		2,500		1,650		(850)	(34.00%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
074333	Fines And Penalties	1,000		166		0		(166)	(100.00%)	
074335	Health Services Recoup	10,000		1,666		0		(1,666)	(100.00%)	
		26,500		4,414		1,650		(2,764)		
TOTAL PUBLIC HEALTH - Operating		26,500	(218,609)	4,414	(39,972)	1,650	(32,521)	4,687		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL PUBLIC HEALTH - Capital		0	0	0	0	0	0	0		
TOTAL PUBLIC HEALTH		26,500	(218,609)	4,414	(39,972)	1,650	(32,521)	4,687		
<u>OTHER HEALTH</u>										
<u>OPERATING EXPENDITURE</u>										
077201	Alma Beard Centre - Building Maintenance - 8,290 - Garden Maintenance - 10,065 - Operational Expenditure - 14,807		(33,162)		(7,446)		(4,657)	2,789	37.45%	
077202	Alma Beard Medical Centre - Rental - Offset by GL: 077330		(35,000)		(5,832)		0	5,832	100.00%	▼
077203	Administration Allocation - Other Health		(27,326)		(4,554)		(4,920)	(366)	(8.04%)	
			(95,488)		(17,832)		(9,578)	8,254		
<u>OPERATING REVENUE</u>										
077330	Alma Beard Medical Centre - Rental - Offset by GL: 077202	41,000		6,832		1,531		(5,302)	(77.60%)	▼

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- Physiotherapy Room Rental - 6,000									
		41,000		6,832		1,531		(5,302)		
	TOTAL OTHER HEALTH - Operating	41,000	(95,488)	6,832	(17,832)	1,531	(9,578)	2,953		
	CAPITAL EXPENDITURE									
077251	Alma Beard Medical Centre - Building		(15,000)		(2,498)		0	2,498		
			(15,000)		(2,498)		0	2,498		
	CAPITAL REVENUE									
		0		0		0		0		
	TOTAL OTHER HEALTH - Capital	0	(15,000)	0	(2,498)	0	0	2,498		
	TOTAL OTHER HEALTH	41,000	(110,488)	6,832	(20,330)	1,531	(9,578)	5,451		
	TOTAL HEALTH	67,500	(329,097)	11,246	(60,302)	3,181	(42,098)	10,138		
	EDUCATION AND WELFARE									
	OPERATING EXPENDITURE									
081100	Aged & Disabled - Other - Operating Expenditure		(5,000)		(832)		(260)	572	68.72%	
081110	Admin Allocation - Other Aged & Disabled		(28,316)		(4,718)		(5,111)	(393)	(8.32%)	
081150	Aged & Disabled - Employee Costs		(34,542)		(5,752)		(5,677)	75	1.31%	
			(67,858)		(11,302)		(11,048)	254		
	OPERATING REVENUE									
		0		0		0		0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL EDUCATION AND WELFARE - Operating		0	(67,858)	0	(11,302)	0	(11,048)	254		
<u>CAPITAL EXPENDITURE</u>										
083300	Aged & Disabled - Other - Capital Expenditure		(12,000)		(2,000)		(220)	1,780	89.00%	
			(12,000)		(2,000)		(220)	1,780		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL EDUCATION AND WELFARE - Capital		0	(12,000)	0	(2,000)	0	(220)	1,780		
TOTAL EDUCATION AND WELFARE		0	(79,858)	0	(13,302)	0	(11,048)	254		
TOTAL EDUCATION AND WELFARE		0	(79,858)	0	(13,302)	0	(11,048)	254		
<u>HOUSING</u>										
<u>STAFF HOUSING</u>										
<u>OPERATING EXPENDITURE</u>										
091201	Lot 35; 19A & 19B Clinton Street - Duplex - Building Maintenance - 2,308 - Garden Maintenance - 2,171 - Operational Expenditure - 4,233		(8,712)		(1,454)		(1,717)	(263)	(18.07%)	
002602	Deprec Of Assets - Staff Housing		(5,500)		(916)		(883)	33	3.64%	
			(14,212)		(2,370)		(2,599)	(229)		
<u>OPERATING REVENUE</u>										
091330	Shire Owned Housing - Rental Income	10,000		1,666		1,440		(226)	(13.57%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
091332	Recoups - Staff Housing	500		82		197		115	140.83%	
		10,500		1,748		1,637		(111)		
	TOTAL STAFF HOUSING - Operating	10,500	(14,212)	1,748	(2,370)	1,637	(2,599)	(340)		
	<u>CAPITAL EXPENDITURE</u>									
			0		0		0	0		
	<u>CAPITAL REVENUE</u>									
		0		0		0		0		
	TOTAL STAFF HOUSING - Capital	0	0	0	0	0	0	0		
	TOTAL STAFF HOUSING	10,500	(14,212)	1,748	(2,370)	1,637	(2,599)	(340)		
	<u>OTHER HOUSING</u>									
	<u>OPERATING EXPENDITURE</u>									
092203	Butterly House		(2,350)		(392)		(239)	153	39.12%	
002662	Deprec Of Assets-Housing		(20,000)		(3,332)		(3,325)	7	0.21%	
			(22,350)		(3,724)		(3,564)	160		
	<u>OPERATING REVENUE</u>									
		0		0		0		0		
	TOTAL OTHER HOUSING - Operating	0	(22,350)	0	(3,724)	0	(3,564)	160		
	<u>CAPITAL EXPENDITURE</u>									
			0		0		0	0		
	<u>CAPITAL REVENUE</u>									
		0		0		0		0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL OTHER HOUSING - Capital	0	0	0	0	0	0	0		
	TOTAL OTHER HOUSING	0	(22,350)	0	(3,724)	0	(3,564)	160		
	TOTAL HOUSING	10,500	(36,562)	1,748	(6,094)	1,637	(6,163)	(180)		
	<u>COMMUNITY AMMENITIES</u>									
	<u>HOUSEHOLD REFUSE</u>									
	<u>OPERATING EXPENDITURE</u>									
101201	Waste Transfer Station - Maintenance & Operating - Building Maintenance - 4,719 - Garden Maintenance - 16,960 - Operational Expenditure - 4,958		(26,636)		(4,440)		(4,193)	247	5.55%	
101202	Disposal Of Refuse		(40,000)		(6,666)		(1,819)	4,847	72.71%	
101203	Domestic Refuse Collection - Includes fortnightly recycle collection - Mandatory waste collection - 85,000 - Requested Waste Collection - 124,000 - Commercial Collection - 42,000 - Street Bins - 35,000 - Monthly tonnage collection fee - 60,000		(346,000)		(57,666)		(53,921)	3,745	6.50%	
101204	Administration Allocation - Household Refuse		(28,805)		(4,800)		(5,206)	(406)	(8.46%)	
101207	Waste Transfer Station - Waste Management Contract		(181,000)		(30,166)		(21,261)	8,905	29.52%	▼
002752	Deprec Of Assets-Rubbish		(5,800)		(966)		(1,002)	(36)	(3.70%)	
			(628,241)		(104,704)		(87,402)	17,302		
	<u>OPERATING REVENUE</u>									
101330	Domestic Rubbish Collection - Mandatory	109,270		109,270		112,230		2,960	2.71%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
101331	- Includes fortnightly recycle collection - 486 collections - 109,270 Commercial Rubbish Collection	23,650		23,650		23,250		(400)	(1.69%)	
101332	- Includes fortnightly recycle collection - 107 collections - 23,650 Transfer Station Entry Fees - Additional Passes - \$60 per Twelve Passes - \$30 per Six passes - \$5 per single pass	1,500		250		5		(245)	(98.00%)	
101333	Waste Transfer Station Maintenance - Minimum Rate - 3,081 Assessments @ \$85 per assessment	246,480		246,480		247,180		700	0.28%	
101334	Domestic Rubbish Collection - Additional - Includes fortnightly recycle collection - 1,252 collections - 278,960	287,960		287,960		289,821		1,861	0.65%	
		668,860		667,610		672,486		4,876		
TOTAL HOUSEHOLD REFUSE - Operating		668,860	(628,241)	667,610	(104,704)	672,486	(87,402)	22,178		
<u>CAPITAL EXPENDITURE</u>										
101252	Transfer To Refuse Reserve - Interest		(2,000)		(332)	0		332	100.00%	
			(2,000)		(332)	0		332		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL HOUSEHOLD REFUSE - Capital		0	(2,000)	0	(332)	0	0	332		
TOTAL HOUSEHOLD REFUSE		668,860	(630,241)	667,610	(105,036)	672,486	(87,402)	22,510		
<u>OTHER REFUSE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>OPERATING EXPENDITURE</u>										
102201	Administration Allocation - Other Refuse		(40,517)		(6,752)		(7,301)	(549)	(8.13%)	
102202	Tidy Towns Expenditure		(10,000)		(1,666)		0	1,666	100.00%	
	- Water Towns Murial - 8,000									
	- Other Expense - 2,000									
102206	Street Bins Collection		(10,000)		(1,666)		(1,601)	65	3.89%	
102207	Litter Control - Other		(2,286)		(380)		0	380	100.00%	
	- Parks & Garden - 1,286									
	- Community Cleanup Event - 1,000									
			(62,803)		(10,464)		(8,902)	1,562		
<u>OPERATING REVENUE</u>										
		0		0		0		0		
TOTAL OTHER REFUSE - Operating										
		0	(62,803)	0	(10,464)	0	(8,902)	1,562		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL OTHER REFUSE - Capital										
		0	0	0	0	0	0	0		
TOTAL OTHER REFUSE										
		0	(62,803)	0	(10,464)	0	(8,902)	1,562		
<u>COMMUNITY AMMENITIES</u>										
<u>SEWERAGE</u>										
<u>OPERATING EXPENDITURE</u>										
			0		0		0	0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
OPERATING REVENUE										
		0		0		0		0		
	TOTAL SEWERAGE - Operating	0	0	0	0	0	0	0		
CAPITAL EXPENDITURE										
			0		0		0	0		
CAPITAL REVENUE										
		0		0		0		0		
	TOTAL SEWERAGE - Capital	0	0	0	0	0	0	0		
	TOTAL SEWERAGE	0	0	0	0	0	0	0		
COMMUNITY SPONSORSHIP										
OPERATING EXPENDITURE										
104201	Community Grants & Sponsorships		(74,500)		(12,416)		(28,955)	(16,539)	(133.20%)	▲
	- Discretionary Funds - 5,500									
	- Moondyne Festival - 10,000									
	- Toodyay Locals Care - 10,000									
	- Toodyay Chamber of Commerce - 5,000									
	- Toodyay Ag Sponsorship as per agreement - 1,000									
	- Toodyay RSL Sandakan Scholarship - 2,000									
	- Friends of the River - 1,500									
	- Noongar Kaakning Aboriginal Corporation - 5,000									
	- Bindoon Mobile Recovery Campaign - 2,000									
	- Youthcare - 10,000									
	- Toodyay Bowling Club - 2,000									
	- Arts Toodyay - 3,000									
	- Toodyay Farmers Market - 2,000									

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
104203	- Toodyay Cricket Club - 2,500 - Butterly Cottage Association - 5,000 - Toodyay Senior Football Club- 2,000 - Bush Poets - 1,000 - Toodyay Car & Motorcycle Show - 1,500 - Fibre Festival - 5,000 Community Contributions - Waiving of Fees for Community Events		(5,000)		(832)		0	832	100.00%	
			(79,500)		(13,248)		(28,955)	(15,707)		
<u>OPERATING REVENUE</u>										
104330	Contributions, Donations, Grants & Sponsorships	5,000		832		0		(832)	(100.00%)	
		5,000		832		0		(832)		
TOTAL COMMUNITY SPONSORSHIP - Operating		5,000	(79,500)	832	(13,248)	0	(28,955)	(16,539)		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL COMMUNITY SPONSORSHIP - Capital		0	0	0	0	0	0	0		
TOTAL COMMUNITY SPONSORSHIP		5,000	(79,500)	832	(13,248)	0	(28,955)	(16,539)		
<u>PROTECTION OF THE ENVIRONMENT</u>										
<u>OPERATING EXPENDITURE</u>										
105204	Environmental Expenditure		(34,500)		(5,750)		0	5,750	100.00%	▼

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
105205	- Biodiversity Strategy - 25,000 - Friends of the River - 9,500 Admin Alloc - Environment Protection		(22,664)		(3,776)		(4,095)	(319)	(8.45%)	
			(57,164)		(9,526)		(4,095)	5,431		
<u>OPERATING REVENUE</u>										
		0		0		0		0		
TOTAL PROTECTION OF ENVIRONMENT - Operating		0	(57,164)	0	(9,526)	0	(4,095)	5,431		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL PROTECTION OF ENVIRONMENT - Capital		0	0	0	0	0	0	0		
TOTAL PROTECTION OF ENVIRONMENT		0	(57,164)	0	(9,526)	0	(4,095)	5,431		
<u>TOWN PLANNING</u>										
<u>OPERATING EXPENDITURE</u>										
106201	Town Planning - Employee Costs		(161,083)		(26,844)		(26,785)	59	0.22%	
106205	Town Planning - Professional Development		(2,500)		(416)		(575)	(159)	(38.11%)	
106206	T.Plng Vehicle Expenses		(21,000)		(3,500)		(3,840)	(340)	(9.71%)	
106208	Rezoning/Subdivision Expenses		(1,000)		(166)		(105)	61	36.87%	
106209	T.Plng Other Expenses - Advertising - Body Camera		(5,000)		(832)		(3,880)	(3,048)	(366.35%)	
106210	T.Plng Legal Costs		(25,000)		(4,166)		(416)	3,750	90.01%	
106212	Administration Allocation - Town Planning		(43,307)		(7,216)		(7,809)	(593)	(8.22%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
106213	Deprec Of Assets - T/P		(9,000)		(1,500)		(554)	946	63.07%	
			(267,890)		(44,640)		(44,863)	(223)		
OPERATING REVENUE										
106332	Subdivision Fees	1,500		250		0		(250)	(100.00%)	
106334	T.Plng Other Fees - 3-6 Dog Applications - Planning Applications - Plan Searches	35,000		5,832		4,890		(942)	(16.16%)	
106341	T.Plng Services Recoup	5,000		832		0		(832)	(100.00%)	
		41,500		6,914		4,890		(2,024)		
TOTAL TOWN PLANNING - Operating		41,500	(267,890)	6,914	(44,640)	4,890	(44,863)	(2,247)		
CAPITAL EXPENDITURE										
			0		0		0	0		
CAPITAL REVENUE										
		0		0		0		0		
TOTAL TOWN PLANNING - Capital		0	0	0	0	0	0	0		
TOTAL TOWN PLANNING		41,500	(267,890)	6,914	(44,640)	4,890	(44,863)	(2,247)		
COMMUNITY AMMENITIES										
OTHER COMMUNITY SERVICES										
OPERATING EXPENDITURE										
107201	Cemetery Maintenance - Building Maintenance - 1,131		(49,116)		(8,188)		(3,335)	4,853	59.27%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
107202	- Parks & Gardens - 31,454 - Operational/Utilities - 6,123 Federation Square Mtce		(13,495)		(2,252)		(909)	1,343	59.65%	
107204	- Building Maintenance - 2,238 - Parks & Gardens - 11,009 - Operational/Utilities - 248 Toodyay Railway Station		(21,880)		(3,648)		(2,749)	899	24.65%	
	- R015 Railway Lawns & Gardens - 12,838 - R078 Railway Resesrve - 4,789 - Utilities - 4,252									
107205	Street Furniture		(2,435)		(408)		(960)	(552)	(135.39%)	
107206	War Memorial		(32,969)		(5,494)		(4,469)	1,025	18.65%	
	- Building Maintenance - 4,612 - Parks & Gardens - 22,289 - Operational/Utilities - 6,068									
107210	Administration Allocation - Other Community Services		(22,664)		(3,776)		(4,095)	(319)	(8.45%)	
107211	Cemetery Operations - Gravedigging Etc		(16,000)		(2,668)		(1,762)	906	33.96%	
003502	Depr Of Assets-Amenities		(5,000)		(832)		(679)	153	18.44%	
			(163,559)		(27,266)		(18,958)	8,308		
OPERATING REVENUE										
107331	Cemetery Fees (Inc Gst)	16,000		2,666		1,118		(1,548)	(58.06%)	
107332	Cemetery Fees (Not Inc Gst)	500		82		50		(32)	(39.02%)	
		16,500		2,748		1,168		(1,580)		
TOTAL OTHER COMMUNITY - Operating										
		16,500	(163,559)	2,748	(27,266)	1,168	(18,958)	6,729		
CAPITAL EXPENDITURE										
			0		0		0	0		
CAPITAL REVENUE										
		0		0		0		0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL OTHER COMMUNITY - Capital	0	0	0	0	0	0	0		
	TOTAL OTHER COMMUNITY SERVICES	16,500	(163,559)	2,748	(27,266)	1,168	(18,958)	6,729		
	TOTAL COMMUNITY AMENITIES	731,860	(1,261,157)	678,104	(210,180)	678,543	(193,174)	17,446		
RECREATION & CULTURE										
PUBLIC HALLS										
<u>OPERATING EXPENDITURE</u>										
111201	Memorial Hall - Operational & Maintenance Expenditure		(43,503)		(7,250)	(9,631)		(2,381)	(32.85%)	
	- Building Maintenance - 10,700									
	- Operational/Utilities - 32,803									
111202	Morangup Comm Ctre.		(8,049)		(1,342)	(640)		702	52.32%	
	- Building Maintenance - 5,516									
	- Parks & Gardens - 1,454									
	- Operational/Utilities - 1,440									
111203	Community Ctre		(55,076)		(9,184)	(6,223)		2,961	32.24%	
	- Building Maintenance - 16,480									
	- Parks & Gardens - 10,697									
	- Operational/Utilities - 27,897									
111204	Administration Allocation - Public Halls		(29,254)		(4,874)	(5,269)		(395)	(8.11%)	
161205	Loan 65 - Interest And Charges		(1,658)		(1,537)	(1,163)		374	24.33%	
003522	Deprec Of Assets - Halls		(53,000)		(8,832)	(9,723)		(891)	(10.09%)	
			(190,540)		(33,019)	(32,650)		369		
<u>OPERATING REVENUE</u>										
111330	Memorial Hall Rentals	3,500		582		127		(455)	(78.13%)	
111332	Community Centre Rentals	45,000		7,500		2,569		(4,931)	(65.75%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
111333	- Silver Chain - 15,000 - Dept Child Protection - 20,000 - Other Rentals - 10,000 Community Centre Recoups	1,500		250		247		(3)	(1.26%)	
		50,000		8,332		2,943		(5,389)		
TOTAL PUBLIC HALLS - Operating		50,000	(190,540)	8,332	(33,019)	2,943	(32,650)	(5,021)		
<u>CAPITAL EXPENDITURE</u>										
111351	Buildings - Public Halls & Civic Centres Q141 - Memorial Hall Internal & External Paint of Bathrooms - 10,000 Q141 - Memorial Hall Sound System, Curtains & Flooring - 28,800 Q129 - Toodyay Community Centre Renewal - 34,500 Q165 - Morangup Community Centre Additions - 380,000		(453,300)		(75,552)		0	75,552	100.00%	▼
111354	Transfer To Morangup Community Centre Development Reserve		(2,000)		(332)		0	332	0.00%	
161256	Loan 65 - Principal - Community Centre, Stirling Terrace		(12,161)		(6,081)		(5,777)	304	5.00%	
			(467,461)		(81,965)		(5,777)	76,188		
<u>CAPITAL REVENUE</u>										
111360	Transfer From Community Development Reserve	348,981		58,162		0		(58,162)	(100.00%)	▼
		348,981		58,162		0		(58,162)		
TOTAL PUBLIC HALLS - Capital		348,981	(467,461)	58,162	(81,965)	0	(5,777)	18,026		
TOTAL PUBLIC HALLS		398,981	(658,001)	66,494	(114,984)	2,943	(38,427)	13,005		
<u>RECREATION & CULTURE</u>										
<u>RECREATION & SPORT</u>										
<u>OPERATING EXPENDITURE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
113201	Toodyay Showgrounds - Building Maintenance - 32,166 - Parks & Gardens - 90,743 - Operational/Utilities - 32,535 - Seating at Youth Hall - 4,000		(159,444)		(26,584)		(26,057)	527	1.98%	
113202	Toodyay Race Course		(1,070)		(178)		(637)	(459)	(258.01%)	
113203	Newcastle Park - Building Maintenance - 2,381 - Parks & Gardens - 22,667 - Operational/Utilities - 1,232		(26,280)		(4,378)		(3,573)	805	18.39%	
113204	Charcoal Lane Public Convenience - Building Maintenance - 8,027 - Operational/Utilities - 10,371		(18,398)		(3,066)		(1,922)	1,144	37.30%	
113206	Parks & Gardens Depot - Building Maintenance - 2,384 - Parks & Gardens - 1,665 - Operational/Utilities - 1,900		(5,948)		(988)		(266)	722	73.05%	
113207	Pioneer Arboretum		(11,370)		(1,894)		(1,238)	656	34.65%	
113208	Railway Wagon Reserve No. 35142 (Info Bay)		(9,702)		(1,616)		(630)	986	61.03%	
113210	Wilson Street (Parking) Reserve		(2,407)		(402)		(163)	239	59.38%	
113212	Pelham Reserve - Building Maintenance - 1,082 - Reserve Works - 6,500 - Operational/Utilities - 10,493		(18,078)		(3,014)		(3,764)	(750)	(24.89%)	
113213	Duidgee & Stirling Parks - Parks & Gardens - 58,230 - Building Maintenance - 11,366 - Lighting Upgrade to Skate Park - 3,500 - Operational/Utilities - 9,665		(82,760)		(13,796)		(15,578)	(1,782)	(12.92%)	
113214	Misc Sports Club Facilities - Building Maintenance - 5,505 - Other - 750		(6,255)		(1,044)		(1,170)	(126)	(12.08%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
113215	Other Shire Parks & Gardens		(20,435)		(3,410)		(250)	3,160	92.68%	
113221	Admin Allocation - Recreation & Sport		(57,091)		(9,514)		(10,317)	(803)	(8.44%)	
113227	Youth Engagement - Expenditure		(9,500)		(1,582)		(313)	1,269	80.23%	
	- Holiday Program - 5,000									
	- Early Years Network - 4,500									
113228	Community Expenditure - Sport & Rec		(2,500)		(416)		0	416	100.00%	
	- Toodyay Corporate Sports Challenge									
113229	Other Recreation & Sport - Employee Costs		(62,266)		(10,376)		(9,898)	478	4.61%	
161214	Loan 72 - Interest - Land -Rec Centre		(37,307)		(6,216)		(2,675)	3,541	56.96%	
161215	Loan 73 - Interest - Tennis & basketball Cts		(288)		(46)		(67)	(21)	(46.09%)	
161217	Loan 75 - Interest - Recreation Precinct		(178,510)		(166)		0	166	0.00%	
003792	Deprec of Assets - Sport		(145,000)		(24,166)		(23,860)	306	1.27%	
			(854,609)		(112,852)		(102,379)	10,473		
OPERATING REVENUE										
113330	Showground Rental	5,000		832		873		41	4.90%	
113332	Club Leases	1,000		166		0		(166)	(100.00%)	
113335	Clubs Insurance	3,750		624		1,888		1,264	202.63%	
113351	Grants & Contributions Income	1,000		166		0		(166)	(100.00%)	
113357	Toodyay Race Club - Reimbursement/S	3,500		582		2,189		1,607	276.18%	
113362	Recreation Precinct Contributions	5,575,425		0		0		0	0.00%	
	- Bendigo Bank Contribution - 100,000									
	- Swimming Pool Action Funds - 120,260									
	- BBRF Grant Funding - 3,790,165									
	- CSRFF Grant- 675,000									
	- Lotterywest - 890,000									
113364	Old Parks & Gardens Lease	0		0		(1,250)		(1,250)		
		5,589,675		2,370		3,701		0	1,331	
TOTAL REC & SPORT - Operating										
		5,589,675	(854,609)	2,370	(112,852)	3,701	(102,379)	11,804		
CAPITAL EXPENDITURE										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
113256	Duidgee / Stirling Park Upgrade - Infrastructure Q177 - Duidgee Park Toilet Upgrade - 90,000		(90,000)		(15,000)		0	15,000	100.00%	▼
113262	Buildings - Sport & Recreation Q192 - Parks & Gardens Depot Upgrade - 20,000 Q203 - Toodyay Club Kitchen Upgrade - 21,400 Q199 - Recreation Precinct Buildings - 4,635,009		(4,676,409)		(779,402)		(39,037)	740,365	94.99%	▼
113263	Infrastructure - Parks & Recreation Q159 - Recreation Precinct Infrastructure - 8,942,019 Q204 - Toodyay Club Lighting & Paving - 34,030		(8,976,049)		(1,496,008)		(53,676)	1,442,332	96.41%	▼
113270	Showgrounds - Pavilion Q200 - Grandstand Change Room Upgrades - 10,000		(10,000)		(1,666)		0	1,666	100.00%	
113274	Transfer To Swimming Pool Reserve - Interest		(2,000)		(332)		0	332	100.00%	
113275	Transfer To Recreation Development Reserve - Interest		(15,000)		(2,500)		0	2,500	0.00%	
113277	Transfer To Asset Replacement Reserve		(10,000)		(1,666)		0	1,666	0.00%	
161262	Loan 72 - Principal - Recreation Precinct Land		(41,512)		(6,918)		0	6,918	0.00%	
161263	Loan 73 - Principal Payments - Multi Purpose Courts		(10,189)		(1,698)		0	1,698	100.00%	
161271	Loan 75 - Principal - Recreation Precinct		(150,492)		(25,082)		0	25,082	0.00%	
			(13,981,651)		(2,330,272)		(92,713)	2,237,559		
CAPITAL REVENUE										
113350	Transfer From Recreation Development Reserve	1,701,552		283,592		0		(283,592)	0.00%	
113359	Transfer From Swimming Pool Reserve	110,691		18,448		0		(18,448)	0.00%	
113360	Loan Income - Multi Purpose Recreation Facility	4,500,000		750,000		0		(750,000)	0.00%	
		6,312,243		1,052,040		0		(1,052,040)		
TOTAL REC & SPORT - Capital		6,312,243	(13,981,651)	1,052,040	(2,330,272)	0	(92,713)	1,185,519		
TOTAL RECREATION & SPORT		11,901,918	(14,836,260)	1,054,410	(2,443,124)	3,701	(195,092)	1,197,323		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>RECREATION & CULTURE</u>										
<u>LIBRARIES</u>										
<u>OPERATING EXPENDITURE</u>										
115201	Library - Employee Costs		(166,404)		(33,025)		(31,072)	1,953	5.91%	
115204	Library - Professional Development - WA Libraries Conference		(5,702)		(950)		(237)	713	75.04%	
115205	Library Operating Expenses - Stationery & Staff Amenities - Telephone Charges - State Library of WA - Solar Panel Leasing		(16,971)		(2,828)		(2,058)	770	27.21%	
115206	Library Bldg. Maintenance - Building Maintenance - 12,962 - Parks & Gardens - 2,065 - Utilities & Insurance - 18,115		(33,142)		(5,526)		(4,130)	1,396	25.27%	
115207	Library Office Equipment - Refurbish Existing Furniture - New Moveable Book Shelves		(10,630)		(1,770)		(375)	1,395	78.82%	
115208	Library Book Purchases		(3,000)		(500)		(1,000)	(500)	(100.00%)	
115210	Administration Allocation - Library		(28,510)		(4,750)		(5,143)	(393)	(8.26%)	
115211	Library - Events - Author Talks x 4 Events - 2,500		(2,500)		(416)		0	416	100.00%	
161209	Loan 67 - Interest And Charges		(15,033)		(2,504)		(862)	1,642	65.58%	
161211	Loan 69 - Interest And Charges		(1,972)		(328)		(220)	108	33.03%	
004072	Deprec Of Assets-Library		(19,000)		(3,166)		(3,217)	(51)	(1.61%)	
			(302,864)		(55,763)		(48,313)	7,450		
<u>OPERATING REVENUE</u>										
115334	Library Income/Revenue	3,500		582		491		(91)	(15.70%)	
		3,500		582		491		(91)		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL LIBRARIES - Operating		3,500	(302,864)	582	(55,763)	491	(48,313)	7,359		
<u>CAPITAL EXPENDITURE</u>										
115250	Buildings - Library J038 - Library Brick Repairs - 5,500 J067 - Replace Carpets in Main Library Reception - 6,000		(11,500)		(1,916)		0	1,916	100.00%	
161258	Loan 67 Principal - Library Upgrade 1		(38,951)		0		0	0	0.00%	
161261	Loan 69 Principal - Library Upgrade 2		(35,079)		0		0	0	0.00%	
			(85,530)		(1,916)		0	1,916		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL LIBRARIES - Capital		0	(85,530)	0	(1,916)	0	0	1,916		
TOTAL LIBRARIES		3,500	(388,394)	582	(57,679)	491	(48,313)	9,275		
<u>RECREATION & CULTURE</u>										
<u>HERITAGE</u>										
<u>OPERATING EXPENDITURE</u>										
116201	Museum (Gaol) Maintenance - Parks & Gardens - 10,904 - Building Maintenance - 31,421 - Utilities & Insurance - 12,973		(55,299)		(13,384)		(8,517)	4,867	36.37%	
116202	Museum Volunteers		(5,950)		(990)		(902)	89	8.94%	
116203	Museum Displays - Goal Signage - 2,600 - Goal Exhibitions - 2,500		(10,000)		(1,666)		(1,200)	466	27.97%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
116209	- Trade Cell Upgrades - 4,900 Mus. - Marketing/Promotion		(2,000)		(332)		0	332	100.00%	
116210	Heritage - Preservation & Conservation - Restoration of Tractor		(1,200)		(200)		0	200	100.00%	
116212	Heritage - Employee Costs		(77,361)		(12,890)		(12,346)	544	4.22%	
116217	Heritage Advisory Services		(10,000)		(1,666)		0	1,666	100.00%	
116218	Administration Allocation - Heritage		(34,642)		(5,772)		(6,254)	(482)	(8.34%)	
116219	Cultural Heritage Interp Works - Interpretive Museum Project - 5,000 - Connors Mill 150th - 2,000		(7,000)		(1,166)		(154)	1,012	86.82%	
116221	Museum Operating Expenses - Subscriptions - 341 - Conservation Materials & Education Resources- 5,000 - Disposal of Agricultural Artefacts - 1,000 - Public Engagement Events - 1,000 - Office Equipment & Stationary - 3,400		(12,439)		(2,072)		(2,263)	(191)	(9.21%)	
			(215,891)		(40,138)		(31,634)	8,504		
OPERATING REVENUE										
116330	Lotterywest Grants - Museum Q156 Roof Repair - New Shingles to Old Gaol - 189,000 Convict Depot Walk - 8,000	197,000		32,832		0		(32,832)	0.00%	
116332	Admissions To Museum	13,000		2,166		2,486		320	14.77%	
		210,000		34,998		2,486		(32,512)		
TOTAL HERITAGE - Operating		210,000	(215,891)	34,998	(40,138)	2,486	(31,634)	(24,009)		
CAPITAL EXPENDITURE										
117252	Upgrade To Heritage Buildings Q156 Roof Structure Repairs & Drainage Old Gaol - 359,291 Convict Depot Walk - 16,000		(390,291)		(65,048)		(7,620)	57,428	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
117254	Q134 - Parkers Cottage Structure Survey- 10,000 Q135 - Donegan Cottage Structural Survey- 5,000 Transfer To Heritage Asset Reserve		(500)		(82)		0	82	100.00%	
			(390,791)		(65,130)		(7,620)	57,510		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL HERITAGE - Capital		0	(390,791)	0	(65,130)	0	(7,620)	57,510		
TOTAL HERITAGE		210,000	(606,682)	34,998	(105,268)	2,486	(39,255)	33,501		
<u>RECREATION & CULTURE</u>										
<u>CULTURE</u>										
<u>OPERATING EXPENDITURE</u>										
113209	Toodyay St Aboriginal Reserve		(3,669)		(610)		(276)	334	54.70%	
117201	Small Events		(9,800)		(1,634)		(14)	1,620	99.12%	
	- Twilight Movies In The Park - 2,380									
	- Water Filled Barrier Fencing for Events - 2,639									
	- Other - 7,120									
117202	Avon Descent		(16,400)		(16,400)		(15,315)	1,085	6.62%	
	- Event Preparations - 5,400									
	- NADA sponsorship - 10,000									
	- Other - 1,000									
117203	Aust. Day Celebrations		(9,300)		(1,550)		(540)	1,010	65.16%	
	- Community Breakfast, Citizenship Ceremony									
117204	Donegan'S Cottage - Showgrounds		(8,094)		(1,350)		(391)	959	71.02%	
117205	Parkers Cottage		(7,300)		(1,216)		(1,239)	(23)	(1.90%)	
117206	Moondyne Festival		(1,676)		(280)		0	280	100.00%	
117207	Toodyay International Food Festival		(58,000)		(54,362)		(55,362)	(1,000)	(1.84%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- IFF Event Expenses - 51,200									
	- EMRC Admin Fee - 5,000									
	- Event Preparations - 1,766									
117208	Targa West		(5,072)		(5,072)		(7,353)	(2,281)	0.00%	
117210	Toodyay Ag Show		(7,500)		0		0	0	0.00%	
	- Waste Mgmt, Toilet & Generator Hire									
	- Event Preparations									
117211	Christmas Decorations		(8,500)		0		0	0	0.00%	
117212	Toodyay Races		(4,041)		(1,934)		(2,584)	(650)	0.00%	
	- Insurance (Reimbursed) GL; 113357									
117213	Community Grants & Sponsorships - Culture		(2,500)		(416)		0	416	100.00%	
	- Volunteer Recognition Event - 1,000									
	- Senior's Week - 1,000									
	- Other - 500									
117214	Administration Allocation - Culture		(33,844)		(5,640)		(6,095)	(455)	(8.06%)	
117215	Anzac Commemoration - Expenditure		(2,000)		(332)		0	332	100.00%	
	- Gunfire Breakfast & Anzac Day									
117216	Reconciliation Action		(1,000)		(166)		0	166	100.00%	
004222	Depreciation - Assets - Culture		(25,000)		(4,166)		(4,105)	61	1.45%	
			(203,696)		(95,128)		(93,276)	1,852		
OPERATING REVENUE										
117332	Grant Income	33,000		5,500		0		(5,500)	(100.00%)	▼
	- EMRC - Avon/IFF Festival - 30,000									
	- Thank a volunteer Day - 1,000									
	- Senior's Week - 1,000									
	- Other - 1,000									
117333	Sponsorship - International Food Festival	2,500		416		0		(416)	(100.00%)	
117334	International Food Festival - Stallholder Fee	8,000		8,000		5,104		(2,896)	(36.19%)	
117335	Events - Other Income	3,000		500		968		468	93.56%	
		46,500		14,416		6,072		(8,344)		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL CULTURE - Operating		46,500	(203,696)	14,416	(95,128)	6,072	(93,276)	(6,492)		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL CULTURE - Capital		0	0	0	0	0	0	0		
TOTAL CULTURE		46,500	(203,696)	14,416	(95,128)	6,072	(93,276)	(6,492)		
TOTAL RECREATION & CULTURE		12,560,899	(16,693,033)	1,170,900	(2,816,183)	15,692	(414,363)	1,246,612		
<u>TRANSPORT</u>										
<u>CONSTRUCTION</u>										
<u>OPERATING EXPENDITURE</u>										
121201	Crossover Contributions		(5,000)		(832)		0	832	100.00%	
121205	Plant - Leasing Expenses		(163,300)		(27,216)		(14,744)	12,472	45.83%	
	- Lease of Grader & Truck									
121214	Survey ,Design & Audits		(101,000)		(16,832)		(4,138)	12,694	75.42%	▼
	- Survey & Design - 65,000									
	- Riverside Walkway Development Survey and Design - 30,000									
	- Wheatbelt Secondary Freight Route Contrubution - 6,000									
121216	Administration Allocation - Transport Construction		(55,381)		(9,230)		(9,999)	(769)	(8.33%)	
161212	Loan 70 - Interest & Charges - Footbridge		(1,618)		(268)		(142)	126	46.96%	
161213	Loan 71 - Interest & Charges - Depot		(30,093)		(5,014)		(2,141)	2,873	57.31%	
004670	Deprec - Transport Assets		(3,375,000)		(562,500)		(542,223)	20,277	3.60%	
			(3,731,392)		(621,892)		(573,387)	48,505		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
OPERATING REVENUE										
121334	Regional Roads Group (Project) Grants A0012 - Lovers Lane - Widen, Reconstruct & Seal - 264,500 A0004 - Julimar Road- Widen - 166,085 A0197 - Toodyay Bindi Bindi Rd - Widen & Reseal - 166,674 A0001 - Bejoording Rd - Widen & Reseal - 219,960	923,220		461,610		434,437		(27,173)	0.00%	
121337	Roads To Recovery Grants B0011 - Toodyay Street - Upgrade inc Footpath - 286,720 B0002 - Bejoording/Nunile Rd - Intersection Upgrade - 155,000 B0121 - Dreyer Rd - Drainage, Construct & Seal - 89,100	530,820		88,470		0		(88,470)	(100.00%)	▼
		1,454,040		550,080		434,437		(115,643)		
TOTAL CONSTRUCTION - Operating		1,454,040	(3,731,392)	550,080	(621,892)	434,437	(573,387)	(67,138)		
CAPITAL EXPENDITURE										
121211	Regional Road Group Projects - Grant Funded A0012 - Lovers Lane - Widen, Reconstruct & Seal - 396,750 A0004 - Julimar Road- Widen - 249,127 A0197 - Toodyay Bindi Bindi Rd - Widen & Reseal - 252,010 A0001 - Bejoording Rd - Widen & Reseal - 329,940		(1,227,827)		(204,636)		(109,796)	94,840	46.35%	▼
121212	Roads To Recovery - Grant Works B0011 - Toodyay Street - Upgrade inc Footpath - 286,720 B0002 - Bejoording/Nunile Rd - Intersection Upgrade - 155,000 B0121 - Dreyer Rd - Drainage, Construct & Seal - 89,100		(530,820)		(88,470)		0	88,470	100.00%	▼
121213	Road Construction - Own Resources D0150 - Sinclair Place - Drainage, Construct & Seal - 103,950 D0010 - River Rd - Seal - 161,788 D0062 - Rosedale/Fiennes St - Safety Improvements - 10,000 J073 - Recreation Precinct - Firebreak Construction - 80,000 D0126 - Hamersley St - Level Crossing - 120,000 D0244 - Fifth Rd - Construct & Seal - 46,200		(624,638)		(104,120)		(15,457)	88,663	85.15%	▼

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
121215	D0020 - Folewood Rd - Reseal - 32,500 D0198 - Harvester Dr - Reseal - 70,200 Bridges & Culverts Works		(374,733)		(62,454)		0	62,454	0.00%	
122202	Telegraph Road Bridge Works Purchase Of Plant & Equipment 1TJR183 - Canopy for Side Tip Trailer - 35,000 T0002 - Canopy for Ranger Ute - 20,000 T0013 - Mitsubishi Triton - 45,000 1EPF060 - Ford Ranger CESM - 60,000 Mechanics Truck Fit Out - 10,000 Single Axle Dolly - 3,500 Auger Drive - Track Loader - 4,000 Air Operated Oil Pumps with Digital Control Valves & Drip Trays - 28,346 Community Bus - 63,425		(269,271)		(44,878)		(628)	44,250	98.60%	▼
122203	Transfer To Plant Replacement Reserve - Interest		(4,000)		(666)		0	666	100.00%	
122205	Transfer To Road Contribution Reserve - Interest & 70,000		(75,000)		(12,500)		0	12,500	100.00%	▼
122211	Transfer To Newcastle Footbridge Reserve - Interest		(500)		(82)		0	82	100.00%	
122214	Transfer To Community Bus Reserve		(1,000)		(166)		0	166	100.00%	
161269	Loan 70 - Principal Payment		(15,021)		(2,502)		0	2,502	100.00%	
161270	Loan 71 - Principal Payment - Depot		(34,480)		0		0	0	0.00%	
			(3,157,290)		(520,474)		(125,882)	394,592		
CAPITAL REVENUE										
121348	Transfer From Road Contribution Reserve	177,000		29,500		0		(29,500)	(100.00%)	▼
122330	Sale Of Plant & Equipment T0006 JCB 436ZX FE Loader - 70,000 T6098 - Dynapac Vibrating Roller - 30,000 T0013 - Mitsubishi Triton Ute - 8,000	108,000		18,000		0		(18,000)	(100.00%)	▼
122338	Transfer From Community Bus Reserve	63,425		10,570		0		(10,570)	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
		348,425		58,070		0		(58,070)		
	TOTAL CONSTRUCTION - Capital	348,425	(3,157,290)	58,070	(520,474)	0	(125,882)	336,522		
	TOTAL CONSTRUCTION	1,802,465	(6,888,682)	608,150	(1,142,366)	434,437	(699,268)	269,385		
	<u>TRANSPORT</u>									
	<u>MAINTENANCE</u>									
	<u>OPERATING EXPENDITURE</u>									
123201	Road Maintenance		(1,004,817)		(167,462)		(137,364)	30,098	17.97%	▼
123202	Bridge Maintenance		(182,815)		(30,466)		0	30,466	100.00%	▼
	- Bridge Maintenance - 110,500									
	- Newcastle Footbridge Maintenance - 3,315									
	- Ringa Bridge - Fencing & Signage - 13,000									
	- Repairs to Duke Street Pedestrian Bridge - 56,000									
123205	Footpath Maintenance		(15,000)		(2,500)		(1,831)	669	26.77%	
123206	Lighting Of Streets		(40,000)		(6,666)		(6,400)	266	3.99%	
123207	Road Verge Spraying - Contract		(35,000)		(5,832)		0	5,832	100.00%	▼
123208	Admin Allocation - Transport Maintenance		(46,885)		(7,814)		(8,476)	(662)	(8.47%)	
123209	Depot Maintenance		(75,052)		(15,606)		(16,015)	(409)	(2.62%)	
	- Building Maintenance									
	- Parks & Gardens Maintenance 12,380									
	- Utilities & Insurance									
123210	Roman li		(7,723)		(7,723)		(7,723)	(0)	(0.00%)	
	- Subscription & Pocket RAMM									
123211	Bridge Insurance		(60,000)		(30,000)		(27,382)	2,618	8.73%	
123212	Signage		(5,000)		(832)		(275)	557	66.95%	
123214	Verge Maintenance		(67,387)		(11,232)		(10,111)	1,121	9.98%	
004870	Deprec Of Assets - Maint		(105,000)		(17,500)		(17,525)	(25)	(0.14%)	
			(1,644,679)		(303,633)		(233,101)	70,532		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>OPERATING REVENUE</u>										
123330	MRWA Street Light Subsidy	1,500		250		0		(250)	(100.00%)	
123331	Operating Grants - Roads	137,714		137,714		137,714		0	0.00%	
123333	Road Maintenance Contributions	75,000		12,500		13,132		632	5.05%	
		214,214		150,464		150,846		382		
TOTAL MAINTENANCE - Operating		214,214	(1,644,679)	150,464	(303,633)	150,846	(233,101)	70,913		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL MAINTENANCE - Capital		0	0	0	0	0	0	0		
TOTAL MAINTENANCE		214,214	(1,644,679)	150,464	(303,633)	150,846	(233,101)	70,913		
TOTAL TRANSPORT		2,016,679	(8,533,361)	758,614	(1,445,999)	585,283	(932,370)	340,298		
<u>ECONOMIC SERVICES</u>										
<u>RURAL SERVICES</u>										
<u>OPERATING EXPENDITURE</u>										
131208	Administration Allocation - Rural Services		(22,593)		(3,764)		(4,063)	(299)	(7.95%)	
131210	Rural Street Addressing		(1,000)		(166)		0	166	100.00%	
			(23,593)		(3,930)		(4,063)	(133)		
<u>OPERATING REVENUE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
131334	Rural Street Addressing	500		82		77		(5)	(5.77%)	
		500		82		77		(5)		
TOTAL RURAL SERVICES - Operating		500	(23,593)	82	(3,930)	77	(4,063)	(138)		
CAPITAL EXPENDITURE										
			0		0		0	0		
CAPITAL REVENUE										
		0		0		0		0		
TOTAL RURAL SERVICES - Capital		0	0	0	0	0	0	0		
TOTAL RURAL SERVICES		500	(23,593)	82	(3,930)	77	(4,063)	(138)		
<u>ECONOMIC SERVICES</u>										
<u>TOURISM & AREA PROMOTION</u>										
<u>OPERATING EXPENDITURE</u>										
132201	Visitor Centre - Employee Costs		(136,942)		(27,412)		(28,225)	(813)	(2.96%)	
132204	Visitor Centre - Professional Development		(2,500)		(416)		(219)	197	47.33%	
132207	Visitor Centre - Printing & Stationery		(2,000)		(332)		(714)	(382)	(114.95%)	
132208	Postage (V.C.)		(1,500)		(250)		0	250	100.00%	
132210	Telephone/Internet Costs (V.C.)		(2,500)		(416)		(231)	185	44.58%	
132212	Other V/C Office Expenses		(14,350)		(2,390)		(1,424)	966	40.42%	
132213	Connors Mill Bldg. Operation (V.C.)		(21,612)		(3,600)		(3,478)	122	3.38%	
	- Building Maintenance - 6,585									
	- Utilities, Insurance etc - 12,127									
	- Repairs to Grindstone & Milling Equipment - 2,900									
132214	Visitors Ctre. Bldg. Operation		(44,555)		(7,426)		(8,518)	(1,092)	(14.71%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- Building Maintenance - 17,578 - Parks & Gardens Maintenance - 12,042 - Utilities, Insurance etc - 14,935									
132215	Memberships Affiliated Bodies		(2,200)		(366)		(1,663)	(1,297)	(354.30%)	
132221	Tourist Information Bay		(4,243)		(710)		0	710	100.00%	
132222	Transwa Ticket Sales		(5,000)		(832)		(801)	31	3.73%	
132224	Floor Stock Purchases		(25,000)		(4,166)		(740)	3,426	82.23%	
132229	Administration Allocation - Tourism		(34,571)		(5,760)		(6,254)	(494)	(8.57%)	
005502	Deprec Of Assets-Tourism		(48,000)		(8,000)		(8,031)	(31)	(0.39%)	
161204	Loan 64 - Interest And Charges		(2,440)		(404)		(155)	249	61.75%	
			(347,413)		(62,480)		(60,452)	2,028		
OPERATING REVENUE										
132330	Admissions Connors Mill	8,500		1,416		1,794		378	26.67%	
132332	Floor Stock Sales	35,000		5,832		5,452		(380)	(6.52%)	
132333	Other Visitor Ctre Income	500		82		0		(82)	(100.00%)	
132334	Membership Fees	4,000		666		409		(257)	(38.58%)	
132338	Transwa Ticket Sales	7,000		1,166		1,220		54	4.61%	
		55,000		9,162		8,874		(288)		
TOTAL TOURISM & AREA PROMO - Operating		55,000	(347,413)	9,162	(62,480)	8,874	(60,452)	1,740		
CAPITAL EXPENDITURE										
161255	Loan No. 64 - Principal Payments - Visitor Centre		(18,683)		(3,112)		0	3,112	100.00%	
			(18,683)		(3,112)		0	3,112		
CAPITAL REVENUE										
		0		0		0		0		
TOTAL TOURISM & AREA PROMO - Capital		0	(18,683)	0	(3,112)	0	0	3,112		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL TOURISM & AREA PROMOTION		55,000	(366,096)	9,162	(65,592)	8,874	(60,452)	4,852		
<u>ECONOMIC SERVICES</u>										
<u>OTHER TOURISM & AREA PROMOTION</u>										
<u>OPERATING EXPENDITURE</u>										
132230	Area Promotion Advertising - Area Promotion Advertising - 35,000		(35,000)		(5,832)		(4,850)	982	16.85%	
132233	Signs - Tourism, Events & Other - Banners in Stirling Tce - 1,000 - Event Board Signage Upgrades - 5,000 - Events, Festivals and Tourism Signage - 3,000		(9,000)		(1,500)		(23)	1,477	98.48%	
132236	Area Promotion - Employee Expenses		(90,239)		(18,815)		(19,974)	(1,159)	(6.16%)	
			(134,239)		(26,147)		(24,846)	1,301		
<u>OPERATING REVENUE</u>										
132351	Community Directory	3,000		500		0		(500)	(100.00%)	
132352	Grants, Contributions & Sponsorships - Valley for All Seasons	3,000		500		0		(500)	(100.00%)	
132359	Income - Other Tourism & Area Promotion	3,500		582		0		(582)	(100.00%)	
		9,500		1,582		0		(1,582)		
TOTAL OTHER TOURISM & AREA PROMO - Operating		9,500	(134,239)	1,582	(26,147)	0	(24,846)	(281)		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL OTHER TOURISM & AREA PROMO - Capital	0	0	0	0	0	0	0		
	TOTAL OTHER TOURISM & AREA PROMO	9,500	(134,239)	1,582	(26,147)	0	(24,846)	(281)		
	<u>BUILDING SERVICES</u>									
	<u>OPERATING EXPENDITURE</u>									
133201	Building - Employee Costs		(192,214)		(37,274)		(32,346)	4,928	13.22%	
133204	Building - Professional Development		(5,250)		(874)		(942)	(68)	(7.76%)	
133206	Bldg Vehicles Expenses		(12,000)		(2,000)		(2,524)	(524)	(26.21%)	
133207	Building Control Expenses - Additional Tools		(3,000)		(500)		(220)	280	56.06%	
133208	Legal Expenses - Bldg.		(1,000)		(166)		0	166	100.00%	
133209	Administration Allocation - Building		(40,898)		(6,816)		(7,396)	(580)	(8.51%)	
133211	Depreciation Of Assets		(9,000)		(1,500)		(1,946)	(446)	(29.76%)	
133212	Emergency Building Works		(5,000)		(832)		0	832	100.00%	
			(268,362)		(49,962)		(45,374)	4,588		
	<u>OPERATING REVENUE</u>									
133333	Building Licences	30,000		5,000		16,001		11,001	220.01%	▲
133334	Building Fees - Other	2,500		416		408		(8)	(1.99%)	
133336	Building Services Recoups	10,000		1,666		0		(1,666)	0.00%	
		42,500		7,082		16,408		9,326		
	TOTAL BUILDING SERVICES (Operating)	42,500	(268,362)	7,082	(49,962)	16,408	(45,374)	13,914		
	<u>CAPITAL EXPENDITURE</u>									
			0		0		0	0		
	<u>CAPITAL REVENUE</u>									

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
		0		0		0		0		
	TOTAL BUILDING SERVICES - Capital	0	0	0	0	0	0	0		
	TOTAL BUILDING SERVICES	42,500	(268,362)	7,082	(49,962)	16,408	(45,374)	13,914		
<u>ECONOMIC SERVICES</u>										
<u>COMMUNITY DEVELOPMENT</u>										
<u>OPERATING EXPENDITURE</u>										
136201	Community Development - Salaries & Wages		(166,585)		(27,762)		(20,100)	7,662	27.60%	▼
136204	Community Development - Professional Development		(4,500)		(4,500)		(4,752)	(252)	(5.60%)	
136205	Administration Allocation - Community Development		(40,021)		(6,670)		(7,238)	(568)	(8.51%)	
136206	Community Depot - Maintenance & Operations - Utilities & Operations - 3,500 - Parks & Gardens - 14,223		(17,723)		(2,954)		(2,099)	855	28.95%	
136207	Economic Development Vehicle Expense		(6,500)		(1,082)		(2,066)	(984)	(90.99%)	
136208	Community Development - Other Expenditure - Furnishings - 1,600		(1,600)		(266)		(310)	(44)	(16.56%)	
136209	Volunteer Expenses		(3,000)		(500)		0	500	100.00%	
			(239,929)		(43,734)		(36,565)	7,169		
<u>OPERATING REVENUE</u>										
136301	Community Depot - Income/Revenue - Lease Agreements	6,000		1,000		2,000		1,000	100.00%	
		6,000		1,000		2,000		1,000		
	Total Community Development - Operating	6,000	(239,929)	1,000	(43,734)	2,000	(36,565)	8,169		
<u>CAPITAL EXPENDITURE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
			0		0		0	0		
	<u>CAPITAL REVENUE</u>									
		0		0		0		0		
	Total Community Development - Capital	0	0	0	0	0	0	0		
	TOTAL COMMUNITY DEVELOPMENT	6,000	(239,929)	1,000	(43,734)	2,000	(36,565)	8,169	0	
	<u>OTHER ECONOMIC SERVICES</u>									
	<u>OPERATING EXPENDITURE</u>									
137201	Administration Allocation - Other Economic Services		(103,297)		(17,216)		(18,634)	(1,418)	(8.23%)	
137202	Standpipe - Northam Toodyay Road		(95,000)		(21,834)		(16,208)	5,626	25.77%	▼
137203	Sale Costs - Shire Owned Assets		(15,000)		(2,500)		0	2,500	0.00%	
	- Telegraph Road - 3,500 (including subdivision costs)									
	- Jubilee Street - 3,250									
	- Jubilee Street - 3,250									
	- Duke Street - 5,000									
137208	Deprec Of Assets		(9,000)		(1,500)		(1,412)	88	5.90%	
137213	Loss On Sale Of Assets - Economic Development		(35,000)		0		0	0	0.00%	
			(257,297)		(43,050)		(36,253)	6,797		
	<u>OPERATING REVENUE</u>									
005853	Profit On Sale Of Assets - Other Economic Services	60,664		10,110		0		(10,110)	0.00%	
137330	Standpipes	105,000		17,500		5,300		(12,200)	(69.71%)	▼
137331	Extractive Industry Licences	15,000		15,000		13,091		(1,909)	(12.73%)	
		180,664		42,610		18,391		(24,219)		
	TOTAL OTHER ECONOMIC SERVICES (Operating)	180,664	(257,297)	42,610	(43,050)	18,391	(36,253)	(17,422)		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>CAPITAL EXPENDITURE</u>										
137255	Other Infrastructure - Other Economic Services Q206 - Community Standpipe & Controller - 15,000		(15,000)		(2,500)		0	2,500	100.00%	▲
			(15,000)		(2,500)		0	2,500		
<u>CAPITAL REVENUE</u>										
137349	Sale Of Land - BLG030 Telegraph Road - 240,000 - L002 Jubilee Street - 70,000 - L002 Jubilee Street - 70,000 - Duke Street - 85,000	465,000		0		0		0	0.00%	
		465,000		0		0		0		
TOTAL OTHER ECONOMIC SERVICES (Capital)		465,000	(15,000)	0	(2,500)	0	0	2,500		
TOTAL OTHER ECONOMIC SERVICES		645,664	(272,297)	42,610	(45,550)	18,391	(36,253)	(14,922)	0	
TOTAL ECONOMIC SERVICES		759,164	(1,304,516)	61,518	(234,915)	45,751	(207,554)	11,594		
<u>OTHER PROPERTY & SERVICES</u>										
<u>PRIVATE WORKS</u>										
<u>OPERATING EXPENDITURE</u>										
141201	Private Works		(6,662)		(1,108)		(483)	625	56.42%	
			(6,662)		(1,108)		(483)	625		
<u>OPERATING REVENUE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
141330	Private Works Income	10,000		1,666		723		(943)	(56.62%)	
		10,000		1,666		723		(943)		
	TOTAL PRIVATE WORKS - Operating	10,000	(6,662)	1,666	(1,108)	723	(483)	(318)		
	CAPITAL EXPENDITURE									
			0		0		0	0		
	CAPITAL REVENUE									
		0		0		0		0		
	TOTAL PRIVATE WORKS - Capital	0	0	0	0	0	0	0		
	TOTAL PRIVATE WORKS	10,000	(6,662)	1,666	(1,108)	723	(483)	(318)		
	<u>PUBLIC WORKS OVERHEADS</u>									
	<u>OPERATING EXPENDITURE</u>									
143201	Works & Services - Salaries & Wages		(363,778)		(60,628)		(64,228)	(3,600)	(5.94%)	
143204	Public Works Overheads - Superannuation		(42,117)		(7,018)		(6,478)	540	7.69%	
143205	Public Works Overheads - Conferences & Training		(10,000)		(1,666)		(2,535)	(869)	(52.18%)	
143206	Other Employee Costs - Pwo		(47,741)		(20,991)		(15,635)	5,356	25.52%	▼
143207	Supervisors Vehicles		(25,000)		(4,166)		(5,422)	(1,256)	(30.15%)	
143208	Engineering Office Expenses		(22,000)		(3,666)		(1,872)	1,794	48.92%	
143209	Eng. - Printing & Stationery		(2,000)		(334)		(239)	95	28.30%	
143210	Outside Staff - Training		(20,000)		(3,334)		(4,524)	(1,190)	(35.69%)	
143211	Outside Staff - Meetings		(10,000)		(1,666)		(1,622)	44	2.66%	
143212	Outside Staff - Wages - Annual Leave		(89,574)		(14,928)		(16,262)	(1,334)	(8.94%)	
143213	Outside Staff - Wages - Public Holidays		(53,982)		(8,996)		0	8,996	100.00%	▼
143214	Outside Staff - Wages - Sick Leave		(36,180)		(6,030)		(6,410)	(380)	(6.30%)	
143216	Superannuation - Wages Staff		(103,108)		(17,184)		(17,276)	(92)	(0.54%)	
143219	Insurance On Works		(28,687)		(28,687)		(21,702)	6,985	24.35%	▼

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
143220	Salaries (O/S) - L.S.L.		(31,000)		(5,166)		(7,460)	(2,294)	(44.40%)	
143222	Safety Equipment & P.P.E.		(12,500)		(2,084)		(1,516)	568	27.27%	
143223	Communication Costs		(1,500)		(1,500)		(1,720)	(220)	(14.69%)	
143224	Administration Allocation - Pwo		(73,538)		(12,256)		(13,269)	(1,013)	(8.26%)	
143226	Small Plant Operating Costs		(30,000)		(5,000)		(7,821)	(2,821)	(56.42%)	
143250	Less Allocated To Works & Services (Pwoh)		1,001,705		166,950		153,372	(13,578)	8.13%	
			(1,000)		(38,350)		(42,621)	(4,271)		
OPERATING REVENUE										
143331	P.W.O. Misc Income	1,000		166		930		764	460.48%	
		1,000		166		930		764		
TOTAL PUBLIC WORKS OVERHEADS - Operating		1,000	(1,000)	166	(38,350)	930	(42,621)	(3,506)		
CAPITAL EXPENDITURE										
143225	Transfer To Employee Entitlement Reserve - Outside Staff Interest & 30,000		(35,000)		(5,832)		0	5,832	100.00%	▼
			(35,000)		(5,832)		0	5,832		
CAPITAL REVENUE										
143330	Transfer From LSL Reserve	35,000		5,832		0		(5,832)	0.00%	
		35,000		5,832		0		(5,832)		
TOTAL PUBLIC WORKS OVERHEADS - Capital		35,000	(35,000)	5,832	(5,832)	0	0	0		
TOTAL PUBLIC WORKS OVERHEADS		36,000	(36,000)	5,998	(44,182)	930	(42,621)	(3,506)		
OTHER PROPERTY & SERVICES										
PLANT OPERATION COSTS										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>OPERATING EXPENDITURE</u>										
144202	Fuel - Unleaded		(35,000)		(5,832)		(4,043)	1,789	30.68%	
144203	Fuel - Diesel/Distillate		(175,000)		(29,166)		(31,204)	(2,038)	(6.99%)	
144205	Tyres & Tubes		(40,000)		(6,666)		(2,020)	4,646	69.70%	
144206	Plant - Parts & Repairs		(155,000)		(25,832)		(26,184)	(352)	(1.36%)	
144207	Plant Repair - Wages		(171,729)		(28,620)		(30,850)	(2,230)	(7.79%)	
144208	Ins. & Licences		(100,000)		(75,000)		(82,089)	(7,089)	(9.45%)	
144209	Sundry Tool Purchases		(15,000)		(2,500)		(1,699)	801	32.04%	
004425	Less Plant Depreciation Allocated To Works		317,975		52,994		37,844	(15,150)	28.59%	
005012	Loss On Sale Of Assets - Road Plant Purchases		(250)		(40)		0	40	100.00%	
008412	Plant Depreciation		(263,000)		(43,832)		(39,905)	3,927	8.96%	
144250	Less Allocated To Works & Services (Poc)		605,802		100,964		123,211	22,247	(22.03%)	
			(31,202)		(63,530)		(56,939)	6,591		
<u>OPERATING REVENUE</u>										
001523	Profit On Sale Of Assets - Road Plant & Equipment	3,202		532		0		(532)	0.00%	
144330	Revenue & Fuel Tax Credits	28,000		4,666		2,150		(2,516)	(53.92%)	
		31,202		5,198		2,150		(3,048)		
TOTAL PLANT OPERATION COSTS - Operating										
		31,202	(31,202)	5,198	(63,530)	2,150	(56,939)	3,543		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
TOTAL PLANT OPERATION COSTS - Capital										
		0	0	0	0	0	0	0		
TOTAL PLANT OPERATION COSTS										
		31,202	(31,202)	5,198	(63,530)	2,150	(56,939)	3,543		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>MATERIALS IN STORE</u>										
<u>OPERATING EXPENDITURE</u>										
			0		0		0	0		
<u>OPERATING REVENUE</u>										
		0		0		0		0		
TOTAL MATERIALS IN STORE - Operating		0	0	0	0	0	0	0		
TOTAL MATERIALS IN STORE - Capital		0	0	0	0	0	0	0		
TOTAL MATERIALS IN STORE		0	0	0	0	0	0	0		
<u>SALARIES & WAGES</u>										
<u>OPERATING EXPENDITURE</u>										
008571	Paid Parental Scheme		0		0		(3,394)	(3,394)	0.00%	
146201	Salaries & Wages Drawn		(3,955,781)		(659,296)		(580,853)	78,443	11.90%	▼
146202	Salaries & Wages Allocated		3,955,781		659,296		580,853	(78,443)	11.90%	
			0		0		(3,394)	(3,394)		
<u>OPERATING REVENUE</u>										
146331	Paid Parental Scheme - Reimbursement	0		0		1,481		1,481	0.00%	
		0		0		8,443		8,443		▲
TOTAL SALARIES & WAGES - Operating		0	0	0	0	8,443	(3,394)	5,049		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>CAPITAL REVENUE</u>										
		0		0		0		0		
	TOTAL SALARIES & WAGES - Capital	0	0	0	0	0	0	0		
	TOTAL SALARIES & WAGES	0	0	0	0	8,443	(3,394)	5,049		
<u>OTHER PROPERTY & SERVICES</u>										
<u>UNCLASSIFIED ITEMS</u>										
<u>OPERATING EXPENDITURE</u>										
147201	Administration Allocation		(135,130)		(22,520)	(24,316)		(1,796)	(7.97%)	
147202	Connor'S Cottage - 5 (Lot 3) Piesse Street, Toodyay		(9,978)		(1,662)	(601)		1,061	63.82%	
	- Building Maintenance - 5,450									
	- Parks & Gardens - 2,476									
	- Utilities & Insurance - 2,025									
147204	6 Duke Street		(1,512)		(423)	(264)		159	37.54%	
147205	Bank Building - Stirling Terrace - Operational		(12,256)		(2,046)	(3,071)		(1,025)	(50.08%)	
147206	Syreds Cottage		(1,865)		(1,005)	(530)		475	47.26%	
147207	O'Reilly'S - Lots 1A & 1B Stirling Terrace, Toodyay		(13,702)		(2,282)	(1,817)		465	20.38%	
	- Building Maintenance - 8,904									
	- Parks & Gardens - 1,297									
	- Operational - 3,500									
147212	Lot 46/47 Telegraph Road, Toodyay		(6,673)		(1,112)	(580)		532	47.81%	
	- Building Maintenance - 2,200									
	- Parks & Gardens - 3,521									
	- Operational - 953									
149100	Avon Aged Housing Initiative Project - Expenditure		0		0	(3,175)		(3,175)	0.00%	
161203	Loan 63 - Interest And Charges		(2,052)		(965)	(1,188)		(223)	(23.07%)	
161216	Loan 74 - Interest & Charges - Bank Building Stirling Terrace		(291)		(46)	(68)		(22)	(47.93%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
08682	Depreciation - Unclassified Buildings		(20,000)		(3,332)		(3,282)	50	1.51%	
			(203,459)		(35,393)		(38,892)	(3,499)		
OPERATING REVENUE										
147331	Bank Bldg - Recoup Outgoings	2,000		332		335		3	0.87%	
147332	Bank Bldg - Rent Bank	30,000		5,000		4,611		(390)	(7.79%)	
147335	Rental - Lot 1 A&B Stirling Tce	32,496		5,416		5,410		(6)	(0.10%)	
147336	Rental - Connors Cottage	15,624		2,604		2,553		(51)	(1.96%)	
		80,120		13,352		12,909		(443)		
TOTAL UNCLASSIFIED ITEMS - Operating		80,120	(203,459)	13,352	(35,393)	12,909	(38,892)	(3,942)		
CAPITAL EXPENDITURE										
147252	Transfer To Asset Development Reserve - Sale of Telegraph Road - 240,000 - Sale of Jubilee Street - 70,000 - Sale of Jubilee Street - 70,000 - Sale of Duke Street - 85,000 - Interest - 5,000		(470,000)		(78,332)		0	78,332	100.00%	▼
147256	Unclassified Heritage (Spec.) Buildings - Capital Works		(8,500)		(1,416)		(110)	1,306	92.25%	
161254	Loan 63 - Principal Payments		(16,680)		(8,340)		(8,211)	129	1.55%	
161264	Loan 74 - Principal - Bank Building Stirling Terrace		(10,317)		(1,718)		0	1,718	100.00%	
			(505,497)		(89,806)		(8,321)	81,485		
CAPITAL REVENUE										
147253	Transfer From Asset Development Reserve	712,991		118,830		0		(118,830)	0.00%	
		712,991		118,830		0		(118,830)		
TOTAL UNCLASSIFIED ITEMS - Capital		712,991	(505,497)	118,830	(89,806)	0	(8,321)	(37,345)		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 August 2019**

COA	Description	2019/2020 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Over/Under Budget YTD
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL UNCLASSIFIED ITEMS	793,111	(708,956)	132,182	(125,199)	12,909	(47,212)	(41,286)		
	TOTAL OTHER PROPERTY & SERVICES	870,313	(782,820)	145,044	(234,019)	25,155	(150,649)	(36,519)		

Shire of Toodyay - Bank Reconciliation As At 31 August 2019

Municipal

Balance as per

- Financial Statement - Muni - Unrestricted - 10060010	1,154,644.31
- Financial Statement - Muni - Unrestricted - 10060050	947,711.65

Total	2,102,355.96
--------------	---------------------

Balance as per

- Bendigo - 110482809	1,410,918.53
NCD - 2988119	813,099.32

Roundings

Difference	0.00
-------------------	------

Subtotal	2,224,017.85
-----------------	---------------------

Adjustments (See Below)	(386.43)
Plus Outstanding Deposits - Current Month	56,642.65
Plus Outstanding Cheques - Current Month	(177,703.11)
Plus Outstanding Deposits - Previous Periods	0.00
Plus Outstanding Cheques - Previous Periods	(215.00)

Total	2,102,355.96
--------------	---------------------

Adjustment Breakdown

Roundings (31 May 2018)	(0.03)
Trust Transfer	(387.00)
Banking discrepancy to be rectified by bank	0.60
	(386.43)

C. Muncatt

10.9.19.

Signed: Accounts/Payroll Officer

Date

[Signature]

18/9/19

Signed: Acting Manager Corporate Services

Date

Shire of Toodyay - Bank Reconciliation As At 31 August 2019

Trust

Balance as per

- Financial Statement - Trust - Unrestricted - 100617100 1,939,352.05

Total	1,939,352.05
--------------	---------------------

Balance as per

- Bendigo - 110482783	202,138.11
- Bendigo - Term Deposit No: 140619784 - T84	214,336.71
- Bendigo - Term Deposit No: 145326583 - T794	107,161.79
- Bendigo - Term Deposit No: 137945127 - T100	138,654.76
- Bendigo - Term Deposit No: 140619834 - T83	137,395.32
- Bendigo - Term Deposit No: 152237145 - T214	48,434.78
- Bendigo - Term Deposit No: 152238135 - T4	122,462.27
- Bendigo - Term Deposit No: 152238176 - T114	204,035.44
- Bendigo - Term Deposit No: 152238218 - T458	442,366.56
- Bendigo - Term Deposit No: 152240818 - T793	23,459.00
- Bendigo - Term Deposit No: 152240834 - T797	32,194.57
- Bendigo - Term Deposit No: 158622798 - T805	23,794.40
- Bendigo - Term Deposit No: - 161776315 - T807	121,404.69
- Bendigo - Term Deposit No: 165467309 - T809	121,126.68
Roundings	(0.03)

Difference 0.00

Subtotal	1,938,965.05
-----------------	---------------------

Adjustments (See Below)	0.00
Plus Outstanding Deposits - Current Month	387.00
Plus Outstanding Cheques - Current Month	0.00
Plus Outstanding Deposits - Previous Periods	0.00
Plus Outstanding Cheques - Previous Periods	0.00

Total	1,939,352.05
--------------	---------------------

Adjustment Breakdown

0.00

C Murcott

Signed: Accounts/Payroll Officer

2.9.19

Date

[Signature]

Signed: Acting Manager Corporate Services

18/9/19

Date

Shire of Toodyay - Bank Reconciliation As At 31 August 2019

Reserve

Balance as per

- Financial Statement - Reserve - 10075510 3,759,393.27

Total	3,759,393.27
--------------	---------------------

Balance as per

- Bendigo - NCD: 2384517 3,759,393.27

Roundings 0.00

Difference 0.00

Subtotal	3,759,393.27
-----------------	---------------------

Adjustments (See Below) 0.00

Plus Outstanding Deposits - Current Month 0.00

Plus Outstanding Cheques - Current Month 0.00

Plus Outstanding Deposits - Previous Periods 0.00

Plus Outstanding Cheques - Previous Periods 0.00

Total	3,759,393.27
--------------	---------------------

Adjustment Breakdown

	0.00
--	-------------

C Murocchi

Signed: Accounts/Payroll Officer

2.9.19.

Date

[Signature]

Signed: Acting Manager Corporate Services

18/9/19

Date



Shire of Toodyay

Committees of Council And Advisory Groups

TERMS OF REFERENCE

DISCLAIMER

Please note that the information contained in this document should be cross-referenced with information available from **The Western Australian Legislation website** that is now hosted by the **Parliamentary Counsel's Office** and can be accessed at www.legislation.wa.gov.au

Terms of Reference

Index

Overview	1
Review.....	1
What are Committees of Council	2
Responsibilities.....	2
Invitees	2
Reporting.....	2
Rules in respect to Committees of Council	3
17.1 Establishment of committees.....	3
17.2 Types of committees	3
17.3 Delegation of some powers and duties to certain committees	4
17.4 Limits on delegation of powers and duties to certain committees.....	4
17.5 Register of delegations to committees	5
17.6 Appointment of committee Members	5
17.7 Tenure of committee membership	6
17.8 Appointment of deputies	6
17.9 Resignation of committee Members.....	7
17.10 Calling committee meetings.....	7
17.11 Standing Orders to apply.....	7
17.12 Committee to report	8
Meetings.....	8
12. Meetings, public notice of (Act s. 5.25(1)(g))	8
1.7. Local public notice	8
Minutes.....	9
5.22. Minutes of council and committee meetings.....	9
Audit Committee	10
Rules around Establishment of the Audit Committee.....	10

7.1A. Audit committee.....	10
Rules around the Delegation to the Audit Committee	10
7.1B. Delegation of some powers and duties to audit committees	10
Rules around the Decisions the Audit Committee can make	10
7.1C. Decisions of audit committees	10
Role of the Audit Committee.....	11
16. Functions of audit committee	11
Responsibilities of the Audit Committee.....	11
Training Requirements	12
Committee Membership Composition (refer to section 7.1A Local Government Act 1995)	12
Frequency of Meetings.....	13
Bush Fire Advisory Committee.....	14
Rules around the Establishment of this Committee	14
67. Advisory committees.....	14
Rules around the Delegation to this Committee.....	14
Role of the Bush Fire Advisory Committee	14
Responsibilities.....	15
Training Requirements	15
Committee Membership Composition.....	15
Frequency of Meetings.....	16
Local Emergency Management Committee	17
Rules around the Establishment of this Committee	17
38. Local emergency management committees	17
Role of the Local Emergency Management Committee	17
39. Functions of local emergency management committees	17
40. Annual report of local emergency management committee.....	18
Responsibilities.....	18
Training Requirements	18
Committee Membership Composition.....	18

Frequency of Meetings.....	19
Local Recovery Committee	20
Rules around the Establishment of this Committee	20
36. Functions of local government	20
Role of the Local Recovery Committee	20
Responsibilities.....	20
Training Requirements	20
Committee Membership Composition.....	20
Frequency of Meetings.....	20
Reporting.....	20
What are Advisory Groups	21
The Shire’s Advisory Groups.....	21
How are Advisory Groups Run?.....	21
Invitees	21
Reporting.....	21
Environmental Advisory Group (EAG)	22
Aims.....	22
Objectives.....	22
Membership Composition.....	22
Responsibilities.....	22
Frequency of Meetings.....	22
Museum Advisory Group (MAG).....	23
Aims.....	23
Objectives.....	23
Membership Composition.....	23
Responsibilities.....	23
Frequency of Meetings.....	23

Overview

The Shire of Toodyay (Shire) recognises the value of community input and is continually looking for ways to engage more deeply with the community.

This document has been developed as a one-stop reference for Council so that it may be adopted as a whole document that contains the relevant terms of reference for Committees of Council and Advisory Groups.

The Terms of Reference has been written to identify the following:

Committees of Council are:

- Established legislatively with a defined regulatory purpose;
- To be bound by the provisions contained in the *Local Government Act 1995* and subsidiary legislation (under the *Local Government Act 1995*).
- To be bound by the provisions contained within the *Shire of Toodyay Standing Orders Local Law 2008; and*
- To be bound by the provisions contained in the Shire of Toodyay's Code of Conduct.

Advisory Groups are:

- To be bound by the Terms of Reference contained herein, with reference to the Policy titled "Advisory Groups Policy" which will act as guidance for establishment and operation of the Shire's Advisory Groups, adopted by Council on DATE _____;

This document proposes that the Shire has two Advisory Groups. The importance of having Advisory Groups is backed by the research undertaken by the Australian Centre of Excellence for Local Government (ACELG) which identified the following benefits of establishing advisory groups:

- **Group members:** generally saw the advisory groups as a structure through which they could contribute to, and have a degree of ownership of, a place with which they had significant history.
- **Administration Staff:** advisory groups provide them with an ongoing link to communities and places.
- **The community:** ratepayers might see advisory groups as an example of community input.

Advisory Groups provide a way for the Shire to have deeper conversations and collaboration with the community as part of the Shire's existing Community Strategic Plan and community development framework.

Review

This Terms of Reference document will be reviewed at least every two years. Amendments to the Terms of Reference will be approved by the CEO, and endorsed by Council.

What are Committees of Council

A Committee of Council is established under legislative / regulatory instruments by the local government (Council).

The Shire of Toodyay has three Essential Committees, one of which is closed to the public. They are as follows:

1. Audit Committee - *closed to the public*
2. Bush Fire Advisory Committee
3. Local Emergency Management Committee
 - 3.1 Local Recovery Committee

The three Committees of Council listed above are referred to as a Standing Committee. Their functions and roles are set by legislation and ratified by Council after each local government Ordinary Election.

Standing Committee means a permanent committee that meets regularly.

The term for a 'Standing Committee' of the Council is ongoing. The Committees of Council will need to be formally re-appointed by Council following each Local Government Election.

The CEO or his/her nominee is to be available to attend meetings to provide advice and guidance to the committee. Secretarial/administrative support is available to the committee through the Office of the CEO or his/her nominee.

For the purposes of this document the roles of these Committees of Council, including appointment of members has been included in the terms of reference relevant to that Committee.

Responsibilities

All members of Essential Committees are expected to adhere to the *Local Government (Rules of Conduct) Regulations 2007*, the *Shire of Toodyay Code of Conduct* and the *Shire of Toodyay Standing Orders Local Law 2008*.

Councillors who are members of a Council Committee are also subject to the provisions of the *Corruption and Crime Commission Act 2003* and the *Defamation Act 2005*. [Ref. Guide to council and committee meetings produced by the Department of Local Government].

Invitees

The Presiding Member of Essential Committees may invite representatives from relevant government departments, and other bodies with specialist advice, to its meetings as and when required. Such representatives shall not be members.

Reporting

The recommendations made by Essential Committees of Council shall be presented to the next Ordinary Council Meeting, via the process of the Agenda Briefing to allow Councillors to ask questions for clarification purposes only.

The Presiding Members of Essential Committees of Council may report quarterly to the Council at the quarterly Strategic Council Forums on the activities of the Essential Committee.

Rules in respect to Committees of Council

Reference should be made to the Disclaimer at the front of this document.

Committees of Council are generally established in order to provide advice and guidance to Council in terms of achieving Council's strategic direction which is illustrated via the adoption of the Shire's Community Strategic Plan and associated Integrated Planning Strategic documents.

The **Shire of Toodyay Standing Orders Local Law 2008** has a complete section in regard to "Committees" with references made to the *Local Government Act 1995* (the Act) and relevant subsidiary legislation as follows:

17.1 Establishment of committees

- (1) The establishment of committees is dealt with in the Act.

Subdivision 2 – Committees and their meetings; Section 5.8 of the *Local Government Act 1995* provides for the establishment of committees and states as follows:

5.8. Establishment of committees

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

** Absolute majority required.*

- (2) A Council resolution to establish a committee under section 5.8 of the Act is to include:
- the terms of reference of the committee;
 - the number of Council Members, officers and other persons to be appointed to the committee;
 - the names or titles of the Council Members and officers to be appointed to the committee;
 - the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and
 - details of the delegation of any powers or duties to the committee under section 5.16 of the Act.

17.2 Types of committees

The types of committees are dealt with in the Act.

Sections 5.9 provides for the types of committees.

5.9. Committees, types of

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

17.3 Delegation of some powers and duties to certain committees

The delegation of some powers and duties to certain committees is dealt with in the Act.

5.16. Delegation of some powers and duties to certain committees

- (1) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.
** Absolute majority required.*
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —
 - (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

17.4 Limits on delegation of powers and duties to certain committees

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

5.17. Limits on delegation of powers and duties to certain committees

- (1) A local government can delegate —
 - (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
 - (i) any power or duty that requires a decision of an absolute majority of the council; and
 - (ii) any other power or duty that is prescribed;
and
 - (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
 - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
 - (i) the local government's property; or
 - (ii) an event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

[Section 5.17 amended: No. 49 of 2004 s. 16(2); No. 16 of 2019 s. 19.]

17.5 Register of delegations to committees

The register of delegations to committees is dealt with in the Act.

5.18. Register of delegations to committees

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

17.6 Appointment of committee Members

The appointment of committee Members is dealt with in the Act.

Sections 5.10 provides for the types of committees and membership.

5.10. Committee members, appointment of

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

* *Absolute majority required.*

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

[Section 5.10 amended: No. 16 of 2019 s. 18.]

17.7 Tenure of committee membership

Tenure of committee membership is dealt with in the Act.

5.11. Committee membership, tenure of

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —
 - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
 - (b) the person resigns from membership of the committee; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day,whichever happens first.
- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
 - (a) the term of the person's appointment as a committee member expires; or
 - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day,whichever happens first.

17.8 Appointment of deputies

Please note: The appointment of Deputy Committee Members is dealt with in the Act.

5.11A. Deputy Committee members

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

[Section 5.11A inserted: No. 17 of 2009 s. 20.]

In terms of appointment of Deputies **the Standing Orders only specifies the following points:**

- (1) The Council may appoint one or more Members to be a deputy or deputies for a committee member and, where two or more deputies for the same Member are appointed, the Council is to determine the order of priority among those deputies.
- (2) A deputy may act temporarily in place of the committee member for whom he or she was appointed as a deputy on any occasion on which, or during any period in which, the committee member is unable to perform the functions of the position.
- (3) A member of a committee is not eligible to be appointed as a deputy in respect of the same committee.
- (4) Whenever a committee member is unable to attend a committee meeting, or part of a committee meeting, his or her deputy may:
 - (a) attend the meeting, or that part of the meeting, in place of the committee member; and
 - (b) exercise all the rights, powers and privileges of the committee member.
- (5) In any case where more than one deputy is available to act in place of the committee member, the deputy with the higher priority, as determined by the Council under sub-clause (1), is to act.

17.9 Resignation of committee Members

The resignation of committee Members is dealt with in the Local Government (Administration) Regulations 1996 (regulation 4).

Committee members, resignation of

A committee member may resign from membership of the committee by giving the CEO or the committee's presiding member written notice of the resignation.

Regulation 4

17.10 Calling committee meetings

A meeting of a committee is to be held:

- (a) if called for in a verbal or written request, to the CEO by the Presiding Member of the committee, identifying the date and purpose of the proposed meeting;
- (b) if called for by at least one third of the members of the committee in a notice to the CEO, setting out the date and purpose of the proposed meeting; or
- (c) if so decided by the committee.

17.11 Standing Orders to apply

These Standing Orders are to apply to the conduct of committee meetings, with the exception of:

- (a) clause 7.1 in relation to seating;
- (b) clause 7.5(1)(b) in relation to the requirement to rise; and
- (c) clause 7.9 in relation to speaking twice.

17.12 Committee to report

A committee:

- (a) is answerable to the Council;
- (b) is to report on its activities when, and to the extent, required by the Council; and
- (c) as soon as possible after it has decided on a matter referred to it by the Council, is to prepare a report containing recommendations and submit it to the Council.

Meetings

The public notice of Council and Committee Meetings is in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996* which states as follows:

12. Meetings, public notice of (Act s. 5.25(1)(g))

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

Part 2 – Meetings of Council in the Shire of Toodyay's Standing Orders Local Law 2008 (Clause 2.1(1)) references the Act and states "Ordinary meetings are to be held not more than 3 months apart.

1.7. Local public notice

- (1) *Where under this Act local public notice of a matter is required to be given, a notice of the matter is to be —*
 - (a) *published in a newspaper circulating generally throughout the district; and*
 - (b) *exhibited to the public on a notice board at the local government's offices; and*
 - (c) *exhibited to the public on a notice board at every local government library in the district.*
- (2) *Unless expressly stated otherwise it is sufficient if the notice is —*
 - (a) *published under subsection (1)(a) on at least one occasion; and*
 - (b) *exhibited under subsection (1)(b) and (c) for a reasonable time, being not less than —*
 - (i) *the time prescribed for the purposes of this paragraph; or*
 - (ii) *if no time is prescribed, 7 days.*

[Section 1.7 amended: No. 64 of 1998 s. 18(3).]

Minutes

The keeping of minutes of a meeting is regulated through Section 5.22, Part 5 (Division 2) of the *Local Government Act 1995* which states as follows:

5.22. Minutes of council and committee meetings

- (1) The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.
- (2) The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.
- (3) The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

Audit Committee (AC)

Audit Committee means an audit committee established under section 7.1A of the *Local Government Act 1995*.

In relation to the Appointment, Function and Responsibilities of Audit Committees please refer to the attached Local Government Operational Guideline Number 09 – Revised September 2013.

The guideline states that the audit committee (or any other committee) cannot be given a management task where the Act and Regulations make the CEO specifically responsible. Where the local government is assigned the function through the legislation, the audit committee may have a role unless the function has been delegated to the CEO by Council.

This is classified as an “essential committee” and can be defined as a ‘Standing Committee’ of the Council.

Standing Committee means a permanent committee that meets regularly.

Rules around Establishment of the Audit Committee

The Local Government Act 1995, Division 1A – Audit Committee, Section 7.1A state the following:

7.1A. Audit committee

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.
** Absolute majority required.*
- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.

[Section 7.1A inserted: No. 49 of 2004 s. 5; amended: No. 5 of 2017 s. 11.]

Please note that the Department Guideline states that if a Council considers it appropriate, the whole Council can be appointed to the audit committee.

Rules around the Delegation to the Audit Committee

The Local Government Act 1995, Division 1A – Audit Committee state the following:

7.1B. Delegation of some powers and duties to audit committees

- (1) Despite section 5.16, the only powers and duties that a local government may delegate* to its audit committee are any of its powers and duties under this Part other than this power of delegation. ** Absolute majority required.*
- (2) A delegation to an audit committee is not subject to section 5.17.
[Section 7.1B inserted: No. 49 of 2004 s. 5.]

Rules around the Decisions the Audit Committee can make

The Local Government Act 1995, Division 1A – Audit Committee state the following:

7.1C. Decisions of audit committees

Despite section 5.20, a decision of an audit committee is to be made by a simple majority.
[Section 7.1C inserted: No. 49 of 2004 s. 5.]

Role of the Audit Committee

The Audit Committee has specific functions to follow that are set out in Regulation 16 of the *Local Government (Audit) Regulations 1996* which states as follows:

16. Functions of audit committee

An audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —
 - (i) its functions under Part 6 of the Act; and
 - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - (i) regulation 17(1); and
 - (ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government —
 - (i) is required to take by section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - (iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

[Regulation 16 inserted: Gazette 26 Jun 2018 p. 2386-7.]

Responsibilities of the Audit Committee

All members of the Audit Committee are expected to adhere to the Local Government (Rules of Conduct) Regulations 2007, the Shire of Toodyay Code of Conduct and the Shire of Toodyay Standing Orders Local Law 2008.

The responsibilities of the Audit Committee will be to:

1. Liaise with the CEO in relation to the performance of its functions as an Audit Committee in accordance with regulation 16 of the *Local Government (Audit) Regulations 1996*;
2. Recommend to Council the Appointment of an Auditor in accordance with Section 7.3 of the Local Government Act 1995;
3. Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
4. Examine the reports of the auditor after receiving a report from the CEO on the matters to:
 - (a) determine if any matters raised require action to be taken by the local government; and

- (b) oversee the implementation of any action so determined in respect of those matters;
5. Receive the scope of the audit plan and program from the Office of the Attorney General;
6. Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
7. Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
8. Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;
9. Review the annual Compliance Audit Return in accordance with regulation 14(3A) of the Local Government (Audit) Regulations 1996 and report to the Council the results of that review; and
10. Receive and review the CEO's report on the results of a review of certain systems and procedures in accordance with regulation 17 of the *Local Government (Audit) Regulations 1996* and report to Council the results of that review.

Training Requirements

The Department's guideline states that Members of the committee should be encouraged to attend appropriate courses to keep them up to date with legislation, accounting and other relevant issues.

In accordance with the Department's guideline, Community Members (i.e. External persons) appointed to the committee will have business or financial management/reporting knowledge and experience, and be conversant with financial and other reporting requirements.

Committee Membership Composition (refer to section 7.1A Local Government Act 1995)

The committee will consist of:

- (a) Six Elected Members (four primary members and two deputies) so as to provide for the requirement that the 'majority' of members are members of the Council;
- (b) A maximum of three Community Members, appointed by Council by way of a public advertisement and their terms of appointment be for a maximum term of two years.

In accordance with the Department's Guideline the terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

As such, the appointment of external persons (Community Members) shall be made by Council by way of a public advertisement and be for a maximum term of two years.

The Terms "External Persons" and Community Members" have the same meaning as ***other person***.

All members shall have full voting rights.

The Presiding Person of the Audit Committee is to be a Councillor, elected at the first meeting of the Audit Committee following a local government Ordinary Election.

Frequency of Meetings

Tentative Audit Committee Meetings shall be set “quarterly” to be held at 2.00pm on the 1st Thursday of March, June, September and December. Meetings will be confirmed once Auditor Reports have been received.

The core items an Audit Committee Meeting will discuss is as follows:

MARCH	Compliance Audit Return
JUNE	to discuss Audit Management Report from the Interim Audit done by Auditors
SEPT	Auditor to be present at this meeting & follow up outstanding matters
DECEMBER	Audit Report, Management Report, Annual Report and Annual Financials

In practice, often the reports from Auditors have delayed meetings of the Audit Committee.

Therefore, in accordance with Standing Orders 17.10 the calling of Audit Committee Meetings shall be determined at the discretion of the Presiding Person; in liaison with the Administration who will advise when reports from Auditors or other matters are required to be discussed by the Committee; or unless otherwise determined by the Presiding Person.

Bush Fire Advisory Committee (BFAC)

Bush Fire Advisory Committee means a committee established under Part V, Section 67 of the *Bush Fires Act 1954*.

This is classified as an “essential committee” and can be defined as a ‘Standing Committee’ of the Council.

Standing Committee means a permanent committee that meets regularly.

Rules around Establishment of BFAC

67. Advisory committees

- (1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.
- (2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.
- (3) In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may —
 - (a) make rules for the guidance of the committee; and
 - (b) accept the resignation in writing of, or remove, any member of the committee; and
 - (c) where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.
- (4) A committee appointed under this section —
 - (a) may from time to time meet and adjourn as the committee thinks fit;
 - (b) shall not transact business at a meeting unless the quorum fixed by the local government is present;
 - (c) is answerable to the local government and shall, as and when required by the local government, report fully on its activities.

[Section 67 inserted: No. 11 of 1963 s. 28; amended: No. 67 of 1970 s. 5; No. 65 of 1977 s. 45; No. 14 of 1996 s. 4.]

Rules around the Delegation to this Committee

Refer to the rules in respect to Committees of Council

Role of the Bush Fire Advisory Committee

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

While not mandatory, this committee provides a very worthwhile role in engaging with brigades and gaining feedback and input on policy and strategy.

1. Recommend and regularly review Councils policies relating to the delivery of fire prevention, preparedness, response and recovery.
2. Provide support and guidance to all Bush Fire Brigades and Toodyay State Emergency Services Units within the Shire of Toodyay and to assist those brigades/unit to fulfil their objectives.

3. Establish and maintain an operational command and control structure by developing procedures to enhance the ability of the brigades/units to carry out operations, activities and training efficiently and effectively.
4. Ensure co-operation and co-ordination between all brigades/units within the Shire of Toodyay and between all other brigades/units and stakeholders in their efforts and activities.
5. Advise Council regarding all matters relating to prosecutions for breaches of the Bush Fires Act 1954.
6. Advise regional officers in the area and any other relevant person or organization on matters referred to the committee.
7. Committee to respond to Council on agenda items submitted from council.
8. Perform any other function assigned to the Committee under section 67 of the Bush Fires Act, Fire and Emergency Services Act, various Acts and Regulations or Council policy.

Responsibilities

All members of the Bush Fire Advisory Committee are expected to adhere to the *Local Government (Rules of Conduct) Regulations 2007*, the *Shire of Toodyay Code of Conduct* and the *Shire of Toodyay Standing Orders Local Law 2008*.

Training Requirements

In respect to the Bush Fire Advisory Committee please also refer to the Bush Fire Operating Procedures which is an Administration Manual that includes Standard Operating Procedures. This document was adopted by Council as an Interim Policy on 18 December 2018 and is supported by the Volunteer Bush Fire Brigade Service of WA. This document speaks to the training requirements of personnel who are members on the Bush Fire Advisory Committee.

Committee Membership Composition

The Presiding Person of the Bush Fire Advisory Committee is to be a Councillor, elected at the first meeting of the Bush Fire Advisory Committee following a local government Ordinary Election.

- (a) Four elected members (two primary and two deputy)
- (b) Captain & FCO (or their representative) from the following brigades:
 - Bejoording
 - Morangup
 - Coondle-Nunile
 - Julimar
 - Toodyay Central
 - SES Brigade
- (c) Chief Bush Fire Control Officer or his Deputy / Deputies
 - Deputy Bush Fire Control Officer (DBFCO) 1
 - Deputy Bush Fire Control Officer (DBFCO) 2
- (d) Supporting Officers or representative
 - Toodyay Volunteer Fire & Rescue Representative
 - Bushfire Risk Management Planning Coordinator
 - Chief Executive Officer Shire of Toodyay
 - Community Emergency Services Manager
 - Department of Parks & Wildlife Representative
 - Department of Fire & Emergency Services (DFES) Representative

Frequency of Meetings

The Bush Fire Advisory Committee shall meet at least “quarterly.”

The core items a Bush Fire Advisory Committee will discuss is as follows:

FEBRUARY	67(1) of the Act - any matters relating to be reported; Review of SOP's and Admin Manual
MAY	Llaw - 3.5(2) Equipment Officer to Report
AUGUST	Llaw - 3.9(2) Table Minutes from Brigade's AGM's for receipt at BFAC; Llaw - 3.11 Appointment of Officers following brigade AGM's; Updating Brigade Members Information; Form 12's; BFAC Membership
NOVEMBER	67(1) of the Act - any matters relating to be reported.

The Committee will meet at 6.00pm on the 1st Tuesday of the months of February, May, August and November, unless otherwise determined at the discretion of the Presiding Person.

Local Emergency Management Committee

Local Emergency Management Committee means a committee established under Section 38(1) of the Emergency Management Act 2005.

This is classified as an “essential committee” and can be defined as a ‘Standing Committee’ of the Council.

Standing Committee means a permanent committee that meets regularly.

Part 3 (Division 1) Section 38 of the *Emergency Management Act 2005* provides for the establishment of a Local Emergency Management Committee.

Section 38(3) of the Emergency Management Act 2005 provides for the membership of a LEMC subject to Section 38(4) of the Emergency Management Act 2005 whereby the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

Sections 16 to 20 of State Emergency Management Policy No. 2.5 – Emergency Management in Local Government Districts provides guidelines to local government in relation to the membership of a Local Emergency Management Committee.

Rules around the Establishment of this Committee

38. Local emergency management committees

- (1) A local government is to establish one or more local emergency management committees for the local government’s district.
- (2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.
- (3) A local emergency management committee consists of —
 - (a) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and
 - (b) if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.
- (4) Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

Role of the Local Emergency Management Committee

To purpose of the Local Emergency Management Committee is to advise and assist the Local Government in ensuring that the Local Emergency Management arrangements are established for its district; to liaise with public authorities and other persons in the development, review and testing of Local Emergency Management arrangements; and to carry out other emergency management activities as directed by the SEMC or prescribed by the Regulations.

The Local Emergency Management Committee has specific functions to follow that are set out in Section 39 and 40 of the Emergency Management Act 2005 which states as follows:

39. Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; and
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and

- (c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

40. Annual report of local emergency management committee

- (1) After the end of each financial year each local emergency management committee is to prepare and submit to the district emergency management committee for the district an annual report on activities undertaken by it during the financial year.
- (2) The annual report is to be prepared within such reasonable time, and in the manner, as is directed in writing by the SEMC.

Responsibilities

All members of the Local Emergency Management Committee are expected to adhere to the *Local Government (Rules of Conduct) Regulations 2007*, the *Shire of Toodyay Code of Conduct* and the *Shire of Toodyay Standing Orders Local Law 2008*.

The State Emergency Management Guidelines state that LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans;
- providing a multi-agency forum to analyse and treat local risk; and
- Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

Training Requirements

As determined by the State Emergency Management Committee.

Committee Membership Composition

The State Emergency Management Guidelines state that LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

The Presiding Person of the Local Emergency Management Committee is to be the CESM, in accordance with Section 38 (3) (b) of the *Emergency Management Act 2005*.

The composition of this committee is proposed to be as follows:

- (a) Community Emergency Services Manager (CESM) or deputy to act as the Presiding Member of the Committee in accordance with Section 38 (3) (b) of the *Emergency Management Act 2005*
- (b) Four elected members (two primary and two deputy)
- (c) Chief Bush Fire Control Officer or deputy
- (d) Local Recovery Coordinator
- (e) Deputy Recovery Coordinator
- (f) Supporting Officers or representative
 - Toodyay Volunteer Fire & Rescue Representative
 - Bushfire Risk Management Planning Coordinator
 - Police Officer in Charge – Toodyay
 - Chief Executive Officer – Shire of Toodyay

- Chief Bush Fire Control Officer (CBFCO)
- Department of Child Protection and Family Support representative
- Community Emergency Management Coordinator (CEMO)
- DFES District Manager Representative
- Main Roads Representative
- Toodyay Volunteer Fire & Rescue representative
- Silver Chain Service Coordinator Representative
- St John Ambulance representative
- St John Ambulance Paramedic
- Red Cross Representative
- Ranger Representatives
- Principal, Toodyay District High School
- Health/Medical Representative
- Main Roads Representative

Frequency of Meetings

The Local Emergency Management Committee shall meet at least “quarterly.” The Committee will meet at 5.00pm on the 2nd Wednesday of February, May, August and November, unless otherwise determined at the discretion of the Presiding Person.

Local Recovery Committee

The **Local Recovery Committee** means a committee established under Section 36(b) of the *Emergency Management Act 2005*.

Rules around the Establishment of this Committee

Refer to the rules in respect to Committees of Council

36. Functions of local government

It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act.

Role of the Local Recovery Committee

The Local Recovery Committee is set up for the purpose of coordinating and supporting local government in relation to the management in relation to the recovery processes within the community subsequent to a major emergency in accordance with the Shire's Local Emergency Management Arrangements.

The Local Recovery Committee is a subcommittee of the LEMC tasked with aspects of Recovery and its purpose is to assist the local government in the recovery process following a local emergency.

Responsibilities

The responsibility of the Local Recovery Committee is "to ensure a coordinated multi-agency approach to community recovery and make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Advisory Committee to improve the community's recovery preparedness."

Training Requirements

As determined by the State Emergency Management Committee.

Committee Membership Composition

As this is a sub-committee to the LEMC, the Presiding Person is to be either the CEO or the Community Emergency Services Manager (CESM).

- (a) Shire President
- (b) Local Recovery Coordinator
- (c) Deputy Recovery Coordinator
- (d) Chief Executive Officer
- (e) Community Emergency Services Manager

Frequency of Meetings

The Local Recovery Committee shall meet as and when required to do so, unless otherwise determined at the discretion of the CEO in liaison with the CESM.

Reporting

Reports and recommendations of each Local Recovery Committee Meeting shall be presented to the next Local Emergency Management Committee Meeting.

What are Advisory Groups

An **Advisory Group** means and includes **Working Groups** referred to in the **Advisory Group Policy** adopted by a resolution of the Council.

An Advisory Group is to act in an advisory capacity, providing the Shire with its agreed views and/or proposals relevant to the aim and objectives for which the Group was established.

Advisory Groups are made up of councillor and community representatives (including representatives of organisations and agencies), with support from the Shire of Toodyay's Administration.

Each Advisory Group will have the Shire's Executive Support, providing both professional advice as well as undertaking the role of group 'secretary'. This non-voting role will be undertaken by a Shire Officer and is the main contact for specific matters relating to the running of the Advisory Group. Advisory Groups do not have the power to make decisions on behalf of Council.

An Advisory Group has no decision-making powers and does not have any delegated authority to act on behalf of the local government (Council).

In operation, the Groups cannot direct employees, call tenders, award contracts, expend monies, direct volunteers, or do anything which is the responsibility of the Shire of Toodyay.

The Shire's Advisory Groups

The Shire of Toodyay has two Groups as follows:

1. Environmental Advisory Group; and
2. Museum Advisory Group.

How are Advisory Groups Run?

Advisory Groups will operate in accordance with the Policy titled "Advisory Groups Policy."

The term for an 'Advisory Group' of the Council is ongoing. The Advisory Group will need to be formally re-appointed by Council following each Local Government Election.

Invitees

The Presiding Member of the Advisory Groups may invite representatives from relevant government departments, and other bodies with specialist advice, to its meetings as and when required. Such representatives shall not be members.

Reporting

Recommendations made by Advisory Groups will be in accordance with the Advisory Groups Policy.

The Supporting Officer to the Advisory Group will provide a report, quarterly to the Council at the quarterly Strategic Council Forums on the activities of the Advisory Group.

Environmental Advisory Group (EAG)

Aims

To inform and advise Council on environmental and sustainability related issues and Council's role in improving the natural environment of Toodyay. The EAG particularly advises on the implementation, monitoring and review of the Shire's Environmental Strategy and Biodiversity Strategy, subsequent strategies and actions.

Objectives

- i. Provide input and advice to Council on issues of environmental sustainability;
- ii. To provide input to Council on behalf of the community and community organisations;
- iii. To actively support Council's consultation with and advocacy to the broader community;
- iv. To provide input and advice to Council on the implementation of Council's Environmental Management Strategy and development and implementation of Council's Biodiversity Strategy;
- v. To monitor and review environmental and sustainability issues in Toodyay;
- vi. To provide input and assist in developing relevant documents including policies, strategies, leaflets, pamphlets or booklets consistent with Council's Environmental Management Strategy; and
- vii. To assist Council in determining of priority activities to be undertaken and annual objectives.

Membership Composition

- (a) Four elected members (two primary and two deputy)
- (b) Eight community members - A pre-requisite to being appointed as a community member will be the applicant's commitment to preserving the natural environment.
- (c) Supporting Officers
 - Manager Planning and Development
 - Development Services Officer
 - Planning Officer
 - Reserves Management Officer

Responsibilities

As community representatives Environmental Advisory Group members are expected to:

- (a) Have a broad understanding of the environmental and planning legislative framework operating in WA
- (b) Be fully conversant with agenda items and display a high level of preparedness for meetings.
- (c) Be regularly in attendance at meetings.
- (d) Contribute to the sustainability of the district of the Shire of Toodyay by understanding the relevant environmental issues facing the Shire.
- (e) Present evidence based advice.

Frequency of Meetings

The Environmental Advisory Group meets at 5.00 pm on the first 1st Tuesday of March, June, September and December unless otherwise determined by the Presiding Member of the Advisory Group in consultation with the most Senior Supporting Officer

Museum Advisory Group (MAG)

Aims

To provide guidance and assistance to Council on matters affecting the Museums. This may include the selection, interpretation and/or display of the museum's artefacts as well as on matters relating to the promotion of the Museums, including community engagement programs.

Objectives

The objectives of the Advisory Group are as follows:

- a) To increase the usage of the Museums by the local community and visitors to Toodyay through active promotion.
- b) To provide input into effective interpretation and display and care of the Museum's collection.

Membership Composition

- a) Four elected members (two primary and two deputy)
- b) Up to six community members – a pre-requisite to being appointed as a community member will be the applicant's commitment to the work that is undertaken by the Museum.
- c) Supporting Officers
 - Manager Community Development
 - Museum/Cultural Heritage Officer
 - Community Development PA

Responsibilities

As community representatives Museum Advisory Group members are expected to:

- a) Be fully conversant with agenda items and display a high level of preparedness for meetings
- b) Be regularly in attendance at meetings
- c) To provide comment and recommendations on issues associated with the operation and development of the Museums and its programs.

Frequency of Meetings

The Museum Advisory Group meets at 4.00 pm on the 4th Thursday of February, April, September and November, unless otherwise determined by the Presiding Member of the Advisory Group in consultation with the most Senior Supporting Officer.

This Page has been Left Blank "Intentionally"

Advisory Groups Policy

Purpose

1. To provide guidance for the establishment of Shire of Toodyay (the Shire's) Advisory Groups.
2. To provide a clear framework for the operation and administration of Advisory Groups.

Establishment

Advisory Group means and includes Working Groups referred to in this Policy established by a resolution of the Council via a recommendation made by the Shire's Administration.

The Council may establish an Advisory Group to:

- facilitate Council Member, stakeholder and/or community input and involvement opportunities;
- to provide advice; and
- support to the Shire, in regard to strategic, special interest and/or operational activities.

Advisory Groups are established pursuant to this Policy and by the same principles that exist under the *Local Government Act 1995* – as explained in the *Committees of Council and Advisory Groups Terms of Reference*.

1. OPERATION

- 1.1 Advisory Groups are to operate within the Terms of Reference adopted by Council.
- 1.2 The Terms of Reference will provide:
 - (a) A clear statement of the aims and objectives (i.e. the scope of activity to be undertaken);
 - (b) The Membership composition;
 - (c) The responsibilities; and
 - (d) The frequency of meetings.

2. TERMS OF REFERENCE AND ROLE

- 2.1 The role of an Advisory Group is to act in an advisory capacity, providing the Shire's Administration and the Council with its views and/or proposals relevant to the aims and objectives for which the group was established.
- 2.2 The Advisory Group will only consider matters referred to it by Council.
- 2.3 An Advisory Group has no decision making powers and does not have any authority to act on behalf of the Shire. In operation, the group cannot direct employees, call tenders, award contracts, expend monies, direct volunteers or do anything which is the responsibility of the Shire of Toodyay.

3. ROLE OF THE PRESIDING MEMBER

- 3.1 The Advisory Group Presiding Member is to be appointed by the Council or by the Group, if Council so decides.
- 3.2 The Presiding Member will preside at all meetings. In the absence of the Presiding Member, the group will elect an Acting Chair from their number. A member of Executive Support will take the Chair, open the meeting and call for nominations. A person elected by the quorum will assume the Chair for that meeting.
- 3.3 The Presiding Member (in liaison with the most Senior Supporting Officer appointed to the Advisory Group) shall ensure that the Advisory Group operates in accordance with this Policy at all times.

4. MEETING PROCEDURES

4.1 Conduct of Advisory Groups

The Shire's Standing Orders Local Law will not apply to Advisory Groups, with the exception of the following Clauses:

7.2 Respect to the Presiding Member

After the business of a meeting has commenced, a Member is not to enter or leave the meeting without first paying due respect to the Presiding Member.

7.4 Entering or leaving a meeting

During the course of a meeting, a Member is not to enter or leave the meeting without first advising the Presiding Member, in order to facilitate the recording in the minutes of the time, and the specific place within an agenda item, of the Member's entry or departure.

7.6 Priority of Speaking

Where two or more Members indicate, at the same time, their intention to speak, the Presiding Member is to decide which Member is entitled to be heard first.

A decision of the Presiding Member under sub-clause (1) is not open to discussion or dissent.

A Member is to cease speaking immediately after being asked to do so by the Presiding Member.

8.1 Presiding Member to preserve order

The Presiding Member is to preserve order, and, whenever he or she considers it necessary, may call any Member to order.

8.6 Right of Presiding Member to adjourn

For the purpose of preserving or regaining order, the Presiding Member may adjourn the meeting for a period of up to 15 minutes.

On resumption, the debate is to continue at the point at which the meeting was adjourned.

If, at any one meeting, the Presiding Member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

11.1 Disclosure of interests

Members and officers must deal with all interests and potential conflicts of interest in accordance with the provisions and requirements of:

- (a) Division 6 – Disclosure of Financial Interests (set out in the provisions of Sections 5.59 to 5.73 of the *Local Government Act 1995*); and
- (b) Regulation 11 of the *Local Government (Rules of Conduct) Regulations 2007*.

4.2 Advisory Group Meetings will:

- (a) be held at least four times during the year, in accordance with the adopted Terms of Reference. Extraordinary meetings may be called by the Presiding Member of the Advisory Group in consultation with the most senior Supporting Officer.
- (b) Not be open to the public as a local government power or duty will not be delegated to the advisory group (ref to section 5.23(1)(b) of the *Local Government Act 1995*).
- (c) not require public notice as the meeting will not be open to the public (ref to regulation 12(1)(b) of the *Local Government (Administration) Regulations 1996*); and
- (d) be conducted in an informal manner, providing opportunities for ideas to be raised and general discussion;
- (e) Encourage fair and respectful discussion;
- (f) Focus on the relevant issues at hand;
- (g) Provide advice to Council, as far as practicable, on a consensus basis;
- (h) be limited to a maximum of one and a half hours duration, commencing on time and concluding by the stated completion time, unless the Group resolves to extend the meeting to a particular time for the completion of business.

4.3 Quorum

A quorum will be a minimum 50% members, the minimum of 50% of members must be present within 15 minutes of the scheduled meeting start time. If a quorum is not present then the meeting is to be cancelled and rescheduled.

4.4 Agendas

- (a) Agendas must be prepared for each meeting that an Advisory Group holds.
- (b) Members may submit items for consideration by tabling matters at one meeting for discussion at the next, or by contacting the most Senior Supporting Officer to submit items for listing on the Agenda not less than 14 days prior to the scheduled meeting date.
- (c) The relevant Supporting Officer will be responsible for preparing the Advisory Group Agenda, researching and reporting on those matters to be listed in the Agenda.
- (d) If matters have financial implications or are outside of strategic outcomes contained in the Community Strategic Plan, the Senior Supporting Officer may present such matters to Council at a Quarterly Strategic Forum in order to seek Council's approval before undertaking research or reporting on matters to the Group.
- (e) All meetings shall be confined to items listed on the Agenda.
- (f) The Chief Executive Officer or relevant Senior Supporting Officer will approve the Agenda for each meeting prior to its distribution.
- (g) The Agenda must be provided to members of the group not less than 7 days before the time fixed for the holding of the meeting.

4.5 Minutes of Meeting

- (a) Minutes must be taken for each meeting that an Advisory Group holds.
- (b) The relevant Senior Supporting Officer having responsibility for the Advisory Group shall be responsible for the accuracy of the Advisory Group Minutes.
- (c) The Minutes shall accurately record the details of any disclosure of interest and the extent of such interest.
- (d) The Minutes shall also record the times any person who has made a disclosure, has departed and/or re- enters the meeting in accordance with Standing Orders 7.4 of the Shire of Toodyay Standing Orders 2008.
- (e) Items considered at the meeting will not be voted upon. The Minutes will record consensus agreement on actions and any points of agreement/disagreement. They will not reflect verbatim discussion on issues or matters discussed during debate prior to consensus agreement being reached. During the meeting the Senior Support Officer will read out the agreed actions and any points of agreement to the meeting to ensure they are accurately reflected to the consensus view.
- (f) The Chief Executive Officer or relevant Senior Supporting Officer will approve the Minutes prior to their distribution.
- (g) Minutes will be distributed to members within ten (10) working days after the date of the meeting.
- (h) Minutes will be posted to the Shire's website unless they are considered by the Senior Supporting Officer or the CEO to be confidential.
- (i) Recommendations made by the Advisory Group that require a Council decision are to be presented to Council at the next available Ordinary Council Meeting.
- (j) Recommendations made by the Advisory Group and presented to Council by the Senior Supporting Officer through an Officer Report will include consideration as to whether the proposal is:
 - (i) Consistent with the Shire's established strategic and operational planning and the objective for which the Advisory Group was established.
 - (ii) Within the Shire's capacity relevant to staffing, resources and adopted budget and also operational effectiveness and efficiencies.
 - (iii) Endorsed by Council resolution, where funding from external sources is proposed.
- (k) Feedback from the Group will be embodied into the appropriate Officer's report to Council under the Consultation section.

5. CONFIDENTIALITY AND PRIVACY

- (a) Members may have exposure to confidential or personal information. Members are required to maintain the security of any confidential information and not access, use or remove any information, unless the member is authorised to do so.
- (b) Members are not to speak to the media in their capacity as Advisory Group members.

6. CODE OF CONDUCT

- 6.1 The Shire's *Code of Conduct* shall apply to members of the Advisory Groups.
- 6.2 A Member is not to use offensive or objectionable expressions in reference to any Member, employee or other person.
- 6.3 The principles of the *Local Government (Rules of Conduct) Regulations 2007* shall apply to all members of the Advisory Groups. Any breach of the principles of the Rules of Conduct Regulations shall be treated as a breach of the Code of Conduct.
- 6.4 The Shire's Chief Executive Officer is available to provide any assistance or guidance concerning the Code or any matters of Interest.

7. CONFLICT OF INTEREST

- 7.1 The financial, proximity and impartiality interest provisions of the *Local Government Act 1995* will apply to the Shire's Advisory and Working Groups.
- 7.2 All members need to be aware that any conflict of interest needs to be recognised AND recorded in the minutes taken of the Meeting, to ensure that probity is maintained at all times.

8. INSURANCES

The Shire will arrange all insurance to cover Advisory Group members whilst discharging their normal course of duty, including travel to and from the meeting.

9. MEMBERSHIP

Membership of an Advisory Group is to be determined by the Council on a basis of relevancy to the aims and objectives (purpose) for which the group has been established. Membership may include Council Members, Community Members, Employees and Representatives of Stakeholder Organisations.

- 9.1 Where Advisory Group membership includes representatives of Stakeholder Organisations, the Shire shall seek written nomination(s) from the organisation(s).
- 9.2 Where Advisory Group membership includes representatives to be drawn from members of the community; the Shire shall publicly advertise and call for nominations to be received within a defined period. Members are to be appointed by the Council on the basis of demonstrated knowledge, skills and/or understanding relevant to the purpose for which the Advisory Group has been established.
- 9.3 The term of membership of an Advisory Group is to align with the local government elections cycle, with membership expiring at the next ordinary local government election, with the following exceptions:
 - (a) Where the Advisory Group's operations are likely to conclude within a period that does not exceed 12 months following the next ordinary local government elections, the community and/or organisation representation shall continue to the planned conclusion of the Advisory Group's operations. The Council representation shall however, be reappointed following the ordinary local government election.
 - (b) Where the Advisory Group's Terms of Reference have been fulfilled, the Advisory Group may be abolished at the determination of Council.
- 9.4 In any case, in order to facilitate specific aspects of the operations of an Advisory Group, membership with required skills or knowledge may also be co-opted on an 'as required' basis, by either the Chief Executive Officer or Advisory Group Presiding Member.

10. TENURE OF APPOINTMENT

- 10.1 Council will appoint a member to the Advisory Group including the prescribed Term and any conditions for a period of up to two (2) years.
- 10.2 Council may terminate the appointment of any member prior to the expiry of his/her term, if:
- (a) the Presiding Member and Chief Executive Officer are of the opinion that the member is not making a positive contribution to deliberations of the group; or
 - (b) the member is found to be in breach of the Shire of Toodyay Code of Conduct or a serious contravention of the *Local Government Act 1995*; or
 - (c) a member's conduct, action or comments brings the Shire of Toodyay into disrepute.

11. VACANCIES

Vacancies shall be filled by calling for nominations of either the Council or community representatives. Members filling a vacated position will hold that position for the remainder of the two (2) years duration of the convened Advisory Group, as approved by the Council.

12. COUNCIL DECISION

The Shire's decision making obligations are guided by relevant legislative, strategic and operational requirements and therefore the views or proposals of an Advisory Group may not always prevail.

13. REVIEW

The operations of an Advisory Group shall be reviewed and presented to Council for re-adoption not more than three months before each Ordinary Council Election.

Reference Information

Related Documents

Related Legislation *Local Government Act 1995 (WA)*

Associated Forms and Attachments

Document Category	Governance
Document Title	Advisory Groups Policy
Document ID	
Version No.	
Archived and previous version	
Access Restrictions	
Approved By	Council
Date of Approval (OCM)	
Date of Last Review	
Date of Next Review	2021



Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Operational Guidelines

Number 09 – Revised September 2013

Audit in Local Government

The appointment, function
and responsibilities of
Audit Committees

1. Introduction

The *Local Government Act 1995* (the Act) requires that all local governments establish an audit committee. An audit committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions.

The purpose of this guideline is to assist local governments to establish and operate an effective audit committee. Clear and comprehensive terms of reference, setting out the committee's roles and responsibilities, are essential and a model terms of reference for an audit committee is provided with this guideline. Matters such as the governing legislation, membership, primary roles and responsibilities of the committee and ancillary functions are also addressed. Guidance is provided to the committee as it approaches its task of appointing an external auditor through provision of a minimum standard audit specification and as it forms an opinion of the local government's internal audit requirements.

2. Audit Requirements, Committees and Functions

The relevant parts of the Act and regulations that relate to audit requirements, audit committees and their functions are listed below.

Financial Management

In relation to financial management under Part 6 of the Act, a local government is to –

- a) prepare and adopt an annual budget in the form and manner prescribed (section 6.2). A copy of the budget is to be sent to the Department within 30 days of adoption.
- b) prepare an annual financial report and such other financial reports as prescribed. The accounts of the local government and annual financial report are to be submitted to the auditor for audit by 30 September (section 6.4).
- c) have a municipal fund and a separate and distinct trust fund (section 6.6).
- d) establish and maintain reserve funds for the holding of monies set aside for future use (section 6.11).

Audit Requirements for Local Governments

Part 7 of the Act and the *Local Government (Audit) Regulations 1996* (the Regulations) address the situation of audit. In relation to the duties of the local government with respect to audits –

- a) the local government is to do everything in its power to –
 - i. assist the auditor to conduct an audit and carry out his or her other duties under the Act; and

- ii. ensure that audits are conducted successfully and expeditiously;
- b) a local government is to meet with its auditor at least once in every year;
- c) a local government is to examine the report of the auditor and is to –
 - i. determine if any matters raised require action to be taken by the local government; and
 - ii. ensure that appropriate action is taken in respect of those matters;
- d) a local government is to –
 - i. prepare a report on any actions taken in respect of any matters raised in the report of the auditor; and
 - ii. forward a copy of that report to the Minister by the end of the next financial year, or six months after the last report prepared by the auditor is received by the local government, whichever is the latest in time.
- e) the only powers and duties that can be delegated to a committee are any of the powers and duties of the local government under Part 7 of the Act; that is, those relating to audit. The committee cannot on-delegate the powers and duties delegated to it;
- f) an audit committee with a member who is a person that is not an elected member can be delegated powers and duties referred to in (e); and
- g) a decision of the committee is to be made by simple majority.

Audit Committee Functions

The Regulations state that an audit committee –

Establishment of the Audit Committee

The Act and Regulations provide that:

In relation to the establishment of an audit committee –

- a) each local government is to establish an audit committee consisting of three or more persons to exercise the powers and discharge the duties conferred on it;
- b) members of the committee are to be appointed by an absolute majority decision of Council. At least three of the members, and the majority of the members, are to be elected members;
- c) the Chief Executive Officer (CEO) is not to be a member of the committee and may not nominate a person to be a member or have a person to represent him or her as a member of the committee;
- d) an employee is not to be a member of the committee;
- (a) is to provide guidance and assistance to the local government –
 - (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act;
 - (ii) as to the development of a process to be used to select and appoint a person to be an auditor;
- (b) may provide guidance and assistance to the local government as to –
 - (i) matters to be audited;
 - (ii) the scope of audits;
 - (iii) its functions under Part 6 of the Act;
 - (iv) the carrying out of its functions relating to other audits and other matters related to financial management;
- (c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to –
 - (i) report to the council the results of that review;
 - (ii) give a copy of the CEO's report to the council;

- (d) review the annual Compliance Audit Return and report to the council the results of that review, and
- (e) consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance and report to the council the results of those reviews.

3. Operation of Audit Committees

Role and Responsibilities

The role of the audit committee is to support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, internal and external audit functions and ethical accountability.

The audit committee should critically examine the audit and management reports provided by the external auditor. The committee would then determine if matters raised in the reports require action to be taken by the local government and ensure that appropriate action is implemented.

A further role for the audit committee would be to receive and authorise the report relating to the audit prepared by the CEO that is to be sent to the Minister.

This report would outline any actions the local government has taken or intends to take in relation to the matters identified by the auditor.

While a formal internal audit function could be considered to be an operational function and therefore the responsibility of the CEO, it is desirable for an internal auditor to have a direct line of communication to the Audit Committee.

The Audit Committee needs to form an opinion of the local government's internal audit requirements and recommend a course of action that ensures that any internal audit processes adopted are appropriate, accountable and transparent. The role of the external auditor in this regard can be established at the time of appointment.

Please note that an audit committee (or any other committee) cannot be given a management task where the Act and Regulations make the CEO specifically responsible. Where the local government is assigned the function through the legislation, the audit committee may have a role unless the function has been delegated to the CEO by the Council.

The deliberations and recommendations of the committee must be independent and autonomous. Therefore, the Act prohibits the CEO being a member of the committee. However, it is essential that the CEO be given every opportunity to provide his/her expert advice to the committee as he/she does with full Council and other committees.

A model terms of reference is attached as Appendix 1 to assist local governments to define an appropriate role for its audit committee. When considering the model, local governments need to remember it is a guide and they can delete or modify any matters they believe not applicable.

It is important to note that the legislation gives the audit committee a specific role in appointing the auditor. It is to recommend to the Council who should be appointed as the auditor. Attached as Appendix 2 is a model 'Minimum Standard Audit Specification' that local governments can use when developing a process to be used to select and appoint a person to be the auditor.

Local governments can amend the document to suit their individual requirements. Any scope adopted must meet, as a minimum, the legislative requirements, as outlined in the Act and the Regulations.

The legislation specifies that a local government is required to meet with its auditor at least once in every year. The term "local government" in this context means the Council. If Council so resolved via a formal delegation, a meeting between the audit committee and the auditor would satisfy this requirement.

It is acknowledged that the requirement to meet at least once per year may incur a significant financial burden for the more remote local governments. In such circumstances the meeting can be conducted by telephone or video conference. The Council or audit committee should resolve how the meeting with the auditor will be conducted and for the record of the meeting to show that the auditor was involved and the matters discussed. It would be inappropriate for Council representatives to meet with the auditor in their offices unless they were members of the Audit Committee or a significant majority of the members are present.

The committee may need to liaise regularly with the external auditor to discuss the audit plan, results of the audit and implementation of any recommendations for action emerging from the audit. How communication and liaison between auditor and committee is to occur should be addressed in the agreement of appointment.

Advice from the auditor may address issues such as –

- (i) an assessment of accounting procedures;
- (ii) an assessment of internal controls;
- (iii) an assessment of risk;
- (iv) compliance with the Act and associated regulations;
- (v) compliance with Council policies;
- (vi) performance assessments on the efficiency and effectiveness of operations;
- (vii) processes of the internal audit;
- (viii) outcomes of the external audit prior to issue of management and audit reports; and
- (ix) changes to accounting standards and legislation and the impact on the local government.

Membership

The Act requires that an audit committee is to consist of a minimum of 3 members and in that situation all must be council members. Where a committee consists of more than 3 members then a majority of those members must be council members. Local governments may decide to appoint a committee involving only elected members or they may appoint one or more persons who are external to the Council. If a Council considers it appropriate, the whole Council can be appointed to the audit committee.

If the local government wishes to appoint one or more persons other than elected members to the committee, which is recommended, it should ensure that they have the requisite knowledge and skills to provide benefit to the committee.

Operation of the Committee

Irrespective of the membership of the committee, all legislative requirements relating to committee meetings such as advertising meeting dates, notice of meeting and keeping minutes of meetings need to be complied with.

The legislation prevents a meeting fee being paid to an external person but it is permissible for a payment to be made as a reimbursement of expenses, commensurate with the expertise and knowledge such people bring to the committee. The Council will need to determine whether payment will be offered and the level of that reimbursement payment.

Members of the committee should be encouraged to attend appropriate courses to keep them up to date with legislation, accounting and other relevant issues.

Other Responsibilities

Local governments are required by legislation to complete a statutory compliance return (Compliance Audit Return or CAR) annually and have the return adopted by Council. The return is a checklist of a local government's compliance with the requirements of the Act and its Regulations, concentrating on areas of compliance considered "high risk."

The Audit Committee is to review the annual CAR and report to the Council the results of that review, prior to adoption of the return by Council. After adoption, the return is to be signed by the Mayor or President and the CEO prior to it being forwarded to the Department.

The Audit Committee is to consider the CEO's biennial reviews (see Regulation 17.) of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance and report to the council the results of those reviews.

Attached as Appendix 3 is information to assist in determining what falls within the terms 'risk management,' 'internal control' and 'legislative compliance.'

The audit committee could also consider proposals from the CEO as to whether the compliance audit, and the biennial reviews of risk management, internal control and legislative compliance, are undertaken internally or an external party is contracted to undertake the task. In the case of an external party the audit committee would have responsibility to receive the review report from the CEO and make recommendations on it to full Council.

4. The External Audit

Appointment of the Auditor

The Act and Regulations provide that –

- a) on the recommendation of the audit committee a local government is to from time to time appoint, by absolute majority, a person to be its auditor;
- b) the local government may appoint one or more persons as its auditor;
- c) the local government's auditor is to be a person who is –
 - a. a registered company auditor; or
 - b. an auditor approved by the Minister;
- d) a person may not be appointed as a local government auditor if that person is –
 - a. a councillor or employee of the local government;
 - b. in debt to the local government for more than \$5,000;
 - c. a councillor or employee of a regional local government in which the local government is a participant;
 - d. a member of an incorporated association formed by the local government; or
 - e. a class of persons as prescribed in the Regulations;
- e) an auditor is not to be appointed for more than five years; and
- f) the appointment of a person as an auditor is to be made by agreement in writing and is to include –
 - i. the objectives of the audit;
 - ii. the scope of the audit;
 - iii. a plan for the audit;
 - iv. details of the remuneration and expenses to be paid to the auditor; and
 - v. the method to be used by the local government to communicate with, and supply information to, the auditor.

The committee should undertake a proper selection and appointment process as part of appointing, or reappointing an auditor. If reappointment is being considered, the process should include the review of key issues as in i. to v. above.

It is important to realise that the Act specifies that it is a named person(s) that is appointed as auditor, not the company, or 'the partners' of the company which employs the person. Therefore, when the audit report is received it must be signed by the person(s) appointed as the auditor; it cannot be the generic signature identifying the firm.

Conduct of the Audit

The Act and Regulations provide that –

- a) the auditor is required by 31 December next following the financial year to which the audit relates, to examine the accounts and annual financial report submitted for audit;
- b) the auditor is to form an opinion as to whether –
 - i. the accounts are properly kept; and
 - ii. the annual financial report –
 - is prepared in accordance with the financial records; and
 - represents fairly the results of the operations of the local government and its financial position at 30 June;
- c) the auditor is to prepare a report on the audit and within 30 days of completing the audit forward a copy to –
 - i. the mayor or president;
 - ii. the CEO of the local government; and
 - iii. the Minister;

- d) the report is to give the auditor's opinion on –
- i. the financial position of the local government; and
 - ii. the results of the operation of the local government;
- e) the report is to include –
- i. any material matters that indicate significant adverse trends in the financial position or the financial management practices of the local government;
 - ii. any matters indicating non-compliance with financial management requirements of the Act, Regulations and any other written law;
 - iii. details of whether information and explanations were obtained;
 - iv. a report on the conduct of the audit; and
 - v. the opinion of the auditor as to whether or not the specific financial ratios reported are supported by verifiable information and reasonable assumptions;
- f) where it is considered appropriate to do so the auditor is to prepare a management report to accompany the auditor's report;
- g) where the auditor considers that –
- i. there is any error or deficiency in an account or financial report;
 - ii. any money paid from, or due to the local government has been, or may have been misapplied; or
 - iii. there is a matter arising from the audit that needs to be addressed by the local government; details are to be included in the report to the Minister; and

- h) the auditor has a right of access at all reasonable times to such books, accounts, documents and assets of the local government as are in the opinion of the auditor necessary to allow the audit to be conducted.

Scope of the Audit

The Act and Regulations prescribe the scope of the external audit of the annual financial statements of a local government.

The scope details are going to vary between local governments but as an aid a model minimum standard audit specification is attached as Appendix 2 to this guideline. Individual local governments can amend that document to suit their particular needs.

Reporting by the Auditor

Regulations require the auditor, where appropriate, to prepare a management report to accompany the auditor's report. Although there is no legislative requirement for the auditor to prepare a management report unless he or she deems it appropriate, local government may wish to require the auditor to prepare a report on all issues identified during the audit.

The auditor, after completing the audit, is to forward a copy of his or her audit and management report to –

- the Mayor or President;
- the CEO of the local government; and
- the Minister via the Department.

It is the CEO's responsibility to ensure that the external audit report is provided to the audit committee. In considering the audit and management reports presented to the audit committee, the CEO should:

- a) examine any critical matters raised in the reports that affect the financial position of the local government; and
- b) provide comment on any critical matters raised and action proposed to be taken to address those matters.

Once Council has addressed matters raised, or accepted the CEO's planned remedial action on matters raised in the audit and management reports, the CEO should provide feedback to the Department on those matters.

Appendix 1

Model Terms of Reference – Audit Committees

Important: The following Model Terms of Reference contains clauses that may not be applicable to each local government. Local governments will need to consider each clause and only adopt those that are applicable to the roles and responsibilities and delegated powers and functions that will apply to their audit committee.

The clauses that may be considered optional have been asterisked (*).

Objectives of Audit Committees

The primary objective of the audit committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

The committee is to facilitate –

- the enhancement of the credibility and objectivity of *internal and external financial reporting;

- *effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- *the coordination of the internal audit function with the external audit; and
- the provision of an effective means of communication between the external auditor, *internal auditor, the CEO and the Council.

Powers of the Audit Committee

The Audit committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The committee is a formally appointed committee of council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

Membership

The committee will consist of *four members with three elected and *one external person. All members shall have full voting rights.

*External persons appointed to the

committee will have business or financial management/reporting knowledge and experience, and be conversant with financial and other reporting requirements.

*Appointment of external persons shall be made by Council by way of a public advertisement and be for a maximum term of two years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

*Reimbursement of approved expenses will be paid to each external person who is a member of the committee.

The CEO and employees are not members of the committee.

The CEO or his/her nominee is to be available to attend meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

Meetings

The committee shall meet at least *quarterly.

Additional meetings shall be convened at the discretion of the presiding person.

Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

*The committee shall report annually to the Council summarising its activities during the previous financial year.

Duties and Responsibilities

The duties and responsibilities of the committee will be –

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits;
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor;
- c) Develop and recommend to Council –
 - a list of those matters to be audited; and
 - the scope of the audit to be undertaken;
- d) Recommend to Council the person or persons to be appointed as auditor;
- e) Develop and recommend to Council a written agreement for the appointment of the external auditor. The agreement is to include –
 - the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;
 - details of the remuneration and expenses to be paid to the auditor; and
 - the method to be used by the local government to communicate with, and supply information to, the auditor;
- f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
- g) Liaise with the CEO to ensure that the local government does everything in its power to –
 - assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
 - ensure that audits are conducted successfully and expeditiously;
- h) Examine the reports of the auditor after receiving a report from the CEO on the matters to –
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters;
- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
- j) Review the scope of the audit plan and program and its effectiveness;
- k) *Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO (see reference to internal audit page 14);
- l) *Review the level of resources allocated to internal audit and the scope of its authority;
- m) *Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised;
- n) *Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
- o) *Review the local government's draft annual financial report, focusing on –
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;

- compliance with accounting standards and other reporting requirements; and
 - significant variances from prior years;
- p) *Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
- q) *Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
- r) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;
- s) Review the annual Compliance Audit Return and report to the council the results of that review, and
- t) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews.

Internal Audit

Many local governments have recognised the need to improve their internal auditing processes, and have moved to either employ an internal auditor or contract out the internal audit function.

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an

organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The scope of an internal audit would be determined by the Audit committee, with input from the CEO, based on the size of the local government's internal operations and the level of compliance to be achieved. The role differs from that of the external auditor who is appointed by council on the recommendation of the Audit Committee, to report independently to it, through the mayor/president and the CEO, on the annual financial statements. The external auditor's primary role is to decide whether the annual financial statements of a local government are free of material misstatement.

There are certain functions of the internal audit that complement the external auditor's role. As the external auditor plans for an effective audit they need to assess and determine whether to include the scope, procedures and outcomes of the internal audit. The CEO must refer all internal audit reports to the Audit Committee for consideration.

An internal auditor's activities should typically include the following:

- (a) review of the internal control structure, monitoring the operations of the information system and internal controls and providing recommendations for improvements;
- (b) a risk assessment with the intention of minimising exposure to all forms of risk on the local government;
- (c) examination of financial and operating information that includes detailed testing of transactions, balances and procedures;

- (d) a review of the efficiency and effectiveness of operations and services including non-financial controls of a local government;
- (e) a review of compliance with management policies and directives and any other internal requirements;
- (f) review of the annual Compliance Audit Return;
- (g) assist in the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance; and
- (h) specific tasks requested by management.

For local government, the internal auditor should report functionally to the audit committee and administratively to the CEO. It should be remembered that pursuant to section 5.41 of the Act, the CEO is responsible for the day-to-day management of council activities including the direction of staff and implicitly the internal audit function. The CEO may choose to delegate this responsibility provided always that the delegation does not directly or indirectly interfere with the ability of the Internal Auditor to conduct an internal audit function free from interference.

A clear and properly defined reporting relationship ensures that the internal auditor is empowered to perform their role working with management. The direct reporting line to the audit committee also acts as an adequate safeguard in the event of a serious breakdown in internal controls or internal control culture at senior levels in the organisation.

While it is recognised that smaller councils may not be able to justify a

full-time internal auditor, a small size of operation does not justify forgoing internal audit altogether. If audit committee or management is of the view that the employment of an independent internal auditor either full-time or part-time is not warranted, it may request the council to have the internal audit function undertaken as necessary by an external contractor, or expand the role of its external auditor.

The external auditor or his or her professional company should only undertake internal audit functions that complement the external audit and do not cloud the objectivity and independence of the external audit. An external auditor must not audit information prepared by them or their accounting practice, as this is considered incompatible with the standard of independence.

Local governments that do not establish an internal audit process but require a review of the financial management systems and procedures, may decide to use the services of the external auditor for that purpose. Such reviews are to be undertaken every four years in accordance with regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*.

The review of financial management systems and procedures provides the external auditor with greater assurance of systems and procedures used to prepare the annual financial statements, and whether they provide information free of material misstatement.

Appendix 2

Model Minimum Standard Audit Specification

Important: The following Model Minimum Standard Audit Specification may be used as the basis for the calling of tenders or seeking of quotes for the appointment of an auditor. Local governments need to consider the Model to ensure that only those clauses applicable to its requirements are used. This applies, in particular, to the "Critical matters to be audited".

Introduction

This document is provided for the assistance of auditors who wish to apply for the role of auditor with the City/Town/Shire.

Auditors are required to address all of the matters outlined in the specification.

Auditors who submit an application may be asked to provide further information and/or make a presentation to the audit committee.

Objectives of the Audit

To provide an independent audit opinion of the accounts and annual financial reports of the local government for each financial year covered by the term of the audit appointment.

Term of Audit Appointment

For the financial years commencing 1 July through to 30 June..... (not more than 5 years)

Scope of the Audit

The auditor is to –

Carry out such work as is necessary to form an opinion as to whether –

- (a) the accounts are properly kept; and
- (b) the annual financial report –
 - (i) is prepared in accordance with the financial records; and
 - (ii) represents fairly the results of the operations of the local government and the financial position of the local government at 30 June in accordance with the Australian Accounting Standards, the *Local Government Act 1995* (as amended) (the Act), the *Local Government (Financial Management) Regulations 1996* (as amended) and other mandatory professional reporting requirements.

Give an opinion in his or her audit report on –

- (a) the financial position of the local government; and
- (b) the results of the operation of the local government.

Include in his or her audit report –

- (a) any material matters that indicate significant adverse trends in the financial position or the financial management practices of the local government;
- (b) any matters indicating non-compliance with financial management or control requirements of the Act, Regulations and any other written law;
- (c) details of whether information and explanations were obtained by the auditor;

- (d) a report on the conduct of the audit; and
- (e) the opinion of the auditor as to whether or not the specific financial ratios reported are supported by verifiable information and reasonable assumptions.

Audit Methodology and Approach

Other requirements of the Auditor –

- (a) The auditor is required to comply with the requirements of section 7.9 of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*;
- (b) An audit is to be carried out in accordance with accounting standards adopted from time to time by the Australian Government Auditing and Assurance Standards Board (AuASB);
- (c) The auditor is to provide the local government with a general outline of his/her methodology;
- (d) The auditor is to provide the local government with a plan for the audit including –
 - timing of interim audit visits;
 - final audit visit (within 30 days of being advised that the accounts and annual financial report are available for audit);
 - timing of the legislative requirement to meet with the local government and whether that meeting will be in person or by some other means;
 - the method to be used to communicate with, and provide advice and information to, the local government; and
- (e) The auditor is required to produce an audit report as required by section 7.9 of the *Local Government Act 1995* and, if considered appropriate by the auditor, a management report.

Critical Matters to be Audited

The auditor is to include in his or her application the extent to which the critical matters outlined below will be audited so as to form an opinion on the manner in which they have been maintained.

- (i) Revenue
 - Rates revenue
 - Government grants
 - User pays revenue
 - Profit on sale of non-current assets
 - Other income
- (ii) Expenditure
 - Salary and wage costs
 - Depreciation
 - Materials and contract expenditure
 - Loss on sale of non-current assets
 - Insurances
 - Bad debts
 - Other expenditure
- (iii) Current Assets
 - Bank and short term investments
 - Receivables and prepayments
 - Inventory
- (iv) Non-Current Assets
 - Property, plant, furniture and equipment
 - Infrastructure and depreciation
 - Other receivables
- (v) Liabilities (Current and non-current)
 - Creditors and accruals
 - Loan borrowings including new loans raised
 - Provision for annual and long service leave entitlements
- (vi) Reserve Funds
- (vii) Contingent Liabilities
- (viii) Capital Commitments
- (ix) Accounting Policies and Notes to the Financial Statements
- (x) Cash Flow Statement
- (xi) The financial ratios required by the *Local Government (Financial Management) Regulations 1996*

Hours, Fees and Expenditure

The auditor is to provide –

- estimate of the time to be spent on the audit;
- fees for completing the audit in accordance with this specification;
- nominated auditor(s) and registered company audit number(s); and
- experience of the nominated auditors in completing local government audits.

The auditor is to provide a fee for any additional audit requested by Council.

Terms

Conditions to be noted by auditors –

- the auditor shall not sub contract to a third party;
- the auditor shall not, and has no right to, assign the audit contract to third parties;
- the auditor shall not be engaged by the local government to undertake any financial consultancy with the local government that requires the preparation of financial information that will be the subject of the annual audit; and
- the auditor shall confirm that he or she has, and will maintain during the duration of the audit term, professional indemnity insurance covering the legal liability arising out of any neglect, default, error, or omission.

Termination of Appointment

The appointment as auditor is terminated if –

- (a) the auditor ceases to be a registered company auditor;
- (b) the auditor ceases to be an approved auditor under Section 7.5 of the *Local Government Act 1995*;
- (c) the auditor is a disqualified person under Section 7.4(2) of the *Local Government Act 1995*;
- (d) the auditor resigns by notice in writing to Council; or
- (e) Council serves notice in writing to the auditor terminating the appointment.

Appendix 3

Issues that should be considered for inclusion in the CEO's Review of Risk Management, Internal Control and Legislative Compliance

Please note: Section 7 of the Department's Western Australian Local Government Accounting Manual provides a comprehensive internal control framework related to internal control and risk management.

Risk Management

Internal control and risk management systems and programs are a key expression of a local government's attitude to effective controls. Good audit committee practices in monitoring internal control and risk management programs typically include:

- Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered;
- Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;
- Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas;
 - potential non-compliance with legislation, regulations and standards and local government's policies;
 - important accounting judgements or estimates that prove to be wrong;
 - litigation and claims;
 - misconduct, fraud and theft;
 - significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government;
- Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;
- Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance;
- Reviewing the effectiveness of the local government's internal control system with management and the internal and external auditors;
- Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;
- Assessing the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;
- Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment;
- Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated,

monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

Internal Control

Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

An effective and transparent internal control environment is built on the following key areas:

- integrity and ethics;
- policies and delegated authority;
- levels of responsibilities and authorities;
- audit practices;
- information system access and security;
- management operating style; and
- human resource management and practices.

Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.

Aspects of an effective control framework will include:

- delegation of authority;
- documented policies and procedures;
- trained and qualified employees;
- system controls;
- effective policy and process review;
- regular internal audits;
- documentation of risk identification and assessment; and

- regular liaison with auditor and legal advisors.

The following are examples of controls that are typically reviewed:

- separation of roles and functions, processing and authorisation;
- control of approval of documents, letters and financial records;
- comparison of internal data with other or external sources of information;
- limit of direct physical access to assets and records;
- control of computer applications and information system standards;
- limit access to make changes in data files and systems;
- regular maintenance and review of financial control accounts and trial balances;
- comparison and analysis of financial results with budgeted amounts;
- the arithmetical accuracy and content of records;
- report, review and approval of financial payments and reconciliations; and
- comparison of the result of physical cash and inventory counts with accounting records.

Legislative Compliance

The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. Audit committee practices in regard to monitoring compliance programs typically include:

- Monitoring compliance with legislation and regulations;
- Reviewing the annual Compliance Audit Return and reporting to Council the results of that review;
- Staying informed about how management is monitoring the

effectiveness of its compliance and making recommendations for change as necessary;

- Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;
- Obtaining assurance that adverse trends are identified and review management's plans to deal with these;
- Reviewing management disclosures in financial reports of the effect of significant compliance issues;
- Reviewing whether the internal and/or external auditors have regard to compliance and ethics risks in the development of their audit plan and in the conduct of audit projects, and report compliance and ethics issues to the audit committee;
- Considering the internal auditor's role in assessing compliance and ethics risks in their plan;
- Monitoring the local government's compliance frameworks dealing with relevant external legislation and regulatory requirements; and
- Complying with legislative and regulatory requirements imposed on audit committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest.

These guidelines are also available on the Department's website at www.dlgc.wa.gov.au



Government of **Western Australia**
Department of **Local Government and Communities**




Local Government Advisory Hotline
1300 762 511

Email: lghotline@dlgc.wa.gov.au
8.30am–5.00pm, Monday to Friday

About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.



For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

Department of Local Government and Communities

Gordon Stephenson House, 140 William Street, Perth WA 6000

GPO Box R1250, Perth WA 6844

Telephone: (08) 6551 8700 Fax: (08) 6552 1555

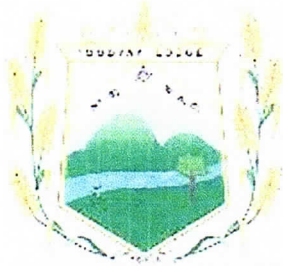
Freecall (Country only): 1800 620 511

Email: info@dlgc.wa.gov.au Website: www.dlgc.wa.gov.au

Translating and Interpreting Service (TIS) – Tel: 13 14 50

The Toodyay Lodge

No. 37 W.A.C.



Consecrated as No. 2803 P.C.
20th November 1899

The Secretary
The Toodyay Masonic Lodge
PO Box 785
TOODYAY 6566
Western Australia

1 September 2019

The CEO
Shire of Toodyay
15 Fiennes Street
Toodyay WA 6566

Dear Mr Scott,

I'm writing to you on behalf of the Toodyay Lodge of Freemasons, seeking an exemption from paying Toodyay Shire rates.

The Freemasons are one of the oldest organisations in our community, having been operating continuously in the town since 1899. We have been in our present location, next to the Shire Offices in Templar Street, since the 1920's.

As you may know, we are charitable non-for profit organisation facing financial pressures with falling membership and increasing costs in maintaining our historic building. If in the event that the Lodge should ever close, it is the members wishes that the ownership of our building be transferred to the Shire for the community.

The majority of our land on which the building presently sits, is already used by the Shire and community for car parking.

If our wishes are granted in being exempted from paying Shire rates, it would not be setting a precedent as most community organisations do not have to pay Shire rates and indeed the majority of country Lodges in WA are not charged rates by their Local Governments.

We would appreciate if this request could be put before Council for their consideration and we hope that they support our request.

Best Regards,

John Adams
Secretary

This Page has been Left Blank "Intentionally"

Freemason's Hall

AUTHOR Shire of Toodyay

PLACE NUMBER 02561

LOCATION

19 Fiennes St Toodyay

LOCATION DETAILS

OTHER NAME(S)

Temperance Hall

Templar's Hall (fmr)

LOCAL GOVERNMENT

Toodyay

REGION

Avon Arc

CONSTRUCTION DATE

Constructed from 1879

DEMOLITION YEAR

N/A

Statutory Heritage Listings

TYPE	STATUS	DATE	DOCUMENTS
(no listings)			

Heritage Council Decisions or Deliberations

TYPE	STATUS	DATE	DOCUMENTS
(no listings)			

Other Heritage Listings and Surveys

TYPE	STATUS	DATE	GRADING/MANAGEMENT
			CATEGORY
Municipal Inventory	Adopted	27 Aug 1998	Category 2
Classified by the National Trust	Recorded	07 Jun 1977	

Statement of Significance

The place has historic value for its associations with the Templars, Methodist Church, Rev Holliday and the Freemasons. The place has aesthetic value for its contribution to the townscape of Toodyay.

Physical Description

Tall Gothic style Mason hall with steep pitched iron roof and tall narrow windows set in recessed rounded arch openings. The extension to the rear with skillion roof is of a lean-to style. painted brick and half timbering to gable apex are present. The front door is bricked in but the original dressings around the opening is still visible. The side extension of timber and iron on stumps adjoins a brick structure with shallower pitched gable roof and timber vented gable apex. There are high level small windows at rear.

History

Interest in the Temperance movement was fostered by Thomas Farmer, a travelling agent in 1880. He addressed meetings in his role as Grand Worthy Chief Good Templar. The movement gathered strenght and children joined the Band of Hope. The original building was constructed in 1879 on land donated by Charles Marris for the purpose of a temple. Marris was one of the leading temperance workers and he trained a brass band which played at public functions. The Templars used the place and it was also the venue for Methodist Church services until 1898 when their own church was constructed. The very popular annual Christmas Tree

concert conducted by the Methodists was first held at the Mechanics' Institute in 1887 to raise funds for seats at the Temperance Hall. In 1894 Rev. E Holliday took over the eastern district circuit of the Wesleyan congregation and although he retired in 1895 he was later Mayor of Toodyay from 1897 to 1898 and the first Master of the Freemasons, buying the Templar Lodge in 1899.

Integrity/Authenticity

Integrity: Medium Authenticity: Low

Condition

Fair-Good

Associations

NAME	TYPE	YEAR FROM	YEAR TO
Percy W Harrison	Architect	-	-

Creation Date 04 May 1989

Last Update 01 Jan 2017 **Publish place record online (inHerit):** Approved

Disclaimer

This information is provided voluntarily as a public service. The information provided is made available in good faith and is derived from sources believed to be reliable and accurate. However, the information is provided solely on the basis that readers will be responsible for making their own assessment of the matters discussed herein and are advised to verify all relevant representations, statements and information.



WSFN

WHEATBELT SECONDARY
FREIGHT NETWORK

PROGRAM GOVERNANCE PLAN

Table of Contents

1	Program Governance Outline	1
1.1	Program Overview	1
1.2	Goals	1
1.3	Background	1
1.4	Purpose of the Program Governance Plan.....	2
1.5	Governance and Delivery.....	2
1.6	Formal Agreement	2
2	Program Governance	4
2.1	Federal Government	4
2.2	State Government (Main Roads WA).....	4
2.3	Wheatbelt North and Wheatbelt South Regional Road Groups.....	5
2.4	WSFN Steering Committee	5
2.5	Program Technical Team.....	6
2.5.1	Program Technical Director	7
2.5.2	Project Manager.....	7
2.6	LGs.....	8

1 Program Governance Outline

1.1 Program Overview

The Wheatbelt Secondary Freight Network (WSFN) in the Main Roads WA Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost-effective access to business. The WSFN project is developing a submission, with the supporting evidence and documentation required, to seek the addition of a program of road improvements across the network be added to the Infrastructure Australia (IA) Priority List.

The efficiency of supply chains serving industries in the Wheatbelt region is determined by the performance of the weakest link. Failure to maintain and improve productivity of the secondary freight network will reduce the international competitiveness of the Wheatbelt agricultural sector, which underpins employment and economic activity in the region. Transport links need to be addressed if the production of this sector is to be supported.

1.2 Goals

The 42 Local Governments (LGs) that collectively manage roads that comprise the Wheatbelt Secondary Freight Network are seeking to:

1. Efficiently deliver Stage 1 pilot projects funded through the Federal Government Roads of Strategic Importance (ROSI) program with State and Local Government co-contributions;
2. Develop a prioritised program of works for Stage 1 based on available funding (approximately \$87.5 million in funding for on-ground works), priority and deliverability.
3. Complete an “IA Stage 4 Business Case” submission covering the unfunded work needed to develop the WSFN to meet to industry requirements and submit this to Infrastructure Australia for inclusion on the Infrastructure Priority List (IPL).

1.3 Background

The 42 LGs of the Wheatbelt region have worked collaboratively for over 4 years to identify and now secure funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt.

The 42 LGs have worked collaboratively with a number of State Government Departments to develop this plan and secure the Federal funding and this level of collaboration is unprecedented. In order to ensure ongoing success it is imperative that governance to deliver this program be established to administer the available funds and deliver the agreed outcomes in a transparent, reportable manner to the satisfaction of all parties; Local Governments, States Government and the Commonwealth.

\$70 million of Federal funding (ROSI) has been allocated and this has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement). The State funding will be sourced two thirds from the State and one third from the Local Governments whose assets are being upgraded.

The available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.

In addition to this the Shire of Koorda has received a REDS grant of \$100k for 2019/20 to engage a project manager for this project.

1.4 Purpose of the Program Governance Plan

The purpose of this Program Governance Plan (PGP) is to identify how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG), their respective Sub-Groups and Local Governments. It will address who has responsibility for decision making on specific components. The PGP will provide a framework and guidelines for all members of the WSNF program to operate within. It also outlines how key administrative roles associated with program management such as stakeholder engagement, funding acquittal, project development and delivery and general correspondence will be undertaken. The PGP links all administrative tasks into a single concise document that members of the program governance team can regularly refer to.

The PGP will be used to communicate to all stakeholders how the program will be governed. It also provides a reference from which the governance of the program can be evaluated at any point in time and modified or improved as required.

1.5 Governance and Delivery

Given this funding is for Local Governments and all improvements are on Local Government assets it is appropriate that Local Government representatives determine program prioritisation, project selection, and appropriate standards and are responsible for design and delivery of the works.

It is proposed to split the Local Government responsibilities for this program delivery into three areas;

- Governance
 - Provide sound governance
 - Overall program management
 - Administration
- Management
 - Design and scoping of projects.
 - Delivery of individual identified projects
- Administration
 - Funding breakdown.
 - Funding acquittal.
 - Program agreements.

1.6 Formal Agreement

This PGP should be read in conjunction with the Program Delivery Plan and the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how the work will be delivered.

As outlined later in the PGP it is proposed that all 42 Local Governments are to formalise their commitment to WSNF Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which will entail the presentation and acknowledgement of the following WSNF program documents:

- Project Governance Plan

- Program Delivery Plan
- MCA Methodology.

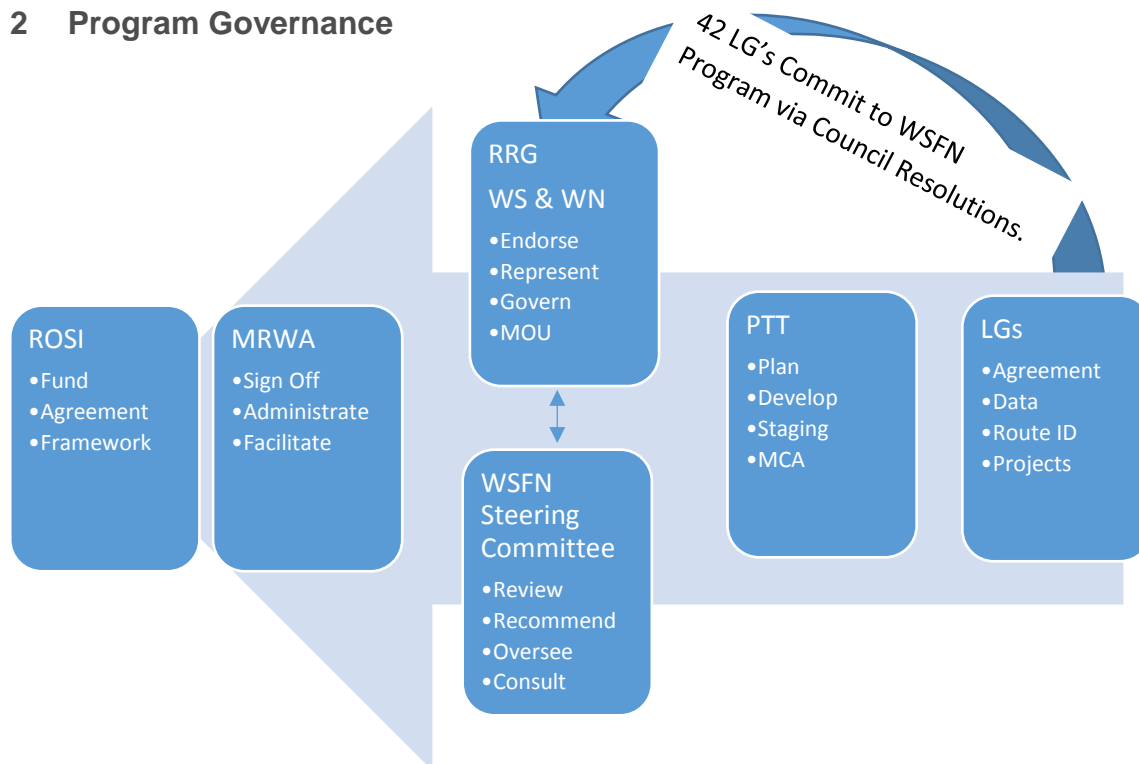
The 42 Council resolutions will be collated as addendums to a formal agreement (either a Deed of Agreement / Memorandum of Understanding, with exact terminology to be confirmed) that the Regional Road Group will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSNF program formalising the ongoing commitment to the program.

The following provides an overview of the delegations and approval processes for each relevant stakeholder group associated with WSNF program governance and delivery.

Document	WSFN Steering Committee	LG	RRG	MRWA
Formal Agreement	Prepare & Submit	Commit	Approve	Sign Off
Governance Plan	Prepare & Submit	Receive	Approve	Sign Off
Program Delivery Plan	Prepare & Submit	Receive	Endorse	Sign Off
Preliminary MCA	Prepare & Submit	Receive	Approve	Sign Off
Annual Report	Prepare & Submit	Receive	Receive	Receive
Staging Plan	Prepare & Submit	Receive	Endorse	Approve
Annual Program Budget	Prepare & Submit	Receive	Endorse	Sign Off
Specific Projects	Approve	Commit	Receive	Sign Off

The Program Delivery Plan will be a “live” document that will evolve as the program and its various projects are delivered. It is envisaged that this document incorporate various learnings undertaken over the course of the program.

2 Program Governance



2.1 Federal Government

The Australian Federal Government intends to invest \$4.5 billion over ten years to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities.

The WSFN Stage 1 prioritised program and on-ground capital works, up to a value of \$87.5 million, will be completed through the provision of Federal Government ROSI funds (\$70 million) along with matching State Government funds (\$11.7 million) and Local Government (\$5.8 million) co-contributions. The envisaged timeframe for this is 3 – 5 years subject to funding arrangements outlined by the Federal Government.

The Federal Government will:

- Provide guidance regarding program delivery and funding arrangements for WSFN program in-line with the ROSI requirements.
- Note Agreement between the 42 Local Governments of Wheatbelt North & Wheatbelt South Regional Road Groups (RRGs) regarding on-going support for investment in the WSFN and governance arrangements.
- Note a 5 year Staging Plan.
- Approve annual program plan through the Program Proposal Report (PPR).
- Provide funding to WA State Government via Main Roads WA in alignment with agreed milestones.

2.2 State Government (Main Roads WA)

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Federal Government and the WSFN. MRWA

will review the processes undertaken by RRGs, WSN and associated LGs and approve when satisfied that these process have been complied with.

Federal and State Government funding will be managed through Main Roads WA. Main Roads WA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA Wheatbelt Regional Manager to sign off on individual projects.
- MRWA Wheatbelt Regional Manager to ensure the various projects are delivered in accordance with the project plan
- MRWA to administer funds.
- Reporting implementation of the WSN Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.

2.3 Wheatbelt North and Wheatbelt South Regional Road Groups

The WSN Program will use existing governance structures and decision-making processes within the Wheatbelt North (WN) and South (WS) Regional Road Groups.

The RRGs will make decisions and endorse commitment of funds in accordance with agreed processes and procedures based upon advice from WSN Steering Committee and its Governance Plan. This approach would mitigate the need for every decision to be considered by all 42 Shires and would therefore enable swifter decision making. Its specific roles and responsibilities will entail:

- WS & WN RRGs to enter into a joint Agreement / Memorandum of Understanding (MOU) [specific terminology to be confirmed] representing all 42 LGs confirming their inclusion in WSN program.
- Receive and acknowledge Steering Committee decisions
- Endorse Governance Plan under which the Steering Committee will operate.
- Endorse Multi Criteria Assessment as recommended by Steering Committee
- Receive and Note the Annual Report as presented by Steering Committee
- Approve the program including back up projects (Staging plan).
- Approve the Annual program budget

Should WN & WS when approving programs not come to an agreed position it will be referred to mediation group comprising of RDA-W, WALGA and MRWA.

2.4 WSN Steering Committee

The purpose of the Steering Committee is to provide oversight and governance to the program.

The Steering Committee is made up of the following members:

Voting Delegates

- 2 x Wheatbelt North Regional Road Group (WN RRG) Elected Members
 - Chairperson plus 1 other delegate
- 2 x Wheatbelt South Regional Road Group (WS RRG) Elected Members
 - Chairperson plus 1 other delegate

Non-Voting Delegates

- WSN Program Technical Director

- WA Local Government Association (WALGA)
- Regional Development Australia - Wheatbelt (RDA-W)
- Main Roads WA - Wheatbelt Region (MRWA-WR)
- Wheatbelt Development Commission (WDC)

The Elected members are nominated to the Steering Committee for a two year term at the first RRG meeting following the LG elections. The Chairperson shall be elected at the first WSNF Steering Committee meeting following the LG elections.

Should the Steering Committee be unable to reach an agreed position it will be referred to mediation group comprising senior officers appointed by RDA-W, WALGA and MRWA.

The Steering Committee would work to set the goals and outcomes for the program in order for the Program Technical Team (refer Section 2.5) to develop a program brief and manage the consultant engagement process. Key roles would include:

- Set the goals and outcomes for the program.
- Provide political representation with State and Federal governments as well as their relevant authorities and departments.
- Identify funding opportunities and sources.
- Provide communication and consultation back to the WN and WS RRGs.
- Provide a collaborative approach to program delivery across multiple organisations.

The Steering Committee will recommend decisions and the commitment of funds to RRG in accordance with agreed processes and procedures outlined in WSNF Governance Plan.

Specific roles and responsibilities of the Steering Committee will be to:

- Review and recommended to RRGs
 - proposed routes within each sub-group.
 - approved Multiple Criteria Analysis process.
 - prioritisation of the 80 routes in accordance with the agreed Multi Criteria Assessment
 - work programs for future years and project prioritisation plans.
- Approve projects and allocation of project funding on an annual basis against agreed scope and budget with individual Shires.
- Consult and communicate with their respective sub-groups and member LGs.
- Ensure relevant information is presented to each RRG meeting for consideration.
- Prepare annual reports of achievements in the previous year
- Report on decisions made and program progress to Regional Road Groups and Main Roads

2.5 Program Technical Team

The PTT would be a technical working group consisting of the WSNF Program Technical Director and Project Manager as well as a Technical Advisor from each RRG.

The PTT will also have the ability to co-op specific technical resources as and when is required.

The role of the PTT will be to undertake a multi-organisational approach to deliver all the components of the program. Key responsibilities will entail.

- Engage consultants as required to deliver the program outcomes.
- Prioritise the 80 routes in accordance with the agreed Multi Criteria Assessment.
- Prepare work programs for future years.
- Prepare annual reports of achievements in the previous year.
- Prepare scope for future works to ensure consistency along identified routes.
- Allocate budgets against agreed scopes with individual Shires.
- Report on decisions made and program progress to Steering Committee and Working Group.

2.5.1 Program Technical Director

It is proposed that this role is undertaken by a representative of a Local Government within the Wheatbelt Regional Road Groups. Their roles and responsibilities will entail:

- Technical Member of the Steering Committee.
- Chairperson and coordination of PTT.
- Review of Project Brief and Budget as prepared by the Project Manager and present to Steering Committee.
- Oversee Project Manager in conjunction with employing LG.

The Steering Committee will make a recommendation to the RRGs to approve the appointment of Program Technical Director for a period an initial period of 3 years commencing October 2019, and every 2 years thereafter, outside of an election cycle.

2.5.2 Project Manager

The Project Manager will form part of the Program Technical Team and will be an integral key to successful program delivery. The complexity and scale of this program is significant and well beyond the technical and financial capabilities of the Wheatbelt Local Government staff on an individual basis. Engaging an external Project Manager with the skills and expertise required to work with the PTT, relevant LG officers as well as technical consultants will ensure a cohesive and collaborative environment is established for optimum outputs.

The Project Manager will direct the work of the external technical consultants and will be the main contact for communication between the PTT and external consultants.

Key roles of the Project Manager will be to undertake streamlined planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of Stage 1 priority projects with relevant LGs. The activities include:

- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop a route staging plan.

- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of Stage 1 priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

The Shire of Koorda will be the auspice of the funding of the Project Manager for a nominal period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

2.6 LGs

- 42 Local Governments are to formalise their commitment to WSNF Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which will entail the presentation and acknowledgement of the follow WSNF program documents:
 - Program Governance Plan
 - Program Delivery Plan
 - MCA Methodology.
- Provide necessary data to PTT to be utilised as part of MCA process and Staging Plan.
- Assist PTT with development of Staging Plan by identifying routes and assessing deliverability within the timeframes and parameters of the WSNF program.



WSFN

WHEATBELT SECONDARY
FREIGHT NETWORK

PROGRAM DELIVERY

PLAN

Table of Contents

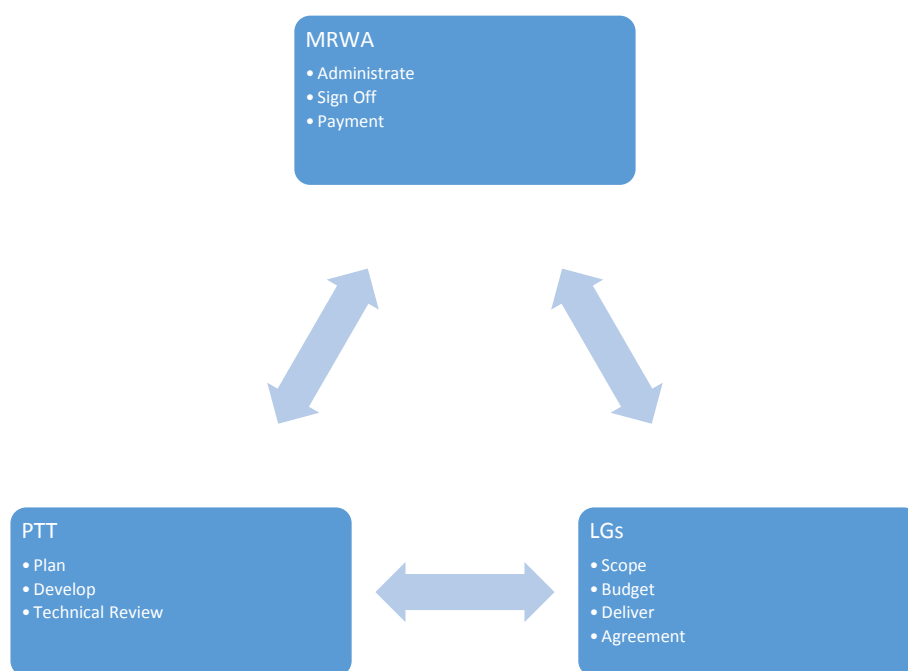
1	Program Delivery	1
1.1	MRWA.....	1
1.2	Program Technical Team.....	2
1.2.1	Program Technical Director	2
1.2.2	Project Manager.....	2
1.3	LGs.....	3
2	Project Administration	4
2.1	Project Management Funding	4
2.2	Capital Works Funding Administration	5
2.2.1	Funding Breakdown	5
2.2.2	Funding Acquittal	6
2.3	Project Delivery.....	6

1 Program Delivery

The program delivery structure aims to utilise existing resources across the LGs of the Wheatbelt RRG with input from other key program Working Group member organisation representatives. It also outlines the engagement of a Lead Consultant to undertake project management of the external technical consultancy components of the project.

The WSFN has a strong project management and governance experience, which has been working on this project since 2017. The program has thus far been coordinated by the Working Group, with Garrick Yandle, CEO Shire of Kulin, (previously Executive Manager of Infrastructure with the Shire of Dandaragan) undertaking the role of Program Manager. The Working Group has been in close consultation with all member organisations, key stakeholders, as well as the design consultant and various state government regulatory authorities and potential funding bodies.

As part of the on-going delivery of the program the Working Group consists of the following:



1.1 MRWA

Funding is to be channelled through Main Roads WA to each LG undertaking works. Main Roads will therefore process payments that are demonstrated to be in line with the agreed program management procedures.

- MRWA WR Manager to sign off on individual LGA Projects.
- MRWA to administer funds through the RRG Local Government Interface Manager (LGIM).
- MRWA WR Manager to ensures the various plans are being implemented

- Acquittal and review process for Certificates of Completion and Progress Payments is proposed to be.
 - Progress Payment Certificate - First 40% (once project is approved).
 - Progress Payment Certificate - First 40% (once project is commenced).
 - Completion Certificate - Final 20% (once project is completed).

1.2 Program Technical Team

The PTT would be a technical working group consisting of the WSNF Program Technical Director and Project Manager as well as a Technical Advisor from each RRG.

The PTT will also have the ability to co-op specific technical resources as and when is required.

The role of the PTT will be to undertake a multi-organisational approach to deliver all the components of the program. Key responsibilities will entail.

- Engage consultants as required to deliver the program outcomes.
- Prioritise the 80 routes in accordance with the agreed Multi Criteria Assessment.
- Prepare work programs for future years.
- Prepare annual reports of achievements in the previous year.
- Prepare scope for future works to ensure consistency along identified routes.
- Allocate budgets against agreed scopes with individual Shires.
- Report on decisions made and program progress to Steering Committee and Working Group.

1.2.1 Program Technical Director

It is proposed that this role is undertaken by a representative of a Local Government within the Wheatbelt Regional Road Groups. Their roles and responsibilities will entail:

- Technical Member of the Steering Committee.
- Chairperson and coordination of PTT.
- Review of Project Brief and Budget as prepared by the Project Manager and present to Steering Committee.
- Oversee Project Manager in conjunction with employing LG.

The Steering Committee will make a recommendation to the RRGs to approve the appointment of Program Technical Director for an initial period of 3 years commencing October 2019, and every 2 years thereafter, outside of an election cycle.

1.2.2 Project Manager

The Project Manager will form part of the Program Technical Team and will be an integral key to successful program delivery. The complexity and scale of this program is significant and well beyond the technical and financial capabilities of the Wheatbelt Local Government staff on an individual basis. Engaging an external Project Manager with the skills and expertise required to work with the PTT, relevant LG officers as well as technical consultants will ensure a cohesive and collaborative environment is established for optimum outputs.

The Project Manager will direct the work of the external technical consultants and will be the main contact for communication between the PTT and external consultants.

Key roles of the Project Manager will be to undertake streamlined planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of Stage 1 priority projects with relevant LGs. The activities include:

- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop a route staging plan.
- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of Stage 1 priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

The Shire of Koorda will be the auspice of the funding of the Project Manager for a nominal period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

1.3 LGs

Officers from LGs with prioritised projects will be essential to ensure successful delivery of individual projects. This will provide a great opportunity for knowledge sharing and collaboration across the region. It will allow members of the PTT to undertake both informal and formal training of LGA staff to upskill and improve their technical capacity. Where possible neighbouring LGs will be encouraged to share technical, workforce and plant resources to assist in the efficient on-ground delivery of individual projects.

- Individual Shires will provide the following to the Steering Committee for approval before any funding will be released
 - Scope
 - Budget
 - Methodology
 - Delivery
- WSN 5 Year Plan incorporated in their LTFP.
- Individual Shires incorporate Project Budgets into Council Budgets Annually.
- Funding will be distributed to LGs via MRWA in accordance with Governance Plan.

2 Project Administration

As the WSFN Program and each individual LG project will be funded from three funding sources (Federal, State and Local Governments) it is important to clarify specific aspects with regards to the funding administration and delivery processes.

The Steering Committee put in separate funding submissions for a range of funding sources for both Management (administration, planning and design) Stage, as well as Capital Works Stage of the program. The program has been successful in obtaining funding from the following sources, as well as the required co-contribution from local governments:

Funding Source	Funding Amount	Stage
Regional Economic Development Grant	\$100K	Management
Local Government Co-contribution	\$252K 42 LGs x \$6K each	Management
Federal Government	\$70M	Capital Works
WA State Government	\$11.7M	Capital Works
Local Government	\$5.8M Individual LGs on project by project basis	Capital Works

2.1 Project Management Funding

The Project Manager is funded by the successful Regional Economic Development (RED) Grant through the WDC and acquitted by the Shire of Koorda. This specifically entails \$100K for a Project Manager to undertake project management.

The Project Manager will be initially contracted by the Shire of Koorda for a period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

Previously 42 local governments were asked to financially contribute to the WSFN project via a budget allocation of \$6,000 which was proposed to be part of a co-contribution towards BBRF. With the unsuccessful BBRF bid, it is proposed that the \$6,000 in financial contributions from each of the 42 local governments totalling \$252,000 be allocated to combine with the RED funding of \$100,000 to become project management pool of approximately \$350,000.

Funding Source	Funding Amount
RED Grant	\$100,000
Local Government Co-contribution	\$252,000
In Kind Contribution (approximately)	\$100,000
Project Management Total	\$452,000

This would contribute towards the overall project management requirements associated with the delivery of Stage 1 Priority Works over the course of an estimated 3 year delivery timeframe. Funding would contribute towards the following nominal requirements:

Role	Annual Funds	Comments
Project Manager	Nominal \$100,000 per annum of wages, plus superannuation and vehicle allowance and potentially accommodation	\$300,000 across 3 years
Project Administration and Communications Officer	Nominal \$20,000 per annum of wages only	\$60,000 across 3 years

Given the delivery of Stage 1 is likely to go over 5 years, then additional funding will be required for the Project Manager position. It is proposed that this additional funding be sourced via LGs contributing towards the PM as part of the LGs individual project budgets. A nominal figure for each project will be determined via the Steering Committee. As an example, a figure of 0.5% of total program funding (\$87.5M) would contribute approximately \$430K towards funding the Project Manager position. For each \$1M project approximately \$5,000 would be required to funding the Project Manager position. Individual LGs would still need to fund their own design, project management and project delivery of their individual projects.

Additional costs of vehicle and housing also likely to be required for the project manager position over the course the 5 years of delivery. The additional funding from each project would also contribute towards these additional costs.

Total project manager costs over 5 years are likely to be around \$750,000.

It is envisaged that a LG will advertise and employ the Project Manager over a 3 year period to work on the project on a part time basis. LGs with a desire to fulfil this role will be invited to make a submission to the WSFN Steering Committee for consideration. As indicated this contract will initially be managed by the Shire of Koorda for a period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

2.2 Capital Works Funding Administration

2.2.1 Funding Breakdown

The Australian Government will invest \$4.5 billion, including \$1 billion of additional funding committed in the 2019-20 Budget, to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities.

Stage 1 priority program prioritisation and on-ground works, up to a capital value of \$90M, will be completed through the provision of Federal Government ROSI funds (\$70 million) along with matching State Government funds (\$11.7M) and Local Government (\$5.8M) co-contributions. The envisaged timeframe for this is 3 – 5 years.

Funding Source	Funding Ratio	Funding Amount
Federal (ROSI)	80%	\$70M
State	13.3%	\$11.7M
LGA (Own Source)	6.7%	\$5.8M
Total	100%	\$87.5M

The Federal Government's role will:

- Provide framework and guidelines for funding WSNF program via ROSI.
- Note Agreement with 42 LGs of WR RRG regarding WSNF.
- Note 5 year Staging Plan.
- Approve annual project plan.
- Provide funding to LG via WA State Government.

2.2.2 Funding Acquittal

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Federal Government and the WSNF. MRWA will review the processes undertaken by RRGs, WSNF and associated LGs and approve when satisfied that these process have been complied with.

Federal and State Government funding will be managed through Main Roads WA. Main Roads WA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA Wheatbelt Regional Manager to sign off on individual projects.
- MRWA Wheatbelt Regional Manager to ensure the various projects are delivered in accordance with the project plan
- MRWA to administer funds.
- Reporting implementation of the WSNF Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.
- Acquittal and review process for Certificates of Completion and Progress Payments is proposed to be.
 - Progress Payment Certificate - First 40% (once project is approved).
 - Progress Payment Certificate - First 40% (once project is commenced).
 - Completion Certificate - Final 20% (once project is completed).

2.3 Project Delivery

The following provides an overview of the key components associated with planning, development, scoping, prioritisation and delivery of on-ground works. It outlines how the Working Group, Steering Committee, PTT and LGs will work together towards successful project delivery.

Stage	Details
1. Program Staging Plan	<ul style="list-style-type: none"> ▪ PTT will develop a staging plan for program delivery. ▪ Relevant LGs will be informed of their proposed project and indicative budget, scope and year of delivery. ▪ Identification of Funds required for a 4 year program set in advance by project priority lists. ▪ Funding to be limited according to individual LG ability to deliver works.
2. Project Scoping and Approval	<ul style="list-style-type: none"> ▪ Stage 1 priority projects will be determined via the MCA process. ▪ Projects will be scoped and a preliminary budget developed by the PTT in-conjunction with individual LGs.

	<ul style="list-style-type: none"> ▪ Projects prioritisation will be undertaken via an MCA process by the PTT with input from relevant consultants as required. ▪ PTT will make recommendations to the Steering Committee for endorsement. ▪ The Steering Committee will then forward endorsed recommendations through to the relevant WN or WS RRG.
3. Detailed Scoping, Design and Budget Development	<ul style="list-style-type: none"> ▪ LGs will develop detailed budgets and designs (if necessary) for nominated Stage 1 priority projects. ▪ LGs are to include projects in their annual budget for the proposed year. ▪ LGs to be responsible for all relevant approvals. ▪ PTT to work with LGs to verify budgets.
4. Delivery	<ul style="list-style-type: none"> ▪ LGs will be responsible for tendering, project management and delivery of each project in the proposed year. ▪ PTT to work with LGs to provide technical assistance and advice during delivery. ▪ Incorporate into annual capital works program. ▪ Works already funded from other sources are not eligible for funding under this program. ▪ Cannot use existing funding sources, other than own sources funds, as co-contribution (ie not RRG or Roads to Recovery or Blackspot or Commodity Route funding sources)

This Page has been Left Blank "Intentionally"



WSFN
WHEATBELT SECONDARY
FREIGHT NETWORK

**MULTI-CRITERIA
ANALYSIS
METHODOLOGY**

In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding. A preliminary prioritisation of the Wheatbelt Secondary Freight Network routes was performed to provide an initial example of the future process and assist in identifying high-value routes. A simple multi-criteria analysis (MCA) was developed to score each route on the available data. This was undertaken as part of the Business Case development and funding submission process.

The objective of the MCA is therefore to accurately reflect the relative need for upgrade works for each route across the network. To achieve this, the MCA must be based on clear and justifiable scoring system that uses good-quality and verifiable data.

Following the Preliminary MCA development the WSNF team have been able to obtain additional more detailed data from the Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. This data will be distributed to the WSNF Steering Committee via Main Roads WA. The additional data will be incorporated as part of the development of a Revised MCA.

This document summarises the Revised MCA methodology of prioritising the 80 Secondary Freight Routes of the WSNF program.

The criteria upon which each route will be assessed in the MCA includes:

- Average Daily Traffic
 - as submitted by LGAs
 - which would actually be “peak season” traffic
- Equivalent Standard Axles / per day
 - as submitted by LGAs
 - which would actually be “peak season” traffic
- Seal Width
 - Linearly relates to percentage of road below minimum 7M requirement for seal width.
- Road Safety
 - ROSMA as per RARF data
 - KSI
- Road Condition Data
 - as submitted by LGAs
 - Simple Condition Grading Model - IPWEA, 2015, IIMM, Sec 2.5.4

Input Data

Data will be collated from a range of sources as summarised below. These data sources fall under two general categories, relating either to the condition or utilisation of each route (see further explanation below):

Category	Data Set	Description
Condition	ROSMA KSI Rate	ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.
Condition	Seal Width	The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road.
Condition	Road Condition	Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition
Utilisation	ADT Counts	Average Daily Traffic counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.
Utilisation	ESA Counts	An Equivalent Standard Axle is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.

MCA Process

The MCA will use a three-step process to incorporate all routes into a final ranking system:

- Each set of data is scored on a consistent scale (e.g. 1 to 5) based the range of results in the data set. For example, if average daily traffic counts (ADT) range from a minimum of 100 to a maximum of 600 then the following scores could be applied (example only):

ADT Range	ESA Range	Seal Width (m)	ROSMA (KSI)	Road Condition	Score
100 – 199	0 - 25	> 8	0	Excellent: only planned maintenance required	1
200 – 299	25 – 50	7 - 8	0.2	Good: minor maintenance required plus planned maintenance	2
300 – 399	50 - 75	6 - 7	1	Fair: significant maintenance required	3
400 – 499	75 – 100	5 - 6	1.5	Poor: significant renewal/rehabilitation required	4
500 - 600	> 100	< 5	2	Very Poor: physically unsound and/or beyond rehabilitation	5

- The scores for each set of data are then combined using weightings (%) to reflect the importance of each set of results in establishing the need for works (example below). This system will be supported by a descriptive justification for the weighting applied to each set of data:

Data Set	Example Score	Weighting	Final Score
A	2	10%	0.2
B	3	20%	0.6
C	4	30%	1.2
D	1	40%	0.4
Total		100%	2.4 out of 5

3. The final score for all routes are then compared to rank the routes according to a simple priority system e.g. high, medium and low.

Application of Weightings

The weightings applied to each set of data must be reflective of the actual need for upgrade/repair works. At a high level, the need for the works stems from:

1. The current condition of the route and how far this is from an ideal standard
2. How much the route will be utilised, primarily by heavy vehicles

Anecdotal feedback to-date has been that heavy vehicles generally choose routes based on travel time, irrespective of road condition. The result being that particular routes will quickly deteriorate if they are not maintained to a high standard – at significant cost to the affected Local Government. As an initial base it is therefore proposed that Condition and Utilisation categories collectively each receive equal weightings of 50%. This initial system is illustrated below:

Category	Suggested Category Weighting	Data Sets	Individual Weighting
Condition	50%	KSI Rate Seal Width Road Condition	To be developed (sum to 50%)
Utilisation	50%	ADT ESA	To be developed (sum to 50%)

It is noted that a higher weighting has been applied to ESA counts as this is reflective of the number of freight vehicles. Freight vehicles account for the majority of road costs and potential benefits through reduced VOC and repairs/reconstruction costs, these costs are generally proportional to total ESA numbers.

Under this system a highly utilised route in moderate condition may be prioritised over a route that is in poor condition but is seldom used. In refining and finalising the MCA weightings, agreement will need to be reached on what weightings approach will achieve the best value-for-money considering the root causes of costs and the expected future utilisation of each route.

The criteria will be weighted according to relevance to the overall investment decision and these totals to produce the upgrade priorities for each route. The route prioritisation will be produced and presented using a high-level four stage project implementation schedule.

Project Funding

Funding will be considered for the highest priority projects and will proceed provided the relevant Local Governments commit to providing the necessary match funding (one third of the States 20%).

Some routes will have more challenges than others (environmental, land, heritage, utilities etc.) but this does not change the prioritisation. It may, however, impact on the year of delivery as more time may be required to get to delivery stage. In this case appropriate development funding will be provided to these high priority projects.

Once a route is funded a route specific project plan will be developed in accordance with the project management plan and each Local Government involved in development and delivery will sign up to a detailed scope of what is to be delivered and an associated agreed fixed budget will be allocated.

Additional Pavement Condition Data

It is proposed that TSD or FWD data is used to determine pavement condition. These data sets can be obtained through undertaking tests on all 80 of the identified routes. This data provides an indication of the nature and status of the existing road pavement including an indication of the relative residual life of the pavement in terms of equivalent standard axles (ESAs). The life of a pavement is always measured in ESAs and it is possible to determine the relative residual life of a pavement in terms of ESAs. When combined with ADT predictions a residual pavement life in terms of years can be ascertained. These surveys can be commissioned by the project through existing Main Roads contracts and data provided to Shires for all 80 routes.

Condition	TSD Pavement Condition	The collection of Traffic Speed Deflectometer data provides information on the pavement condition and remaining residual life of a road and is therefore reflective of future maintenance and/or reconstruction costs.
-----------	------------------------	--

Undertaking the TSD investigation and analysing the data is likely to take between 6-9 months and would unlikely be available until after April 2020.

This will be used to:

- To refine and update Prioritisation List for Priority 2-5 projects and subsequent Staging Plans.
- Provide further clarity on Priority 1 projects if require.

This Page has been Left Blank "Intentionally"

AVON CIVIL ENGINEERING

PO BOX 721 YORK 6302

ABN 83 057 191 803

1 August 2019

Scott Patterson
Shire of Toodyay

RE: **Structural Assessment** **Artist Created Park Benches**

As requested, an inspection of the two artist created park benches was conducted today with the purpose being to assess the structural capabilities of these park benches and any other risk related concerns that may be identified.

Both structures are built from scrap metal and bush timber. I have significant concerns regarding the structural integrity of both benches due to the nature of the construction and the type of materials used.

An in situ stability test identified that both benches have a tendency to wobble when loaded due to the irregular shape and lack of triangulation in the structural elements. The bush timber sections used cannot be classified as a structural member, I am not able to attribute any form of load capacity as the sections are irregular and formed from weak branches that are connected with tech screws. In a short period of time these sections of branch are going to dry out, crack and decay rendering the connections non viable. Termite attack and rot are highly likely in the medium term.

I therefore conclude that neither of these park benches can be considered as structurally stable and as such are a risk to the user.

To compound matters the scrap metal used to form part of the construction has numerous sharp edges that may cut or snag the user of the bench. Some steel elements protrude from the benches in a way that may cause a trip hazard. I consider both benches to be a hazard to the user as a result of these sharp edges and protrusions.

The bench in the town site, opposite corner to entrance of IGA is on Shire land and must be treated as a potential liability to the Shire in the event of an accident. The second bench is on private land, out front of the church next door to Cola Café but is still in a major public thoroughfare and could still be deemed to be the responsibility of the Shire given the location. I recommend that the Shire's insurers be contacted to determine what level of risk mitigation is recommended to protect the community from litigation.

Given that this weekend the town will be at its busiest with the Avon Decent taking place it is considered prudent to implement some form of mitigation immediately. Mitigation strategies worth considering include signage stating that these are public art works and are not for use, bunting around the structures to prevent access or total removal.

AVON CIVIL ENGINEERING

PO BOX 721 YORK 6302

ABN 83 057 191 803


I understand that there is a level of political pressure to allow the benches to remain but ultimately public safety must over ride political expedience.

In conclusion, both benches are considered to be structurally unstable and representing a risk to the general public on a number of counts including trip hazard, impalement or laceration.

It is my recommendation that they be removed from these public spaces and relocated to a suitable location such as a local art gallery.

Should you require any more information please do not hesitate to contact me.

Regards



Michael Gill
B Eng. Civil Hons
MIE Aust CP Eng. NER
No 860131
Avon Civil Engineering









